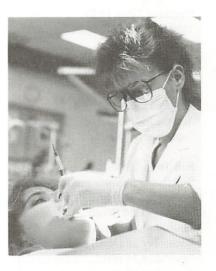


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Front cover photograph: Plum blossoms, Gonyea Terrace on the main campus. Photograph by Susan Sutton.

This catalog was prepared with assistance from: Susan Sutton, editor; Melanie Brown-Carey and Nancy Burian, curriculum specialists; Judy Dresser, Assistant to the Vice President for Instruction; Trish Hamer, typesetter; Terria Burch, proofreader; Susan Sutton, Daniel Welton, and Deborah Pickett, photographers.

This catalog is published for informational purposes and every effort is made to insure accuracy at the time of printing. However, the provisions in this catalog are not to be regarded as an irrevocable contract between the student and the college. Lane Community College reserves the right to change any provision or requirement at any time. Students are advised to study the schedule of classes available at registration and periodically check with counselors or the Student Records Office for information not available when this catalog was published.

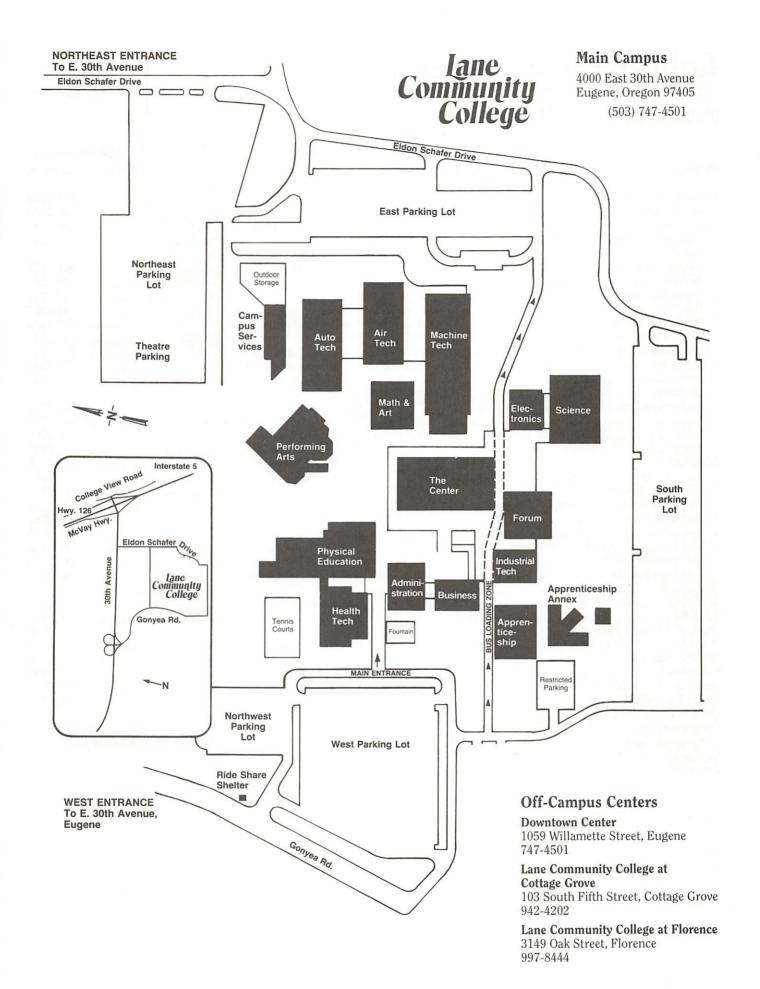
Lane Community College is an affirmative action/equal opportunity institution. The college does not discriminate in employment, treatment in, admissions to, or access to its programs, activities and services on the basis of race, color, age, sex, national origin, handicap, or otherwise as proscribed by applicable state and federal laws and regulations, including Executive Order 11246 (affirmative action), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap). Inquiries regarding the application of these laws and regulations may be directed to Larry J. Warford, Executive Dean, Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405 [phone: (503) 726-2200] or to the Office for Civil Rights, U.S. Department of Education, Seattle, Washington.



Academic Calendar 1990-91

Summer Term 1990	
June 5 (Tues)	Registration begins
June 18 (Mon)	Summer Term begins
July 4 (Wed)	Independence Day Holiday
July 14 (Sat)	First 4-week session ends
July 16 (Mon)	
August 13 (Sat)	Third 4-week session begins
September 8 (Sat)	Twelve-week & third 4-week sessions end
T. II T	
Fall Term 1990	
September 5 (Wed)	Registration begins
September 14 (Fri)	New Student Registration begins
September 24 (Mon)	Fall Term begins
November 9 (Fri)	Last day to withdraw with no grade record
November 12 (Mon)	Veterans Day Holiday
November 16 (Fri)	Last day for grade option changes
November 22-24 (Thurs-Sat)	Thanksgiving Holiday
November 26 (Fri)	Last day for schedule changes
December 10-15 (Mon-Sat)	Fall Term Examination Week
December 15 (Sat)	Fall Term ends
December 16-January 1	
W	
Winter Term 1991	
December 5 (Wed)	Registration begins
December 12 (Wed)	
January 1 (Tues)	
January 2 (Wed)	Winter Term begins
February 15 (Fri)	Last day to withdraw with no grade record
February 18 (Mon)	
February 22 (Fri)	
March 1 (Fri)	Last day for schedule changes
March 11-16 (Mon-Sat)	Winter Term Examination Week
March 16 (Sat)	Winter Term ends
March 17-March 24	Spring Break
Spring Term 1991	
March 6 (Wed)	Desire di la si
March 12 (Wed)	Registration begins
March 13 (Wed)	New Student Registration begins
March 25 (Mon)	Spring term begins
May 10 (Fri)	
May 17 (Fri)	Last day for grade option changes
May 24 (Mon)	Memorial Day Holiday
May 31 (Fri)	Last day for schedule changes
May 31 (Fri)	Graduation
June 3-8 (Mon-Sat)	
June 8 (Sat)	Spring Term ends





College Phone Numbers

Main College phone: 747-4501

		Ask fo	r extension		Ask for extension
To contact:		or dial dire	ct number:	To contact:	or dial direct number:
Instructional Depar	tments			Customized Training	726-2255
	Design		ext. 2409	Denali (Student Publication)	
			726-2221	Disabled Student Services	ext. 2662
	k Experience		726-2203	Dislocated Worker Program	726-2223
			ext. 2826	Displaced Homemaker/Single	120 2220
Electronics			ext. 2459	Parent Program	ext. 2837
	eign Language		ext. 2419	Downtown Business Education Center	726-2251
	gy		689-2021	English as a Second Language	
Health Occupation	ons		ext. 2617	Evening College	
Health and Phys	ical Education		ext. 2545	Financial Aid	726-2205
	ment (Counseling Depa		726-2204	Financial Services	
Industrial Techn	ology Programs		ext. 2843	Student Loan Payments	
	ation		ext. 2473	Tuition and Other Payments	726-2210
			726-3960	Florence Center	997-8444
			ext. 2379	Health Services	
			726-2209	High School Completion, Adult	726-2214
			ext. 2446	International Students Counselor	ext. 2239
			ext. 2427	Intramural Office	ext. 2599
			ext. 2439	Job Placement Office	726-2217
Administrators			CHC. 2 100	KLCC (Radio Station)	
Dean, Communi	ty Education and			Learning Resource Center (Library)*	
	elopment		ext. 2901	Life Experience Assessment Program	
	and Evening Colleg		ext. 2360	Multicultural Center	
			ext. 2302	Performing Arts Box Office	
			726-2200	Registrar	
	dministrative Serv		741-3074	Security* (emergency calls on campus)	
	nstruction		741-3072	General Security Information	ext. 2558
Vice President, S	tudent Services		741-3075	Small Business Development Center	
Admissions			726-2207	Student Activities	
Adult Basic Education			726-2214	Student Legal Services	
Adult Education*			726-2252	Student Records	
Associated Students			120-2252	Student Resource Center*	
	ege (ASLCC)		ext. 2330	Student Services Downtown Center	ext. 2342
Athletic Department			726-2215	Telecourses	
Bookstore			726-2215	Torch (Student Newspaper)	
Bookstore Annex (Do			ext. 2942	Veteran's Office	
Career Information			ext. 2342 ext. 2297	Women's Awareness Center	
Child Development			ext. 2524	Work Study	
Community Educati			CAL. 2024	Work Study	ext. 2822
	opment		ext. 2949	* These LCC offices and facilities also co	an ha reached demine
Cottage Grove Cente			942-4202		in de reachea auring
Collage Grove Cente	CI		344-4404	evening hours.	

About Lane



Welcome to Lane Community College

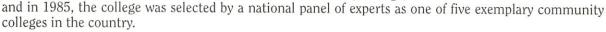
We welcome your interest in Lane Community College. As you look through this catalog, we hope you will find a program, class, or service that meets your needs.

Lane Community College exists to serve the needs of people whose interests and abilities are diverse. Unlike highly selective colleges and universities, which try to attract only those students who can

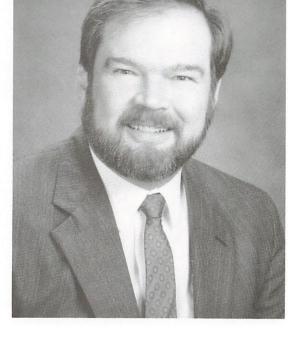
succeed in the programs they offer, Lane Community College tries to provide programs for, and to assure the success of, people who come with varying levels of skills. Meeting this goal commits us to a wide range of offerings, including two-year college transfer and technical programs; shorter job skills programs; personal interest courses; assistance to business, industry, and labor; English as a Second Language and literacy courses and programs; and high school equivalency studies. We are also strongly committed to providing support services that will enable learners to succeed in the studies of their choice.

We like to think of Lane Community College as a bridge—a bridge between education and the community, between people's aspirations and their success, between Lane County and the world. Education is a journey, not a destination; and we want to build bridges that will enable people to make whatever educational journey they need to make, at convenient times and places, and with confidence that the college will provide a strong structure under them. We define quality in terms of the strength of our programs and services, and we seek quality in everything we do.

There is solid evidence that we have achieved excellence. Our faculty and staff have been recognized many times for their creativity, innovative spirit, and skill. The college has been recognized for its efforts in energy management, occupational safety and health, and telecourse instructional programs. In 1972, the U.S. Office of Education named Lane Community College as one of the six best examples of a comprehensive technical-vocational community college;



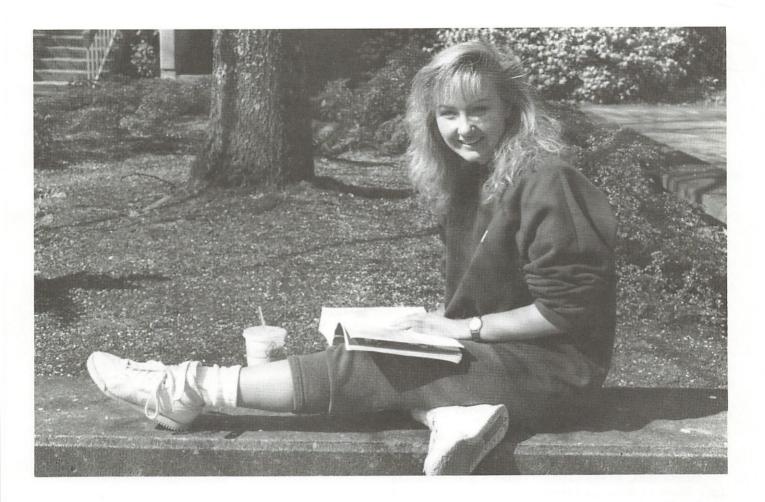
We do not intend to rest on our laurels. The 1990-91 academic year has been designated as a year of institutional renewal at Lane Community College, marked by a rededication of all of us to the service of our community and our students. We hope you will give us the opportunity to serve you.



Jerry Moskus

Jerry Moskus

President



Lane Community College is a comprehensive community college whose mission is to provide accessible, high quality, affordable, lifelong education.

The college was created by a vote of district residents and offered its first class in July 1965. That first year, Lane offered 13 career training programs. Today, the college offers more than 50 such programs.

Who can attend Lane

In general, anyone 18 or older may enroll for Lane Community College classes. No high school diploma is required. There also are opportunities for younger people; however, some of these require a signed referral form from the local high school and the approval of Lane's Adult High School. Noncredit classes are generally open to persons 16 or older.

The college is dedicated to helping each student accomplish his or her own, immediate educational goals.

Programs and Services

Lane Community College offers:

° Lower division college courses.

Students can complete the first two years of college at Lane and transfer credits to four-year colleges and universities. Lower division college courses also are important to many of Lane's career and vocational programs.

° Career and vocational training.

Programs vary in length from a single term to two years, often take education and experience into account, and are tied to regional personnel needs. More than 50

credit programs are offered at Lane. See credit and noncredit programs in this catalog.

O Developmental and remedial education.

Lane helps students improve basic skills. Some courses offer options for different ability and skill levels.

° Services for business and industry.

Through numerous programs, such as the Small Business Development Center and the Customized Training program, the college helps business owners and others improve profitability and productivity.

Continuing education.

Noncredit offerings help people improve job skills, achieve personal growth, and obtain apprenticeship training.

Cultural activities.

Plays, concerts, and other activities add to this area's cultural life. The Performing Arts Department sponsors many of these activities.

Library.

Library cards are available to district residents.

College District

The college serves a 5,000 square-mile area stretching from the Pacific Ocean to the Cascade Mountains. The district includes most of Lane County, as well as Monroe Elementary School District in Benton County, Harrisburg Union High School District in Linn County, and a small area in northern Douglas County. The population is about 270,000.

Enrollment

During the 1989-90 academic year, 33,500 different people enrolled in Lane Community College classes. Of these, 13,300 enrolled in credit programs and 22,400 in noncredit Community Education programs and classes. The average age was 28 and the age range was 12 to 87.

Facilities

The college has a 292-acre campus on 30th Avenue in Eugene. The campus has received awards for ease of access for the disabled and for the quality and maintenance of landscaping. About one-third of the construction money came from local taxes and two-thirds from state and federal grants.

In addition to the main campus, Lane Community College maintains teaching centers and other facilities at a number of locations through the district, including Florence, Cottage Grove and downtown Eugene.

The Downtown Center at 1059 Willamette Street in Eugene is centrally located and convenient for those who live, work, or shop downtown.

Lane Community College at Cottage Grove, 103 South Fifth Street, Cottage Grove, provides educational services for residents in the southern and eastern parts of the college district.

Lane Community College at Florence, 3149 Oak Street, Florence, serves residents in the western part of the district. Cultural, vocational, business, and general interest workshops are offered through the center.

Siltcoos Station, located south of Florence on Siltcoos Lake, is a facility used for environmental and outdoors-related classes.

Heceta House, 13 miles north of Florence, is maintained by Lane under a special use permit lease with the U.S. Forest Service. The historic house is used by some of the college's departments for special study sessions.

Lane's Flight Technology program offers ground and flight courses at its facilities at Eugene's Mahlon Sweet Airport.

The college also offers credit classes via television to most communities in the district.

Funding

Lane Community College is funded by local property taxes, state revenues, and tuition and fees. The 1989-90 general budget was \$35,967,148, of which approximately 41 percent came from local property taxes, 23.2 percent from tuition and fees, and 25.6 percent from state funding. State funding was based on approximately 7,800 full-time equivalent (FTE) students.

The college also has a Foundation, an independent, nonprofit corporation which raises funds to support programs for which tax monies are insufficient or unavailable. Projects are selected for funding by the Foundation's board of trustees.

Accreditation

Lane is accredited by the Northwest Association of Schools and Colleges and numerous vocational and professional accrediting associations, including:

- The Associate Degree Nursing program accredited by the National League for Nursing.
- Dental Hygiene and Dental Assisting programs accredited by the American Dental Association.
- Respiratory Care program accredited by the American Medical Association.
- Real estate broker and salesperson license courses approved by the State of Oregon Real Estate Division.
- Flight Technology training approved by the Federal Aviation Administration.

Awards

In April 1985, Lane Community College was named one of the country's five exceptional community colleges by a national panel of community college experts who considered teaching excellence, student success, accessibility, and strong presidential leadership.

The college also has earned national recognition for many of its instructional programs and other activities, such as Cooperative Work Experience; public radio station KLCC-fm; and its student newspaper, *The Torch*.

The College's reputation for excellence has earned it membership in the League for Innovation in the Community College. Through the League, Lane exchanges innovative ideas and practices with some of the best community colleges in the United States.

Governance

Lane Community College Board of Education

Seven elected, nonpaid persons comprise the Board of Education and have primary authority for establishing policies governing the operation of the college and adopting the college's annual budget. Their charge is to oversee the development of programs and services which they believe will best serve the needs of the people of the Lane District.

The board holds public meetings on the second Wednesday evening of each month in Room 216 of the Administration Building on the Main Campus. Additional meetings are held as needed. The public is welcome to attend.



Chuck Ivey, retired, Veneta, 1988 to present; term expires 1992.

Zone 1–Western part of the College District



James B. Pitney, farmer, Junction City, 1975 to present; term expires 1991.

Zone 2–Northern part of the College

District.



Pat G. Riggs, community service worker, Springfield, 1989 to present; term expires 1993.

Zone 3–Marcola and Springfield school districts.



Cindy Weeldreyer, Oregon State University student, Cottage Grove, 1989 to present; term expires 1992.

Zone 4–Southern and eastern parts of the College District



Peter Sorenson, lawyer, Eugene, 1989 to present; term expires 1994. **Zone 5**–Central Eugene

Larry P. Perry, educator, Eugene, 1975 to present; term expires 1991.

At-Large



Larry Mann, computer programmer, Springfield, elected to four-year term beginning July 1, 1990.

At-Large

Administration

The College is administered by the President, under authority delegated by the Lane Community College Board of Education, with assistance from vice presidents, deans, and department heads.

- Jerry Moskus, President; at Lane since March 1990. Ph.D., M.S., B.S. Illinois State University.
- Jacquelyn M. Belcher, Vice President for Instruction; at Lane since 1986. J.D. University of Puget Sound, M.A. University of Washington, B.S. Marymount College.
- Richard A. Hillier, Vice President for Administrative Services; at Lane since 1987. Ed.D. Nova University, M.S. Indiana University, B.S. University of Rhode Island.
- Robert B. Marshall, Interim Vice President for Student Services; at Lane since 1965. M.Ed. Pennsylvania State University; B.A. Pennsylvania State University.
- Larry J. Warford, Executive Dean, Office of the President; at Lane since 1978. Ph.D., University of Oregon; M.Ed. University of Northern Iowa, B.A. University of Northern Iowa.
- James E. Ellison, Dean for Alternative College; at Lane since 1967. M.S. Oregon State University, B.S. Oregon State University.
- Larry D. Murray, Dean for Community Education and Economic Development; at Lane since 1968. M.S. University of North Dakota, B.S. University of North Dakota.

Emeriti

The late **Eldon G. Schafer** was named President Emeritus by the Board of Education in 1985. Dr. Schafer served as Lane President from 1970 to 1985.

Oregon State Board of Education

As one of Oregon's 15 publicly supported community college districts, Lane operates under the general direction of the Oregon State Board of Education.

- Jane Reyneke, Grants Pass.
- Felipe Veloz, La Grande.
- G. Dale Weight, Portland;
- Ruth Hewett. Salem:
- Sharon Little. Lebanon:
- Jeana Woolley, Portland:
- Don Kruse, Roseburg:

State Department of Education administration includes:

- John W. Erickson, Superintendent of Public Instruction:
- Dr. Robert Burns, Deputy Superintendent.

Citizen Committees

Individual citizens of the college district serve on committees that assist the college in planning for and providing for the needs of the district.

Lane Community College Budget Committee

The Budget committee assists the Board of Education in analyzing the administration's annual budget proposal. 1990-91 members are:

- Steve Beard, term expires 1993, account executive, Junction City.
- Michael Dubick, term expires 1990, high school counselor. Cottage Grove.
- Catherine Lauris, term expires 1992, retired editor. University of Oregon, Eugene.
- Patricia Rosewood, term expires 1993, student, Veneta.

- Sharon Smith, term expires 1991, attorney, Hershner, Hunter, Moulton, Andrews & Neill, Eugene.
- Scott Carpenter, term expires 1992, attorney, Eugene.

Advisory Committees

Several hundred volunteers are appointed by the Lane Community College Board of Education to 49 advisory committees. These committees offer advice regarding instructional programs, enabling the college to tie its programs closely to current practices in the world of work and to employment opportunities.

Each of the college's applied technology (vocational) and noncredit programs has an advisory committee. The college also has advisory committees that advise programs and services such as KLCC, High School Relations, and the Women's

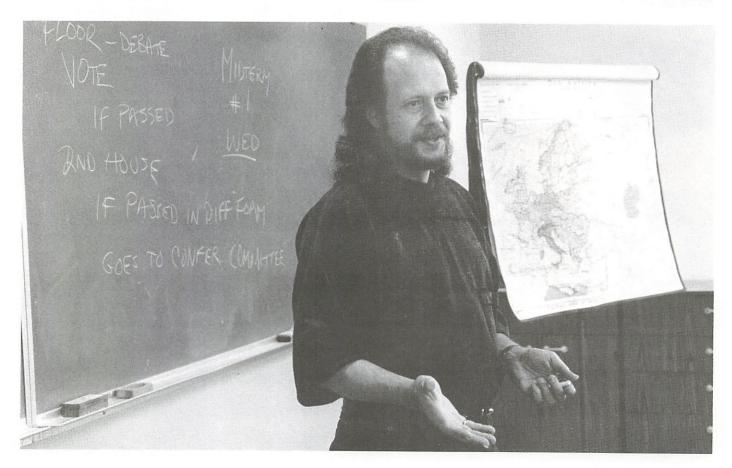
Program..

Members of the advisory committees may change during the year; current lists are available from the Office of Instruction or from an individual department.

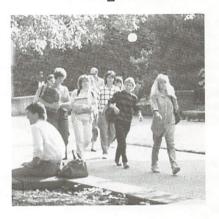
Lane Community College Foundation Board

A board of trustees assists the Lane Community College Foundation by selecting projects to benefit from fund raising efforts. The foundation is an independent, nonprofit corporation which raises funds to support programs for which tax monies are insufficient or unavailable.

The foundation is governed by a 21 member board of trustees made up of individuals from the community and the college. The foundation is an independent, nonprofit organization incorporated in 1971 under the laws of Oregon to: support the mission of the college; assist in strengthening the college's public relations; conduct foundation fund-raising for the college; and manage and disburse gifts as instructed by



Community
Education
and
Economic
Development



Community Education and Economic Development

The Community Education and Economic Development Division is a highly diversified element of Lane Community College offering a wide variety of educational programs throughout the college district. These may be credit or noncredit, vocational or avocational.

Hundreds of personal and professional development non-

credit classes are offered through Adult Education.

The Adult Basic Education and English as a Second Language programs offer a variety of precollege educational activities to adults interested in improving basic reading, writing, and computational skills. The Adult High School and Life Experience Assessment programs issue high school diplomas to students interested in completing their high school education. The Work Activity Center provides developmental and prevocational training for developmentally disabled adults.

The division's economic development activities are focused in the Small Business Development Center, Customized Training, and the Training and Development Department, which offers employment skills training opportunities, as well as short-term training programs for local business and industry.

The Lane Community College centers at Florence and Cottage Grove provide a wide range of educational programs and services. Both centers provide credit and noncredit instruction and academic advising services to area residents.

Specific information about individual programs and depart-

ments is listed below and on the following pages.

Off-Campus Centers

The off-campus centers, located in Cottage Grove and Florence, provide a wide range of educational programs and services to residents of southern and western Lane County. Programs and services include:

G.E.D. certification and Adult High School Diploma

A variety of vocational classes leading to one-year cer-

tificates and two-year degrees.

Lower division college transfer classes in areas such as art, business management, computer training, Cooperative Education, English, math, office administration, physical education and social science.

Enrichment classes (noncredit) in areas such as arts & crafts, bookkeeping, conversational foreign languages, dance, computers, photography, physical exercise, sewing, small business operations and typing. Seasonal workshops are also offered such as clam digging, cross country skiing, mushroom gathering, snow camping, and white water rafting.

Career Information System which is available at no charge. It contains information about 260 Oregon occu-

Small business counseling by appointment. Small busi-

ness classes, seminars, and workshops.

Classes and workshops are developed as community needs are identified.

Lane Community College at Cottage Grove is located at 103 S. 5th Street. For more information, call 942-4202.

Lane Community College at Florence is located at 3149 Oak Street. For more informtaion, call 997-8444.

Adult Education Classes

Adult Education offers hundreds of noncredit courses each term in vocational-technical training, business, computers, consumer/money, art, foreign language, home/house/garden, health and health occupations, human development, recreation,

outdoor programs, and general interest areas.

Adult Education offers short-term training programs and upgrading for a wide range of professional fields. In some cases, students can earn continuing education units, certification, or state and/or national professional examination preparation requirements. Current noncredit technical programs available through Adult Education are described in the Programs section of this catalog and in the class schedule publication each term.

Enrollment in most courses is open to any interested person over the age of 16. A few classes have prerequisites. A list of course offerings and registration information is included in Lane's class schedule publication, mailed each quarter to area residents. The schedule also is available on the main campus and at the Downtown Center about a month prior to the begin-

Tuition for noncredit classes may vary, but usually is \$1.30 per hour; tuition for a typical 30-hour class is \$39. Rent and materials fees may apply in some cases. Students age 62 or

older pay \$17 for each class plus any fees.

Instructors are practitioners in the subjects they teach. People interested in teaching a Adult Education class may contact a coordinator at the Adult Education office at the Downtown Center.

A course usually can be established on request if a qualified instructor is available and at least 13 people enroll. Businesses or community groups may have specialized classes developed for them by contacting a Adult Education coordinator.

Adult Basic and Secondary Education

Lane Community College offers a variety of pre-college level alternative programs for adults. These include Adult Basic Education (basic skill development and General Education Development (GED) preparation), Adult Basic Education for Students with Special Needs, Literacy, Adult High School Completion, the Life Experience Assessment Program (LEAP), and English as a Second Language

The Adult High School and LEAP programs are designed to provide adults an opportunity to complete their secondary education and earn an adult high school diploma. The Adult Basic Education (ABE) program provides adults the opportunity to acquire basic academic knowledge and practical living skills. The GED program also prepares adults to earn a GED certificate of equivalency. English as a Second Language (ESL) is designed to teach survival English and promote a general cultural orientation for non-English speaking residents of the community.



Adult High School

Lane Community College, in cooperation with local school districts located within the college district, offers an Adult High School program (AHS). The AHS is a college-based alternative secondary education program designed to provide a flexible way for adults wishing to study for the high school diploma they did not earn earlier in their lives. To accomplish this, the AHS has two components: (1) a classroom-based program (Adult High School-AHS) and (2) an experience-based option (Life Experience Assessment Program-LEAP).

Enrollment Procedures

The AHS accepts all eligible residents of the Lane district. To be eligible for enrollment in the adult diploma program, a student must be:

- a resident of a public school district located within the college district
- legally out of school
- of the order of sensors. If under 18 years of age, the student must be referred to the AHS program by an accredited local high school. The LEAP option is only available to students 18 years of age and older.

Upon admission, all students are required to take the Degrees of Reading Power (DRP) test. Foreign students are required to take the Structured Test - English Language (STEL) to demonstrate the student's competency in reading, writing, and speaking, at a level consistent with that required to participate successfully in the program.

Requirements for the Adult Diploma

To qualify for an adult diploma, each student must satisfactorily complete Oregon's Adult High School Diploma credit requirements, as well as demonstrate competence levels in the areas of English communication, computation, and analysis.

The following areas of competence from the Oregon Adult High School Diploma Program manual are required of all adult program graduates:

Communication: Read, Write, Speak, Listen, Reason

- ° Demonstrate active listening process
- Practice appropriate oral communication
- ° Read with comprehension
- Find and use reference materials
- o Interpret visual communication
- o Write in a correct manner

Computation: Mathematics

- O Use whole numbers, fractions, decimals, percentages
- ° Apply English and metric measuring skills
- Understand graphs and charts
- Demonstrate knowledge of ratio and proportion
- ° Formulas
- ° Geometric relationships

Upon completion of all Adult Program credit and competence requirements, AHSP students are awarded an Adult High School Diploma in May or June.

Adult High School (Classroom Option)

Adult High School classes are based on the traditional concept of earning credit for attending and completing a sequence of instructional activities and assignments.

Adult High School classes are six weeks in length and offer flexible scheduling. Each class requires six hours of in-class work per week. A student may take up to four classes during each six-week session.

Students can start classes at the beginning of each six week session, and register the week before classes begin as noted in the AHS schedule. Both in-school and out-of-school youths

under 18 years of age must bring release/referral forms signed by an authorized school district representative as part of the entry procedure. The local representative is often located in the high school the student would attend if he/she were in school. The release/referral of a student under age 18 in AHS is based on decisions of local school officials made in accordance with the practices, policy, and philosophy of the local school district and the Oregon Revised Statutes.

Without local district referral, a student under age 18 can-

not earn the Adult High School Diploma.

Out-of-school adults age 18 and above are admitted automatically, but should provide Lane with copies of all previously transcripted work. The exact registration dates and times as well as tuition and fee schedules can be obtained by calling the Adult High School program office at 726-2214.

The Adult High School office is open 8 a.m. to 5 p.m.

Monday through Friday.

Adult High School (Life Experience Assessment Option)

The Life Experience Assessment Program (LEAP) is designed for mature adults. The program awards Adult Program credits based on previous secondary education, and proven skills and knowledge. It also creates a flexible program plan for the completion of remaining credits.

Out-of-school adults age 18 and above are admitted to the Life Experience Assessment Program automatically but are asked to provide the LEAP office with transcripts of all previous high school work completed in grades 9 through 12. In addition, students are requested to provide any transcript, training record, standard test results, or record of work done in any other supervised educational experience. In many cases, credit may be obtained for this additional experience.

To receive life experience credit for a "required" course, the student must demonstrate or verify the knowledge and skills required in the Planned Course Statements for the particular

course.

"Elective" credits are more broadly defined, and a wide range of life experiences may be considered worthy of elective credit. In general, an "elective" may be awarded to students who demonstrate or document knowledge or skill development in any bona fide interest area at a level consistent with that which might be obtained from an adult or high school course in the same subject area. Work experience, club, or church-related activities, and hobbies are examples of sources of experience that often prove credit-worthy.

Most students, however, complete their diploma requirements through a combination of life experience credits, directed study, and course work taken through Adult High School or col-

lege credit classes.

The Life Experience Assessment Program office is located at the Downtown Center, 1059 Willamette Street, Eugene. The office is open 8 a.m. to 8:30 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. on Friday. For additional information about fees and locations, contact the Life Experience Assessment Program office or call 726-2253.

Adult Basic Education/GED Program

The Adult Basic Education (ABE) Program provides instruction in basic skills and in the application of those skills to daily life situations. Emphasis is placed on reading, writing, and arithmetic at beginning and intermediate levels. As students become proficient in basic skills, they are encouraged to continue their work in pursuit of the GED Certificate of Equivalency or the Adult High School Diploma.

The GED is a nationally recognized credential which shows educational achievement considered equivalent to a high school education. The General Education Development (GED) preparation program provides instruction in five areas tested on the GED exam including reading, science, social studies, writing, and math. GED practice tests are given to predict the scores the student will obtain.

Students enter ABE/GED programs in pursuit of a variety of personal goals. Many attend to build up basic skills in order to function more capably in today's society. Many times these skills are the key to overcoming barriers to obtaining employment or advancing in the job they presently hold. Many seek help in practical skill areas such as obtaining a driver's permit, reading and interpreting income tax forms, or reading and understanding newspaper stories. ABE/GED instructors help students reach their goals and focus on providing the basic academic tools necessary for personal, social, and economic independence and success. Students who have acquired high school level knowledge and skills often seek the GED Certificate of Equivalency.

Adults are often successful improving basic skills in the ABE/GED programs. The instruction is individualized and based on assessment of each student's needs in relationship to his or her educational goals. This allows students to begin at any time during the term and to work at their own pace. Tutoring is

available.

Class times are flexible and offered morning and evening throughout the College district including Lane main campus and Lane Downtown Center in Eugene; the Cottage Grove Center; Lane Community College at Florence; Lane County Jail; and various locations in Junction City, Veneta, Springfield, and Oakridge.

An ABE program for Adults with Special Needs is offered in cooperation with local agencies. The program provides instruction in community living and functional academics. For information, call 726-2253.

No tuition is charged for these classes. Students under the age of 18 are required to obtain a release/referral form from a local school district recommending the ABE and/or GED programs.

Additional information about the ABE/GED programs can be obtained by contacting the ABE/GED office in the Apprenticeship Building on the main campus or by calling 726-2214 between 8 a.m. and 5 p.m., Monday through Friday.

English as a Second Language

English as a Second Language (ESL) is an educational program designed to provide non-English speaking people with speaking, reading, and writing skills up to a level which will enable them to survive in the community or prepare them for entry into programs such as ABE, GED, AHS, community college or university-level education.

ESL instruction is organized into four skill level classes in order to serve the needs of students with widely divergent cultural and educational backgrounds. Presently, the four skill levels addressed are beginning, low-intermediate, high-intermediate, and advanced. In all classes, instructors work closely with students on language improvement and cultural adaptation.

Most ESL classes are held at the Lane Downtown Center at 1059 Willamette Street. Classes are held both during day and evening hours. There is no tuition for these classes, and text-books are provided at no cost to the student. Upon enrolling, each student takes an English language skill test and is assigned to the appropriate class. New students are welcome at any time. Placement and testing of new students takes place at least two

times each week. Volunteer tutors are available at no cost to assist students with language learning and cultural adaptation.

Further information can be obtained by calling the ESL office at the Downtown Center, 726-2253, between 8 a.m. and 5 p.m., Monday through Friday.

Customized Training

The Customized Training Department offers programs to meet specific training needs for business, industry, public agencies, or community groups. Trainings are tailored and designed to the specifications of each organization, with a needs assessment initially conducted to insure the appropriate development of training curriculums. Offerings can be for either credit or noncredit. Training may range from a one-hour workshop to a three-month or longer course. Enrollment is open just to the particular organization's employees. Programs are highly flexible and can be offered at times and locations that suit the organization best. Existing Lane courses can be customized, or an entirely new training may be developed to fit specific needs. Employers who have introduced a new technology to the workplace or a new work process such as the use of team groups have utilized Customized Training. Examples of trainings that have been conducted include Supervisory Management, Customer Relations, Sales, Computer Training, Stress and Time Management, Electronics, Business Writing Skills, Group Communications, Worksite First Aid, as well as many others.

A Mobile Computer Lab is available for doing on-site computer software training. This forty foot, fifth wheel vehicle is equipped with eight IBM compatible personal computers. Software training in word processing, spreadsheets, and databases is available and can be tailored to a particular work setting. For additional information, contact Customized Training at the Downtown Center, or phone 726-2255.

Downtown Technology Center

The Lane Community College Downtown Technology Center provides noncredit computer instruction to all members of the community over 16 years of age. This new facility located in the Downtown Center at 1059 Willamette St. offers both IBM compatible and Apple Macintosh classes. The facility operates year-round, offering day, weekend and evening sessions. Classes include introductory level for beginners and more advanced sessions for experienced users. All classes are taught hands-on, using modern equipment, and enrollment is limited to one computer per student. Open lab times are available for students enrolled in Downtown Technology Center computer classes. You may call the Downtown Technology Center at 747-4501, ext. 2944 for current class information.

Training and Development

Over the past several years, the Training and Development Department received federal Job Training Partnership Act (JTPA) funds to operate the Dislocated Worker programs and other short-term vocational training programs. The department is also very actively involved in Welfare Reform.

The Office Skills Training Program provides six months of clerical skills training to economically disadvantaged residents of Lane County. Other short-term vocational training modules are designed to meet local labor market needs, including several in health-related occupations, warehousing, and nontraditional occupations for women.

The Dislocated Worker Program provides career/life planning, job search assistance, and skills upgrading or retraining to unemployed Lane County residents who lost their jobs due to changes in the economy. In 1987, the Dislocated Worker Program at Lane received the National Alliance of Business Distinguished Performance Award, thus designating it the outstanding Dislocated Worker Program in the nation for that year. In 1989, Training & Development received the Outstanding Vocational Education Program Award from the Department of Education.

JTPA funds for Training & Development Department programs are administered locally by the Southern Willamette Private Industry Council. For more information, contact the Training & Development Department at 726-2223.

Small Business Development Center

The Lane Community College Small Business Development Center provides services and resources to Lane County small businesses, farm businesses and professional organizations. The center is active in economic development in Lane County and served as the model for 20 other centers throughout the state that form the Oregon Small Business Development Center Network, In 1985, the Small Business Development Center received the Outstanding Vocational Education Award from the Oregon Department of Education.

The center, located at the LCC Downtown Center, provides business counseling, training, and resources, including an extensive business library. Seminars are offered each term on various issues of concern to small businesses. A new program, the Government Contracts Acquisition Program, provides businesses with updated information and techniques for doing business with the federal government.

The center offers three noncredit business management programs that teach small business owners or potential business owners about business organization, operations, and recordkeeping. The Small Business Management program, Farm Business Management program, and Business Basics Certificate program are described in the Programs section of the catalog under Noncredit Programs. In its programs, the

center uses college faculty, paid consultants, and private resource specialists.

For more information about the programs offered by the Small Business Development Center, call 726-2255.

Work Activity Center

The Work Activity Center (WAC), located at 1149 Willamette St, is a cooperative venture involving Lane Community College and the Oregon Division of Human Resources to provide training to developmentally disabled adults. The types of skill development the WAC addresses include social development, vocational training, crew employment, supported work, and competitive employment placement.

As a means of providing pre-vocational training and actual work for the clients, the WAC sells services to various public and private organizations. These services include collating and assembling publications, sorting paper for recycling, labeling and sorting bulk mailings, packaging (skin packaging, heat shrink, blister pack, and die-cutting), and small parts assembly. Additional services include janitorial, grounds work, laundry work, kitchen crews, and operation of a training deli.

For further information about the Work Activity Center,

call 747-4501, ext. 2920.

Student Information



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Money Matters

Counseling and Human Development

Study Skills Learning Center

Learning Resource Center (Library)

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Student Services and Resources

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How to get started at Lane

Admissions

Start planning now. There are many programs at Lane Community College. Students are encouraged to read about the various choices to find what is best suited to their needs.

The college provides learning opportunities for all those who can profit from its courses and programs. However, the college does limit the number of students for some programs. To make sure there is room in a program, students need to contact the admissions office as soon as possible. Lane is also a good place to start if students are uncertain about their educational goals.

Call, write, or visit the admissions office on the second floor of the Center Building to receive information and applications. Call 726-2207 or write Admissions, Lane Community College, 4000 East 30th Avenue, Eugene, OR 97405.

Who may enroll at Lane Anyone who is at least 18 years of age or a high school graduate may enroll at Lane. If 18 years of age or older, no high school diploma is necessary. If under 18, a person must be a high school graduate or follow one of the three procedures listed below.

- o If a student is currently enrolled in high school with plans to enroll at Lane after graduation, a counselor has forms to fill out and information about admission to the college.
- o If a student is under 18, not a high school graduate and not attending high school, the student must have graduated from a high school completion program or have a G.E.D. certificate to enroll at Lane. Verification will be required when an application for admission is submitted.
- o If a student is under 18 and wants to take classes at Lane for dual credit (college credit and high school credit) or wants to attend Lane's Adult High School program, information is available from the high school counselor or principal about a release to attend Lane. (When the student has the release form, it must be submitted to Lane's Adult High School Office before the student can enroll in credit classes.)

Complete an application for admission Applications are available from the admissions office and should be returned to that office as soon as possible. Verification of a student's social security number (student identification number) should be included with the application (a copy of the student's social security card, for example). Students are encouraged to apply as early as possible. The first persons to apply have the earliest registration times and widest selection of courses. (Admission to Lane does not assure that all classes in a student's major will be available.)

A program orientation is required of new students. Applicants are notified of the orientation date and time by Admissions personnel.

Skills Check Students enrolling for more than eight credits are required to check their skills in reading, writing and math. Waivers are possible for students with previous college experience or other extenuating circumstances. Contact the Testing Office for more information.

Programs with special admission procedures If a student plans to major in Flight Technology, Associate Degree Nursing, Practical Nursing, Dental Hygiene, Dental Assisting, Health Records Technology, Medical Office Assistant, or Respiratory Care, special admission procedures are necessary. (Double asterisks identify these programs on the back of the application for admission.) Contact the admissions office for information about special application packets.

Transcripts from other schools Records of high school or other college work are not necessary for admission to Lane. However, official transcripts from schools the student has attended since high school are needed for Financial Aid, Veterans' benefits, or to apply toward graduation from an Lane program.

Physical Exams If a student plans to major in Flight Technology, Associate Degree Nursing, Practical Nursing, Health Records Technology, Medical Office Assistant, Dental Assisting, Dental Hygiene, Respiratory Care; or participate in any varsity sport, a physical examination by a licensed physician is required before the student registers for the first term.

In-District Preference Students classified as residents of the college district (see Residency Determination under Money Matters in this section of the catalog) are given preference in acceptance to special programs in Health Occupations.

International Students are admitted to Lane Community College in limited numbers. Certain criteria must be met for acceptance. Official records of all upper secondary school work, including a certificate or diploma, and of any additional education above that level; acceptable scores on the TOEFL (475); and evidence of financial responsibility are required. Proof of the TOEFL test scores of college-level transcripts with at least 45 term (30 semester) credits with a 2.50 cumulative grade-point average is required before application materials will be released. Adequate funds must be available as no Lane scholarship assistance is given to international students, and immigration authorities rarely give work permits.

The deadline for submitting an application for admission is August 23 for fall term, November 29 for winter term, and February 28 for spring term. No new international students are accepted for summer term. Applications from international students will not be accepted after those dates, and all materials required of the applicant must have been received by the college prior to the deadline. Questions concerning international students should be directed to the Admissions Specialist, Lane Community College, 4000 East 30th Avenue, Eugene, Oregon 97405.

Transfer Students Students transferring from other institutions of higher education will have credits accepted at Lane for college-level courses successfully completed in fully accredited colleges and universities. Students are advised to consult with a counselor or visit the Student Records Office soon after admission to determine the transferability of courses taken at other colleges, and how those courses meet requirements in the student's Lane program.

Off-Campus Centers Admissions and registration for Lane courses at the Downtown Center in Eugene, Lane Community College at Florence, Cottage Grove Center, and other classes scheduled away from the main campus, may be completed at each of the centers.

Registration

New Students If students have finished all of the admission requirements, they are ready to begin the registration process. Students should have received a registration permit when they applied for admission. That card must be validated at the program orientation and at the Testing Office before a student can register. See the academic calendar for registration days.

Returning Students (Students who have taken classes at Lane) Students register according to the continuing student registration schedule in the current term schedule of classes. Students who have not taken classes at Lane within the last year must go to the Student Records Office and reactivate their files.

All Students may register at their appointed time or at any later scheduled registration time. As a convenience to students, Lane Community College offers a telephone registration process known as ClassLine. Using a touch-tone telephone, students can register for classes from home, place of work, or at the college. Instructions for the telephone registration process are detailed in the Lane class schedule publication each term. All money owed to the college from previous terms must be paid before registering for the current term.

Schedule Changes Students may change their schedules at any time after their original registration through ClassLine. If the schedule change requires payment of additional tuition and fees, the student will be given a deadline for submitting that payment to the Financial Services Office.

After the first week of the term, some classes will require the instructor's consent to enroll. If consent is needed, the student will be notified when making the class request.

Students may drop classes through the seventh week of the term with no record appearing on the transcript. After this time, instructor consent is required to drop a class. Each department will authorize the drop by entering the authorization (consent) into the ClassLine system. Once consent is given to drop a class, a "W" will appear on the transcript. If the instructor chooses not to give consent, the student will receive the grade earned. Refunds for reduction of class loads below 12 credit hours will be based on the official date that the drop is processed.

No schedule changes will be processed after the tenth week of the term; however, beginning the second week of the following term, adds and credit increases for prior terms may be processed through Student Records with a grade change form. A \$1 fee will be assessed for all such changes in addition to any tuition and class fees. Changes cannot be made for drops and withdrawals which were not processed by the tenth week schedule change deadline.

Other good starting points

There are a number of different places on campus to get assistance or information if you are thinking about going to school. One of these is the Counseling Department. Its services are described elsewhere in this section of the catalog.

Guided tours of the Lane campus are available to anyone in the community, and can be scheduled for weekdays. Tours of the entire campus or special interest areas may be arranged.

To arrange a tour, contact Shan Titus, coordinator of High School Relations, in the Admissions Office.

Counseling/Advising Center

Second floor, Center Building

The Counseling/Advising Center is an important part of the Counseling Department. The goal of the center is to help students meet their educational goals. It also is an excellent place to get general information, academic advising, vocational, and personal counseling. Students may drop by the center to meet with staff or make an appointment.

For more information about the center and other Counseling Department services, read the Counseling and Human Development Department section of the catalog.

Veterans' Office

Second floor, Center Building

Students who may be eligible for veterans' benefits should contact the Veterans' Office for information on how to apply. Each student receiving benefits is responsible for scheduling classes which apply to an agreed upon program and for making satisfactory progress toward that goal. Each student is responsible for notifying the office of any changes in personal data, career goals, or changes in class schedule. For information regarding tutorial service, please contact the Veterans' office for eligibility requirements and fees covered.

Office hours are 8 a.m. to 1 p.m. and 2 p.m. to 5 p.m.,

Monday through Friday.

Students receiving veterans' benefits must demonstrate progress each term toward a degree in an identified program of study. No benefits will be paid for a class not specifically required to earn the degree declared for Veterans' Administration (VA) purposes.

Advance Payment Policy Students eligible for VA benefits may apply for an advanced payment anywhere from 120 to 30 days prior to the first day of the term. Processing of the application takes from 6-8 weeks after it is submitted to the VA and the first payment includes pay for all days in the month the term begins and the following month of the term.

Confirmed Enrollment Applications received from students eligible for VA benefits *within 30* days prior to the first day of the term or later are held for processing no sooner than the first day of the term and after registration has been completed. The VA takes 6-8 weeks to process the award for benefits and the first payment includes retroactive pay back to the first day of the term.

Payment For payment purposes, 12 credits are considered fulltime attendance; 9-11 credits are three-quarter time; and 6-8 credits are half-time. In variable credit classes, the VA pays only for the minimum number of credits. Those who satisfactorily complete a greater number of credits are paid retroactively after grades are reported. Credit requirements vary during summer term.

Chapter 106 (Reserve) Benefits Developmental courses offered at Lane are not applicable for payment by the VA for those using Chapter 106 benefits. Students enrolled under this chapter must carry a minimum of 6 credits. If at any time credits fall below 6, certification will be cancelled.

Previous Training (prior credits) It is the student's responsibility to obtain official transcripts from all schools and colleges they have previously attended.

The student will receive VA benefits for only ONE term unless all transcripts are submitted to the Lane Veterans' Office during the student's first term at Lane.

Telecourses and Independent Study The VA limits the number of Telecourses and Independent Study credits that can be taken each term to apply toward VA payment to a total of 5 credits. A "resident" class must be taken along with telecourses and independent study classes. The student must attend and earn the credits in the resident class for it to count and to be entitled to payment for the telecourses and independent study credits.

Satisfactory Progress For VA purposes, the acceptable minimum grade point average (GPA) for each term is 1.70. The acceptable minimum cumulative GPA is listed below. If the term or cumulative GPA falls below the minimum, a student is placed on academic probation for the following term.

Accepted Minimum Cumulative Grade Point Average

Credits Earned	GPA (minimum)
0-30	1.70
31-45	1.80
46-65	1.90
66-85	1.95
86-100 +	2.00

A cumulative GPA of 2.00 is the minimum GPA acceptable to qualify for any degree, diploma, or certification of completion award from Lane Community College.

Students dropping classes after the fourth week of a term should provide the Lane Veterans' Office with a statement indicating any mitigating circumstances. This statement will be sent to the VA for consideration in determining any overpayment. Students are responsible for notifying Lane's Veterans' Office of any change in course load (course substitutions and grade changes).

Unsatisfactory Progress The student and the Veterans' Administration will be notified of unsatisfactory progress at the conclusion of any term upon failure to meet minimum standards of academic progress for three consecutive terms, receipt of only F, Y, or NP grades. The student will be given two weeks to respond; after that time, the VA will be notified of unsatisfactory progress and benefits may be terminated.

Notification of Standards Each student using VA educational benefits will receive a copy of the standards of satisfactory academic progress at the time of initial certification. These standards apply to all eligible persons using educational benefits administered by the Veterans' Administration.

Further information on veterans' benefits is available at the Veterans' Office, Room 217 in the Center Building, or by calling 747-4501, ext. 2663.

Women's Awareness Center Transitions to Success Women's Program

Students who are thinking of returning to school after years at home or are looking for better career options can find help at the Women's Awareness Center.

A specially trained staff can provide information about people and services on campus and in the community that can ease the transition to school. They also can provide information and encouragement to students who have problems that are making it hard to stay in school (housing, health care, or battering, for example).

Other information at the center includes bulletin boards on coming events and groups, a lending library, card files on "helps" in the community, and extensive resource files covering topics related to changing social patterns such as single parents, two career marriages, women's issues, mid-life career changes, civil rights legislation, minority issues.

Both women and men are welcome. Visit the small lounge at the center to relax over a cup of coffee, study, meet with people, or receive support and information from Women's Center staff.

Transitions to Success

Displaced Homemaker/Single Parent Program

Transitions to Success is a program to assist displaced homemakers and single parents become economically self-sufficient through access to education, training, and employment. The program includes:

- One-term, six-credit class focusing on life/career planning, decision making and assertiveness skills, self-exploration, and esteem-building.
- Enrollment in long- or short-term training programs, cooperative work experience or on-the-job training according to each participant's needs.
- Assistance with childcare and transportation expenses, tuition, fees and supplies.
- Ongoing, staffed support groups.

Women's Program

The Women's Awareness Center and Transitions to Success are activities of the Women's Program at Lane. The goal of the Women's Program is to ensure that women have a chance to develop to their full potential, unencumbered by sex stereotyping.

The work of the Women's Program takes many forms, including consulting with college staff and students to accomplish sex equity and working with departments to develop classes which meet the needs of women students. Some of these include:

- Life Transitions workshops for people returning to school (Human Development Department).
- Women's Studies classes to better understand changing social patterns in today's societies (Social Science Department).
- Math Renewal classes to help people overcome fear of mathematics (Math Department).
- Assertiveness classes to help people communicate needs more clearly (Human Development Department).
- Brown bag talks that offer information about matters of concern to women in today's world.

These efforts to achieve equity are assisted by the Women's Program Advisory Committee. This group of citizen volunteers is appointed by the Lane Community College Board of Education and includes women and men from local businesses and industry, agencies, and organizations.

Multicultural Center

Room 409, Center Building

Students who would like to share their culture with others can call or visit the Multicultural Center. The center has been established as a racism-free zone.

The Multicultural Center offers special support services to minority and international students to ensure their academic success. The center provides a comfortable, low pressure atmosphere where students may obtain information regarding admission, registration, course and program planning, and tutors.

The center provides information and referral services to students, staff, and community through multicultural events, bulletin boards, and a reference library.

Students are encouraged to come and enjoy the company of other students at the Multicultural Center. The center is open 9 a.m. to 5 p.m., Monday through Friday during the academic year.

Support Services for Disabled Students Program

Room 213C, Center Building

Lane promotes equal educational opportunities for disabled students through its commitment to a barrier-free campus. The Disabled Student Services program supports this commitment by providing in-class services, advising, resource/referral information, adaptive equipment and advocating for the removal of attitudinal and architectural barriers.

These services are available to permanently and temporarily disabled students in credit, audit, high school completion and adult education classes.

We encourage staff to contact the Disabled Student Services office with questions and concerns about accommodating disabled students.

The program offers a variety of services at no charge to the student including:

Academic Advising:

- ° Admission/registration assistance
- ° Program planning

In-class Services:

 Early registration for students receiving direct services and the visually-impaired

Accessibility seating

Relocation of classes if necessary

Sign language interpreting

Notetaking

- Textbook recording
- Tutoring (including learning disabled)

Mobility aid

Test proctoring

Adaptive Equipment:

- TDD-telecommunications device for the deaf
- Personal fm loop systems—on loan (for the hearing impaired)
- Talking calculator—on loan
- Perkins brailler—on loan
- Closed circuit televisions
- Brailled elevator control panels
- Computer speech synthesizers—a one-credit class must be taken to access this equipment which is offered through the Disabled Student Services office
- Minor emergency wheelchair repair

General Support:

- Awareness information
- Resource/referral information
- Advocacy
- Accessibility map
- Disabled Advisory Club
- Emergency evacuation training
- Liaison with staff and community

In addition, the Disabled Student Services office provides limited individualized services depending on the needs of disabled students. Students requiring attendant care while on campus must provide their own attendants.

To receive services, contact the coordinator of Disabled Student Services as soon as possible each term for scheduling purposes.

Other departments providing services include the follow-

ing:

The Counseling Department offers personal counseling, career/life planning, and a Career Information Center which has specific career/job interviewing information for the disabled.

 The Health and Physical Education Department teaches a PE Correctives course for temporarily or permanently disabled persons. The instructor sets up an individual-

ized exercise program for each student.

There are three computer labs for student use (there is a small fee each term). All the labs have speech synthesizers for Apple and IBM computers, lap boards, detachable keyboards and raised tables. The Center Lab has a closed-circuit television, braille label maker, and computer manuals on cassette tapes. (See Adaptive Equipment, computer speech synthesizers.)

The Library has an electric door, cassette players/recorders, raised study tables, and a closed-circuit television. The staff will assist in ordering materials from the Oregon State Library Services for the Blind

and Physically Handicapped.

The Study Skills Department has individualized instruction, support instruction, large print books, tape players, language master tapes, low level computer programs and raised tables.

o The Student Health Center provides limited restroom and medication assistance, a cot room for resting, elevator keys, lockers, and parking permits. A wheelchair, walker, and crutches are available on loan.

The Downtown Business Education Center has a set of braille dictionaries, a Keyboarding for the Handicapped class, a magnifying lamp and tutoring.

The physical campus has an interconnecting ramp system which makes most buildings accessible. Restrooms, pay phones,

and emergency phones are also accessible.

For more information, contact the coordinator of Disabled Student Services at 741-4501, ext. 2662, VOICE, or 741-3079, TDD (for hearing impaired only).

Evening Services

Based on student demand and available financing, the college endeavors to offer a wide range of night credit classes. Many daytime services are available evenings. The Counseling and Advising Center, the Career Information Center, and the Testing Office offer evening hours throughout the academic year. See the class schedule for current times. Call Student Services at the Downtown Center, 747-4501, ext. 2940 for evening hours in that location.

Admissions, Student Records, Financial Aid and Financial Services personnel are available until 7 p.m. on four evenings during fall, winter, and spring terms to help students with registration (see the class schedule for dates). For the balance of the term, any transcript orders, change of address, application for admissions, etc., may be requested through a drop box near

the Admissions Office.



Saturday Services

Based on student demand and available financing, the college endeavors to offer numerous credit classes on Saturday. A variety of support services also are available to students on the weekend. Counseling and Advising, Admissions, Food Services, the Library, Math Resource Center, and a Microcomputer Lab offer weekend hours throughout the academic year. See the class schedule for days and times.

The Bookstore, Financial Aid and Student ID Cards are available from 9:30 a.m. until 1:30 p.m. the first two Saturdays of each term. For more information regarding Saturday services call the Weekend College Office, 741-3077.

Other Resources

Child Development Centers

Lane has three Child Development Centers located on campus: the Infant Center, the Toddler Center, and the Preschool Center. The centers serve a dual role: first as a laboratory for students in Early Childhood Education, and second, as a service to student, staff, and community parents. Children six weeks to five years old are accepted according to priorities established by the advisory committee. Applications are available in the child care centers or Health Occupations Department office and should be filed as far in advance as possible before the beginning of the term for which attendance is required.

All centers are open from 7:30 a.m. to 5:30 p.m. The program for all centers is planned and supervised by professional Early Childhood Education specialists to give a rewarding social and educational experience to each child. Fees are charged on a half- or full-day basis.

One of two classes is suggested for parents or guardians of children enrolled in the Child Development Centers. Parents will be encouraged to enroll in either Child Development (HDFS 226) or Child Care and Guidance (7.102) before their child has completed three terms in the Child Development Center.

Housing

Lane Community College does not provide dormitory facilities. Many students reside in rental apartments throughout the Eugene-Springfield area. Lane's Student Resource Center provides free housing referral services to Lane students. For further information and assistance, contact the Student Resource Center on the second floor of the Center Building.

Academic Programs and Procedures

Lane Community College is a comprehensive community college, offering noncredit classes, applied technology (vocational) classes, and lower division college classes. This section of the catalog describes credit offerings.

The college offers more than 50 applied technology (vocational) programs. Some lead to one-year certificates and some to two-year associate degrees. Many of the classes required to complete two-year programs can be transferred to four-year institutions. Some applied technology (vocational) programs may not transfer.

In addition to the classes required by applied technology (vocational) programs, the college offers lower division (freshman and sophomore) college credit classes so that a student may complete the first two years of college at Lane. Students planning to transfer to a four-year school are encouraged to plan their program with a Lane counselor or advisor.

Lane also offers a variety of different ways students can learn. These include traditional lecture or lecture lab classes, as well as many hands-on classes and open-entry/open-exit classes that permit students to begin and end the class when they wish and work at their own pace.

Off-Campus Centers The college offers classes at several locations in addition to the main campus. These include the Downtown Center on the Eugene Mall, Lane Community College at Florence, and the Cottage Grove Center.

Evening Classes for credit are offered on the main campus and at off-campus centers. By selecting from among these classes, students can earn college transfer credit or work toward a certificate or degree in one of Lane's vocational programs. Evening courses are listed in the class schedule publication each term. For more information about evening opportunities, call the Lane Counseling Center, 726-2204.

Saturday Classes for credit are offered on the main campus and the Downtown Center. Students can earn college transfer credit or work toward a certificate or degree in one of Lane's applied technology (vocational) programs. Saturday classes are listed in the class schedule publication each term. For more information about Saturday classes, call the Lane Counseling Center, 726-2204 or the Weekend College Office, 741-3077.

Telecourses present an increasingly popular option. They are college credit classes developed by educators and media specialists for television viewing. They include weekly telelessons, required written and reading assignments, and periodic examinations. Course instructors are available for assistance by phone or in person. Students can view television courses at home, in the Lane library, and at some off-campus centers.

Between 14 and 20 telecourses are offered each term. Topics include child development, computers, consumer education, business, science, psychology, and sociology.

Lane telecourses are available on a number of different channels. Most are available in Eugene-Springfield; others are shown throughout Lane County.

Tuition for telecourses is the same as for other courses. In addition, students pay a fee per telecourse.

Students receiving financial aid or veterans' benefits should be aware there may be limitations on the number of telecourses they may take and still retain benefits.

For more information about Lane's telecourses, call Cynde Leathers, Telecourse Coordinator, at the main campus.

College High Lane's College High Program brings college-level classes to high school students in their local school districts. The program provides an early orientation to college and an opportunity for students to earn both college and high school credits. During the 1988-89 school year approximately 300 students participated in the program.

Classes are taught in a high school during regular school hours or in the evenings, by Lane instructors or by high school

instructors approved by Lane.

College High classes are similar to those offered in a regular Lane program, including course content, textbook, and length of course. A \$500 per course cost is charged to the high school district, which may be shared among students in the course, or subsidized by the district. The college credits earned through this program can be transferred to other postsecondary schools.

The program seeks to meet the needs of Lane County area school districts for expanded course offerings in both vocational and academic areas. Courses have included English literature and composition, mathematics, science, social science, study skills, performing arts, and art and applied design.

For more information about the College High Program, students, parents, or school districts should contact the College High Coordinator, Judith Gabriel, 747-4501, ext. 2699.

Degrees, Certificates, and Diplomas

Students are required to fulfill degree requirements that are in effect as of the term they enter Lane. Students who return to school after an interruption will be required to complete their degree under the requirements in effect when they reenter the College.

The Oregon Transfer Degree is the result of several years of effort on the part of the governor, the state legislature, the Oregon State System of Higher Education and the community colleges of Oregon.

Students who complete this new degree will be able to transfer to any state system school they choose having met the general education and college requirements.

Associate of Arts Oregon Transfer Degree

The Associate of Arts Oregon Transfer Degree is awarded to students who satisfy the following requirements:

General Requirements

(All general requirements must be completed with a minimum grade of "C.")

English Composition Nine credits (3 classes) from the following: Wr121, Wr122, Wr123 or Wr227 or equivalent as shown on college transcript.

Mathematics At least four credits of college-level math with a prerequisite of Intermediate Algebra or equivalent as shown on college transcript. This course may apply to the Science/Math requirement in Category B.

Health Three credits HE250, HE251, or HE199: Human Sexuality or Health/Cardiovascular Diseases or equivalent as shown on college transcript.

Oral Communication/Rhetoric Three credits Sp111, Sp112, Sp214, or Sp230 or equivalent as shown on college transcript. This course may apply to the Arts/Letters requirement in Category B.

Distribution Requirements

Completion of six courses in two of the group areas: Arts/Letters, Science/Math and Social Science. In addition, completion of five courses in a third group with Category A required in each. The list of classes that meet each group area requirement is available in the Student Records Office.

Arts/Letters 15-18 quarter credits

Category A: Complete a sequence of three courses or three related courses.

Category B: Complete two or three courses that are taken from a different discipline than the courses used to meet the Category A requirement.

Social Science 15-18 quarter credits

Category A: Complete a sequence for three courses or three related courses.

Category B: Complete two or three courses that are taken from a different discipline than the courses used to meet the Category A requirement.

Science/Math 18-24 quarter credits

Category A: Complete a sequence for three, four-credit courses in life science or physical science with a laboratory.

Category B: Complete two or three courses that are taken from a different discipline than the courses used to meet the Category A requirement.

Electives Limitations on electives:

- Vocational-technical and developmental courses may not
- 2. Individual music lessons (MuP)–a maximum of 12 credits
- Physical education activity courses-a maximum of 12 credits, excluding professional activity classes
- Supervised field experience and/or cooperative work experience-a maximum of 18 credits.
- Attend at least two terms, including the last term, at Lane Community College.
- Complete a minimum of 93 to 108 credits, including 24 credits at Lane.
- Complete 24 additional credits for a second degree.
- Earn a cumulative grade point average of not less than
- There are no waivers or course substitutions for this
- No more than 25% of the credits required for this degree may be taken credit-by-assessment.
- This degree fulfills institutional lower-division general education requirements at schools in the Oregon State System of Higher Education; however, some departments, within some institutions in the State System, may require additional courses or a higher GPA for admittance with junior standing.

Associate of Arts Degree

Fall 1988 Requirements:

Students who had completed 30 Lane transcripted credits by the end of fall term 1989 are eligible for the Associate of Arts Degree under the fall 1988 requirements. These students have until fall 1994 to complete the degree. Other students interested in an Associate of Arts Degree are required to complete the new Associate of Arts Oregon Transfer Degree requirements.

The Associate of Arts Degree is awarded to students who satisfy the following requirements:

Requirements

English Composition Nine credits (3 classes) from Sequence One: Wr120, 121, 123/227 or Sequence Two: Wr121, 122, 123/227 with a minimum grade of C or equivalent as shown on college transcript.

Mathematics At least 4 credits of college level math with a prerequisite of Intermediate Algebra with a minimum grade of C or equivalent as shown on college transcript. Completion of Math 100 with a minimum grade of C prior to the beginning of fall term 1989 will meet this requirement. By the end of fall term 1990, students within 24 credits and two terms of completion who have not met the Math 100 requirement may complete the requirement with Math 95 providing they have maintained continuous enrollment in their program.

Physical Education Three credits PE170, 180, 190 or 1 credit "D" Prefixed Dance Activity classes to be completed in not less than 3 terms.

Health Three credits HE250, HE251, or HE199 or equivalent transfer course. Not First Aid or other Lane health course.

Sequence A sequence of 3 additional courses of at least 3 credits each chosen from Math/Science, Arts/Letters, or Social Science.

Arts/Letters Three classes of at least 3 credits each from the following:

Art Literature Effective Learning Music Speech Foreign Language Journalism Theatre Arts Listening Writing

Social Science Three classes of at least 3 credits each from the

following:

Anthropology Political Science Consumer Education Psychology Economics Religion Geography Sociology History Women's Studies

Philosophy

Science/Math Four classes, two of which must be 4 credits each, from the following:

Biology Chemistry

Computer Science (CS120, 121, 122, CS133, CS201, CS203,

CS241, CS242, CS270, CS290, CS291) Electronics (GS127 Passive Solar Design only)

Geology

Mathematics (Math 101 and higher) Physical Anthropology (Anth 101) The Natural Environment (Geog 101) Physical Science

Physics

Zoology

Electives Limitations on electives:

- Vocational-technical courses-a maximum of 12 credits
- Individual music lessons (MuP)-a maximum of 12 credits
- Physical education activity courses—a maximum of 9 credits in addition to the 3 required credits excluding professional activity classes
- Supervised field experience and/or cooperative work experience-a maximum of 18 credits
- Developmental courses listed below may not be used toward requirements:

0.525.1	Phonetic Spelling
0.525.2	Morphographic Spelling
0.525.3	Basic Eng. Grammar/Sentence Writing
0.525.4	Basic Paragraph Writing
0.525.7	Advanced Eng. Grammar/Sentence Writing
0.525.7a	Punctuation Review
0.525.8	Basic Writing
0.527	Prep Vocabulary
0.527.1	Problem Solving
0.529.3	Notetaking Skills
0.529.4	Time Management
0.529.5	Textbook Reading & Studying
0.529.6	Learning Style and Concentration
0.529.6a	Reading 1
0.529.7	Test Taking
0.529.7a	Reading 2
0.529.8	Memory Improvement
0.529.8a	Reading 3
0.529.9	Reading 4
0.593	Learning Skills Lab
0.605	Decimals
0.605.1	Fractions
Math 20	Basic Math Review
Math 20	Math Renewal
Math 25	Basic Math Applications
Math 50	Occupational Math 1
Math 52	Math for Introductory Physical Science
Math 55	Occupational Math 2
Math 60	Beginning Algebra
Math 65	Elementary Algebra
Math 70	Introductory Algebra
Math 75	Geometry
Math 90	Essentials of Algebra

- Attend at least two terms, including the last term, at Lane Community College
- Complete a minimum of 93 credits, including 24 credits at Lane
- Complete 24 additional credits for a second degree
- Earn a cumulative grade point average of not less than 2.00
- There are no waivers or course substitutions for this degree
- Third term of P.E. must be at a more advanced level or a different course
- No more than 25% of the credits required for this degree may be taken credit-by-assessment.

Associate of Science Degree

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

Requirements

English Composition Nine credits (3 classes) from Sequence One: Wr120, 121, 123/227 or Sequence Two: Wr121, 122, 123/227 with a minimum grade of C or equivalent as shown on college transcript.

Mathematics At least 4 credits of college level math with a prerequisite of Intermediate Algebra with a minimum grade of C or equivalent as shown on college transcript. Completion of Math 100 with a minimum grade of C prior to the beginning of fall term 1989 will meet this requirement. By the end of fall term 1990, students within 24 credits and two terms of completion who have not met the Math 100 requirement may complete the requirement with Math 95 providing they have maintained continuous enrollment in their program.

Physical Education Three credits PE170, 180, 190 or 1 credit "D" Prefixed Dance Activity classes to be completed in not less than 3 terms.

Health Three credits HE250, HE251, or HE199 or equivalent transfer course. Not First Aid or other Lane health course.

Arts/Letters Three classes of at least 3 credits each from the fol-

lowing:

Art Literature
Effective Learning Music
Foreign Language Speech
Journalism Theatre Arts
Listening Writing

Social Science Three classes of at least 3 credits each from the

following:

Anthropology Political Science
Consumer Education Psychology
Economics Religion
Geography Sociology
History Women's Studies
Philosophy

Science/Math Ten or more classes which total no less than 36 credits from the following:

Biology

Chemistry

Computer Science (CS120, 121, 122, CS133, CS201, CS203,

CS241, CS242, CS270, CS290, CS291)

Electronics (GS127 Passive Solar Design only)

Geology

Mathematics (Math 101 and higher) Physical Anthropology (Anth 101) The Natural Environment (Geog 101)

Physical Science

Physics Zoology

Electives Limitations on electives:

- 1. Vocational-technical courses—a maximum of 12 credits
- 2. Individual music lessons (MuP)-a maximum of 12 credits
- Physical education activity courses—a maximum of 9 credits in addition to the 3 required credits excluding professional activity classes
- Supervised field experience and/or cooperative work experience—a maximum of 18 credits
- 5. Developmental courses listed below may not be used toward requirements:

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0.525.1	Phonetic Spelling
0.525.2	Morphographic Spelling
0.525.3	Basic Eng. Grammar/Sentence Writing
0.525.4	Basic Paragraph Writing
0.525.7	Advanced Eng. Grammar/Sentence Writing
0.525.7a	Punctuation Review
0.525.8	Basic Writing
0.527	Prep Vocabulary
0.527.1	Problem Solving
0.529.3	Notetaking Skills
0.529.4	Time Management
0.529.5	Textbook Reading & Studying
0.529.6	Learning Style and Concentration
0.529.6a	Reading 1
0.529.7	Test Taking
0.529.7a	Reading 2
0.529.8	Memory Improvement
0.529.8a	Reading 3
0.529.9	Reading 4
0.593	Learning Skills Lab
0.605	Decimals
0.605.1	Fractions
Math 20	Basic Math Review
Math 20	Math Renewal
Math 25	Basic Math Applications
Math 50	Occupational Math 1
Math 52	Math for Introductory Physical Science
Math 55	Occupational Math 2

Beginning Algebra

Math 60

Math 65 Elementary Algebra
Math 70 Introductory Algebra
Math 75 Geometry
Math 90 Essentials of Algebra

 Attend at least two terms, including the last term, at Lane Community College

 Complete a minimum of 93 credits, including 24 credits at Lane

Complete 24 additional credits for a second degree

• Earn a cumulative grade point average of not less than 2.00

There are no waivers or course substitutions for this degree

 Third term of P.E. must be at a more advanced level or a different course

 No more than 25% of the credits required for this degree may be taken credit-by-assessment.

Associate of General Studies

The Associate of General Studies Degree is awarded to students who satisfy the following requirements:

Requirements

English Composition Nine credits (3 classes) from one of the following groups:

I. Communications Skills 1, 2, 3

II. Wr120, 121, 123/227, or Wr121, 122, 123/227

III. Business English 1, 2 and Business Communications with a minimum grade of C or equivalent as shown on college transcript.

Mathematics One of the following options: at least 4 credits of Math 90 or Math 95 or 4 one credit modules from Occupational Math 1 (Math 50) and Occupational Math 2 (Math 55) with a minimum grade of C or equivalent as shown on college transcript.

Physical Education Three credits PE170, 180, 190 or 1 credit "D" Prefixed Dance Activity classes to be completed in not less than 3 terms.

Health Three credits HE250, HE251, or HE199 or equivalent transfer course. Not First Aid or other Lane health course.

Arts/Letters Four classes of at least 3 credits each from the following:

Art Literature
Effective Learning Music
Foreign Language Speech
Journalism Theatre Arts
Listening Writing

Social Science Four classes of at least 3 credits each from the following:

Anthropology Political Science
Consumer Education Psychology
Economics Religion
Geography Sociology
History Women's Studies
Philosophy

Science/Math Four classes, 2 of which must be 4 credits each, from the following:

Biology Chemistry Computer Science (CS120, 121, 122, CS133, CS201, CS203, CS241, CS242, CS270, CS290, CS291)

Electronics (6.107, 6.190, 6.193, 6.194, 6.327/GS127, 6.206, 6.207, 6.229, 6.230, 6.245, 6.246)

Geology

Mathematics (Math 101 and higher) Physical Anthropology (Anth 101) The Natural Environment (Geog 101)

Physical Science

Physics Zoology

Electives Limitations on electives:

1. Individual music lessons (MuP) - a maximum of 12 credits

Physical education activity courses – a maximum of 9 credits in addition to the 3 required credits excluding professional activity classes

Supervised field experience and/or cooperative work experience – a maximum of 18 credits

4. Developmental courses listed below – a maximum of 12 credits:

0.525.1	Phonetic Spelling
0.525.2	Morphographic Spelling
0.525.3	Basic Eng. Grammar/Sentence Writing
0.525.4	Basic Paragraph Writing
0.525.7	Advanced Eng. Grammar/Sentence Writing
0.525.7a	Punctuation Review
0.525.8	Basic Writing
0.527	Prep Vocabulary
0.527.1	Problem Solving
0.529.3	Notetaking Skills
0.529.4	Time Management
0.529.5	Textbook Reading & Studying
0.529.6	Learning Style and Concentration
0.529.6a	Reading 1
0.529.7	Test Taking
0.529.7a	Reading 2
0.529.8	Memory Improvement
0.529.8a	Reading 3
0.529.9	Reading 4
0.593	Learning Skills Lab
0.605	Decimals
0.605.1	Fractions
Math 20	Basic Math Review
Math 20	Math Renewal
Math 25	Basic Math Applications
Math 50	Occupational Math 1
Math 52	Math for Introductory Physical Science
Math 55	Occupational Math 2
Math 60	Beginning Algebra
Math 65	Elementary Algebra
Math 70	Introductory Algebra
Math 75	Geometry
Math 90	Essentials of Algebra

 Attend at least two terms, including the last term, at Lane Community College

 Complete a minimum of 93 credits, including 24 credits at Lane

Complete 24 additional credits for a second degree

Intermediate Algebra

• Earn a cumulative grade point average of not less than 2.00

There are no waivers or course substitutions for this degree

 Third term of P.E. must be at a more advanced level or a different course

 No more than 25% of the credits required for this degree may be taken credit-by-assessment.

Math 95

Associate of Applied Science Degree

The Associate of Applied Science Degree is awarded to students who satisfy the following requirements:

General Education Requirements

Written Communications Three credits from: Wr120, 121, 122, 123, 227; Communications Skills 1, 2, 3; Business English 1, Business English 2 with a minimum grade of C or equivalent as shown on college transcript.

Mathematics Basic Mathematics Review, Math Renewal or Business Mathematics with a minimum grade of C or equivalent as shown on college transcript.

Health Three credits and/or Physical Education PE 170, 180. 190 or 1 credit "D" Prefixed Dance Activity classes to be completed in not less than 3 terms.

The courses used to meet the above requirements may not be used to meet any of the 12 credit hours of general college requirements.

General College Requirements

The 93 credit hours shall include a college requirement of at least 12 credit hours of general education from the following group areas with at least 3 credit hours from each area:

Arts/Letters

Art

Literature

Effective Learning

Foreign Language Journalism

Speech Theatre Arts

Music

Listening

Writing

Social Science

Anthropology

Political Science

Consumer Education

Psvchology

Economics

Religion

Geography

Sociology

History

Women's Studies

Philosophy

Science/Math

Biology Chemistry

Computer Science (CS120, CS121, CS122, CS133, CS201,

CS203, CS241, CS242, CS270, CS290, CS291)

Electronics (6.107, 6.190, 6.193, 6.194, 6.327/GS127, 6.206,

6.207, 6.229, 6.230, 6.245, 6.246)

Geology

Mathematics

Physical Science

Physics

Zoology

Attend at least two terms, including the last term, at Lane Community College

- Complete the required courses and credit hours prescribed for any structured occupational program of at least 93 credit hours
- Complete 24 additional credits for a second degree
- Earn a cumulative grade point average of not less than
- Third term of P.E. must be at a more advanced level or a different course
- No more than 25% of the credits required for this degree or certificate may be taken credit-by-assessment
- Reentering students who completed MAJOR requirements in their program over 5 years ago are required to consult

with their program department head for exemption of those requirements; otherwise students may be required to retest or retake MAJOR course requirements.

Only the Academic Council may waive credits for the General Education Requirements. Individual departments are not authorized to waive these credits. Academic Council petitions are available in the Student Records Office.

Certificates and Diplomas

A diploma is awarded to the student who does not meet the requirements for the A.A., A.S., A.G.S., or A.A.S. degrees, but who has completed any 93 hours of credit courses with a cumulative GPA of not less than 2.00, and who has attended Lane at least two terms, and who has earned at least 24 credits at Lane.

Certificates are granted for satisfactory completion of an established certificate program. Such programs require less course work than an associate degree. An additional 12 credits

are required for an additional certificate.

Other awards of competency certificates, or other evidence of completion are dependent upon the nature of the programs and the decision of the Administration and Faculty. In some cases, for example, a student can earn a certificate from an instructional department on completion of a suggested course of study. However, a suggested course of study is different from an applied technology (vocational) program in which a student earns a degree or certificate issued by the Lane Board of Education.

To Apply

Application for a degree, certificate, or diploma must be completed in the Student Records Office at least two terms prior to the student's anticipated graduation date or when a student is within 24 credits of completing a graduation goal, A \$10 fee is assessed for all degrees, certificates and/or diplomas applied for at the same time, whether or not the student plans to participate in the commencement ceremony. A fee is used to defray the expense of the diploma, diploma cover, and commencement program.

A student is required to have an application for degree on file with the Student Records Office no later than the first Friday in May to have his or her name listed in the commencement program. Anyone qualifying to participate who applies after that date may attend the graduation ceremonies but will not be listed in the program.

A student working toward a second degree must complete an additional 24 credit hours of course work, and a student working toward a second certificate must complete an additional 12 credit hours.

Requests for information about variations from stated requirements for degrees, certificates, or diplomas should be directed to Jolene Bowers, Interim Director of Student Records.

Degree and Certificate Programs

Lane offers these degree and certificate programs. Most are described in the section Instructional Programs.

Two-Year Associate of Applied Science Degree

Agricultural & Industrial Equipment Technology

Apprenticeship Trades (restricted enrollment)

Associate Degree Nursing (7 terms)

Auto Body & Fender Technology

Automotive Technology

Aviation Maintenance Technician

Banking & Finance (Not open to new students) Broadcast/Visual Design and Production

Business Management Computer Operations Computer Programming Computer Programming: Microcomputer Option Construction Technology Criminal Justice Culinary, Food Service and Hospitality Culinary, Food Service and Hospitality: Culinary Option Dental Hygiene Diesel Technology Early Childhood Education Early Childhood Education: Nanny Option Electronic Engineering Technician Electronics Technician Energy Management Technician (not open to new students) Environmental Technology (not open to new students) Fire Prevention Technology (restricted enrollment) Flight Technology Forest Technology (not open to new students) Graphic Design Industrial Maintenance Insurance Adjusters (inactive) Manufacturing Technology Office Administration Degree Associate Accountant Option Legal Secretary Option Professional Secretary Option Radio Broadcasting Real Estate Respiratory Care Technical Drafting Welding Technology

Two-Year Certificate

Agricultural & Industrial Equipment Technology Automotive Technology Aviation Maintenance Technician Diesel Technology Graphic Design Health Records Technology Manufacturing Technology

One-Year Certificate

Auto Body & Fender Technology Culinary, Food Service, and Hospitality Dental Assisting Early Childhood Education Early Childhood Education: Nanny Option Landscape Development (inactive) Medical Office Assistant Medical Transcription Microcomputer Information Systems Office Administration Certificate Accounting/Clerk Option Clerical Assistant Option Practical Nursing (4 terms) Real Estate Sales & Marketing Residential Energy Analyst (not open to new students) Welding Technology

Definitions

Academic Council The Academic Council is appointed by the Lane Community College president to advise the president about academic rules and regulations for Lane. The council gives special attention to the rules and policies concerning reg-

istration, admission, graduation, and academic regulations. Part of the responsibility of the council is to insure that a high academic standard is maintained. The council acts on student petitions covering extensions on college deadlines, waivers of college graduation requirements, and changes in students' transcripted grades. Students can request action by the Academic Council by using a form available from the Student Records Office.

Academic Standards and Probation A student who does not achieve satisfactory academic progress according to administrative regulations will be placed on academic probation and urged to seek counseling and other assistance. Lane's academic standards and alert system are described on page 31.

Attendance Instructors will announce the attendance policy for each class. Students entering late who may have missed this announcement should contact the instructor for the attendance rules. Students are required to be in attendance during the first week of class unless they have contacted the instructor and received permission for the absence. Otherwise their place in the class may be given to another student who is waiting for space in the class, and the original student may not be permitted to continue in the class.

Students will be held accountable for attending each class in which they have officially enrolled. A grade or grade symbol will be assigned to each student unless the student has processed an official drop or withdrawal.

ClassLine As a convenience to students, Lane Community College offers a telephone registration process known as ClassLine. Using a touch-tone telephone students can register for classes from home, place of work, or at the College. Instructions for the telephone registration process are detailed each term in the Lane class schedule publication.

Course A course is any class or subject (e.g., English Composition Wr 121, Biology Bi 101, Drafting 1 4.101) for which a student may register.

Course Numbering Applied technology (vocational) courses have four numbers (e.g., 6.010, 3.337) or are numbered 0 through 99. These courses apply toward applied technology (vocational) degrees and certificates from Lane but are not automatically accepted by four-year colleges. Courses which are automatically accepted by four-year colleges are identified with letters and two or three numbers (e.g., Wr 121, Psy 201, Mth 101).

Cooperative Work Experience (Supervised Field Experience) Cooperative Work Experience provides students with the opportunity for on-the-job education while offering college credit for the experience.

Students enrolled in CWE receive help in locating parttime and permanent jobs, guidance about career expectations and demands, opportunity to work in volunteer positions, instructions in resume preparation, and job interviewing skills and financial aid.

Credits Credits are granted in recognition of work successfully completed in specific courses. For lecture courses, one hour credit is granted for one hour attendance in class per week. A student can expect to spend two or three hours in a laboratory class for one unit of credit. The average load for a full-time student is 12-15 credits. Part-time students carry fewer than 12.

Dropout Rate Lane Community College defines a dropout as a person who completes none of the courses for which he or she registered in a term. By this definition Lane's dropout rate is approximately 10 percent.

Full-Time A full-time student is anyone carrying 12 or more credit hours of work. It is important to note that the definition of a half-time student varies with different institutions. The Social Security Administration defines full time as 12 or more credit hours. Veterans are required to carry 12 credit hours per term to receive full benefits. All students receiving scholarships are required to complete 12 credit hours of work each term.

Honor Lists Lane Community College honors those students who have achieved high academic standards by naming them to the following honors lists:

The Vice President's List: A student must complete a minimum of 12 graded (A,B,C,D,F) hours with a GPA of 3.55 through 3.99.

The President's List: A student must complete a minimum of 12 graded (A,B,C,D,F) credit hours with a GPA

of 4.00.

Vice President's Scholar: Awarded to the student who maintains a GPA of 3.55 through 3.99 for a minimum of 12 graded hours for three consecutive regular terms of the academic year.

President's Scholar: Awarded to the student who maintains a GPA of 4.00 for a minimum of 12 graded hours for three consecutive regular terms of the academic

year.

Program A program is a group of courses arranged to provide applied technology (vocational) or professional training leading toward a degree or certificate of completion. The courses required for the various programs are listed under the program name in the Programs and Courses of Study section of the catalog.

Schedule of Classes A schedule of classes is published approximately one month before classes begin each term. It contains the academic calendar for the term, information on registration, a list of classes offered, and the time and location of classes. The schedule is mailed to district residents and is available from Admissions, Counseling, the information desk in the Administration Building, and at the Downtown Center.

Supervised Field Experience Supervised Field Experience is a variable credit course which provides academic credit for onthe-job experience of 1 to 15 credits per term and is assigned an applied technology (vocational) number 1.300 or a college transfer number FE207. Refer to the CWE description above.

Term A term, or quarter, is approximately an eleven-week period of study. Fall term begins toward the end of September and lasts until mid-December. Winter term begins around the first of January and lasts until approximately the middle of March. Spring term begins at the end of March and lasts until the middle of June. Summer term begins the middle of June and lasts until about the first of September.

Procedures

Lane Community College publishes regulations in addition to those in this catalog. Students are responsible for informing themselves of these regulations.

Schedule Changes

Students may change their schedules at any time after their original registration through ClassLine. If the schedule requires payment of additional tuition and fees, the student will be given a deadline for submitting that payment to the Financial Services Office.

After the first week of the term, some classes will require the instructor's consent to enroll. If consent is needed, the student will be notified when making the class request. Students may drop classes through the seventh week of the term with no record appearing on the transcript. After this time, instructor consent is required to drop a class. Each department will authorize the drop by entering the authorization consent into the ClassLine system. Once consent is given to drop a class, a "W" will appear on the transcript. If the instructor chooses not to give consent, the student will receive the grade earned. Refunds for reduction of class loads below 12 credit hours will be based on the official date that the drop is processed.

No schedule changes will be processed after the ninth week of the term; however, beginning the second week of the following term, adds and credit increases for prior terms may be processed through Student Records with a grade change form. A \$1 fee will be assessed for all such changes in addition to any tuition and class fees. Changes cannot be made for drops and withdrawals which were not processed by the tenth week schedule change deadline.

Dropping, Withdrawing from Classes

When a student is unable or unwilling to attend any or all classes for which the student has registered, it is the student's responsibility to process an official drop or withdrawal. A withdrawal is discontinuing registration in all classes for the term; a drop is discontinuing registration in one class. Drop and withdrawal procedures are quite simple early in the term, and become more complicated as the term progresses.

Classes dropped through the seventh week of the term will not appear on the student's transcript. After the seventh week, the instructor's signature and a department stamp are required

to drop a class.

Any refund of tuition (or remission of indebtedness, if there is a tuition loan) is based on the date the official student drop or withdrawal is processed through ClassLine. The period of actual class attendance is not a factor.

Refund deadlines are published each term in the Schedule of Classes. An extension of the refund deadline is possible when Student Records is promptly notified of exceptional situations beyond the student's control such as severe illness, change of work schedule by employer, or extreme family emergencies. Verification, such as a note from doctor or employer, is required.

If processed before the end of the seventh week of a term, a drop or withdrawal removes the class(es) from the student's records. After the seventh week, an instructor's signature is required for each class dropped, or for all classes in the case of a withdrawal. A mark of W (withdrawal) appears on the student's grade report and transcript record. An instructor has the option to refuse to sign the drop or withdrawal, and instead give the grade earned in class. If a student stops attending class, but does not drop or withdraw, the instructor may assign a mark of Y (no basis for grade), or the grade earned in the class.

Drops and withdrawals may not be processed once registration begins for the following term; such procedures must be completed before Monday of the week before finals. After that deadline, the student will receive whatever mark the instructor feels is appropriate.

Record-Keeping

Student Records maintains basic academic, identification, and loan records for all students. This includes the application for admission, other school transcripts, course substitution forms, grade change forms; address, name, student number, evaluation of progress, graduation, current registration, etc.

Except for the transcript record and current registration, most of this material is kept on microfilm for all students and on-line (with immediate access) on the computer for current students. For all practical purposes, these records will be kept forever.

Release of Records In accord with Federal Law (The Federal Education Rights and Privacy Act, Public Law 93-380), students may see and review all official records, files, and data pertaining to themselves with these exceptions: confidential financial information reported by the parent/guardian unless the parent/guardian has explicitly granted permission for the student's review; and medical, psychiatric, or similar records used for treatment purposes. Students' access to their own records is guaranteed as early as possible, but no longer than 45 days from the time of the student's official request. Where records are kept, who is responsible for those records, and who has access to records is posted in the Admissions Office.

A student may challenge the content of a record that she or he considers inaccurate, misleading, or in violation of the student's privacy or other rights. If such a challenge is not resolved with the custodian of the records, the student has a right to an appeal. Further information is available in Student Records or Admissions or the Student Activities Office.

Student Directory A directory of current students is maintained in Student Records each term. The directory is available to the public and contains the following information: name, major field, address, telephone number, and zip code. A student who wishes all information withheld from that directory must complete a Student Directory Exemption card once each academic school year during registration. Filling out this card also exempts the student's name from appearing in public Honor Roll lists. These cards are available in Student Records.

Other Directory Information Also released as directory information are: height and weight of members of athletic teams, school or division of enrollment, period of enrollment, degrees awarded, honors (including the publication each term of names of students with outstanding grades), date of graduation, and the most recent previous school attended. Students who do not wish to have any of this information released by the college must complete a petition for exemption in Student Records. This petition does not affect the student directory and is effective throughout the student's continuous attendance at Lane Community College.

Information necessary to determine student eligibility for athletic participation and for financial aid granted by state or federal agencies which provide a student's tuition will be released as directory information. This may include term schedules, grades, credit hours of enrollment, and past academic records. A written request from the aid-granting agency is required.

Transcript Records Transcripts are available in Student Records. A transcript contains records of all academic work at Lane Community College. Generally, a student may acquire a transcript within a few minutes. The student must complete a transcript request form, and pay \$2 for one copy, plus \$1 for each additional copy ordered at the same time. A transcript may also be requested by mail: the student should give name, social security number, period of enrollment, and where the transcript is to be sent, and enclose payment. Phone requests are not adequate, since payment must be received before a transcript may be sent.

A transcript may be mailed to another school or college at anyone's request, but no other person may receive a copy of the student's transcript (or undertake to pick it up for the student) except at the student's written request or if the person has a release signed by the student authorizing access to this record.

The college reserves the right to withhold transcripts from students who owe monies to Lane. If a transcript is requested by a student who owes monies, that transcript is sent without the school seal or the registrar's signature. A sticker covers the last term's records, indicating the records are incomplete because of a balance owing. The student is not notified of this action. A complete, official transcript is sent at no additional cost when the student has made payment and has notified Student Records.

Records from other schools and colleges never become part of a student's Lane Community College transcript. Such records are not required for admission to the college, but may be required for veterans' reporting or admission to a special program.

Transfer Transcripts If a student has taken course work at another college that applies to his or her program at Lane Community College, the student must see that Student Records receives an official transcript of that work. The work will be evaluated in terms of the Lane program by Student Records, with the assistance if necessary of the department head or coordinator of the program. In cases where the course work is not obviously or directly comparable, it will be necessary for the student to have on file a course substitution form from the department which officially substitutes the other work for courses required in the Lane program. Course work taken elsewhere does not appear on the Lane transcript. However, once received, these transcripts become the property of Student Records and part of the college's records. As with all records, a copy may be acquired, but Lane cannot provide an official copy of a transcript from another school.

Transcripting If a student has enrolled in a noncredit class that is taught both as noncredit and college credit, the student may submit a grade change form with the number of credits and the grade(s) earned to the Student Records office and that information will be transcripted onto the student's transcript. There is a charge of \$12 per credit to transcript credits.

Grades

Grade Reports At the end of each term, grades are recorded and reported to students. The grade report is a complete record of all work completed at Lane, and contains the same information as a transcript, but is not a transcript.

Grade Changes If an error has been made in recording or reporting grades, the instructor may initiate a grade change. The grade change form is a two-part form with the carbon returned to the instructor after the change has been processed in Student Records. Changes may be made in grade, number of credits for variable-credit courses, course number and/or course name. There is a \$1 charge to process this form. If a student is aware of an error in grade reporting, or believes that an error may have occurred, the student should contact the instructor.

Grade Notations The following grades and marks are recorded on transcripts and grade records at Lane:

A-Superior I-Incomplete B-Above Average Y-No basis for grade (this mark is given C-Average when a student has never or seldom D-Below Average attended class, or has done little or no F-Failure work for the class) W-Official student withdrawal or drop U-Audit X-Grade not reported (or erroneously reported) by instructor P-Pass (A,B,C) May be recorded only when a student has N-Not Passing processed a pass/no pass option request, (D,F)or is taking a P/NP-only class

Academic Standards Students registered for seven or more credit hours as of the 8th week of each term must maintain the following academic standards:

Student Credit	Cumulative Grade
Hours Earned	Point Average
7 - 30	1.70
31 - 45	1.80
46 - 65	1.90
66 - 85	1.95
86 - 100+	2.00

Students must meet the above noted cumulative grade point average (CUM GPA CR on the transcript) and complete at least 50 percent of their credit hours of enrollment.

Failure to meet these standards results in the following actions:

A student who fails to meet the academic standards will receive a warning letter with the grade report. That letter will provide information covering the services of the college that might be helpful.

A second term will place the student on probation, and a letter will be sent requiring a counselor conference. A registration hold will be implemented but will be removed following the completion of the counselor conference.

 A third term will result in a second required counselor follow-up conference, and again a registration hold will be implemented.

 A fourth sequential term of unacceptable academic progress will result in dismissal from college credit classes and programs for one calendar year.

Removal of Probation A student who is placed on probation can be removed by exceeding the cumulative grade point average standard or, if placed on probation by the non-completion criteria, may be removed by exceeding 50% completion the next term. Once removed from probation, students who do not meet the academic standards start again at the warning step.

Pass/No Pass A student may apply a maximum of 16 pass/no-pass credits toward graduation; pass/no-pass-only classes and credit for nonacademic experience, where the student does not have the option, do not apply toward this total. In each Associate of Applied Science program, the department has identified core classes in the major which may not apply for graduation if taken pass/no-pass. When a P/NP option has been selected, the instructor still grades on the regular ABCDF system. The instructor has no information as to which students have selected the P/NP option. If the instructor records a grade of A for the student, the student will receive the A grade, and this will be calculated in the Grade Point Average (GPA). If the grade

is B or C, the student will receive a grade of P. If the grade is D or F, the student receives a grade of N. P and N grades are not calculated in the student's GPA, though a grade of P is counted in earned credit and indicates successful completion of the course. A P/NP option must be requested by the end of the eighth week of the term.

Audit The only grade or mark an auditor may be granted is U (audit). The audit option allows the student the right to sit in the class, but the instructor has no obligation to grade or record the student's work. An audit option may be requested during registration and through the eighth week of the term. Audit rates are the same as the in-district tuition rates per credit hour. Out-of-state students who wish to change from audit to credit must pay any difference in tuition due to their residency classification.

Request for Incomplete When a student has completed most of the work in a class and is unable to finish, the student and instructor may fill out a Request for Incomplete form. This is basically a contract between the student and the instructor which indicates the work to be finished, the time limit within which the work must be completed, and the grade earned if the work is not completed. A student does not need to reregister to finish course work the next term. General college policy limits the time for finishing an Incomplete to one year, but the instructor may require a shorter time period. When the work has been completed and given to the instructor for evaluation, it is the student's responsibility to see that a grade change form is sent to Student Records, changing the student's record from Incomplete to the grade earned. If no grade change form is received from the instructor, the grade remains an Incomplete. If the instructor with whom the student completed the Request for Incomplete form is no longer available, the department may assign someone else to evaluate the work and complete the change of grade.

Repeated Course: Change of Grade A student can have the grade points removed from the cumulative grade point average if the grade was C, D, or F. A course can be retaken only once for this purpose. If a course is retaken more than once, only the oldest course credits will be removed from the grade point average under this policy. The repeated course credits must all be taken in one term and must be equal to or greater than the number of credits completed in the original course.

Upon completion of a course, a student can exercise this option by filling out a Petition to Absolve Credit from the Cumulative Grade Point Average form. The form is available in the Student Records Office. A standard grade change fee is charged.

The Student Records Office will mark the student's record, noting the repeated course, and remove the grade points of the original course from the cumulative grade point average. The original course and grade will remain on the student's transcript.

Grade Point Average (GPA): Computation Included in GPA computation are grades of A, B, C, D, and F. Grades of P are included in earned credit, but not in GPA credit. I, Y, W, U, and X are considered administrative marks rather than grades and have no effect on a student's earned credit or GPA credit. The grades included in the computation have the following weights:

A = 4 points D = 1 point B = 3 points F = 0 points

C = 2 points

The total points for a class are calculated by multiplying the points for the grade times the credits for the class. The GPA is then computed by adding all GPA credits, adding all points, and dividing the total points by the total credits Example:

	credits	grade	points
BA 226-Business Law	3	A	12
PE 170-Beginning Tennis	1	В	3
Eng 115-Accelerated Reading	3*	P	0*
4.200-Math 1	2_	C	4
TOTAL GPA Cr.	6 TO	TAL POIN	TS 19
$19 \div 6 =$	3.17 GPA		

* 0 Points are not included in calculation, because of P grade. Total credits earned in this example are 9.

Credit

Credit granted at Lane is in terms of quarter hours, since Lane is on a quarter-system calendar. Three quarter hours are equal to two semester hours. For lecture classes, one hour of credit is granted for one hour of classes per week. A student will spend two or three hours per week for one credit in a laboratory class. The average load for a full-time student is 12 to 15 credits. A minimum of 93 credits is required for graduation with an associate degree.

Miscellaneous Training and Credit Credit is granted to skilled craft workers who have completed a standard Oregon apprenticeship program, and for related training. Credit is also granted for military training, and for work completed at proprietory schools, such as business colleges, art schools, beauty colleges and so on. Such credit generally applies only toward an applied technology (vocational) program, and does not appear on the student's Lane transcript. The student should apply for such credit in Student Records, bringing certificates of completion, school records, or other available documentation. The student is notified of the credit granted, and a record is kept in the student's file.

Application for a Certificate or Degree; Evaluation of Progress

A student may apply for evaluation of transcripts in any Lane program at any time. Application must be made for a certificate or degree in order for completion of a program to be officially recognized.

For either evaluation or application, the student completes the proper form in Student Records and is mailed a list of coursework remaining to be completed. Usually this process takes two weeks or less. Any questions or concerns about the evaluation should be brought to Student Records.

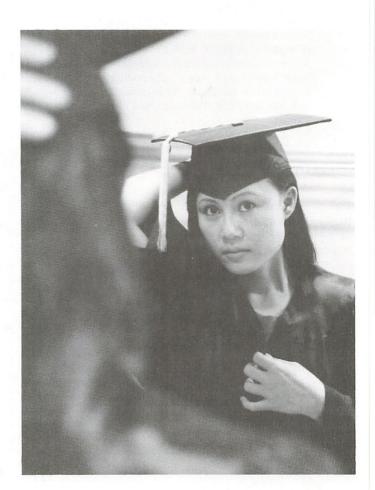
Graduation

There is one college graduation ceremony held each year, in June, usually on the Friday evening of spring term final exam week. All graduates and prospective graduates for the year are invited to attend and bring their friends and relatives.

Since grades are not yet recorded, it is not known at that time whether the majority of the students have completed their programs. Students receive empty binders during the graduation ceremony. The actual degrees are mailed in at the end of summer after graduation completion has been checked. Students applying for degrees and completing their programs fall or winter terms may receive their degrees earlier in the year. Students who apply for spring term graduation after the deadline (usually the last week of April or first week of May) will not be listed in the graduation program.

June graduation eligibility includes completing all degree, certificate or diploma requirements by the end of spring term, or having nine or less credits remaining after the completion of spring term. (All nine credits must be available for completion during the summer term.) Students who have more than nine remaining credits to complete must be approved by the Interim Director of Student Records and must be scheduled for completion by the end of summer term.

Students who do not attend the graduation ceremony may pick up a binder at the Student Records Office.



Money Matters

College Costs

Tuition*

Credit Tuition beginning Summer Term 1990:

Full-Time Part-Time
(12 or more (less than 12 credits) credits)

Residents of Oregon......\$276 per term.....\$23 per credit hour Senior Citizens**.................................\$17 per course Nonresidents of Oregon.....\$1,104 per term....\$92 per credit hour International Students\$1,104 per term....\$92 per credit hour (See "Determination of Residency" on this page.)

Noncredit Class Tuition is published in each term class schedule.

- * Tuition rates, fees, and refunds are subject to change without prior notice. Current information will appear in each term class schedule.
- ** Senior citizens, age 62 and over, pay \$17 per class and are exempt from payment of ASLCC fees. However, they are required to pay any class fees, such as for photography, welding, etc.

Average Total Costs Typical average yearly expenses, excluding room and board, transportation, tools, and personal expenses:

Tuition	\$828
Books	
Special & Miscellaneous Fees (varies by program)	\$45-105
Insurance (individual student, optional)	

Fees and Expenses

Fees are subject to change without notice.

Associated Student Body Fees
Credit by Examination and
Credit by Assessment\$12 per credit hour,
maximum \$120 per term.
Class Fees (Curricular Fees)See class schedule
for these fees.
Grade Change Fees\$1 for each change or
group of changes received at one time.
Telephone Registration FeeSee class schedule
for fee.
Transcripting
maximum \$120 per term.
Transcripts \$2 for the first copy

Student Health & Accident InsuranceFee information and other information is available in the Student Health Services Office.

Computer FeeSee class schedule for fee.

International Student Fee\$34 per term

Determination of Residency

In-District* A student at least 18 years of age or a high school graduate who has maintained a permanent residency within the college district for no less than 90 continuous days prior to the first day of the term is classified as in-district. Residency requirements must be met prior to the date that a term begins.

* In-District includes Lane County, the Monroe Elementary District, and the Harrisburg Union High School District.

In-State (out-of-district) A student at least 18 years of age or a high school graduate who has maintained a permanent residency within the state for no less than 90 continuous days prior to the first day of the term is classified as in-state. Residency requirements must be met prior to the date that a term begins.

Out-of-State and International There are two residency categories in addition to in-district and out-of-district (in-state):

- ° Out-of-state but a citizen of the United States.
- International (not a U.S. citizen or registered alien).
 International students do not become residents regardless of the length of residency within the district.

Special Circumstances A student may be classified as in-district or out-of-district if extraordinary circumstances can be documented. The following criteria are used to define extraordinary circumstances:

- A veteran who has established permanent residence inside the college district within 90 days of separation or discharge from the service is considered to be in-district.
- A released Oregon State prisoner is considered in-district regardless of residency prior to sentencing if a state agency is the sponsor.
- A legal dependent or spouse of a person who has moved into the college district and established a residence is considered in-district.
- A senior citizen, age 62 or older, who has established a permanent residence in the college district is considered in-district.

Verification of Residency The residency of each applicant to the lower division collegiate or occupational classes of the college where college credit is earned is determined from the information provided by the applicant to the college. When there appears to be an inconsistency in the information provided, the college staff will require additional documentation. Only applicants who can provide sufficient documentation that the 90-day residence requirement clearly has been met will be classified indistrict or in-state.

Retention of Residency Documentation Documents required for the determination of residency are not retained in the applicant's file. Except for applications to programs requiring special admission procedures, all documents are returned to the applicant after the college staff has noted the type of document on the application for admission.

Noncredit Adult Education Classes have no residency requirement.

Payment of Tuition and Fees

The college's policies regarding payment of tuition and fees are described in this section. They apply to all credit and noncredit students.

How to Pay

All monies owed to the college for previous terms must be paid before a student can register for the current term. For ways of paying for amounts from prior terms, see the payments section in the following Lane Community College CreditLine Plan and Account Agreement.

The student's name and number (social security or assigned number) must be clearly identified on all payments. This will assist in properly processing payment in a timely manner.

Payment at Time of Registration At the time of registration, assessed tuition and fees may be paid in full by VISA/MasterCard. (Charges to a bank card are subject to receipt of an authorization from the banking institution. If an authorization is not received from the banking institution, the registration will be treated as if it had not been paid with a bank card and will be charged to the student's LCC CreditLine account.)

If tuition and fees are not paid by VISA/MasterCard at the time of registration, an LCC CreditLine account will be established for each student and charged for the amount of the assessed tuition and fees. Some fees, such as flight fees, are not assessed at the time of registration, but are required to be paid before services, such as flying time, are provided.

If payment in full of assessed tuition and fees is not received so it can be posted within five days of the date of the charge, that will signify a student's consent and agreement to abide by the terms and conditions of Lane's CreditLine Plan and Account Agreement. A copy is reprinted on this page. A copy can also be obtained by mail by calling 747-4501, ext. 2610, or in person from Financial Services on the main campus, at the Downtown Center, at Lane Community College at Cottage Grove or at Lane Community College at Florence.

If registering at the main campus, Downtown Center or Cottage Grove or Florence centers, payment may also be made by cash or check.

Payment by Financial Aid Financial Aid is available to qualified students and is considered a resource from which to pay educational expenses. Thus, a student receiving Financial Aid is subject to Lane's registration, refund and credit terms the same as a student who is not receiving financial aid. If sufficient funds are available from the financial aid award, payment of the student's account balance shall be made from the student's financial aid check. Any remaining financial aid will be disbursed according to the schedule provided by the Financial Aid Office. If financial aid funds are not received as anticipated, the student is still responsible for payment of any monies owed the college.

Payment by a Sponsoring Agency Payment by a sponsoring agency is considered a resource from which to pay educational expenses. Thus, a student receiving assistance from a sponsoring agency is subject to Lane's registration, refund and credit terms the same as a student who is not receiving assistance from a sponsoring agency. It is the student's responsibility to ensure that written agency authorization is received by the Billing and Collections section of Financial Services. A student may use ClassLine to determine if an agency has authorized payment of tuition and fees. If the amount is zero, the charge has been transferred to an agency account. Students with questions may call Billing and Collections at 726-2210.

Lane's CreditLine Plan and Account Agreement

If tuition and fees are not paid by VISA/MasterCard at the time of registration, an LCC CreditLine account is established for each student. The student's account is then charged for the amount of tuition and fees.

If payment in full for the tuition and fees is not received by Lane within five days, it signifies a student's consent and agreement to the terms and conditions of LCC's CreditLine Plan and Account Agreement.

The CreditLine policy is reprinted below. A copy also is available from Financial Services at the main campus, the Downtown Center in Eugene, the Cottage Grove Center, or the Florence Center.

Payments The option of payment in full always exists or partial payments can be made as described below.

- A student's account balance shall be paid in full if sufficient funds are available from or upon receipt of financial aid funds from any source.
- 2. An account balance may be paid in full before the College's last business day of the month, saving finance charges.
- 3. For in-state students the required monthly payment will be one half (1/2) of the current month's account balance (rounded up to the next whole dollar amount) with a minimum monthly payment of \$80. For out-of-state and foreign students, the required monthly payment will be the total of the current month's account balance.
- Payments must be received in sufficient time for posting to the student's account on or before the College's last business day of the month.
 - a. Payment By Mail. Make checks payable to LCC or Lane Community College and mail to LCC ClassLine, P.O. Box 5000, Eugene, OR, 97405-0640. Be sure the student number (social security or assigned number) is on the check. Allow enough time to ensure postal delivery before the College's last business day of the month.
 - b. Payment by VISA/MasterCard. VISA or MasterCard will be accepted for payment in full of your account. Use ClassLine (see ClassLine instructions) or complete the requested VISA/MasterCard information on the detachable remittance portion of the billing statement and mail to LCC ClassLine, P.O. Box 5000, Eugene, OR, 97405. Allow enough time to ensure postal delivery before the College's last business day of the month. Charges to the bank card are subject to receipt of an authorization from the banking institution. If authorization is denied, the amount will be charged to the student's CreditLine account, subject to its terms and conditions.
 - c. Payment by Cash. Cash payments can be made during business hours: at Financial Services, first floor Administration Building, Lane Main Campus; at the Downtown Center, 1059 Willamette Street; at the Cottage Grove Center, 103 South Fifth Street; and at the Florence Center, 3149 Oak Street.
 - Payments and credits made at Financial Services on the main campus or at the Downtown Center are posted as of the date they are received or issued.
 - (2) Payments made and credits issued at the Cottage Grove Center or Florence Center must be received/made at that location a minimum of five business days before the College's last business day of the month.

Payments and credits are allocated to the oldest amount owed.

Finance Charges Any account balance greater than zero on the College's last business day of the month as a result of charges made prior to the last seven days in the month, will be assessed a finance charge on the average daily balance of the account (excluding any registration charges made during the last seven days of the month) at a periodic rate of one percent (1%) per month (annual percentage rate of twelve percent (12%). The average daily balance is the sum of the amounts owed on each day of the billing period divided by the number of days in the billing period. The amount owed on each day is the amount owed at the end of the previous day plus any charges; excluding any unpaid finance charges from a previous billing period, returned check or bank card payment fees and late payment charges; less any payments and credits made to the account that day. A minimum monthly finance charge of \$1 will be assessed.

If the account balance is greater than zero on the College's last business day of the month as a result of only registration charges made during the last seven days in the month, there will be no finance charges assessed for that billing period. If these charges are unpaid at the end of the next billing period, finance charges will be assessed as per the preceding paragraph.

Late Payment Charge If the required payment is not received within the next consecutive billing period, a late payment charge of \$5 will be assessed each month thereafter (to a maximum of \$25) until the required payment is made.

Failure to Pay If payment is not made on time, the College can require immediate payment of the entire balance, including finance charges and late payment charges. The College will refer the account to an outside collection agency and report the status of the account to a credit reporting service. If the account is placed in the hands of an attorney and/or collection agency, collection and court costs will be added to the student's account.

Returned Check or Bank Card Payment If any check or bank card payment tendered to the College is returned unpaid by the bank, the amount of the check or bank card payment plus a reasonable returned check or bank card payment fee will be assessed and added to the student's account.

Account Termination/Suspension The College has the right without prior notice to stop or suspend the extension of credit and to withhold services and registration for classes and workshops if required minimum monthly payments are not made on time.

Credit Limits The College will establish a credit limit on the account and may raise or lower that limit at any time without prior notice.

Grades and Transcripts The College has the option of withholding grade reports, transcripts and other certificates and certifications if an account is in a delinquent status.

Changes in the Terms The College may change the terms of this agreement at any time. Notice will be made in advance of any such changes, as required by law. Any change will be applied to any existing account balance and to future charges.

Credit Reports The College may obtain information about students from credit reporting agencies and other creditors as permitted by law. Credit information so obtained will be used in the College's own credit operation and for forwarding information about student's accounts to other credit reporting agencies and other creditors.

Refunds

All monies owed to Lane Community College must be paid before any refunds or other monies (except wages) will be paid. Instead these refunds or monies will be applied against any monies owed the College.

Refund of tuition, fees or other items funded with financial aid or by a sponsoring agency will be processed as a credit back to the student's CreditLine account, the financial aid funding source, or the sponsoring agency, as appropriate.

Refund of tuition, fees or other items purchased with a VISA/MasterCard will be processed as a credit back to the VISA/MasterCard account.

All other refunds will be processed as credit to the student's LCC CreditLine account. The credit may be used by the student to pay or partially pay for subsequent class registrations.

If there is a credit balance in the student's LCC CreditLine account of \$10 or more, a refund check will be printed payable to the student and *mailed* to the student. Refund checks for each term are scheduled for printing during the term. (See term class schedule publication for specific dates.) If payment was made by check within two weeks of the check printing date, the refund check will not be printed until the next scheduled date.

Amounts *under* \$10 will remain as a credit in the student's LCC CreditLine account. This credit may be used to pay or partially pay for subsequent class registrations by the student, either credit or noncredit, for subsequent terms of the same school year.

A student may ask for a cash or check refund of their LCC CreditLine account credit balance. The cash refund request must be made in person by the student during regular business hours at Financial Services on the main campus, or at the Eugene Downtown Center. Conditions for a cash refund include presentation of an LCC cash receipt showing that the payment resulting in the credit balance was made by cash; or if made by check, verification that the check had been processed for deposit more than two weeks before the request. A request for a check refund can be made by mailing such request to ClassLine, P.O. Box 5000, Eugene, OR 97405-0640.

Tuition and Fee Refunds: Credit Classes

Tuition Refunds The type and combination of classes (regular credit class, self-support credit class or workshop), scheduled duration of the class and the date the drop is entered into ClassLine will determine the amount of a refund.

Refund amounts are computed on the basis of the table below. The percentages in the tables are used to compute the refund "amount due to student," which is automatically posted as a credit to the student's CreditLine account (see preceding "Refunds in General" section). In interpreting the table, the class duration is the number of weeks for which the class is scheduled to meet. "Week 1" means through Friday of the week in which the first meeting of the class is scheduled. "Week 2" means through Friday of the second week, etc. following week 1. A drop of any regular class prior to the day of the first class meeting will receive a 100% refund. For workshop refunds, students will need to contact the sponsoring department after first entering the drop via ClassLine. Any workshop refunds will be computed by that department and then will be posted as a credit to the student's LCC CreditLine account.

Credit Classes Tuition Refund Table

	Prior to start		Drop Date		
Class Duration	of Class	Week 1	Week 2		Week 4
Longer than 6 weeks	100%	100%	70%	30%	0%
4 to 6 weeks	100%	100%	30%	0%	0%
More than 1 but less than 4 weeks	100%	0%	0%	0%	0%
Workshops – 1 week or less (see preceding p	0% aragraph)	0%	0%	0%	0%

Refunds will be calculated by multiplying the tuition amount by the appropriate rate in the refund table.

Example: A student registers and pays \$144 for 6 credits ($$24 \times 6$). In the second week the student drops 3 credits. The "amount due to student" that will be credited to the student's LCC CreditLine account is \$50.40 ($$24 \times 3 \times 70\%$).

Petitions for exceptions to the refund policy are handled by Student Records. Extenuating circumstances (circumstances clearly beyond the student's control) may be cause for setting an effective drop date earlier than the actual drop date. Written verification (a note from a doctor if unable to attend for medical reasons; from an employer if work schedule was changed and conflicted with scheduled classes, etc.) is necessary.

Except for a catastrophic situation, all petitions must be received in the Student Records Office by the end of the ninth week of the term.

Student Body and ClassLine Fees No refund will be granted, unless the only credit class registered for is cancelled by the College or dropped by the student during the time 100% refunds are in effect.

Class Fees (fees for curricular offerings) Refunds may be computed by ClassLine when the student enters the drop or withdrawal. Please check with the department if in doubt as to which of the following applies to any of the fees previously assessed for the class subsequently dropped.

Credit Class Fees

- All special fees paid by the student where the College has contracted for outside services are not automatically computed by ClassLine after the first class meeting. Any refund of these fees must be initiated through the department office by the student and processed through Financial Services.
- Materials Refund: Materials that are reusable may be returned. Refunds are not calculated by ClassLine but may be authorized by the department for usable returned materials. Refund of these fees must be initiated through the department office by the student and processed through Financial Services.
- Credit class fees other than those described above are automatically calculated by ClassLine when the student enters the drop and are based on the following table:

Credit Classes Tuition Refund Table

	Prior to start		Drop Date		
Class Duration	of Class	Week 1	Week 2	Week 3	Week 4
Longer than 6 weeks	100%	100%	50%	25%	0%
4 to 6 weeks	100%				
4 to 6 weeks	100%	50%	25%	0%	0%
More than 1 but less than 4 weeks	100%	0%	0%	0%	0%
Workshops – 1 week or less (see note)	0%	0%	0%	0%	0%

Note: Workshop refunds are not automatically calculated by ClassLine. Students will need to contact the sponsoring department after entering the drop via ClassLine. Any workshop refunds will have to be computed by that department.

Tuition and Fee Refunds: Noncredit Classes

Most refunds are automatically calculated by ClassLine based on the following noncredit tuition and fee refund table and credited to the student's LCC CreditLine account. The refund "amount due to student" depends on the scheduled duration of the class and the date the drop is entered into ClassLine. The exceptions are workshops or as noted in the course descriptions.

Refund requests for workshops and those fees not automatically calculated by ClassLine must be made in writing to the Adult Education office at the Downtown Center.

Noncredit Classes Tuition & Fee Refund Table

	Prior to start		Drop Date	
Class Duration	of Class	Week 1	Week 2	Week 3
Longer than 6 weeks	100%	100%	100%	0%
4 to 6 weeks	100%	100%	0%	0%
More than 1 but less than 4 weeks	100%	0%	0%	0%
Workshops – 1 week or less (see note)	0-100%	0%	0%	0%

Note: Workshop refunds are automatically calculated by ClassLine for drops made three days prior to the start of the workshop. You will need to contact the sponsoring department after entering the drop via ClassLine if you enter the drop within three days of the beginning date of the workshop. Any workshop refunds will then have to be computed by that department.

ClassLine Fee No refund will be granted, unless the only noncredit class registered for is cancelled by the College or dropped by the student during the time 100% refunds are in effect.

Financial Aid

The Lane Community College Financial Aid Office is located on the second floor of the Center Building on the main campus. Counter hours are 10 a.m. to 5 p.m. Monday through Friday. Extended hours are in effect the first week of each term.

The staff provides general information concerning financial aid and assists students in obtaining and correctly completing all the necessary financial aid forms. For problems relating to an individual financial aid award, students should request to see a financial aid adviser. Students receiving financial aid at Lane are assigned a financial aid adviser based on the first letter of their last name.

The Goal of Financial Aid Although the primary responsibility for meeting college costs rests with students and their families, Lane Community College recognizes that many individuals cannot assume the full financial burden of the costs of a college education. For this reason, financial aid is available to bridge the gap between the costs of education and the available student/family resources.

Assistance is available from a variety of federal, state, and private sources. The programs may include grants, loans, employment, and scholarships. Students must repay educational loans. Grants, earnings, and scholarships need not be repaid.

Eligibility The eligibility requirements for financial aid are simple. A student must:

° Be a U.S. citizen or eligible noncitizen.

 Demonstrate the ability to benefit from the education or training offered.

Be at least 18 years old. Students under 18 will be considered if they have a high school diploma or a GED certificate and are enrolled in college credit classes.

Have applied for admission to the college.

Be enrolled in a degree or certificate program.

Maintain satisfactory academic progress.

 Not be in default or owing a refund to a Title IV financial aid program.

° Have a financial need.

Ability to Benefit Federal and state regulations require that in order to receive financial aid funds, students must demonstrate the ability to succeed in a chosen program. Students automatically meet this criteria if they have:

° Received a high school diploma.

Received a GED certificate.

If students do not meet one of the above criteria *this does* not disqualify them from receiving financial aid. The Financial Aid Office staff will ask students to contact the college Testing Office. The Testing Office will assess their current skill level and may refer them to an academic counselor who will assist them in developing a study plan that will help them succeed in their program.

Applying for Financial Aid The financial aid application process is time-consuming. To receive the maximum amount of aid a student is eligible for, it is important to accurately complete all

the necessary forms in a timely manner.

Financial aid application forms are available in January for the following school year. Applications are available from the Financial Aid Office, the Downtown Center, off-campus centers, and local high schools. The Financial Aid Office offers workshops in January and February to provide general information on financial aid and assistance in completing the necessary forms.

Receiving Aid

The amount of money a student receives from financial aid depends on several factors:

Financial Need Financial need is the difference between the cost of going to college and the resources a student has. Costs can only be provided for the student, and not for other family members, according to the cost of attendance provisions of the Higher Education Amendments of 1986.

Costs include tuition, books, living expenses, transportation, personal expenses, and special costs such as child care.

Resources include money a student is expected to contribute from savings, wages, and other income; and parents' contribution if the student is a dependent.

Calculation of need is determined in this manner:

\$ Costs of going to college

- \$ Financial resources

\$ Financial need

Date of Application The amount of financial aid offered depends on the student's financial need and the availability of funds. The supply of some funds is limited. Supplemental Educational Opportunity Grants, Perkins Loans (formerly National Direct Student Loans), and College Work Study are awarded on a first-come, first-served basis through Lane.

Oregon State Need Grants and Cash Awards are offered as long as state funds are available. Pell Grants and Stafford Student Loans (formerly Guaranteed Student Loans) are avail-

able to eligible students all year.

Enrollment Status The amount of funding varies with the number of credits a student takes. Students may enroll full time (12+ credits), three-quarter time (9-11 credits), half time (6-8 credits), or less than half time (1-5 credits).

Satisfactory Academic Progress

Lane Community College is required by federal and state regulations to define and enforce standards of satisfactory academic progress (SAP) to stay on financial aid. SAP is measured each term using the following criteria:

° Complete the minimum number of credits for which funding was received (full time, 12 credits; three-quarter time, 9 credits; half time, 6 credits); less than halftime, one credit.

Complete credits with at least a 2.0 GPA.

Make satisfactory progress toward the completion of a degree or certificate. Students are expected to complete a degree objective at Lane by the time they have completed the equivalent of 108 credits. Credits completed at other colleges will be included in credit calculation.

Probation/Disqualification

Students who fail to meet the minimum requirements for SAP will either be placed on probation or disqualified from financial aid.

Probation Students who fail to meet the minimum requirements for SAP standards for the term but complete at least 75% of the credits they were funded for with a GPA of at least 1.75 will be placed on probation. While on probation they will continue to receive financial aid. However, if at any time during the following three terms they again fail to make SAP, they will be automatically disqualified from financial aid.

Disqualification If students fail to complete at least 75% of their credits, fall below a 1.75 GPA, or fail to meet the minimum SAP standards within three terms after they have been placed on probation, they will be disqualified from financial aid and receive no further funding.

Reinstatement Students who were disqualified because they completed less than 75% of their credits will have financial aid eligibility reinstated after they have made up the number of credits they were funded for but did not satisfactorily complete.

Students disqualified because their GPA fell below 1.75 will have eligibility reinstated after they have completed at least six credits with a grade of "C" or better. In both cases students must provide the Financial Aid Office with a copy of their transcript indicating they have fulfilled the necessary requirements to be reinstated.

Appeals

Satisfactory Academic Progress Students may appeal SAP disqualification if they can document why they did not make SAP and why an exception should be made. Appeal forms are available from the Financial Aid Office. Reinstatement may be granted if there were circumstances beyond a student's control which prevented them from attending classes. In general, reinstatement will not be granted because of personal decisions students made (eg., taking a job) that prevented them from making SAP.

108 Credit Limit Students who cannot complete a degree objective within 108 credits may submit a written appeal to extend eligibility for funding to complete the degree. Appeal forms are available from the Financial Aid Office.

For additional information on financial aid, consult the Lane Community College Guide to Financial Resources, available from the LCC Financial Aid Office.

Job Placement Office

The Job Placement Office provides a free employment service for students, former students and Lane graduates, plus a job placement service for students eligible for the College Work Study Program.

The Job Placement Office maintains listings of available jobs and assists with placement of qualified students in these jobs. Employers are local businesses and private individuals in need of both permanent and temporary employees. Students and Lane graduates seeking employment are encouraged to register at the Employment/Placement Office, room 311, Forum Building, on main campus.

Students eligible for the College Work Study Program are placed in jobs through the Job Placement Office. Eligibility for the College Work Study Program is determined by the Financial Aid Office as part of the Financial Aid application and funding process. Employers are college departments and off-campus nonprofit agencies.



Counseling & Human Development Department

Counseling

Second Floor, Center Building

The principal goal of the Counseling Department is to provide personal support services which allow students to profit from their Lane Community College experience. The counselors, advisors, specialists, and support staff work together to present a variety of services to a diverse student population.

Counselors offer ongoing assistance with:

- Returning to school and adjusting to changes.
- ° Making career and educational decisions.

° Developing academic programs.

Improving interpersonal communication skills.

Coping with stress and depression.

° Resolving personal and family problems.

Counseling and guidance are available through individual counseling sessions or in classroom settings. Many counseling activities occur in the Counseling/Advising Center. The center is open to the community and students either on a drop-in basis or by appointment. Hours are 9 a.m. to 7 p.m., Monday through Thursday and from 9 a.m. to 5 p.m. on Friday. Summer hours are 9 a.m. to 5 p.m., Monday through Thursday.

Academic Advising

Second Floor, Center Building

The Counseling Department offers students several academic advising services. They help students:

° Learn about Lane services and programs.

Identify college procedures.

- Obtain up-to-date written information about requirements for Lane programs and degrees.
- Plan course schedules to meet personal needs and program requirements.
- Identify Lane courses that meet degree requirements at Lane and at four-year colleges throughout the state.

° Solve scheduling difficulties or problems.

 Identify ways to do well in class and feel satisfied about school.

A counselor is assigned to each academic department. These counselors have an in-depth knowledge of the departments' procedures and various resources available. New students will meet with their department counselor during the new student program orientations held before the beginning of each term. These sessions are group meetings to orient students to their department and help with course planning.

Students are encouraged to meet with their counselor on a regular basis throughout their stay at Lane. Counselor office hours are posted on their doors and are available at the Counseling/Advising Center on the second floor of the Center Building.

One- and two-hour academic workshops are held each term for transfer programs. These meetings explain recent program changes, admission requirements to Oregon four-year colleges and universities, and focus on issues about each student's academic program and special needs. To find out about time and location, check the bulletin board in the Counseling/Advising Center, read the *Torch*, or call the Counseling Department at 726-2204.

Peer Assistance

Student service associates are selected from the student body and trained to assist the Counseling Department in helping other students benefit from the resources available to them at Lane.

Associates staff the on-campus phones at registration and assist with new student orientation. They also staff the Career Information Center, work in the Counseling/Advising Center, assist disabled students (serving as mobility aides or note takers), work at the Downtown Center, tutor students in Study Skills classes, and work on special projects. Associates are trained in basic communication and active listening skills, as well as campus resources and procedures. They also learn to work together as a team.

Brochures picturing this year's associates are available at the counseling reception area and the Career Information Center

Interested students should apply at the Counseling Department in early April to work as associates during the following academic year. For more information, contact Tim Blood in the Counseling Department.

Life Transitions Workshops

Workshops are offered each term for people who want to explore new directions and interests in their lives but who face the dilemma of where to begin. The workshops focus on self-exploration (values, interests and abilities), transitions, and development of life planning skills (decision making, planning, goal setting and implementation).

People who are considering returning to school to update or acquire new skills after many years in the home, who are approaching the job market for the first time, or who are thinking of becoming involved in volunteer activities are appropriate participants in the workshops. Enrollment is limited.

For further information contact the Counseling Department, 726-2204.

Career Information Center

Second Floor, Center Building

Lane's Career Information Center (CIC) offers a variety of materials to assist students and community members in making career decisions. CIC on the main campus is open Monday through Friday from 9 a.m. to 5 p.m., and evenings as announced. The Student Services office at the Downtown Center houses the career resources in that location. Call 747-4501, ext. 2940, for hours. Summer hours in both locations may vary.

The most popular sources of information are the computer programs. Oregon Career Information System (CIS) has a questionnaire (Quest) that sorts occupations and generates a list of careers to explore. Specific information is included about working conditions, hiring practices, wages, outlook in several areas of Oregon, and ways to prepare for employment. SIGI PLUS contains sections on self-assessment, national career information, educational and skill requirements of specific careers, and help with goal setting. Micro-SKILLS compiles a list of 30 occupations, based on skills used in past achievements.

Other CIC career materials include filmstrips, videotapes, magazines, books, career files, college catalogs, and free handouts on career fields. Most programs and materials are free to anyone in the community.

Staff members are always available to assist in using the computer and researching career information.

Assessment and Testing Service

Room 227, Center Building

Lane Community College offers a wide range of tests to students who want some help in understanding themselves better and in making wise career decisions. The college uses tests as one of several counseling tools, not merely as a record of performance. We try to provide all students an opportunity to discuss their test results with a counselor who will assist them in exploring the meaning and implications of their test results.

Anyone who is now a Lane student may use the Assessment and Testing Service, and in many cases people who expect to become Lane students may use it. Students who wish to take vocational interest surveys and personality inventories should see a counselor to determine if a test is desirable and to get a referral. However, students do not need a referral to take GED tests, FAA tests, screening exams conducted for various departments, or the entrance test for new students in reading, writing and math.

Occasionally, in the process of doing research, the college may also require tests of various students or groups of applicants.

Many kinds of tests and assessments are available:

Vocational interest surveys

° Tests of basic skills in reading, writing and math

- Screening tests required for entry into several programs with limited enrollments
- Personality inventories
- General Education Development (GED) tests for people wanting the high school Certificate of Equivalency
- FAA written tests for airplane pilots and mechanics.

The Testing Office is open Monday through Friday from 8 a.m. to 5 p.m., and Monday and Thursday evenings until 7 during the regular academic year. Summer hours are from 8 a.m. to 5 p.m. Monday through Thursday.

Credit for Prior Learning

Generally, there is no need to take a class when a student has already learned the material, no matter where or how. Four alternative ways of earning credit are listed below:

Credit-by-Examination Credit-by-Examination (CBE) gives students the opportunity to demonstrate that they have mastered the material covered in a Lane course. In some cases, they take written examinations covering the content of a course. In other cases, they give performances or demonstrations of their skills in certain areas. If they are successful, Lane will award them college credit. Many courses, though not all, may be challenged through the CBE process. See the Testing Office for information on procedures and fees.

Credit-by-Assessment Students who have experience and knowledge in certain areas may receive college credit for many Lane courses, but not all, through the Credit-by-Assessment program (CBA). Examples of relevant experiences are work, vol-

unteer work, travel, certain hobbies, noncredit courses, workshops, and so on. If a student can describe and satisfactorily document that such learning satisfies one or more course requirements, faculty members will evaluate these accomplishments and in many cases award course credit. CBA is different from having one's transcript evaluated, a free service of the Student Records Office. It is also different from the Credit-by-Exam procedure. See the Student Records Office for current information on procedures and fees.

CLEP (College-Level Examination Program) and AP (Advanced Placement) Lane grants credit to students who achieve satisfactory scores on many CLEP and AP exams in both general areas and various other specific subject areas. The credit we grant is also granted at most four-year colleges and universities. These credits do not appear on the Lane transcript when mailed to another school. Although Lane is not a CLEP testing center (the University of Oregon is the nearest one), the Testing Office has current information regarding how and where a person may take CLEP examinations. It also has a list of the specific examinations approved for Lane credit.

Miscellaneous Training and Credit Credit is granted to skilled craft workers who have completed a standard Oregon apprenticeship program, and for related training. Credit is also granted for military training and for work completed at proprietory schools, such as business colleges, art schools, and beauty colleges. Such credit generally applies only toward a vocational program and does not appear on the student's Lane transcript. The student should apply for such credit in Student Records, bringing certificates of completion, school records, or other available documentation. The student is notified of the credit granted, and a record is kept in the student's file.

Community Center for Family Counseling

Phone: 686-5501

The Counseling Department and the Community Education and Economic Development Division at Lane Community College sponsor the Community Center for Family Counseling in cooperation with the University of Oregon.

Students and community parents with preschool and elementary school-age children can view family counseling sessions and participate in parent education/discussion groups from 9 a.m. to noon on Saturdays. Additional parent education/discussion groups are offered at various community locations during the week, as are groups for couples and divorced and single adults. Formats for the groups are based on the theory and principles of Alfred Adler and Rudolph Dreikurs.

Human Development Classes

The teaching component of the Counseling Department is called the Human Development Department. Several classes are offered each term which will help students with college orientation, career and life planning, and many aspects of personal growth. Details about these courses can be found in the Course Description section of this catalog under Human Development.

Study Skills Learning Center

The Study Skills Department and its Learning Center, on the fourth floor of the Center Building, helps students prepare for college by improving their reading, writing, spelling, vocabulary, basic math, and study skills.

The center is used to satisfy a number of learning needs. It is useful to students who have been out of school a long time. It also is helpful to students who did not do well in their former schooling and are coming to college for the first time. And it is a great help to students who just want to improve their learning skills.

A variety of instructional materials and equipment is used in the center. There are several hundred skill texts and paperback books available for checkout by students. There are also computer programs for student assistance.

The center staff offers assistance and advice to students about their skills and can test students if they wish. Contact the Study Skills Center for more information: daily from 7:30 a.m. to 4:30 p.m.

Credit Courses

The Study Skills Department offers a number of courses for college credit. For more information, see Study Skills in the course description section of the catalog.

Supportive Services

The department offers these services to students:

- Testing in reading, spelling, vocabulary, English grammar, math, and thinking skills
- Services to blind and hearing impaired students
- Recreational reading area (paperbacks may be checked out by Lane students and staff members)
- Consultation

Learning Resource Center (Library)

Second and third floors, Center Building

The Library maintains an extensive collection of resource and reference materials for use by students, staff and community residents. The collection includes approximately 60,000 volumes, 300 periodical subscriptions, audio and video tapes, 16mm films, and many multimedia kits. In addition, the library has telephone and government directories, pamphlets and maps. Materials in the collection have been selected mainly as support for college curricula, but also include a broad selection of general interest items and recognized works in all fields.

Services

Librarians provide information assistance, give library lecture/tours, prepare bibliographies and give advice on library assignments.

The library participates in Dialog, an online information database service, through which more than 350 databases may be searched. In addition, the library is a member of OCLC, the largest nationwide bibliographic network through which the collections of over 5,000 libraries may be accessed. If requested materials are not available in the library, the library staff can obtain them on interlibrary loan from other libraries in the county, state, or elsewhere in the country.

Several CD-ROM databases are owned by the library. MAS (Magazine Article Summaries), ERIC and GPO-Government Documents are available for research in the Reference area. The library also has the electronic capability to dial into the University of Oregon, Oregon State University, Eugene Public and the Oregon State libraries.

Other library services include a three-credit college transfer course, Use of the Library; photocopy facilities; microform reader/printers; video viewing stations; and a viewer for the visually impaired. The library provides instructional support by securing films or videocassettes to meet the classroom needs of instructors.

Loan Policies

Library services and materials are available for use by any person who is a resident of the Lane Community College District. Students must present a current student body card to borrow materials. Community members may apply for a Town Patron Card at the circulation desk.

Hours

The Library is open 7:30 a.m. to 10 p.m. Monday through Thursday, 7:30 a.m. to 5 p.m. Friday, and 9:30 a.m to 3:30 p.m. on Saturday. It is closed on Sunday and holidays.

Library Class

Cooperative Work Experience Department

Cooperative Work Experience is designed to provide students with on-the-job practical field experience while offering college credit for the experience. The program offers students a combination of services and benefits: assistance in locating part-time and permanent jobs; instruction in resume writing and job-interviewing skills; early exploration and confirmation of career choice; financial aid by earning wages; development of job contacts; and expansion of work history. Cooperative Work Experience is available in all Lane departments. The credit course name for CWE is Supervised Field Experience.

Cooperative Work Experience represents a three-way working partnership among Lane, the co-op employer, and the student. It provides a way for a student to combine study at Lane with work experience under the supervision of an employer and, like classroom work, is an integral part of a student's educational preparation.

The requirements of a cooperative education program include successful completion of a specified combination of alternating classroom and work experiences. Work experiences must be preceded by a consultation between the student and a CWE coordinator (see list).

Work experiences are to be appropriately related to the educational and career objectives of the particular student and at a rate of pay comparable to employees who do similar work. In some instances, students may receive credit for volunteer placements.

Lane Community College's Cooperative Work Experience program is the largest among two-year colleges offering cooperative education and is considered a model program in the United States. Over 1,700 Lane students each year enroll in CWE and work in both salaried and volunteer positions. More than 800 employers participate in the program each year. Sixty-five percent of all CWE students are retained by employers as permanent employees after graduation.

The Cooperative Work Experience office is located in the Apprenticeship Building, phone 726-2203. CWE coordinators are located in each of the academic departments on campus.

Advantages to the Student

- Financial advantages through paid employment while earning credit
- ° Guidance in career expectations and demands
- Help in locating part-time or full-time employment which could lead to permanent employment
- ° Development of skills and self-confidence
- ° Development of a working history
- ° An opportunity to work in volunteer positions
- ° Increased motivation for academic achievement
- Instruction in resume preparation and job interviewing skills

Registration Procedures

- 1. Meet with department coordinator
- 2. Establish credits and seminar time
- 3. Complete student agreement form
- 4. Obtain enrollment form for registration
- Register for classes

Credits Course credit may be earned for work experience if a job is related to either the student's major or his/her occupational goal. Normally, a maximum of 18 CWE credits can be earned at Lane. Credit is assigned on the basis of one credit for 36 hours of work experience. Students seeking CWE credit must be cur-

rently enrolled at Lane. Certain vocational programs require CWE credits.

Supervised Field Experience is the course title of the work experience options found in all departments on campus that are part of the Cooperative Work Experience program.

To learn more about Cooperative Work Experience drop by the CWE office in the Apprenticeship Building or see one of the coordinators in the area of interest or career major.

The following is a list of the areas that offer Cooperative Work Experience, and the coordinator assigned to each.

DEPARTMENT	COORDINATOR	SECTIONS
Adult Education	Tom D. Holub	Court Reporting
Art & Applied Design	Thomas Rubick	Graphic Design Art & Applied Design
Business	Fred Meyer	Business Management Real Estate Management
	Sharon L. Moore	Office Administration
	Cathy C. Grant-Churchwell	Legal Secretary
Cottage Grove Center	Linda Myers	Business
		Lower Division
		Trades Industry
Data Processing	Joe Freeman	Data Processing
Downtown Center	Darlene Ogan	Office Administration
Electronics	John Winguist	Electronics
	Joe Freeman	Drafting
English & Foreign	Peggy Marston	Language Arts
Language		International Co-op
Flight Technology	Robert F. Way	Flight Technology
Health Occupations	Glenna M. Clemens	Nursing
	Sheila B. Early	Nursing
	Beth Webb	Dental Assisting
	Norma K. Stevens	Medical Office Assistant
	Douglas White	Respiratory Care
	Jack W. Shadwick	Pre-Health Occupations
	Julianne Nutting	Early Childhood
		Education
	Linda Riepe	Nanny Option
Health & P.E.	Dave E. Roof	Health & P.E.
Industrial Technology	Robert F. Way	Landscape
Programs	Linda Myers	Construction
	Albert H. Rowe	Welding
	Tricia Hahn	Culinary, Food Service and Hospitality
	Suzanne Curtis	Dietary Managers
Mass Communication	Michael Hopkinson	Radio Broadcasting Video Production
	Pete Peterson	Journalism/Newswriting

Robert L. Prokon

Photography

DEPARTMENT	COORDINATOR	SECTIONS	DEPARTMENT	COORDINATOR	SECTIONS
	Dorothy Wearne	Publication Design	Florence Center	Linda Myers	Business
		& Production			Siuslaw Office
Mathematics	Tricia Hahn	Mathematics			Trade Industry
Mechanics	Harvey D. Kelm	Agricultural & Indus-			Lower Division
		trial Equipment			Siuslaw Technical
	Joe Freeman	Automotive			Sociology
		Diesel			Education
		Auto Body & Fender			Siuslaw Community
		Machine Tech			Service
		Airframe	Social Science	Jim Cobb	Sociology
		Insurance Adjuster			Psychology
Performing Arts	Gerald Seifert	Performing Arts			Community Service
Science	Dixie Maurer-Clemons	Biology	4	Steve Candee	Political Science
		Engineering		Tricia Hahn	Psychology
		Science			Sociology
		Chemistry/Physics		Peggy Marston	Education
		Energy Management		Thomas V. Hickey	Law Enforcement
	Robert F. Way	Environmental			Criminal Justice
		Technology	Study Skills	Frank Rossini	
Proficiency Skills	Dixie Maurer-Clemons	Encompasses all	Training &	Tamara Pinkas	Office & Accounting
Training		programs	Development		Skills Training

Health Services

All students taking credit courses (including Adult Basic Education, Adult High School, ESL, GED, and LEAP) at Lane Community College are eligible to use Student Health Services located in the Center Building, Room 126. Most services are free; however, fees are charged for certain special services.

Patient education has high priority at Lane Student Health Services. Each student visit to the clinic is accompanied by some form of health education; a wide range of pamphlets to encourage health consumer responsibility have been formulated; articles on health problems are published in the Torch and the Daily; and various health education materials are distributed on campus via the Apple Booth.

All services are confidential.

Primary Health Care A walk-in service is provided fall, winter, and spring terms on days classes are in session. Nurses and physicians are on duty daily.

The hours are 8 a.m. to 12:30 p.m. and 1:30 to 4 p.m., Monday through Thursday, and 10 a.m. to 12:30 p.m. and 1:30

to 3 p.m. Friday.

Diagnosis and treatment of most illnesses Referral to community agencies and specialists

Health education/counseling

Sexually transmitted disease testing and treatment

Administration of allergy regimens

First aid

Lab tests

Health pamphlets

Tuberculin tests

Pregnancy tests

Tests & treatment for strep throat

Physical exams if required

Vision and hearing tests

Nutrition counseling

Emergency dental care

Substance abuse counseling

Family Planning Services by appointment

Health education

Gynecological exam

Breast exam

Thyroid exam

Lab tests

Pap smears

Sexuality counseling

Information on and prescription of birth control methods

Venereal disease tests

Disabled Student Services

Assistance with personal care

Medication assistance

Loan of wheelchairs and crutches

Student Health Insurance Students may purchase health insurance at registration or during the open enrollment period at the beginning of each term. Informational brochures are available at registration and at Student Health Services. Payment is made at Financial Services. Brochures are also available at the Downtown Center and Adult Education students may purchase insurance there.

*Fees are charged for the following:
Tuberculin Test\$ 2.00
Pregnancy Test 6.00
Physical Exam20.00
Family Planning22.00
Lab Fee 3.00
Family planning supplies at cost.
*Subject to change without notice.

Student Services and Resources

Student Activities and Auxiliary Services

Second Floor, Center Building

Student Activities

The Student Activities and Auxiliary Services Office is open Monday through Friday from 8 a.m. to 5 p.m. Office personnel provide guidance and leadership for students to supplement their educational experiences and encourage them to assume responsibility and self-direction for their own personal and educational growth.

Nonacademic activities may be scheduled by contacting the Student Activities Office. Events may include formation of clubs and organizations, political activities, meetings, information tables, films, sales for nonprofit groups, etc. The managers of the Bookstore and Foodservices report to the director of Student Activities and Auxiliary Services.

Photo I.D.

A Lane Community College Photo I.D. is required for:

- Borrowing library books and resource materials.
- Student Legal Services.
- Textbook returns, payment by check and refunds in the Bookstore.
- Purchase of LTD bus passes.
- Identification for Lane campus Security.
- Obtaining financial aid checks
- For checkout and/or use of special equipment in some departments.
- Use of Physical Education facilities
- Cashing checks in Financial Services.

A Photo I.D. card can be made as soon as a student has registered. The charge for this is included in the mandatory \$5 Student Body fee. I.D. cards are made in the Student Activities area on the second floor of the Center Building during registration and from the second week of classes until the end of each term during specified hours. Individuals not required to pay the Student Body fee (Adult Basic Education students, students enrolled only at off-campus centers, community patrons, and LCC staff) may purchase a Photo I.D. card for \$2. This card will enable the holder to borrow materials from the Lane library.

ASLCC

Student Government (Associated Students of Lane Community College) offices are located on the fourth floor of the Center Building in room 479. The ASLCC legislative body is the Senate, composed of six executive officers, and nine senators. The purpose of ASLCC is to represent student interests and concerns and to promote student involvement in all phases of college life. Primary financing for ASLCC comes from mandatory student fees which are supervised by the director of Student Activities.

Contact the ASLCC president or the Activities Office if you would like to:

- ° Serve on a college committee
- Form an organization
- ° Plan an activity
- Become involved in student government

Make suggestions and express concerns

Student Resource Center

The Student Resource Center (SRC) is a branch of the ASLCC. It is located on the second floor of the Center Building and is a student-operated service organization funded by the Associated Students of Lane Community College. SRC personnel help students to resolve nonacademic problems both on campus and in the community.

Direct services provided by the SRC include assistance and referrals in areas of childcare, housing, transportation, textbook sales, OSPIRG, voter registration, and other special student interests. A student lounge with a microwave oven is available.

Free coffee is offered every Wednesday.

Carpool and ride-share information as well as bus schedules are available in the SRC. A bulletin board at the SRC has maps of Eugene and outlying areas, and cards listing rides and riders wanted, indicating locations and schedules. People who would like to share rides can contact others who live in their area to discuss the details of pick-up times, shared gas expense and other suitable arrangements.

Legal Services

Legal advice is free to all students who pay mandatory student fees. A practicing attorney is available 15 hours per week except during summer term. Appointments may be made during Legal Service office hours. The Legal Services Office is located on the second floor of the Center Building.

Clubs and Organizations

Clubs and organizations range from Chess Club, Disabled Students Program and Black Student Union to Phi Theta Kappa (honor society). Active clubs vary from year to year and represent many student interests on campus. Students are encouraged to organize new clubs and special groups compatible with the spirit of the college community. Groups or individuals interested in forming clubs and organizations should contact the director of Student Activities.

Bookstore

The college Bookstore is located on the mezzanine of the Center Building with access stairs located near the counseling area and an elevator on the northeast end of the Center Building. Students can purchase the majority of materials needed for class work, including textbooks, art supplies, paperback books, and a variety of school supplies. Also available are specialty items and gift items. The Bookstore is open from 8 a.m. to 5 p.m. Monday through Friday. Summer term hours may vary, but will be posted.

Foodservices

Foodservices has several separate dining areas to provide food and drink for students, faculty, and staff. These areas include a snack bar, a cafeteria, and a restaurant. They are located on the first floor of the Center Building.

Sports Activities

Recreational Sports Program

The recreational sports program includes an array of services and programs for students, staff, and faculty to participate in sports activities, including:

Intramurals

Extramurals (Club Sports) Drop-in (Open) Recreation Special Events Recreation

One of the primary purposes of the program is to provide leisure time pursuits where an individual can learn a means of improving and maintaining personal fitness in a sociable and enjoyable setting. Intramurals provide a full schedule of individual and team sports leading to school championships. Intramural activities include the following:

Badminton Basketball

Fun Runs

Golf Ski Adventures

Spring)

Table Tennis Tennis (Spring & Fall)

Bowling Flag Football (Fall) Soccer (Fall &

Softball (Spring)

Volleyball (Winter & Spring) Weight Lifting

All intramural activities are governed by regulations provided in the Intramural Handbook and supervised by the Intramural Sports office. All regularly enrolled students and staff are eligible for participation. The exception to this eligibility ruling is for varsity athletes or professionals competing in their chosen sport. Specific guidelines on eligibility are outlined in the handbook.

Current leagues in basketball, volleyball, and softball are a part of Lane intramurals. Individual sport competitions are organized in tournaments for novices, intermediate and advanced skilled performers. Badminton, tennis, and ping-pong matches are scheduled before a prearranged deadline and are played at the leisure of both parties involved.

Daily open gyms (free gym time when classes are not held) are offered for student and staff use in badminton, basketball, volleyball, and weight lifting. The noon hour is generally reserved for one or more of these activities in at least one of the gyms. On specific nights the gyms are open for drop-in badminton, volleyball, and basketball. Ping-pong equipment is available for use during intramural office hours.

The extramural program is provided for men and women students who are highly skilled in a competitive program closely related to the intercollegiate athletic program. These activities may include soccer, men's volleyball, co-ed volleyball, karate, and Lane Dance Theatre.

Intercollegiate Athletics

The intercollegiate athletic program provides the highest level of competition for those men and women possessing a high skill level. Lane Community College presently competes in eight intercollegiate sports, providing a diversified athletic program to meet student needs.

Men's Sports Baseball Basketball Cross Country Track

Women's Sports Basketball Cross Country Track Volleyball

Lane Community College is a member of the Northwest Athletic Association of Community Colleges, Southern Region.

Student Media

Denali

Denali is an award-wining literary arts magazine presently being published three times a year.

All genres of student writing, as well as photography and graphic arts, are accepted for evaluation. Tutorial assistance is available for help with any necessary revision before possible publication. Through Cooperative Work Experience, students are employed to assist in the elements of editing and production which are necessary to prepare camera-ready copy for the print-

Denali operates under guidelines of the Media Commission and is sponsored by the English and Foreign Language Department. The publication is distributed, free of charge, to Lane Community College students and staff as an insert to the student newspaper, the Torch.

Students wishing to submit copy or become involved in any aspect of publication may contact the editor, Room 479D, fourth floor, Center Building, or Peter Jensen, English and Foreign Language Department.

Torch

The Torch is an award-winning, student-produced, weekly campus newspaper with a circulation over 4,000. Published by authority of the Lane Community College Board of Education through the Media Commission, it is an autonomous newspaper free from censorship by the college administration, faculty, and student government.

The Torch serves three purposes: it provides news and information of importance and interest to Lane students and staff; serves as a learning laboratory for students of journalism, graphic arts, photography, typesetting, and advertising; and provides a communication channel for student commentary and debate. All Lane students may submit essays and letters for publication in the Torch.

Television

The Mass Communication Department has color video facilities for both studio and location production. Students use department facilities and a large inventory of production equipment to complete class assignments. The equipment available includes computerized and noncomputerized editing equipment. In completing their class work, students perform video production job functions such as camera operator, lighting technician, audio assistant, writer, producer, and director. Some productions prepared by students in this program are disseminated to the public through the local cable television system. Advanced students may be chosen to work on projects for the college Media Center.

KLCC-FM Radio

KLCC-FM is an 86,000 watt public broadcasting station located on the second floor of the Forum Building. The station is operated by a professional staff, qualified students of the Mass Communication Department, and volunteers from the community. It is partially funded by the Corporation for Public Broadcasting and is affiliated with National Public Radio, broadcasting at least 20 hours each day of the year.

While the primary function of the station is to serve community needs, it also provides learning opportunities for qualified students. Students who work at KLCC-FM can receive credits toward graduation through the Cooperative Work

Experience program.

Music and Theatre

Dance Productions

Lane's Dance Program offers various performance opportunities for dance students of all levels and idioms. There are two informal presentations: Open Show, in which students from all dance classes present a recital of their accomplishments each term; and Choreography Showcase displaying solos and improvisations from the dance composition class. Lane Dance Theatre, a student-based dance company presents a dance concert generated from material created in the group choreography class. Students may also audition for the formal Dance Faculty Concert in early spring. For more information about the Dance program, students should contact Mary Seereiter.

Music Ensembles

Lane's Performing Arts Department offers many opportunities for participation in vocal and instrumental ensembles. Students don't have to be a music major to be a member of one of these groups. They may join the Lane Community College Chorus with no audition, for example. Students who wish to try out for the Vocal Jazz or Chamber Choir should contact director Dan Sachs.

The Lane Symphonic Band and the Jazz Ensemble are two groups in which students can use their instrumental skills and find enjoyment in rehearsing and performing. For information about these instrumental groups, see Ed McManus and Jim Greenwood. String players may contact Nathan Cammack.

Theatre Productions

Students who are attracted to "the roar of greasepaint and smell of the crowd" can work on a Lane play production, either as a performer, as a playwright, or crew member. To learn more about theatre opportunities, students may contact directors Patrick Torelle or Jerry Seifert, or designer Jim McCarty, all in the Performing Arts Department.



Policies

Board Policies Directly Affecting Lane Students

Lane Community College policies and administrative procedures are subject to change without prior notice.

Collection for Breakage or Damage - 3293

Any individual responsible for the loss, breakage, or damage of College property, or the personal property of others at any College operated facility, may be charged for the replacement or repair of that property.

Cheating and Plagiarism - 5129

Each instructor will take steps to prevent cheating and plagiarism, and may initiate disciplinary action against students who violate this standard.

Smoking - 5142.6

Smoking is permitted only in designated smoking areas.

Use of Intoxicants - 5142.8

It is a violation of College policy to possess or be under the influence of alcohol or any illegal or unauthorized prescription drug upon the premises of any College owned or operated facility.

Gambling - 5142.9

Gambling in any form is prohibited upon any College owned or operated facility.

Conduct of Persons on Campus - 8331

It is a violation of College policy for any person upon any facility owned or operated by the College to commit or threaten to commit any act that is in violation of state law or College regulations. The administration of the College is authorized to appoint security personnel to remove from the premises any person violating these provisions.

Sexual Discrimination - 8332

Sexual discrimination in the form of sexual harassment is prohibited. Sexual harassment is defined as repeated and unwanted sexual advances, requests for sexual favors and other verbal and physical conduct which results in inhibition of unconstrained academic interchange or career advancement, or creates an intimidating, hostile or offensive environment for one of the parties. Incidents of sexual harassment may result in expulsion from the College.

Student Rights

Academic Council Variance Procedure Petitions for exceptions to college-wide policies related to instruction are available in the Student Records Office, second floor, Center Building.

Examples of Academic Council petitions:

- 1. Extension of pass/no-pass or audit request deadline.
- 2. Extension of deadline to drop a class (with no record(s) appearing on the student's official transcript).
- Changes to the student's grade records when grade options are being requested, or administrative grade marks are recorded.
- Waiver from requirements for Associate of Arts, Associate of Science, Associate of Applied Science or Associate of General Studies degrees.

A student who is requesting a variance from a college academic policy or administrative procedure must complete an Academic Council petition form.

The petitioner must be currently enrolled as a Lane Community College student, though the council may waive this requirement upon request and presentation of rationale by the petitioner.

The petitioner must be able to present exceptional circumstances or other rational basis for an exception.

Disciplinary Action Copies of the Lane Student Code are available in all student service and instructional departments.

A student who feels that disciplinary action may be involved in any situation—action against the student or a request for disciplinary action to be taken against another student—should review student procedural rights by obtaining a copy of the Lane Community College Student Code. This document includes a list of violations, penalties, procedure for requesting disciplinary action, and procedure for appeal from disciplinary action.

Complaint Procedure Any student or group of students with a complaint concerning College policy, procedure, personnel, or action has the right to be heard promptly. Normally, the student or students should first discuss the concern with the staff member or members most directly involved. A student complaint procedure is available for that purpose. Copies of the procedure are available in the Student Activities Office, second floor, Center Building or in the Office of the Vice President for Student Services, second floor, Administration Building.

Instructional Programs



Transfer Programs and Procedures

Credit Programs

Noncredit Programs

Transfer Programs and Procedures

Lane Community College offers courses for students who wish to pursue a four-year degree at a public or private college or university. A student who attends Lane can complete all or most of the general education requirements of the four-year institution and begin work on the requirements for a specific major. The advantages of beginning college studies at Lane include small classes, lower costs, individual help from instructors, and an opportunity to improve writing, reading, math, and study skills.

Planning a Transfer Program It is important to know that general education requirements and requirements for specific majors vary among the different colleges and universities.

The Lane Counseling and Advising Center is a good resource for students who plan to transfer credit from Lane. The center has information on colleges and universities and the degree programs they offer. Counselors and academic advisors are available to help students with academic planning to insure course work is appropriate for the program at the four-year institution they plan to attend.

Planning is important because it helps students prepare for further studies in a particular program. For instance, it may be important that a student begin mathematics studies as early as possible. For certain majors, students need to be attending the four-year school after the first year of study because specific major requirements are part of the second-year curriculum.

In general, there are two ways to approach transfer planning:

Associate of Arts Oregon Transfer Degree

This degree is designed for students who wish to obtain an associate degree and want the flexibility to attend any school in the Oregon State System of Higher Education. Colleges and universities in the Oregon State System of Higher Education accept the Associate of Arts Oregon Transfer Degree to meet all of that college or university's basic lower division, general education requirements. Students selecting this transfer option still must meet that college's grade point average for admission and complete the coursework for their particular major and degree.

Direct Transfer

This option is for students who have selected a transfer school, major and degree and who wish to satisfy the specific requirements for that degree. It is especially important that students who choose this option work closely with a counselor or advisor at Lane. Students choosing this option may not qualify for an associate degree from Lane.

It is the responsibility of students to learn the program requirements of the school to which they plan to transfer. Students should periodically contact the Lane Counseling and Advising Center for academic advising and to learn of any possible changes in a program.

Transfer Programs A student can begin preparing for many careers at Lane. The following is a list of programs for which Lane courses may transfer to a college or university in the Oregon State System of Higher Education. (Not all programs are offered at every college or university.)

Agriculture Health Care Anthropology Administration History Architecture and Environmental Design Home Economics Hotel, Restaurant, and Area and Ethnic Studies Tourism Management Atmospheric Studies Journalism and **Business Management** Communication and Administration Pre Law Chemistry Life Sciences Computer and Information Liberal Studies Science Literature Criminal Justice and Mathematics Law Enforcement Pre Medicine Dance (Preprofessional Pre Dental Hygiene Program) Pre Dentistry Pre Medical Technology Diesel Power Technology (Preprofessional Dramatic Arts Program) Economics Music Elementary Education Nursing (Preprofessional) Secondary Education Pre Pharmacy Engineering Philosophy **Engineering Technologies** Physical Education English Physics Fire Services Political Science Administration Psychology Foreign Languages Public Administration Recreation General Physical Science Religion General Social Science Social Science Geography Sociology Geology Speech Health and Health Pre Veterinary Medicine Education

Transfer Hotline If students have a problem in transferring classes to a college or university, students should first try to resolve it with their advisor. If the problem can't be solved at that point, students may call the Transfer Problem Hotline at the Oregon Department of Education for additional help. The hotline number is (503) 378-8609.

Applied Technology (Vocational) Programs

The Applied Technology (Vocational) programs described on the following pages appear in alphabetical order (see list on this page). Curriculum requirements are listed for each program and descriptions of required and elective courses can be found in the Course Descriptions section of the catalog. Curriculum information for Lane programs is updated annually. The most current information is available from an Lane counselor or the department offering a particular program.

Depending on the Applied Technology (vocational) program in which they are enrolled, students can earn a two-year degree or a one- or two-year certificate of completion.

Lane offers noncredit opportunities for career training and continuing education. These are described at the end of this section of the catalog.

Credit Programs

Agricultural and Industrial Equipment Technology	52
Auto Body and Fender Technology	
Automotive Technology	54
Aviation Maintenance Technician	55
Broadcasting	
Broadcasting/Visual Design and Production	56
Radio Broadcasting	
Business Management	
Computer Operations	
Computer Programming	61
Computer Programming (Microcomputer Option)	
Construction Technology	65
Criminal Justice	67
Culinary, Food Service and Hospitality	68
Culinary Option	69
Dental Assisting	70
Dental Hygiene	
Diesel Technology	73
Early Childhood Education	74
Nanny Option	75
Electronic Engineering Technician	76
Electronics Technician	77
Flight Technology	78

Graphic Design	80
Health Records Technology	
Industrial Maintenance	
Manufacturing Technology	
Medical Office Assistant	
Microcomputer Information Systems	85
Nursing	86
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Practical Nursing	
Office Administration	
Accounting Clerk Option	
Associate Accountant Option	
Clerical Assistant Option	
Legal Secretary Option	91
Professional Secretary Option	92
Real Estate	
Respiratory Care	
Sales and Marketing	
Technical Drafting	97
Welding Technology	98
Lane credit programs which are not described in this are: Banking and Finance (inactive) Energy Management Technician (not open to new studer Environmental Technology (not open to new students)	
Fire Prevention Technology (not open to new students)	
Forest Technology (not open to new students)	
Insurance Adjusters (inactive)	
Landscape Development (inactive)	
Residential Energy Analyst (not open to new students)	
Noncredit Programs	00
Business Basics	
Court Reporting Emergency Medical Technology (EMT)	
Farm Business Management	
Nursing Assistant/Home Health Aide/	99
Medication Aide	00
Small Business Management	
Supervisory Management	

Agricultural and Industrial Equipment Technology

Two-Year Associate of Applied Science Degree Program Two-Year Certificate of Completion Program

Offered by the Mechanics Department

Students learn the operation, diagnosis, testing, and repair of agricultural and light industrial equipment. Class instruction

in theory is combined with shop practice.

Opportunities for employment are found in agricultural and industrial dealerships, area farms and ranches, rental shops, and small engine repair outlets. Wages begin at approximately \$4.50 per hour; journeymen receive \$5 to \$10 per hour. A graduate from this program may enter a job in industry at the second-year level of a four-year training program. Since equipment is increasing in size, cost, and complexity, persons skilled in these specialty areas are always in demand.

In addition to tuition, required estimated costs for agriculture classes include:

Books-\$45 (per term); tools-\$350; lab fee \$2 (per credit)

For costs in other classes (i.e. welding fees, books, etc.) refer to the appropriate department and/or the current class

Cooperative Work Experience (Supervised Field Experience) Under the supervision of the coordinator and with instructor consent, a maximum of 13 CWE credits may be earned in lieu of required Agricultural and Industrial Equipment Technology course credits.

Curriculum

First Year	Fall
Agricultural and Industrial Equipment	
Technology 8.155	12
Arc Welding 1 3.9211	4
Industrial Safety HE 1252	3
Total Credits	19

	Winter
Agricultural and Industrial Equipment	
Technology 8.155	12
Manufacturing Technology 3.399	6
Social Science Elective ³	3
Total Credits	21
	Spring
Agricultural and Industrial Equipment	opg
Technology 8.155	12
Occupational Mathematics 1 Mth 50 ⁴ or Equivalent	3
Supervised Field Experience 1.300	5
Total Credits	20
Second Year	Fall
Agricultural and Industrial Equipment	
Technology 8.155	12
Communication Skills 1 1.1005 or Equivalent	3
Selling BA 238 ⁶⁺	3
Gas Processes 1 3.9311	4
Total Credits	22
	Winter
Agricultural and Industrial Equipment	Willter
Technology 8.155	12
Science or Math Elective ^{7+#}	3
Total Credits	15
Total Credits	
	Spring
Agricultural and Industrial Equipment	
Technology 8.155	12
Humanities Elective+	3
Science or Math Elective ⁷⁺	3
Total Credits	18
 Refer to Industrial Technology Programs Course Descriptions. 	
Refer to Health and PE Department Course Descriptions Refer to Social Science Department Course Descriptions	
4 Refer to Mathematics Department Course Descriptions.	
5 Refer to English & Foreign Language Department Course Descriptions	s.
6 Refer to Business Department Course Descriptions.	7.0
7 Refer to Science or Mathematics Department Course Descriptions.	
 Refer to Mechanics Department Course Descriptions for other courses curriculum 	in this
+ Not required for the two-year certificate of completion.	
# Delining of Technology 1 & 200 and 1 and 1	

Principles of Technology 1 4.300 recommended.

Auto Body and Fender Technology

Two-Year Associate of Applied Science Degree Program Two-Year Certificate of Completion Program

Offered by the Mechanics Department

Training is given in various phases of auto metal and auto paint repair through class instruction and shop practice.

Employment opportunities are available in new car dealerships, independent body and fender shops, or heavy-duty truck shops. Students should be willing to relocate.

A two-year associate of applied science degree or the twoyear certificate of completion may be obtained by completing any combination of Auto Metal Work and Automotive Painting courses totaling 72 credits, plus general education courses as listed in the curriculum sequence requirements.

In addition to tuition, required estimated costs include: Auto Metals—books \$55; tools \$350; lab fee \$2 (per credit). Auto Paint—books \$40; tools \$300; lab fee \$2 (per credit).

For costs in other classes (i.e. welding fees, books, etc.), refer to the appropriate department and/or current class schedule.

Cooperative Work Experience (Supervised Field Experience) Auto Paint: Under the supervision of the coordinator and with the approval of the instructor (after completing lab assignment 6, 12 credits), a maximum of 17 CWE credits may be earned in lieu of Auto Paint lab assignments 7,8,9, and 10. Concurrently with the CWE station, the student must register for 7 credits of Automotive Painting and complete all block exams and instructional packages through reading and conference with the instructor.

Auto Metal Work: Under the supervision of the coordinator and with instructor consent, a maximum of 18 CWE credits may be earned in lieu of required Auto Metal Work course credits.

Curriculum

First Year	Fall
Automotive Painting 3.235 or	12
Auto Metal Work 3.237	(12)
Gas Processes 1 3.931 ¹	4
Industrial Safety HE 125 ²	3
Total Credits	19

	Winter
Automotive Painting 3.235 or	12
Auto Metal Work 3.237	(12)
Color Theory for Auto Refinishing 3.986 ³ or	2
Airbrush Painting Art 2873	(3)
Gas Processes 2 3.9321+	4
Total Credits	18-19
	Spring
Automotive Painting 3.235 or	12
Auto Metal Work 3.237	(12)
Arc Welding 1 3.9211+	4
Total Credits	16
Second Year	Fall
Auto Metal Work 3.237	12
Communication Skills 1 1.1004 or Equivalent	3
Science or Math Elective ^{5+#}	3
Total Credits	18
	Winter
Auto Metal Work 3.237	12
Basic Mathematics Review Mth 206 or Equivalent	3
Humanities Elective+	3
Total Credits	18
	Spring
Auto Metal Work 3.237	3pring 12
Social Science Elective ⁷	3
Science or Math Elective+	3
Total Credits	18

Refer to Industrial Technology Programs Course Descriptions.

Refer to Health & PE Department Course Descriptions.

3 Refer to Art and Applied Design Department Course Descriptions.

Refer to English and Foreign Language Department Course Descriptions.

5 Refer to Science or Mathematics Department Course Descriptions.

Refer to Mathematics Department Course Descriptions.

7 Refer to Social Science Department Course Descriptions.

 Refer to Mechanics Department Course Descriptions for other courses in this curriculum.

Principles of Technology 1 4.300 recommended

+ Not required for certificate of completion

Automotive Technology

Two-Year Associate of Applied Science Degree Program Two-Year Certificate of Completion

Offered by the Mechanics Department

An associate of applied science degree may be obtained by satisfactorily completing both the first-year and second-year curriculum of this program. By eliminating classes with the + symbol, a two-year certificate of completion may be obtained by satisfactorily completing both the first-year and second-year curriculum of this program.

This training can lead to employment in entry occupations in the automotive service and repair field. Journeymen earn approximately \$20,000 to \$30,000 annually. With an everexpanding number of makes and models of autos, the demand for auto mechanics who have a broad background of course instruction and training is constantly increasing.

In addition to tuition, required estimated costs for auto classes include:

Books-\$30-\$50 per term

Tools-\$500

Lab Fees-\$2 (per credit)

For costs in other classes (i.e., welding fees, books, etc.), refer to the appropriate department and/or the current class schedule

Cooperative Work Experience (Supervised Field Experience) Under the supervision of the coordinator and with instructor consent, a maximum of 18 CWE credits may be earned in lieu of required Automotive Technology course credits.

First Year	Fall
Chassis 3.140	12
Manufacturing Technology 3.399	6
Industrial Safety HE 1251	3
Total Credits	21

Power Trains 3.141	Winter 12 4 3
Total Credits	$\frac{3}{19}$
Automatic Transmissions 3.142Arc Welding 1 3.921 ²	$\frac{\text{Spring}}{12} \frac{12}{4} \frac{4}{16}$
Second Year Electrical Systems 3.143 Communication Skills 1 1.100 ⁴ or Equivalent Science or Math Elective ^{5°+} Total Credits	Fall 12 3 18
Tune-Up and Fuels 3.144 Social Science Elective ⁶ Humanities Elective ⁺ Total Credits	Winter 12 3 3 18
Engines 3.145	Spring 12 3 15

- Refer to Health & PE Department Course Descriptions
- Refer to Industrial Technology Programs Course Descriptions
- 3 Refer to Mathematics Department Course Descriptions.
- 4 Refer to English and Foreign Language Department Course Descriptions.
- 5 Refer to Science Department or Mathematics Department Course Descriptions
- 6 Refer to Social Science Department Course Descriptions
- o Principles of Technology 1 4.300 recommended.
- Refer to Mechanics Department Course Descriptions for other courses in this curriculum
- + Not required for Certificate of Completion

Aviation Maintenance Technician

Two-Year Associate of Applied Science Degree Program Two-Year Certificate of Completion Program

Offered by the Mechanics Department

This program is designed to prepare a student for Federal Aviation Administration (FAA) certification exams (written, oral and practical) for airframe and powerplant mechanics ratings.

Satisfactory completion of both the first-year and secondyear curriculum of this program are required to qualify for the two-year associate of applied science degree. Satisfactory completion of both the first-year and second-year curriculum of this program less the classes with the + symbol are required to qualify for the two-year certificate of completion. Satisfactory completion of both the first-year and second-year curriculum of this program less the classes with the ° symbol are required to qualify for the FAA airframe and powerplant mechanics rating exams.

Opportunities for employment exist for those who can qualify for the FAA mechanics certificate. The starting hourly rate of a commercial airline mechanic is approximately \$10 with increases to \$12 and \$15 within 15 months. The fixed-base operator's starting hourly rate is approximately \$7 with increases within six months to one year.

Procedures for crediting and guidelines for the determination of documented military or field experience are available through application with the lead aviation instructor.

High school completion or the equivalent is recommended for all applicants to this program.

In addition to tuition, required estimated costs for aviation

Books - \$180 (1st term); additional \$30 by the 4th term. Tools - \$500

Lab Fee - \$2 (per credit)

For costs in other classes (i.e. math fees, books, etc.), refer to the appropriate department and/or current class schedule.

The FAA oral, practical, and written certification fee is

Cooperative Work Experience (Supervised Field Experience) Under the supervision of the coordinator and as authorized by the Return to Service instructor, a maximum of 12 CWE credits may be earned in lieu of the required Return to Service credits.

Federal regulations direct the curriculum to offer a minimum of the following number of hours of instruction for the rating shown:

- · Airframe-1150 hours (400 General, plus 750 Airframe).
- Powerplant-1150 hours (400 General, plus 750 Powerplant).
- Combined Airframe and Powerplant—1900 hours (400 General, plus 750 Airframe and 750 Powerplant).

First Year	Fall
General Aviation 3.279°	6
General 1 3.284	6
General 2 3.285	6
Occupational Mathematics 1 Mth 501 or Equivalent	3
Total Credits	21
	Winter
General 3 3.286	6
General 4 3.287 General 5 3.288	6
Total Credits	18
D 1 0 001#	Spring
Powerplant 3.281#	18
Total Credits	18
Second Year	Fall
Powerplant 3.281#	6
Powerplant Return to Service 3.283	6
Communication Skills 1 1.1002° or Equivalent	3
Industrial Safety HE 1253°	3
Total Credits	18
	Winter
Airframe 3.280# Science or Math Elective ^{4+°}	18
Science or Math Elective4+°	3
Total Credits	21
	Spring
Airframe 3.280#	6
Airframe Return to Service 3.282	6
Humanities Elective°+	3
Social Science Elective ^{5°}	3
Total Credits	18

- Refer to Mathematics Department Course Descriptions.
- Refer to English and Foreign Language Department Course Descriptions.
- 3 Refer to Health and PE Department Course Descriptions.
- Refer to Science or Mathematics Department Course Descriptions.
- Refer to Social Science Department Course Descriptions.
- Refer to Mechanics Department Course Descriptions for other courses in this curriculum.
- Airframe and Powerplant are non-sequential. Students wishing to enroll in Airframe during the first year should contact the department for scheduling
- Not required for the two-year Certificate of Completion
- Not required for the two-year FAA Airframe and Powerplant mechanics rating

Broadcasting

Application Procedures Class prerequisites, prior training, or experience are not required for entry into either the Radio or the Broadcasting/Visual Design and Production programs. However, basic typing skills of 30 words per minute are essential to successfully complete either program. Students should complete the following steps prior to registration:

- Complete an application for admission at the Lane Admissions Office.
- Attend the new student orientation meeting. The department will inform all students of the date, time, and place of the new student meeting. Students who do not attend this first meeting may lose their place on the waiting list. At the time of application, the student's name is placed on a waiting list and prioritized by the date and time of application. Admittance to limited enrollment classes is determined by the prioritized list.

At the new student orientation meeting, department staff will assist students in planning their term class schedule. Following the orientation, students will be able to register for classes.

Students with questions regarding the application process, should see Timothy L. Blood, counselor for Mass Communication, Rm. 218 Center, or Bob Prokop in Forum 105.

Broadcasting/Visual Design and Production

Two-Year Associate of Applied Science Degree Program One-Year Certificate of Completion Program

Offered by the Mass Communication Department

The two-year program is designed to provide skills for entry level positions in mass media and requires students to complete 93 credit hours for the associate of applied science degree. Students are given the opportunity to take electives in five areas of special interest: corporate media, broadcast television, film, photography, and journalism.

The one-year certificate of completion is designed to meet the special needs of students who want to begin their careers in mass media after only one year of education and training.

Both programs offer students small classes and intensive small group instruction. Hands-on experience is provided in labs. Opportunities to work with or observe media professionals are provided by the Cooperative Work Experience program.

Advanced students may be chosen to work on projects for the LCC Media Center.

Prior training and experience are not required for admission. Students are accepted into the program on a first-come, first-served basis.

Students interested in Broadcasting/Visual Design and Production should also read about Media in the Student Information section of the catalog.

Students must achieve a grade of no less than "C" in all courses which are prerequisite(s) for another course.

First Year	Fall
Electronic Studio Production 3.430	5
Visualization for Media 3.438	3
	3
Beginning Photography Art 161	3
Mass Media in America FA 260	
Total Credits	14
	Winter
Audio Production 3.401	4
Video Production 1 FA 151	4
English Composition Wr 121	3
Fundamentals of Lighting FA 254	3
Nonfiction Film & Television FA 259	3
Total Credits	17
	Spring
Program Electives	4
Film Production 1 FA 251	4
Writing for Film/TV/Radio 3.442	3
Media and the Law 3.434	3
Slide/Tape Production 3.444	3
	_
Total Credits	17
Second Year	Fall
Program Electives	4
Media Production: Training 3.446	3
Basic Mathematics Review Mth 202	3
or any other math course	J
Film as Literature Eng 195/196/197 ¹	3
Positioning Conditioning DE 1703	1
Beginning Conditioning PE 1703	
Supervised Field Experience: BVDP 1.300	2-3
Total Credits	16-17
	Winter
Program Electives	4
Media Production: Music & Drama 3.447	3
Supervised Field Experience: BVDP 1.300	3
Social Science Elective ⁴	3
Beginning Strength Training PE 1703	1
Total Credits	14
Total eleuts	
Duodusus Electives	Spring
Program Electives	5
Corporate Media 3.451	3
Supervised Field Experience: BVDP 1.300	3
Math/Science Elective ⁵	
Physical Education PE 170/180/1903	1
Total Credits	15

- 1 Refer to English and Foreign Language Department Course Descriptions.
- 2 Refer to Mathematics Department Course Descriptions.
- 3 Refer to Health and PE Department Course Descriptions.
 4 Refer to Social Science Department Course Descriptions.
- 5 Refer to Science or Mathematics Department Course Descriptions.
- Refer to Mass Communication Department Course Descriptions for other courses in this curriculum.

Radio Broadcasting

Two-Year Associate of Applied Science Degree Program One-Year Certificate of Completion

Offered by the Mass Communication Department

The two-year program is designed to provide students with skills for entry-level jobs in small and medium market radio stations, requiring students to complete 93 credit hours for the associate of applied science degree. The one-year certificate of completion is designed to meet the needs of students who want to begin their careers in radio broadcasting after completing only one year of education and training.

Students are required to take courses to expand their knowledge of music, to provide training for the voice, and also to complete vocational training courses within the department. Special emphasis is given in vocational courses to recording and mixing sound, writing for sound, creating and selling advertising for radio, announcing, and a study of the laws and regulations that govern broadcasting today. Practical experience is provided in labs, the LCC Media Center, the College radio station, KLCC-FM, and by Cooperative Work Experience.

Prior training and experience are not necessary for admission to the Radio Broadcasting program. Students interested in Radio Broadcasting should also read about Student Media in the Student Information section of the catalog.

Students must achieve a grade of no less than "C" in all courses which are prerequisite(s) for another course.

Curriculum

First Year	Fall
Audio Production 3.401	4
Mass Media in America FA 260	3
Media and the Law 3.434	3
English Composition Wr 121 ¹	3
Music Fundamentals Mus 1012	3
Total Credits	16
	Winter
Writing for Film/TV/Radio 3.442	3
Announcing and Narration 3.436	3
History of Rock Music 1 Mus 2642	3 3 3
Electronic Music 1: Introduction Mus 1172	3
Voice and Articulation Sp 110 ¹	3
Keyboarding OA 120/2.5013 or Equivalent	1-2
Total Credits	16-17
S	Spring
Advanced Audio Production 3.457	4
Creating/Selling Advertising for Broadcasting 3.439	3
Supervised Field Experience: Radio 1.300	3
History of Rock Music 2 Mus 2652	3
Introduction to Jazz History Mus 2052	3
Total Credits	16
Second Year	Fall
Newswriting 1 J 216	2
Newswriting Lab J 215	1
Fundamentals of Speech: Communication Sp 1111	3
Voice Training for Acting Students TA 1272	3
Acting 1 TA 230 ²	3
Advertising BA 2393	3
Physical Education PE 170/180/1904	1
Total Credits	16

0.11.6	
Oral Interpretation of Literature TA 2292	3
Acting 1 TA 2312	3
Selling BA 2383	3 3
Concepts of Computing CS 1215	3
Social Science Elective ⁶ Physical Education PE 170/180/190 ⁴	
Total Credi	ts 16
Marketing BA 223 ³	2
Supervised Field Experience: Radio 1.300	3 3
Basic Mathematics Review Mth 207 or higher	3
Math/Science Flective8	3
Math/Science Elective ⁸ Physical Education PE 170/180/190 ⁴	1
Total Credi Refer to English and Foreign Language Department Course Descrip	
 Refer to English and Foreign Language Department Course Descrip Refer to Performing Arts Department Course Descriptions. 	itions.
3 Refer to Business Department Course Descriptions.	
4 Refer to Health and PE Department Course Descriptions. 5 Refer to Data Processing Department Course Descriptions	
 Refer to Data Processing Department Course Descriptions. Refer to Social Science Department Course Descriptions. 	
Refer to Mathematics Department Course Descriptions.	
8 Refer to Science or Mathematics Department Course Descriptions.	
 Refer to Mass Communication Department Course Descriptions for 	other cours-
es in this curriculum. Program Electives	
Students may choose program electives from the following groups of cour	rses.
Corporate Media Courses	4 11.
Advanced Audio Production 3.457 Advanced Computerized Video Editing 3. 453	4 credits 3 credits
Video Production 2 FA 152	4 credits
Announcing and Narration 3.436	3 credits
Commercial Photography Art 164	3 credits
Computerized Video Editing 3.449	3 credits 1-3 credits
Film Production 2 FA 252	4 credits
Photography Art 162	3 credits
Production Unit 3.437	1-3 credits
Broadcast Television Courses Advanced Audio Production 3.457	4 credits
Advanced Computerized Video Editing 3.453	3 credits
Advanced Electronic Studio Production 3.452	3 credits
Video Production 2 FA 152	4 credits
Announcing and Narration 3.436 Computerized Video Editing 3.449	3 credits 3 credits
Creating/Selling Advertising for Broadcasting 3,439	3 credits
Electronic News Gathering 3.404	4 credits
Independent Study: Film Arts FA 298	1-3 credits
Film Production 2 FA 252 Production Unit 3.437	4 credits
Photography Courses	1-3 credits
Commercial Photography Art 164	3 credits
Independent Study: Film Arts FA 298	1-3 credits
Photography Art 162 Photojournalism J 134	3 credits 3 credits
Production Unit 3.437	1-3 credits
Film Production Courses	_ 0 0100110
Advanced Audio Production 3.457	4 credits
Independent Study: Film Arts FA 298 Introduction to Screenwriting FA 262	1-3 credits
Film Production 2 FA 252	3 credits 4 credits
Production Unit 3.437	1-3 credits
Journalism Courses	
Newswriting 1 J 216	2 credits
Newswriting 2 J 217 Newswriting Lab J 215	2 credits 1 credit
Dhataia	o tu

Photojournalism J 134

Production Unit 3.437

Publication Design & Production 1 3.443

Publication Design & Production 2 2.211

Public Relations J 205

3 credits

3 credits

3 credits

2 credits

1-3 credits

Winter

Business Management

Two-Year Associate of Applied Science Degree Program

Offered by the Business Department

Nature of Work Business Management trains the student for an entry-level management position in marketing, finance, production, or human resource management. Employment is most often in banks, retail stores, wholesale outlets, and as salespersons for manufacturers.

Employment Trends The opportunities for entry-level employment are always good with numerous opportunities for advancement.

Potential Earnings Starting salaries for graduates is generally \$1,000 to \$1,500 beginning salary per month with commission supplements where sales are involved.

Program The Business Management program is a two-year training program culminating with the associate of applied science degree. The student takes a series of core courses, then chooses from a variety of electives to earn a total of 95 credit hours. This program prepares students for first-level management positions.

Students who wish to function more in a staff management capacity such as accountant, marketing specialist, or personnel manager should consider at least four years of college in their area of special interest.

Curriculum

First Year	Fall
Business Environment BA 125	3
English Composition Wr 1211 or	3
Business English 1 1.120	(3)
Intermediate Algebra Mth 95 ² or	5
Essentials of Algebra Mth 90 ²	(4)
Physical Education PE 170/180/1903	1
Principles of Accounting BA 211	3
Microcomputer: Business Applications BA 110 (Word Processing - Word Perfect)	3
Total Credits	17-18
	Winter
Applied Economics BA 156	3
Fundamentals of Speech: Communication Sp 1111	3
Microcomputer: Business Applications BA 110(Lotus 1-2-3)	3
Physical Education PE 170/180/1903	1
Principles of Accounting BA 212	3
Social Science Elective*4	3
Total Credits	16

	Spring
Business Communications BA 214	3
Marketing BA 223	3
Introduction to Business Statistics BA 232	3
Physical Education PE 170/180/1903	1
Principles of Accounting BA 213	3
Science/Math Elective ⁵ *	3
Total Credits	16
Second Year	Fall
Personnel Administration BA 224	3
Management Fundamentals BA 206	3
Office Management BA 251	3
Humanities/Math/Science/Social Science Elective*6	3
Business Administration Elective*	3
Elective	3 3 3 3 3
Total Credits	18
	Winter
D1000	
Business Law BA 226	
Microcomputer: Accounting Applications BA 209	
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250	3 3 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective*	3 3 3 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250	3 3 3 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective*	3 3 3 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255	3 3 3 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255	3 3 3 3 ——3 ——15
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255 Total Credits Finance BA 222 Business & Professional Speech	3 3 3 3 15 Spring
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255 Total Credits Finance BA 222 Business & Professional Speech	3 3 3 3 3 15 Spring 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255 Total Credits Finance BA 222 Business & Professional Speech Communication Sp 2301 Production BA 221	3 3 3 3 3 15 Spring 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255 Total Credits Finance BA 222 Business & Professional Speech Communication Sp 2301 Production BA 221	3 3 3 3 3 15 Spring 3 3 3 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255 Total Credits Finance BA 222 Business & Professional Speech Communication Sp 2301	3 3 3 3 15 Spring 3 3 3 3 3 3 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255 Total Credits Finance BA 222 Business & Professional Speech Communication Sp 2301 Production BA 221 Supervised Field Experience FE 207	3 3 3 3 3 15 Spring 3
Microcomputer: Accounting Applications BA 209 Small Business Management BA 250 Business Administration Elective* Supervisory Management BA 255 Total Credits Finance BA 222 Business & Professional Speech Communication Sp 2301 Production BA 221 Supervised Field Experience FE 207 Business Administration Elective*	3 3 3 3 15 Spring 3 3 3 3 3 3 3

- Refer to English and Foreign Language Department Course Descriptions
- Refer to Mathematics Department Course Descriptions.
- Refer to Health and PE Department Course Descriptions.
 Refer to Social Science Department Course Descriptions.
- 5 Refer to Science or Mathematics Department Course Descriptions
- 6 Refer to English and Foreign Language Department, Mathematics Department, Science Department, or Social Science Department Course Descriptions
- Science Department, or Social Science Department Course Descriptions
 College Transfer Course Required
- Suggested Electives:

Introduction to Purchasing BA 160

Microcomputer: Business Applications BA 110

Principles of Alphabetic Notetaking OA 114/2.108

Computer Operations

Two-Year Associate of Applied Science Degree Program

Offered by the Data Processing Department

Courses in operations are designed to prepare students for an entry-level position as a computer operator, control clerk, or data processing librarian.

The program of study trains students to understand the organization and operation of computer systems and to operate medium and large scale computer equipment. Course work emphasizes the steps required to prepare a computer system for program processing, to operate computer and auxiliary equipment, and quality control methods for effective input, media storage, and output operations.

Supplemental course work in business, mathematics, language arts, and the social sciences is intended to provide students with a background to understand the role of computer operations in various work environments.

Restricted facilities limit the number of students admitted to the second year curriculum. Students are selected by lottery from among interested majors who have successfully completed the first two terms of the program.

Curriculum

E31 ... 4 N7

First Year	Fall
Concepts of Computing CS 120	4
Beginning Programming (Basic) CS 133	4
Accounting 1 2.1101 or	3
Principles of Accounting BA 211 ¹	(3)
Communication Skills 1 1.1002 or	3
English Composition Wr 121 ²	(3)
Elective	3
Total Credits	17
	Winter
Accounting 2 2.1111 or	3
Principles of Accounting BA 2121	(3)
Intermediate Algebra Mth 95 ³ *+	5
Introduction to Computer Science 1 CS 201	4
Personal Health HE 2504	3
Communication Skills 2 1.1022 or	3
Composition: Style Wr 1222 or	(3)
Technical Reporting Writing Wr 2272	(3)
Total Credits	18
	Spring
Accounting 3 2.1121 or	3
Principles of Accounting BA 2131	(3)
Assembler Language Programming CS 290	4
Business and Economics Elective ¹	3
Electives	6
Total Credits	16

Second Year	Fall
Social Science Elective ⁵ ***	3
Introduction to Business Statistics BA 2321 or	3
Introduction to Probability and Statistics Mth 1033	(4)
Introduction to Systems Analysis CS 244	3
Introduction to Business Data Processing CS 241	5
Total Cred	lits 14-15
	Winter
Business and Economics Elective 1**	3
*Introduction to Operating Systems CS 245	4
Social Science Elective ^{5***}	3
**Data Processing Computer Operations 1 2.617	5
Total Cred	its 15
	Spring
**Data Processing Computer Operations 2 2.618	5
Social Science Elective	3
Business and Economics Elective ¹	3
Elective	3
Total Cred	its 14

- See a counselor for an appropriate starting course in mathematics
- Refer to Business Department Course Descriptions.
- 2 Refer to English and Foreign Language Department Course Descriptions.
- 3 Refer to Mathematics Department Course Descriptions
- 4 Refer to Health and PE Department Course Descriptions.
- 5 Refer to Social Science Department Course Descriptions.

Curriculum Electives

* Mathematics (4 credits)

Students must complete Intermediate Algebra Mth 95 or an equivalent course. Students who already satisfy this requirement may choose an alternative mathematics elective in place of the requirement. Data Processing majors are encouraged to take additional courses in mathematics as electives.

** Business and Economics (9 credits)

Business and economics courses which cover an academic business subject are approved as electives in Data Processing programs. Skills courses such as typing, calculator operation and shorthand are not approved electives.

Business Department courses that are not traditional business classes, such as Business English, Microcomputers, and Introduction to Management of Information Systems, are also not approved electives.

*** Social Science (9 credits)

Any regular course offered by the Social Science Department may be used as a social science elective. The following courses are examples of approved social science elective courses:

elective courses.	
General Psychology Psy 201	3
General Psychology Psy 202	
General Psychology Psy 203	
General Sociology Soc 204	
General Sociology Soc 205	
General Sociology Soc 206	
Introduction to Philosophy–Ethics Phl 201	
Philosophy-Theory of Knowledge Phl 202	
Introduction to Philosophy–Metaphysics Phl 203	
Elementary Logic Phl 221	
Physical Anthropology Anth 101	
Archaeology Anth 102	
Cultural Anthropology Anth 103	
Cultural Antinopology Antin 100	

Data Processing

In order to strengthen their preparation for the computer field, Data Processing majors may take the following courses as programming or operations electives in addition to the minimum requirements. Introduction to Computer Information Processing CS 1314 Introduction to Microcomputers: Spreadsheet Applications CS 110......3 Microcomputer Database Applications CS 111......3 Microcomputer Integrated Systems Applications CS 112......3 Introduction to Computer Science 2 CS 2034 Advanced Programming CS 2334 Microcomputer Graphics CS 235......4 Data Communications CS 275......4 Data Base Program Development CS 278.....4 Expert Systems CS 282.....4 Special Studies Computing CS 1995 Independent Study: Computer Information Processing CS 198......3

Computer Programming

Two-Year Associate of Applied Science Degree Program

Offered by the Data Processing Department

Courses in programming are designed to prepare students for an entry-level position as a computer programmer. These courses provide both specific data processing skills as well as a general knowledge of problem solving in a variety of computer applications areas.

Approximately one-third of a student's program of study covers programming languages and techniques, systems analysis and design methods, and computer organization and operating systems. Students study several programming languages, including Assembler Language, BASIC, Pascal, and COBOL. The remainder of a program of study is selected from other departments in the college and includes courses in business, mathematics, language arts, and the social sciences.

Curriculum

First Year	Fall
Concepts of Computing CS 120	4
Beginning Programming (Basic) CS 133	4
Accounting 1 2.1101 or	3
Principles of Accounting BA 2111	(3)
Communication Skills 1 1.100 ² or	3
English Composition Wr 121 ²	(3)
Elective	3
Total Credits	17
	Winter
Accounting 2 2.1111 or	3
Principles of Accounting BA 2121	(3)
Intermediate Algebra Mth 95 ³⁺	5
Introduction to Computer Science 1 CS 201	4
Personal Health HE 250 ⁴ Communication Skills 2 1.102 ² or	3
Composition: Style Wr 1992 or	3
Composition: Style Wr 122 ² or Technical Reporting Writing Wr 227 ²	(3)
	(3)
Total Credits	18
	Spring
Accounting 3 2.1121 or	3
Principles of Accounting BA 2131	(3)
Assembler Language Programming CS 290	4
Business and Economics Elective ¹	3
	6
Total Credits	16
Second Year	Fall
Introduction to Business Data Processing CS 241	5
Social Science Elective5***	3
Introduction to Business Statistics BA 2321 or	3
Introduction to Probability and Statistics Mth 1033	(4)
Introduction to Systems Analysis CS 244	3
Total Credits	14

	Winter
Advanced Business Data Processing CS 242	5
Social Science Elective ^{5***}	3
Introduction to Operating Systems CS 245	4
Business and Economics Elective**	3
Total Credits	15
	Spring
Programming Information Systems CS 270	5
Social Science Elective ⁵ ***	3
Business and Economics Elective**	3
Elective	3
Total Credits	1.6

- See a counselor for an appropriate starting course in mathematics
- Refer to Business Department Course Descriptions.
- Refer to English and Foreign Language Department Course Descriptions.
- 3 Refer to Mathematics Department Course Descriptions
- Refer to Health and PE Department Course Descriptions.
- Refer to Social Science Department Course Descriptions.

Curriculum Electives

* Mathematics (4 credits)

Students must complete Intermediate Algebra Mth 95 or an equivalent course. Students who already satisfy this requirement may choose an alternative mathematics elective in place of the requirement. Data Processing majors are encouraged to take additional courses in mathematics as electives.

** Business and Economics (9 credits)

Business and economics courses which cover an academic business subject are approved as electives in Data Processing programs. Skills courses such as typing, calculator operation, and shorthand are not approved electives.

Business Department courses that are not traditional business classes, such as Business English, Microcomputers, and Introduction to Management of Information Systems, are also not approved electives.

1 Indirect DA 222	
Investments BA 242	3
Introduction to Business BA 101	
Management Fundamentals BA 206	
Marketing BA 223	3
Production BA 221	3
Principles of Economics Ec 201	3
Applied Economics BA 156	3

*** Social Science (9 credits)

Any regular course offered by the Social Science Department may be used as a social science elective. The following courses are examples of approved social science elective courses:

elective courses:	
General Psychology Psy 201	
General Psychology Psy 202	
General Psychology Psy 203	
General Sociology Soc 204	
General Sociology Soc 205	
General Sociology Soc 206	
Introduction to Philosophy–Ethics Phl 201	
Philosophy-Theory of Knowledge Phl 202	
Introduction to Philosophy-Metaphysics Phl 203	
Elementary Logic Phl 221	
Physical Anthropology Anth 101	
Archaeology Anth 102	
Cultural Anthropology Anth 103	

Data Processing

to the minimum requirements.	
Introduction to Computer Information	
Processing CS 131	4
Introduction to Microcomputers: Spreadsho	
Applications CS 110	
Microcomputer Database Applications CS 1	113
Microcomputer Integrated Systems	
Applications CS 112	3
Advanced Programming CS 233	4
Microcomputer Graphics CS 235	4
Data Communications CS 275	4
Data Base Program Development CS 278	
Expert Systems CS 282	
Special Studies Computing CS 199	5
Independent Study: Computer Information	
Processing CS 198	
Introduction to Computer Science 2 CS 203	
Microcomputer Assembler Language CS 29	14
Supervised Field Experience FE 207	1-15

Computer Programming Microcomputer Option

Two-Year Associate of Applied Science Degree Program

Offered by the Data Processing Department

Courses are designed to prepare programmer specialist in designing, developing, and implementing business microcomputer information systems. This option will increase capabilities for positions requiring an in-depth knowledge of programming microcomputer software and hardware.

This program includes specialized courses in computer information systems, microcomputer programming, data communications, systems analysis, and computer operating systems. Approved electives from Data Processing, Business, Mathematics, English and the Social Sciences will provide the student with the broad skills necessary to be an effective employee in this field.

Curriculum

First Year Concepts of Computing: Information Proc. CS 120 Beginning Programming CS 133 Accounting 1 2.110¹ or Principles of Accounting BA 211¹ English Composition Wr 121².* *Approved Elective Total Credits	Fall 4 4 3 (3) 3 17
Introduction to Computer Science 1 CS 201	Winter 4 3 (3) 3 5 4 7
Microcomputer Assembler Language CS 291	Spring 4 3 (3) 9 16 Fall 3 4 1 7 15

(4) 1	Introduction to Operating Systems CS 245
(4) 3	Introduction to Business Statistics BA 232¹ or
1	Programming Information Systems CS 270

- See a counselor for an appropriate starting course in mathematics
- Refer to Business Department Course Descriptions.
- Refer to English and Foreign Language Department Course Descriptions.
- Refer to Mathematics Department Course Descriptions
- Refer to Health and PE Department Course Descriptions.

Curriculum Electives

** Ten Approved Electives are to be taken from the approved groupings below as follows:

2-Data Processing 2-Business 2-Communications 2-Open Electives 2-Social Science

Data Processing

Introduction to Microcomputers: Spreadsheets* CS 110 Microcomputer Database Applications CS 111 Microcomputer Integrated Systems Applications* CS 112 Introduction to Computer Science 2 CS 203 Special Topics in Computing: 'C'* CS 299 Microcomputer Graphics CS 235 Data Communications CS 278 Data Base Program Development CS 275 Expert Systems CS 282 SFE: Data Processing* FE 207

Communications Approved Electives

Fundamentals of Speech: Communications Sp 111
Fundamentals of Speech: Effective Speaking Sp 112
Fundamentals of Speech: Persuasion Sp 113
Small Group Communications: Process & Theory Sp 215
Business & Professional Speech Communication Sp 230
Composition: Style and Argument Wr 122
Composition: Research Wr 123
Technical Report Writing* Wr 227

Social Science Approved Electives

Sociology of Work* Soc 220

Principles of Economics* Ec 201 Principles of Economics* Ec 202 Principles of Economics* Ec 203 Contemporary Moral Issues Phl 205 Elementary Logic* Phl 221 Minds and Machines Phl 256 Introduction to Political Behavior PS 222 General Psychology Psy 201 General Psychology Psy 202 General Psychology Psy 203 Applied Psychology* Psy 205 Introduction to Personality Psy 214 Social Psychology Psy 216 Introduction to the American Working Woman Soc 107 General Sociology Soc 204 General Sociology Soc 205 General Sociology Soc 206

Introduction to Social Science Research Methods Soc 293

Business Approved Electives

Business Environment BA 125 Payroll Records & Accounting BA 117 Introduction to Purchasing BA 160 Management Fundamentals BA 206 Microcomputer: Accounting Applications BA 209 Basic Cost Accounting BA 215 Tax Accounting BA 220 Production BA 221 Finance BA 222 Marketing BA 223 Personnel Administration BA 224 Business Law BA 226 Marketing Research BA 233 Investments BA 242 Small Business Management BA 250 Office Management BA 251 Supervisory Management BA 255

^{*}Recommended electives

Construction Technology

Two-Year Associate of Applied Science Degree Program

Offered by the Industrial Technology Department

The Construction Technology program trains people in the technical skills and knowledge required by the construction industry. Graduates of the program can expect to work in the residential and small commercial building construction field.

The program will introduce the student to the building construction industry. Its basic concepts of history, terminology, techniques, operating procedures, methods, equipment, and materials will be discussed throughout the course of study. The construction of either a light commercial or residential structure, or remodeling structures are the principal vehicles of instruction for the students. When appropriate, energy efficient, passive and active solar systems will be incorporated in the projects. Second-year classes incorporate the building projects through the application of surveying, estimating, codes, and scheduling principles. General courses in communication, and mathematics are required. Also, degree candidates must complete 27 credit hours of restricted electives chosen from two of the following areas: business courses, drafting-design courses. science/technical trades courses, and skill development courses. Cooperative Work Experience is an integral part of the Construction Technology program.

The job outlook for graduates in the construction field varies with the local and national economy. Students may expect to find employment in other related areas including estimating, materials handling, sales, and inspection. Salaries vary widely with experience. A student with no construction experience can expect to obtain work experience at labor wages.

The Construction Technology program has been developed with the cooperation of labor leaders, the Homebuilder's Association, Associate General Contractors, and through the college's Construction Technology Advisory Committee. There are no special admission requirements or qualifications.

Important It is the intent of the Construction Technology Advisory Committee and program staff to provide students several different course alternatives. If, for instance, students contemplate transferring to a four-year institution upon completion of this program, they are advised whenever possible to consider college transfer classes. Consequently, appropriate college transfer classes have been indicated after the course of study. It is possible that some of the courses are not challenging enough for some students; in that event, the program staff and counselor will assist them in choosing alternate classes. Some of the courses in this program are available in the evenings.

First Year	Fall
Communication Skills 1 1.1001	3
Basic Mathematics Review Mth 202	3
Building Construction 3.118	5
Construction Orientation and Environment 3.111	2 3
Blueprint Reading 1 3.910	
*Restricted Elective	3
Total Credits	19
	Winter
Communication Skills 2 1.1021	3
Occupational Mathematics 1 Mth 50 ²	3
Building Construction 3.118	5
Blueprint Reading 2 3.911	3
*Restricted Elective	3
Total Credits	17
40,02	Spring
Building Construction 3.118	5
Industrial Safety HE 1253	3
Science/Math Elective ⁴	3
Social Science Elective ⁵	3
*Restricted Elective	
Total Credits	17
Second Year	Fall
Supervised Field Experience: Construction 1.300	3
Construction Planning 1 3.113	4
Building Construction Surveying 3.119	3 2
Basic Housewiring and Minor Repairs 3.170*Restricted Elective	6
Total Credits	18
C	Winter
Supervised Field Experience: Construction 1.300 Construction Planning 2 3.114	3 4
Construction Codes 6.122	2
Basic Plumbing and Minor Repairs 3.171	2
*Restricted Elective	6
Total Credits	$\frac{-}{17}$
	Spring
Supervised Field Experience: Construction 1.300	4
Construction Planning 3 3.115	4
Introduction to Bricklaying 3.183	1
*Restricted Elective	6
Total Credits	15

- Refer to English and Foreign Language Department Course Descriptions.
- 2 Refer to Mathematics Department Course Descriptions.
- 3 Refer to Health and PE Department Course Descriptions.
 4 Refer to Mathematics or Science Department Descriptions.
- 4 Refer to Mathematics or Science Department Descriptions
 5 Refer to Social Science Department Descriptions.
- Refer to Industrial Technology Department Course Descriptions for all other courses in this curriculum

Students may elect to substitute other courses for the prescribed curriculum.

If students are interested in transferring to a four-year institution, they should:

- 1. Substitute the Writing 121, 122, 123 classes for the Communication Skills sequence. A Fundamental Speech course would also be appropriate.
- 2. Substitute Mathematics 111, 112, and classes for the Math 20 and 50 classes.
- 3. Register for Supervised Field Experience using the transfer number FE 207, instead of the vocational number 1.300. Students are urged to challenge any course in which they

feel competent. The program staff and counselor will assist them in this process.

Cooperative Work Experience or approved substitution is a part of this program. The student should make arrangements with the department Cooperative Work Experience coordinator.

*Restricted Electives

Degree candidates must complete 27 credit hours from the restricted electives: 13 credits from one area and 14 credits from a second area chosen from the four areas listed below.

Rusiness Courses

Busiliess Courses	
Accounting 1 2.110	3 credits
Applied Economics BA 156	3 credits
Small Business Management BA 250	3 credits
Introduction to Real Estate BA 285	3 credits
Real Estate Investments BA 297	3 credits
Personal Finance BA 218	3 credits
Selling BA 238	
Marketing BA 223	3 credits
Management Fundamentals BA 206	
Drafting/Design Courses	
Mechanical Drafting 1 4.121	4 credits
Architectural Drafting—Plans 4.137	4 credits
Architectural Drafting—Details 4.138	4 credits
Architectural Drafting—Development 4.139	4 credits
Introduction to Drafting: Basic Skills 4.152	
Introduction to Drafting: Orthographic Projections	
4.153	2 credits

Introduction to Drafting: Pictorials & Axonometric Projections 4.154
Science/Technical Trades Courses Principles of Technology 1 4.300
Skill Development Courses Cabinet and Furniture Making 1 3.192

at 747-4501, ext. 2843.

Criminal Justice

Two-Year Associate of Applied Science Degree Program

Offered by the Social Science Department

This course of study offers an occupational preparatory curriculum designed for men and women preparing for career employment in police, corrections, security management, and other criminal justice agencies. This program is fully transferable to four-year colleges and universities. It was developed in cooperation with the State Department of Education, the Oregon State Board of Police Standards and Training, and the curriculum committee of the Oregon Association of Criminal Justice Educators.

Field experience opportunities exist with local police agencies, private police agencies, and commercial security organizations. Students may participate on a full- or part-time basis. Upon satisfactory completion of program requirements, the student is awarded an associate of applied science degree.

First Year Introduction to Criminal Justice CJ 100 Introduction to Criminal Law CJ 220 English Composition Wr 1211 Physical Education PE 170/180/1902 General Sociology Soc 204 Electives (Arts & Letters) Total Credits	Fall 3 3 1 3 1 3 16
	Winter
Introduction to Criminology CJ 101	3
Composition: Style & Argument Wr 1221	3
Personal Health HE 250 ² or	3
First Aid HE 252 ² or	(3)
Advanced Emergency Care HE 2542	(3)
Physical Education PE 170/180/190 ²	1
General Sociology Soc 205	3
Electives (Arts & Letters)	3
Total Credits	16
Crisis Intervention CJ 203 Technical Report Writing Wr 2271 Physical Education PE 170/180/1902 Listening: Critical Thinking Sp 1051 General Sociology Soc 206 Criminal Law: Procedural Issues CJ 222 Total Credits	Spring 3 3 1 3 3 3 3 16

Second Year Selected Criminal Justice elective from list	Fall 3 3 4 1 3 14
Selected Criminal Justice elective from list	Winter 3 3 3 4 1 17
Selected Criminal Justice elective from list	Spring 3 3 3 4 4 1 14
* American Government sequence PS 201,202,203 may be substituted for Psychology. ** Must be Math 101 or higher. *** **** **** *** *** *** ***	ns.
Suggested Electives (choose 9 credits) Concepts of Enforcement Services CJ 111	3 credits 3 credits 3 credits 5 credits 5 credits 6 credits 6 credits 7 credits 7 credits 8 credits 8 credits 8 credits

Culinary, Food Service, and Hospitality

Two-Year Associate of Applied Science Degree One-Year Certificate of Completion Program

Offered by the Industrial Technology Department

The Culinary, Food Service and Hospitality program provides a general background in restaurant operation. A general orientation to all phases of the restaurant is learned through the Renaissance Room and related theory and practical classes during the first year of the program. In the second year of the program, students may focus on management applications in the industry or on culinary applications.

Completion of the program will provide skills and knowledge for entry-level positions in hotels, motels, restaurants, clubs, recreational operations, and other similar organizations

in the hospitality and tourism industry.

The curriculum is designed so students must complete the first year of the program for a certificate of completion. The first and second years of the program must be completed to

earn an associate of applied science degree.

ENS.... & W....

This is a limited enrollment program. It is essential that students interested in the program apply to the Admissions Office and have their names placed on the priority list of Culinary, Food Service and Hospitality program majors. The list gives the department a way to contact students prior to the Program Orientation scheduled by the Admissions Office.

Students who wish to transfer to a four-year institution to pursue a bachelor's degree program in Hospitality or Food Service Management should discuss options with Willie Kealoha, Culinary, Food Service and Hospitality coordinator.

Curriculum

First Year	Fall
Food Preparation 1 7.170	5
Bakery 1 7.193	3
Food Service Fundamentals 7.185	3
Restaurant Lab (Renaissance Room) 7.184	5
Basic Math Review Mth 201 or	3
Math Renewal Mth 201 or.	(3)
Business Mathematics BA 103/2.2062	(3)
Total Credits	19
	Winter
Food Preparation 2 7.171	5
Dining Room Supervision and Service 7.186	3
Bakery 2 7.194	3
Restaurant Lab (Renaissance Room) 7.184	5
Restaurant Lab (Renaissance Room) 7.184	5

	Spring
Food Preparation 3 7.172	5
Bakery 3 7.195	3
Restaurant Lab (Renaissance Room) 7.184	5
Communications Skills 1.1004 or	3
higher level writing course	(3)
Humanities Elective*	3
Total Credits	19
Second Year	Fall
Food and Beverage Controls 7.177	5
Menu Planning and Promotion 7.147	3
Supervised Field Experience 1.300	5
Buffets and Banquets 7.179	1
Health Elective ⁵ or	3
Physical Education PE 170/180/190**5	(3)
Total Credits	17
	Winter
Purchasing and Records Analysis 7.183	4
Buffets and Banquets 7.179	1
Accounting 1 2.110 ²	3
Program Elective	3
Geography Elective	3
Science and Math Elective ^{7***}	3
Total Credits	17
	Spring
Financial Operational Analysis in the	
Food Service Industry 7.192	3
Equipment Layout and Interior Design 7.178	3
Buffets and Banquets 7.179	1
Supervised Field Experience 1.300	5
Humanities, Science and Mathematics, or	
Social Science Elective ^{4,6,7}	3
Total Credits	15
 * Humanities Elective Effective Learning EL 111 recommended. ** Students choosing the PE elective must take one credit in each of the terms *** Computer class recommended. 	three

Refer to Mathematics Department Course Descriptions. Refer to Business Department Course Descriptions.

Refer to Health Occupations Department Course Descriptions.

Refer to English and Foreign Language Department Course Descriptions.

Refer to Health and PE Department Course Descriptions

Refer to Social Science Department Course Descriptions.

Refer to Science or Mathematics Department Course Descriptions.

Refer to Industrial Technology Department Course Descriptions for other courses in this curriculum.

Students should register for SFE credits prescribed in their chosen program. Students must also register for 1 credit of seminar that applies to their program.

17-11

Culinary Option

Two-Year Associate of Applied Science Degree Program

Offered by the Industrial Technology Department

The Culinary Option provides an advanced food preparation and service class each term in addition to the requirements of the Culinary, Food Service and Hospitality program. Students who wish to pursue this option should follow the same curriculum during the first year of the program. During the second year, some of the requirements change to provide the training needed to enter the job markets as sous chef and assistant chefs.

Curriculum

Second Year	Fall
Food and Beverage Controls 7.177	5
Menu Planning and Promotion 7.147	3
Buffets and Banquets 7.179	1
Classical Cuisine and Service 1 7.290	3
Health Elective or	3
Physical Education PE 170/180/190*1	(3)
Supervised Field Experience 1.300	5
Total Credits	20

	Winter
Purchasing and Records Analysis 7.183	4
Classical Cuisine and Service 2 7.291	3
Buffets and Banquets 7.179	1
Geography Elective	3
Science or Math Elective**	3
Supervised Field Experience 1.300	5
Total Credits	19
	Spring
Classical Cuisine and Service 3 7.292	3
Buffets and Banquets 7.179	1
Equipment Layout and Interior Design 7.178	3
Financial and Operational Analysis in the	
Food Service Industry 7.192	3
Humanities, Science and Mathematics, or	
Social Science Elective	3
Total Credits	13

- Students choosing the PE elective must take one credit in each of the three terms.
- ** Computer class recommended.
- Refer to Health and PE Department Course Descriptions.
- Refer to Industrial Technology Department Course Descriptions for all other courses in this curriculum.

*NOTE: Five classes have been approved for the proposed Hotel Management Program. Students can contact the Industrial Technology Department for further information at 747-4501, ext. 2843.



Dental Assisting

One-Year Certificate of Completion Program

Offered by the Health Occupations Department

This program prepares its graduates for employment in the dental setting, private practice, with emphasis on modern concepts of chairside assisting.

A dental assistant may serve as a chairside assistant, secretary-bookkeeper, office manager, or laboratory technician.

This program is accredited by the American Dental Association's Commission on Accreditation of Dental and Dental Auxiliary Educational Programs and by the Oregon Board of Dentistry. Graduating students are eligible to take the Dental Assisting National Board Examination, Oregon Radiological Proficiency Examination, and Expanded Function Dental Assistant Examinations.

Oregon requires dental assistants who expose dental x-rays to hold a Certificate of Radiological Proficiency. Graduating students are eligible to take the radiological proficiency examination which is administered by the Oregon Board of Dentistry. Students are also eligible to take other required State Board examinations.

Dental Assisting courses include basic health sciences, dental sciences such as oral anatomy and pathology, dental materials, radiographic and chairside assisting techniques, principles of office records management and marketing, laboratory procedures, and psychological considerations in patient treatment.

Dental Assisting is a concentrated program that requires good reading and study skills. Students are on campus most of the day and spend a minimum of 18 hours a week during spring term in professional dental offices.

Application Information Enrollment in this program is limited to 30 students per year. Special application packets with information pertaining to the admission process are available from the Admissions Office beginning the first week in December. Check with Admissions Office for application deadlines.

An applicant must be a high school graduate or have a GED certificate. Courses in basic sciences, mathematics, and typing are recommended prerequisites but not required.

The admissions process includes a screening examination (Degrees of Reading Power Test) and submission of transcripts. Evidence of a physical examination (within the previous nine months) must be submitted prior to admittance to the program.

Miscellaneous costs in addition to tuition total approximately \$650 for the year. Costs are subject to change without notice.

Students who have been accepted into the Dental Assisting program may arrange to complete the program over a two-year period. If you have questions or wish additional information, contact Dave Roof, counselor, or Beth Webb, program coordinator.

Continuing Education The employed dental assistant may register for any course offered by contacting the program coordinator, Beth Webb. Expanded functions are taught during Advanced Chairside Procedures in the spring term. This class is open to qualified working chairside assistants.

Employment Trends About 90 percent of the graduates find employment in the Eugene/Springfield area. The remaining 10 percent are able to find employment in other parts of the state. Starting salary in the Eugene/Springfield area ranges from \$7-\$10/hr.

	Fall
Dental Health Education 1 5.407	1
Oral Roentgenology 2 DH 210	3
Introduction to Dentistry 5.403	2
Health Sciences 5.410	4
Dental Anatomy 5.415	2
Chairside Procedures 1 5.395	4
Dental Materials 5.397	2
Interpersonal Communication Sp 2141	3
Basic Clinical Procedures DH 107	2
Total Credits	23
	Winter
Dental Health Education 2 5.408	1
Oral Roentgenology 3 DH 211	2
Communication Skills 1 1.1001	3
Oral Pathology 5.435	2
Chairside Procedures 2 5.396	7
Dental Materials 2 5.398	2
Medical Emergencies in the Dental Office DH 139	2
Total Credits	19
	Spring
Dental Health Education 3 5.409	1
Oral Roentgenology 4 DH 212	1
Dental Office Procedures 5.399	3
Supervised Field Experience 1.300	6-8
Advanced Chairside Procedures 5.400	2
Total Credits	
Total elegits	10 10

- Refer to English and Foreign Language Department Course Descriptions.
- Refer to Health Occupations Course Descriptions for other courses in this curriculum.

Dental Hygiene

Two-Year Associate of Applied Science Degree Program

Offered by the Health Occupations Department

The dental hygienist is a licensed preventive oral health professional who provides educational, clinical, and therapeutic services supporting total health through the promotion of optimal oral health. She/he is that member of the dental team responsible for providing preventive, therapeutic, and educational methods for the control of oral disease. The philosophy of periodontal co-therapist is emphasized in the Lane curriculum.

Dental hygienists assume positions in settings such as private dental offices and clinics; federal, state, and local health departments or associated institutions; hospitals and nursing homes; school districts or departments of education; private business/industry; correctional facilities; private and public centers for pediatric, geriatric, and other individuals/groups with special needs; and health maintenance organizations.

Upon receipt of the associate of applied science degree, the graduate obtains a license for the state in which he or she wishes to practice by successfully completing a state/regional practical examination. Successful completion of the National Dental Hygiene Board Examination is also required. The dental hygienist practices in accordance with the requirements of individual state practice acts. The state of Oregon requires a specified number of hours of continuing education to maintain licensure.

The Dental Hygiene program consists of six terms of professional coursework in the basic sciences, including preclinical and clinical dental hygiene; communication skills; patient assessment; periodontology; oral radiology; biomaterials; community dental health; and ethics, jurisprudence, and practice.

Admission The Dental Hygiene program is limited to accepting 22 students per year. The program accepts one class per year beginning fall term. Applications to the program are evaluated by a point allocation system. Program admission packets are available from the Admissions Office beginning the first week of December. All necessary admission papers are due in May (refer to Admissions packet for exact date). Notification of acceptance occurs by the third week in June.

Requirements In-district (LCC district), in-state, and out-of-state applications are accepted. An applicant must be a high school graduate by fall or have a GED certificate, complete all applicable admission packet forms, take the SCAT Verbal Test, and Degrees of Reading Power Test (DRP)¹, and attend a Program Exploration Session.² In addition, applicants must have successfully completed one year of chemistry at the high school level or one term at the college level within the past five years. Transcripts from high school and college must be included. All required application materials must be presented to the Admissions Office prior to the May deadline (refer to Admissions application packet for the exact deadline date). Only completed packets will be accepted.

Selection Process Students are selected by rank of total points until the desired number of students and alternates have been selected. Applicants completing all nondental hygiene numbered courses in the program curriculum will be given preference over applicants with equal total points. The admission packet gives exact criteria for each point category. Examples of categories are listed below:

 SCAT stanine DRP score • Grade Point Average or GED scores

 High school algebra or at least 4 credits of Mth 65 or higher at college level within the last five years.
 High school chemistry or 4 credits of Chemistry 101 at college level within the last five years

Introduction to Dentistry Medical Terminology 1 and/or

Medical Terminology 2

Elementary Human Anatomy Bi 121, 122, and 123

General Education courses

Dental Assisting Program grade

- High school health occupation exploratory course/health cluster
- · Volunteer dental assisting experience
- Paid dental assisting experience
- · Minority status
- Persister status
- Residency

Notice of Acceptance The college will mail notification (acceptance, nonacceptance, or placement on the waiting list) to all qualified applicants in June.

Academic Planning Academic planning and careful work with the Health Occupation's counselor or program coordinator can assist applicants in preparing applications which will be competitive.

This is a challenging program both academically and in the amount of time involved on campus and at related community field experiences. Taking the required non-dental hygiene courses before acceptance into the program relieves the academic load considerably. Students should generally count on being at school from 8 a.m. to 5 p.m. on a daily basis.

All nondental hygiene numbered courses can be taken prior to entrance to the program and are generally available at Oregon community colleges and universities.

Program Expenses Miscellaneous costs in addition to tuition total approximately \$2,100 for first-year students and \$1,900 for second-year students. These costs should cover the required purchase of dental instruments and supplies, uniforms, lab fees, and transportation to field experience sites.

Costs are subject to change without notice. Students should begin planning early for financial aid to meet their educational goals.

See admission packet for testing information.

See the current year admissions packet for a schedule of Program Exploration sessions—offered during winter term and up until the application deadline.

Employment Trends Excellent and varied career opportunities exist for dental hygiene graduates. The demand for licensed dental hygienists continues to increase in Oregon and throughout much of the United States. Dental hygienists can elect to practice full time or on a part-time basis.

Annual entry-level salaries in Oregon for dental hygienists range between \$16,000 and \$25,000 (\$12 to \$15 per hour). Earnings of dental hygienists are affected by the type of employer, education and experience of the individual hygienist, as well as on the geographic location.

Curriculum

First Year	Fall
Dental Anatomy DH 113	2
Basic Clinical Procedures DH 107	2
Clinical Dental Hygiene 1 DH 118	5
Elementary Human Anatomy and	
Physiology 1 Bi 121**1	4
Oral Biology 1 DH 228	4
Oral Roentgenology 2 DH 210	4 2 5
Elementary Chemistry 1 Ch 101**1	5
Supervised Field Experience FE 207 (elective)	(1)
Independent Study: Dental Hygiene DH 298 (elective)	(1)
Total Credits	24
	Winter
Medical Emergencies in the Dental Office DH 139	2
Clinical Dental Hygiene 2 DH 119	7
Elementary Human Anatomy and	
Physiology 2 Bi 122**1	4
Oral Biology 2 DH 229	4
Oral Roentgenology 3 DH 211	2
Supervised Field Experience FE 207 (elective)	(1)
Independent Study: Dental Hygiene DH 298 (elective)	(1)
Total Credits	18
	Spring
Clinical Dental Hygiene 3 DH 120	5
Oral Biology 3 DH 230	4
Pharmacology DH 254	3
Oral Roentgenology 4 DH 212	1
Supervised Field Experience FE 207 (elective)	(1)
Independent Study: Dental Hygiene DH 298 (elective)	(1)
Nutrition FN 225**	4
Total Credits	17

Second Year	Fall
Dental Materials and Procedures DH 132	3
Community Dental Health DH 236	2
Clinical Dental Hygiene 4 DH 220	8
Dental Anesthesia and Analgesia DH 233	3
General Sociology Soc 204, 205, or 206**3 or	3
General Psychology Psy 201, 202, 203 ³	(3)
Supervised Field Experience FE 207 (elective)	(1)
Independent Study: Dental Hygiene DH 298 (elective)	(1)
English Composition Wr 121**2	3
Total Credits	22
	Winter
Trends and Issues in Dental Hygiene DH 234	2
Clinical Dental Hygiene 5 DH 221	8
Community Dental Health DH 237	0
Composition: Research Wr 123**2	2 3 3
General Sociology Soc 204, 205, or 206**3 or	3
General Psychology Psy 201, 202, 203**3	(3)
Supervised Field Experience FE 207 (elective)	(1)
Independent Study: Dental Hygiene DH 298 (elective)	(1)
Total Credits	18
	Spring
Clinical Dental Hygiene 6 DH 222	8
Fundamentals of Speech: Communication Sp 111**2	3
Community Dental Health DH 235	1
Basic Mathematics Review Mth 205** or	3
Math Renewal Mth 205** or	(3)
Business Mathematics BA 103/2.2066**	(3)
Supervised Field Experience FE 207 (elective)	(1)
Independent Study: Dental Hygiene DH 298 (elective)	(1)
Total Credits	15
** These courses may be taken prior to admission to the Dental Hygiene	program.
 Refer to Science Department Course Descriptions. 	
 Refer to English and Foreign Language Department Course Description Refer to Social Science Department Course Descriptions. 	ns.
 Refer to Social Science Department Course Descriptions. Refer to Health and PE Department Course Descriptions. 	
Freder to Meath and P.B. Department Course Descriptions. Refer to Mathematics Department Course Descriptions	
6 Refer to Business Department Course Descriptions.	

Refer to Health Occupations Department Course Descriptions for other courses in this curriculum

Diesel Technology

Two-Year Associate of Applied Science Degree Program Two-Year Certificate of Completion Program

Offered by the Mechanics Department

An associate of applied science degree may be obtained by satisfactorily completing both the first-year and second-year curriculum of this program. By eliminating classes with the + symbol, a two-year certificate of completion may be obtained by satisfactorily completing both the first-year and second-year curriculum of this program.

Students are prepared for employment in occupations leading to jobs such as heavy duty mechanic, truck mechanic, tractor mechanic, fuel injection technician, and diesel tune-up technician. Journeymen earn approximately \$20,000 to \$30,000 annually.

Possible job opportunities are available with truck fleets, logging operations, heavy construction, factory diesel sales outlets, road construction contractors, parts sales and service outlets, general heavy equipment repair shops, and automotive diesel service and repair.

In addition to tuition, required estimated costs for diesel classes include:

Books-\$250

Tools-\$750

Lab Fee-\$2 (per credit)

For costs in other classes (i.e., welding fees, books, etc.), refer to the appropriate department and/or the current class schedule.

Cooperative Work Experience (Supervised Field Experience) Under the supervision of the coordinator and with instructor consent, a maximum of 18 CWE credits may be earned in lieu of required Diesel Technology course credits.

First Year Diesel Technology 3.302 Manufacturing Technology 3.399 Industrial Safety HE 1251 Total Credits	Fall 12 6 3 21
Diesel Technology 3.302	Winter 12 4 3 19
Diesel Technology 3.302 Arc Welding 1 3.921 ² Communication Skills 1 1.100 ⁴ or Equivalent	Spring 12 4 3 19
Second Year Diesel Technology 3.302	Fall 12 4 3 19
Diesel Technology 3.302 Humanities Elective ⁺ Social Science Elective ⁶ Total Credits	Winter 12 3 3 18
Diesel Technology 3.302 Science or Math Elective ^{5°+} Total Credits	Spring

- 1 Refer to Health and Physical Education Department Course Descriptions.
- 2 Refer to Industrial Technology Programs Course Descriptions.
- Refer to Mathematics Department Course Descriptions
 Refer to English and Foreign Language Department Course Descriptions
- 5 Refer to Science Department or Mathematics Department Course Descriptions
- 6 Refer to Social Science Department Course Descriptions.
- Refer to Mechanics Department Course Descriptions for other courses in this curriculum.
- Not required for Certificate of Completion.
- Principles of Technology 1 4.300 recommended.

Early Childhood Education

Two-Year Associate of Applied Science Degree Program One-Year Certificate of Completion Program

Offered by the Health Occupations Department

Improved job opportunities in the field of Early Childhood Education are due to a greater national understanding of the importance of a child's early years. Graduates of the two-year program may work in nursery schools, Head Start centers, day care centers, as paraprofessional members of teams in public schools, and in other appropriate settings.

First year of the program may be taken for a certificate in Early Childhood Education. This training will prepare one to

work as a teacher's aide or day care assistant.

Students interested in this program apply to the Admissions Office and have their names placed on a major list. An Early Childhood Education program preregistration orientation is required for all new students.

Students who wish to transfer to a four-year institution to pursue a bachelor's degree program in Early Childhood Education should discuss options with Linda Riepe, Early Childhood Education coordinator, or the Health Occupations Department head.

Curriculum

First Year	Fall
Intro to Early Childhood Education 7.104	2
Child Care and Guidance 7.102	3
Child Development HDFS 226	3
Early Childhood Practicum 7.128	5
Communication Skills 1 1.1001 or higher	3
Total Credits	16
	Winter
Creative Activities for Children 7.115	3
Early Childhood Practicum 7.128	5
Child Nutrition FN 230	3
Program Elective**	3
Cultural Anthropology Anth 1036	3
Total Credits	17
	Spring
Early Childhood Curriculum 1 7.117	3
Early Childhood Practicum 7.128	5
Infants and Toddlers 7.101	4
Physical Science (for preschool teachers) GS 106 ² or	4
Science Elective	(4)
Total Credits	16

Second Year	Fall
Early Childhood Science Methods 7.134	1
Early Childhood Curriculum 2 7.119	3
Outdoor Activities for Children 7.108	2
Parent-School-Community Relations 7.124	3
Early Childhood Practicum 7.128	5
Basic Mathematics Review Mth 203 or	3
Math Renewal Mth 20 ³ or	(3)
Business Mathematics BA 103/2.2064 or	(3)
higher level math	(3)
Total Credits	17
Total Cicalio	
A Resident Control and Control	Winter
Administration of Child Care Centers 7.122	4
Physical Education PE 170/180/190+5 or	3
Health Elective	(3)
Early Childhood Practicum 7.128	5
Infant and Toddler Environments 7.127	3
Total Credits	15
	Spring
Children Under Stress HDFS 227/7.123	3
Program Elective**	3
Supervised Field Experience 1.300	5
Humanities Elective	3
Total Credits	14
If a student above a Dhusia I Education DELEGATION CO.	

 If a student chooses Physical Education PE170/180/190, one credit must be taken in three different terms.

** Program Electives may be selected from course or workshop offerings within the Health Occupations Department. They need to be approved by the ECE program coordinator in advance.

Refer to English and Foreign Language Department Course Descriptions.

Refer to Science Department Course Descriptions.

Refer to Mathematics Department Course Descriptions.
 Refer to Business Department Course Descriptions.

Refer to Health & PE Department Course Descriptions.

Refer to Health & PE Department Course Descriptions.
Refer to Social Science Department Course Descriptions.

Refer to Health Occupations Department Course Descriptions for other courses

in this curriculus

Early Childhood Education: Nanny Option

Two-Year Associate of Applied Science Degree Program One-Year Certificate of Completion Program

Offered by the Health Occupations Department

The program prepares individuals to provide in-home care of children from infancy to adolescence. The program provides specialized learning in child growth and development, guidance techniques, appropriate caregiving methods, and developmentally appropriate activities for children, infancy to adolescence. Special instruction is included on the role of the nanny as a family member in the employer's home.

First Year Child Care and Guidance 7.102	Fall 3 1 3 4 5 16
	Winter
Professional Nanny 1 7.131	2
Creative Activities for Children 7.115	3
Early Childhood Practicum 7.128	5
Caring for the Ill Child 7.133	2
Cultural Anthropology Anth 1031	3
Communication Skills 1 1.100 ² or	3
higher level writing course	(3)
Total Credits	18
	Spring
Professional Nanny 2 7.132	3
Clothing Management: Nanny & Child 7.136	4
Early Childhood Education Curriculum 1 7.117	3
Early Childhood Practicum 7.128	5
Total Credit	15

Second Year	Fall
Food for Children 7.135 or	. 3
Cooking for Health and Fitness FN 110	. (3)
First Year French Fr 1012 or	
First Year Spanish Span 1012	. (4)
Physical Education PE 170/180/190 ³ or	. 3
Health Elective ³	
Early Childhood Practicum 7.128	. 5
7	
Total Credit	
	Winter
Child Nutrition FN 230	. 3
First Year French Fr 1022 or	. 4
First Year Spanish Span 1022	(4)
Supervised Field Experience	
Introduction to Assertive Behavior HD 2054	. 3
Middle Childhood Ages 6-12 HDFS 229	
Total Credit	
Total Credit	
	Spring
Basic Math Review Mth 205 or	3
Math Renewal Mth 205 or	(3)
Business Mathematics BA 103/2.2066 or	(3)
higher level math	
Physical Science (for Preschool Teachers) GS 1067	. 4
or Science Elective	
First Year French Fr 103 ² or	1 - /
First Year Spanish Span 1032	
Early Childhood Education Program Elective	
Supervised Field Experience 1.300	-
Total Credi	ts 16
 Refer to Social Science Department Course Descriptions. 	
2 Refer to English and Foreign Language Department Course Description	tions.
 Refer to Health & PE Department Course Descriptions. Refer to Human Development Department Course Descriptions. 	
4 Refer to Human Development Department Course Descriptions. 5 Refer to Mathematics Department Course Descriptions.	
6 Refer to Business Department Course Descriptions.	
7 Refer to Science Department Course Descriptions.	
 Refer to Health Occupations Department Course Descriptions for of in this curriculum. 	ther courses

Electronic Engineering Technician

Two-Year Associate of Applied Science Degree Program

Offered by the Electronics Department

This program provides the basic principles of electronic theory and the associated lab skills needed for successful work in electronics. The curriculum includes microprocessor application, robotics, advanced systems, instrumentation and computer simulation.

Satisfactory completion of the two-year program qualifies one for entry-level employment as an electronic engineering technician, electronic production technician, electronic instrument technician, industrial electronic technician, military or transfer to a technical four-year institution.

Employment Trends, Salary, and Student Costs Job prospects in Oregon and statewide are good. On a national basis, job prospects are good to excellent.

Entry-level salary for private industry is approximately \$15,000 to \$20,000 per year.

A basic algebra test is required for admittance to the program. Contact the Testing Office. Required tools and equipment for the program will cost the student approximately \$100 over the two-year period.

** Engineering Technician students who plan to transfer to Oregon Institute of Technology should check the latest OIT requirements.

First Year	Fall
Digital Electronics 1 6.206	4
Electrical Theory 1 6.229	4
Beginning Algebra Mth 601 or higher	4
Communication Skills 1 1.1002	3
Shop Practices for Electronics 4.921	1
Total Credits	16
	Winter
Digital Floatronics 2.6.207	
Digital Electronics 2 6.207	4
Electrical Theory 2 6.230	4
	4 4 4
Electrical Theory 2 6.230	4 4 4 4
Electrical Theory 2 6.230	4 4 4 4
Electrical Theory 2 6.230 Semiconductor Devices 1 6.245	4 4 4 4 3

Microcomputer Systems 6.233 Electrical Theory 3 6.231 Semiconductor Devices 2 6.246 Electrical Drafting 4.103 Intermediate Algebra Mth 951	Spring 4 4 4 2 5
Total Credits	19
Second Year Microprocessor Applications 1 6.237 Linear Circuits 1 6.247 Industrial Instrumentation 6.201. Switching & Wave Generation Circuits 6.219 College Algebra Mth 1111	Fall 4 5 3 4 4 4
Total Credits	20
Microprocessor Applications 2 6.238	Winter 4 5 3 2 3 4 1-6 (1-6) (1-6) 22-27
Microprocessor Applications 3 6.239 Linear Systems 6.217 Advanced Circuit Analysis 6.203 Robotics 6.232 Social Science Elective ⁴ Calculus 1–Differential Calculus Mth 251 ¹ Microcomputer Systems EE 213/6.233 or Supervised Field Experience FE 207/1.300 or IS: Electronic Engineering Technician 6.243	Spring 5 4 3 3 3 4 1-6 (1-6) (1-6)
Total Credits	23-28

- Refer to Mathematics Department Course Descriptions.
- Refer to English and Foreign Language Department Course Descriptions.
- Refer to Health and PE Department Course Descriptions.
- 4 Refer to Social Science Department Course Descriptions.
- 5 Refer to Data Processing Department Course Descriptions.
 - Refer to Electronics Department Course Descriptions for other courses in this curriculum.

Electronics Technician

Two-Year Associate of Applied Science Degree Program

Offered by the Electronics Department

This program leads to the associate of applied science degree and combines classroom study of electronics theory and lab skills. There are three major areas of emphasis:

- Computer repair and troubleshooting.
- Radio and telephone theory, operation and troubleshooting.
- 3) Consumer electronics including audio and video.

This three-phase program will give the student the opportunity to work in the consumer service, or the communication field, such as two-way radios and telephone communications.

Employment Trends, Salary, and Student Costs Electronics technicians maintain and repair all types of electronic equipment including consumer broadcast and industrial communication equipment. Electronic technicians are employed by manufacturers, service centers, independent service dealers, radio and television stations, as well as firms which have in-house electronic maintenance capability.

Employment in both the local area and statewide is good for well-qualified technicians. Pay rates start at \$1,100 or more per month, with higher rates for specialized applications.

Required tools and equipment for the program will cost the student approximately \$100 over the two-year period.

First Year	Fall
Electrical Theory 1 6.229	4
Shop Practices for Electronics 4.921	1
Digital Electronics 1 6.206	4
Beginning Algebra Mth 601 or	4
higher level math course	(4)
Communication Skills 1 1.1002	3
Opportunities in Electronic Technology 3.473	1
Total Credits	17
	Winter
Electrical Theory 2 6.230	4
Digital Electronics 2 6.207	4
Active Circuits 1 3.474	4
Elementary Algebra Mth 651 or	4
higher level math course	(4)
Principles of Technology 1 4.3003	4
Total Credits	20

	Spring
Active Circuits 2 3.475	4
Customer Relations for Technicians 3.485	2
Intermediate Algebra Mth 951 or	5
higher level math course	(4)
Beginning Programming CS 1334	4
Principles of Technology 2 4.302 ³	4
Total Credits	19
Second Year	Fall
Understanding Microprocessors 3.476	3
Electronics Troubleshooting 1 3.477	4
Hardware Computer Systems: (Interfacing and	
Input/Output) 3.480	4
Industrial Safety HE 125 ⁵	3
Social Science Elective ⁶	
Total Credits	17
	Winter
Radiotelephone & Communications Equipment 3.481	4
Electronics Troubleshooting 2 3.478	4
Introduction to Robotics 6.198	3
Communication Skills 3 6.1262	3
Total Credits	14
	Spring
Consumer Electronics System 3.483	3
Electronics Troubleshooting 3 3.479	5
Senior Seminar - Electronics Technician 3.484 or	2
Supervised Field Experience: Electronics 1.300	(2)
Electives	6
Total Credits	16

- Refer to Mathematics Department Course Descriptions. Refer to English and Foreign Language Department Course Descriptions.
- 3 Refer to Science Department Course Descriptions.
- Refer to Data Processing Department Course Descriptions.
 Refer to Health and Physical Education Department Course Descriptions.
- 6 Refer to Social Science Department Course Descriptions.
- Refer to Electronics Department Course Descriptions for other courses in this curriculum.

Flight Technology

Two-Year Associate of Applied Science Degree Program

Offered by the Flight Technology Department

This is a two-year associate of applied science degree program designed to prepare the student for federal certification as a flight instructor, ground instructor, or business pilot. Students completing the pertinent courses become eligible to take the various flight and/or written tests required by the Federal Aviation Administration (FAA) for employment as light airplane and helicopter pilots or instructors.

To graduate with a degree in flight technology, all degree candidates must complete the required curricula with a GPA of at least 2.00.

Although most rated graduates in recent years have found aviation jobs, neither the college nor the department can guarantee placement. Hourly wages paid to beginning flight instructors vary, but are approximately \$8 to \$12 per flight hour. Certified ground instructors are paid about the same wages per classroom hour. Graduates should expect to spend between two and five years working for hourly wages before acquiring enough experience to qualify for a salaried position paying roughly \$1,500 to \$3,000 per month.

This program is accredited by the FAA, the Oregon State Board of Higher Education, and the Veterans' Administration. Some of the credits earned may be applied toward a baccalaureate degree. As a general rule, however, colleges that do not have aviation departments themselves will not accept credits earned in aviation programs. Consequently, students who plan to attend a four-year institution should be familiar with the policies and requirements of the institution to which they plan to transfer.

Contact the department for the informational packet which contains detailed occupational information.

Flight Technology Fees

Flight Lab	\$1,170-\$2,380 per term*
FAA Physical	\$45 per year
Books	\$75 approx.
Supplies	
*No student may be placed on the	
lab fees for the term have been paid.	

Commuting Students are responsible for their own transportation to and from the airport. Students on the flight schedule must be at the airport at least three times per week. The roundtrip distance from campus is approximately 33 miles. City bus service to the airport is not presently available.

Selection Procedure Applications will be accepted at any time *but will be retained for only one year.*

The courses offered by the Flight Technology program are designed to be taken in sequence. This sequence begins each fall term. It is recommended that new students begin in the fall.

Students will be selected from the application files for enrollment at the beginning of winter and spring terms on a space available basis only.

All of the following program requirements must be presented to the Flight Technology program, Flight Operations Building, 28715 Airport Road, Eugene, Oregon 97402. In addition, the applicant must complete a general application to Lane Community College.

- Completed Flight Technology program application form.
- 2. Additional sheet (if necessary) containing career goals and any aviation-related jobs that the applicant has held.

Students will be selected for the program based on the following:

- Date of applications
- 2. Physical qualifications
- 3. Career objectives
- 4. Aviation and educational background

Openings for enrollment in flight training are limited. **Aviation ground courses** can normally accommodate all applicants without prior application.

Contact the department for complete information.

Applicants who are not U.S. citizens should contact the LCC Admissions Office for information about admission to the college. International students must be accepted to the college before applying to the Flight Technology program.

First Year Flight 1 6.431* Private Pilot Ground School FT 250 Aircraft Development FT 103 General Aviation Careers FT 102 Primary Flight Briefing 6.430	4 1 3
Total Credits	14-19
Flight 2 6.433*	1-6 4 3 5 3 13-18
Flight 3 6.435*	Spring 1-6 5 4 3 3 16-21

Second Year	Fall
Flight 4 6.439*	1-6
Instrument Ground School FT 252	4
Fundamentals of Speech: Communication Sp 1112	3
Business Law BA 226 ⁵	3
DUSINESS LAW DA 220°	3
Business Environment BA 125 ⁵ or	
Business Communications BA 214 ⁵	(3)
Total Credits	14-19
	Winter
Flight 5 6.441*	1-6
Fundamentals and Flight Instructor—	
Instrument Ground School FT 255	3
Aerodynamics FT 254	3
Actouyhannes F 1 254	3
Selling BA 2385	3
Health Elective ⁶ or	3
Physical Education PE 170/180/1906**	(3)
Total Credits	13-18
	Spring
Flight 6 6.443*	1-6
General Aviation Management BA 254	3
Multiengine Ground School 6.428	1
Social Science Elective ⁷	3
Flight Instructor–Airplane Ground School FT 256	3
Elective	(3)
Total Credits	

Ado	ditional Ratings
Flig	ght 7 (Multiengine) 6.4451-3 credits
Flis	ght 8 (C.F.I.A.) 6.4471-5 credits
	ght 9 (C.F.I.I.) 6.4491-5 credits
	ght 10 (Simulator Lab) 9.6101-3 credits
	ght 12 (Tailwheel Airplane) 6.4511-2 credits
	ght 20 (Helicopter Primary) 6.4531-6 credits
	ght 21 (Helicopter Advanced) 6.4541-4 credits
1 113	gnt 21 (Hencopter Advanced) 0.404
*	Six credits each required for Flight 1 through Flight 6
**	If the student chooses PE 170/180/190, one credit must be taken in each of three
	terms to satisfy degree requirements
1	Refer to Science Department Course Descriptions.
2	Refer to English and Foreign Language Department Course Descriptions.
3	Refer to Mathematics Department Course Descriptions.
4	Refer to Data Processing Department Course Descriptions.
5	Refer to Business Department Course Descriptions.
6	Refer to Health and Physical Education Department Course Descriptions.
7	Refer to Social Science Department Course Descriptions.
	Refer to Flight Technology Course Descriptions for other courses in this curricu-
	lum.



Graphic Design

Two-Year Associate of Applied Science Degree Program Two-Year Certificate of Completion Program

Offered by the Art & Applied Design Department

The Graphic Design program is a vocationally oriented two-year associate of applied science degree and a two-year certificate of completion program. The program prepares individuals for entry-level positions in the graphic design field which includes art production, design, advertising and commercial art, and printing. Basic courses in studio art, graphic art production, photography, and lettering are a part of the curriculum. Students are selected to enter the second year of the program based on their portfolio of work submitted at the end of spring term and completion of the first year program requirements. During the final term of the program, students assemble a professional portfolio of art samples and a typeset, printed resume required for employment in the graphic design field. At this time, Lane County professionals review students' portfolios. At least two terms (6 credits, 216 hours) of internship, Cooperative Work Experience, in a design-oriented business is required for graduation.

Curriculum

First Year Beginning Drawing Art 131* or higher	Fall
Beginning Photography Art 161*	3
Introduction to Visual Arts Art 101*	(3)
Communication Skills 1 1.1001 or higher	3
Listening–Critical Thinking Sp 1051 or	3
Interpersonal Communication Sp 2141	(3)
Total Credits	15
	Winter
Drawing Art 132* or higher	3
Basic Design: Fundamentals Art 115*	3
Publication Design and Production 1 3.433*7	3
Survey of Visual Arts: Modern Art Art 212+ Keyboarding OA 120/2.501 ² or higher	3 3 3
Total Credits	15
	Spring
Figure Drawing Art 234*	3
Basic Design: Color Art 116*	3
Lettering and Layout Art 119*	3
Social Science Elective ³	3
Program Elective*	3
Total Credits	15

0 1 1 1	- 11
Second Year	Fall
Graphic Design Art 221*	4
Production for the Graphic Designer Art 228*	3
Supervised Field Experience 1.300*	3
Health Elective ⁴ or	3
Physical Education PE 170/180/1904.	_
	(3)
Program Elective	3
Total Credits	16
	Winter
Graphic Design Art 222*	4
Production for the Graphic Designer Art 229*	3
Supervised Field Experience 1.300*	3
Basic Math Review Mth 20 ⁵ or	3
Math Renewal Mth 20 ⁵ or	
Business Mathematics BA 103/2.2062.	(3)
	(3)
Program Elective	3
Total Credits	16
	Spring
Graphic Design Art 223*	4
Production for the Graphic Designer Art 230*	3
Supervised Field Experience 1.300*	3
Science or Math Elective ⁶	4
Program Elective	3
Total Credits	17

Minimum courses required for Certificate of Completion.

AAS Degree students take ART 211 and 212. Certificate students may take Art 101 instead.

Refer to English and Foreign Language Department Course Descriptions.

Refer to Business Department Course Descriptions. Refer to Social Science Department Course Descriptions.

Refer to Health and Physical Education Department Course Descriptions.

Refer to Mathematics Department Course Descriptions.

Refer to Science Department or Mathematics Department Course Descriptions.

Refer to Mass Communication Department Course Descriptions.

Refer to Art and Applied Design Department Course Descriptions for other courses in this curriculum.

Health Records Technology

One-Year Certificate of Completion Program

Offered by the Health Occupations Department

Health Records Technology is a one-year certificate of completion program which will prepare students to function in a private physician office or in the Medical Record Department of a hospital as a medical records clerk and/or Medical Transcriptionist; OR to apply for entrance to the second year of the Health Records Program at either Portland Community College or Central Oregon Community College; OR to satisfy most college course requirements for the American Medical Record association Independent Study Program qualifying for the National Accredited Record Technician examination.

	Fall
Elementary Human Anatomy & Physiology 1 Bi 1211	4
English Composition Wr 121 ²	3
Concepts of Computing CS 1203	4
Medical Terminology 1 5.483	2
Medical Filing & Records Management 2.507	3
Medical Transcription 1 5.495	2
Total Credits	18

	Winter
Elementary Human Anatomy & Physiology 2 Bi 1221	4
Interpersonal Communication SP 2142	3
Formatting 1 OA 121 ⁴	3
Medical Terminology 2 5.493	3
Medical Office Procedures 1 2.512	3
Medical Transcription 2 5.496	2
Total Credits	18
	Spring
Applied Psychology Psy 2055	3
Introduction to Computer Information	
Processing CS 131 ³	4
Medical Office Procedures 2 2.514	3
Clinical Terminology 5.498	2
Introduction to Medical Records Technology 5.499	3
Introduction to Medical Science 5.603	3
Total Credits	18

- Refer to Science Department Course Descriptions.
- Refer to English and Foreign Language Department Course Descriptions.
- Refer to Data Processing Department Course Descriptions.
- Refer to Business Department Course Descriptions.
- Refer to Social Science Department Course Descriptions.

Industrial Maintenance

Two-Year Associate of Applied Science Degree Program

Offered by the Electronics Department

This two-year program for the associate of applied science degree combines classroom study of industrial, commercial, and consumer refrigeration, ice machines, plus the technology of cryogenics. In addition, motor controls, programmable logic controllers, electrical motors (fractional to HP), electrical or natural gas appliances (washers and dryers), and heat-cooling units (furnaces and heatpumps) are featured.

Qualified graduates will work in a variety of settings including food processing and industrial plants, appliance and/or retail stores, and physical plants and research laboratories requiring super low temperatures. In addition, they may work on auto-air conditioning, building maintenance, mobile home, or service companies.

Employment Trends, Salary, and Student Costs Employment prospects are good, with placement out of state. Pay ranges from \$8 to \$10 per hour in independent shops. Required tools for the program will cost the student approximately \$300 for two years.

First Year	Fall
Electrical Theory 1 6.229	4
Shop Practices for Electronics 4.921	1
Refrigeration 1/Air Conditioning 3.626	6
Silver Brazing/Metal Joining 3.628	2
Occupational Mathematics 1 Mth 50 ¹	3
Industrial Safety HE 125 ²	3
Total Credits	19
	Winter
Motors 1 3.629	3
Refrigeration 2/Air Conditioning 3.627	5
Control Devices 3.631	4
Occupational Mathematics 2 Mth 551	3
Principles of Technology 1 4.3003	
Total Credits	19

Ice Machines 3.632	Spring 4 4
Customer Relations for Technicians 3.485 Concepts of Computing CS 121 ⁴	2 3 4
Principles of Technology 2 4.302 ³ Occupational Mathematics 2 Mth 55 ¹	3
Total Credits	20
Second Year	Fall
Communication Skills 1 1.100 ⁵	3 4
Programmable Controllers 3.634	4
Digital Electronics 1 6.206	4
Elective	3
Total Credits	18
W + P	Winter
Heat Pumps (Reverse Cycle Refrigeration) 3.621 Heat Pumps Lab (Reverse Cycle Refrigeration) 3.622	$\frac{2}{1}$
Electric/Gas Appliances 3.635	
Basic Hydraulics 3.1376 Communication Skills 3 6.1265	5 2 3
Communication Skills 3 6.126 ⁵	3
Social Science Elective ⁷	3
Total Credits	16
Industrial Descentative Maintenance 2 626	Spring
Industrial Preventative Maintenance 3.636 Cryogenics 3.637	4 5
Electrical Drafting 4.103	2
Manufacturing Technology 3.3996	4 5 2 3 2
Senior Seminar-Service Technician 3.638 or	
Supervised Field Experience: Electronics 1.300	(2)
Total Credits	16
Refer to Mathematics Department Course Descriptions. Refer to Health & P.E. Department Course Descriptions. Refer to Science Department Course Descriptions. Refer to Data Processing Department Course Descriptions. Refer to English and Foreign Language Department Course Descriptions Refer to Mechanics Department Course Descriptions Refer to Social Science Department Course Descriptions. Refer to Electronics Department Course Descriptions for other course curriculum.	

Manufacturing Technology

Two-Year Associate of Applied Science Degree Program Two-Year Certificate of Completion Program

Offered by the Mechanics Department

Basic principles and fundamentals in manufacturing and related work are taught in Manufacturing Technology. Class instruction in theory is combined with shop practice. Students prepare for entrance occupations in manufacturing shop or related industries.

In addition to tuition, required estimated costs for manufacturing technology classes include:

Books-\$80

Tools-\$300

Lab Fee-\$2 (per credit)

For costs in other classes (i.e. welding fees, books, etc.), refer to the appropriate department and/or the current class schedule.

Opportunities for employment are found in the machine repair and maintenance shops, manufacturing industries, metalworking plants, repair and maintenance shops for mill and construction contractors, and specialty machine shops. Local beginning pay is \$6 to \$8 an hour; journeymen earn \$9 to \$12 an hour.

Cooperative Work Experience (Supervised Field Experience) Under the supervision of the coordinator and with instructor consent, a maximum of 18 CWE credits may be earned in lieu of required Manufacturing Technology course credits.

First Year	Fall
Manufacturing Technology 3.399	12
Introduction to Drafting: Basic Skills 4.1521+	2
Introduction to Drafting: Special Projects 4.1551+	2
Industrial Safety HE 1252	3
Total Credits	19

Manufacturing Technology 3.399 Occupational Mathematics 1 Mth 50 ³ or Equivalent Arc Welding 1 3.921 ⁴⁺ Total Credits	Winter 12 3 4 19
Manufacturing Technology 3.399	Spring
Second Year Manufacturing Technology 3.399 Applied Metallurgy 3.951 ⁴⁺ Mechanical Design 4.132 ¹⁺ or. Introduction to AutoCad 4.110 ¹⁺ Total Credits	Fall 12 3 4 (4) 19
Manufacturing Technology 3.399 Science or Math Elective ⁵⁺ Communication Skills 1 1.100 ⁶ or Equivalent Total Credits	Winter 12 4 3 19
Manufacturing Technology 3.399	12 3 4 19

- Refer to Electronics Department Course Descriptions.
- Refer to Health & PE Department Course Descriptions.
- Refer to Mathematics Department Course Descriptions.
- Refer to Industrial Technology Programs Course Descriptions. Refer to Science or Mathematics Department Course Descriptions.
- Refer to English and Foreign Language Department Course Descriptions. Refer to Social Science Department Course Descriptions.
- Refer to Mechanics Department Course Descriptions for other courses in this
 - curriculum.
- Not required for Certificate of Completion.

Medical Office Assistant

One-Year Certificate of Completion Program

Offered by the Health Occupations Department

The medical office assistant is a member of the health care team. As an administrative office assistant, the graduate acts as a secretary, receptionist, transcriptionist, and bookkeeper. As a clinical assistant, the graduate prepares patients for examination or treatment, takes temperatures, measures height and weight, sterilizes instruments, stands by to assist the physician as the physician examines or treats patients. Certain laboratory tests may be performed and other medical assistance given to patients under the physician's supervision. This is a concentrated program which requires a high level of sustained energy output during the year. Winter term, particularly, is a heavy load.

Application Information Enrollment in this program is limited. Special application packets with information pertaining to the admission process are available from the Admissions Office beginning the first week in December. All necessary admission papers are due by the deadline date in the packet.

An applicant must be a high school graduate or have a GED certificate.

The admissions process includes a screening examination (Degrees of Reading Power Test), typing proficiency examination, and submission of transcripts. Evidence of a physical examination (within the previous nine months) must be submitted prior to admittance to the program. Early application is important. Successful completion of all fall and winter term requirements is necessary prior to Supervised Field Experience in medical facilities during each spring term.

Employment Trends Job prospects state-wide are excellent. Approximately 90 percent of the Lane graduates in this program are placed in the Eugene/Springfield area. Beginning pay is from \$1,100 to \$1,200 per month, usually with fringe benefits.

Curriculum

	Fall
Medical Formatting 2.1241	3
Medical Filing and Records Management 2.507	3
Medical Office Accounting 1 2.1191	3
Physical Science 1 5.510	3
Medical Terminology 1 5.483	2
Medical Law and Ethics 5.484	2
Total Credits	16
	Winter
Medical Insurance Procedures 2.512	3
Medical Office Accounting 2 2.120	3
Physical Science 2 5.512	3
Clinical Assistant 1 5.482	4
Medical Transcription 1 5.495	2
Formatting 1 OA 121/2.101 ¹	3
Total Credits	18
	Spring
Medical Office Procedures 2 2.514	3
Clinical Assistant 2 5.492	2
Laboratory Orientation 5.485	3
Supervised Field Experience FE 207/1.300	6
Interpersonal Communication Sp 214/1.1042	3
Total Credits	17

Refer to Business Department Course Descriptions.

Refer to English and Foreign Language Department Course Descriptions

Refer to Health Occupations Department Course Descriptions for other courses in this curriculum.

Microcomputer Information Systems

One-Year Certificate of Completion

Offered by the Data Processing Department

The Microcomputer Information Systems program is a one-year certificate program designed to prepare specialists in the design, implementation, and use of information systems on microcomputers. This program will increase capabilities for positions which require knowledge of microcomputer hardware and software, and it will help those already employed in offices which use microcomputers to more effectively utilize the microcomputer's capabilities.

The goal of the Microcomputer Information Systems program is to provide a broad range of skills necessary to be an effective information systems employee. The program includes introductory courses in computer information processing with special emphasis on the effective use of microcomputer software systems. Also included are courses from related skill areas: Business, Mathematics, English, and Social Sciences.

	Fall
Concepts of Computing CS 120	4
Accounting 1 2.110 ² or	3
Principles of Accounting BA 2112	(3)
English Composition Wr 1213 or	3
Communication Skills 1 1.1003 or	(3)
Fundamentals of Speech: Communication Sp 1113	(3)
Introduction to Microcomputers:	
Spreadsheet Applications CS 110	3
Elective	3
Total Credits	16

	Winter
Microcomputer Database Applications CS 111	3
Accounting 2 2.1112 or.	3
Principles of Accounting BA 2122 or	(3)
Specialized Elective**	(3)
Intermediate Algebra Mth 951	5
Elementary Logic Phl 2214 or	3
Problem Solving 0.527.15	(3)
Elective	3
Total Credits	17
	Spring
Microcomputer Integrated Systems Applications	
CS 112	3
Accounting 3 2.1122 or	3
Principles of Accounting BA 2132 or	(3)
Specialized Elective**	(3)
Technical Report Writing Wr 227 ³ or	3
Communication Skills 2 1.1023	(3)
Beginning Programming (Basic) CS 133 or	4
Introduction to Computer Science 1 CS 201	(4)
Intro to Desktop Publishing OA 2052	3
Total Credits	16
 Requires department head approval. Refer to Mathematics Department Course Descriptions. Refer to Business Department Course Descriptions. Refer to English and Foreign Language Department Course Description Refer to Social Science Department Course Descriptions. Refer to Study Skills Department Course Descriptions. Refer to Data Processing Department Course Descriptions for other cothis curriculum. 	

Nursing

Two-Year Associate of Applied Science Degree Program in Associate Degree Nursing

One-Year Certificate of Completion in Practical Nursing

Offered by the Health Occupations Department

Lane Community College offers a two-level curriculum in nursing:

- Level One is composed of the first four terms and begins with the summer session. Completion of these four terms qualifies the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a licensed practical nurse.
- Level Two is composed of three additional terms which upon completion qualifies the graduate to take the licensing exam (NCLEX-RN) to become a registered nurse.

Each level of the program provides for an appropriate balance between general education and nursing education content. During the program, students acquire nursing skills under the supervision of qualified instructors in classroom and laboratory settings. These skills serve as the foundation for client care in various community facilities—hospitals, nursing homes, clinics, doctors' offices, and home health agencies.

In addition to the Associate Degree and Practical Nursing ladder program, the following courses and programs are available in cooperation with the Community Education Division:

- A one-term nurse refresher course designed for inactive registered or licensed practical nurses who are planning to reactivate their licenses.
- A one-term nursing assistant course designed to prepare the student for employment in hospitals, nursing homes, and home health agencies.
- Individual courses are offered as requested by an institution(s) or by groups of individuals. These courses are designed to provide opportunities for both professional growth and advancement.

Interested applicants should check with the Counseling and Advising Center for information about the nursing programs and/or application requirements and procedures.

Applicants who wish to enroll in non-nursing courses, regardless of whether they are accepted into nursing, may do so at any time. The Counseling and Advising Center is available to assist applicants in the selection of courses. Applicants are encouraged to complete as many non-nursing requirements as possible before entering the program.

All students admitted to the nursing program are expected to carry their own personal health insurance.

Admission The nursing programs accept one class per year beginning summer term. The class is selected by a point allocation system from a pool of qualified applicants. Application packets for summer term 1990 admission may be picked up at the Admissions Office after December 1, 1989.

Requirements An applicant must be a high school graduate by fall 1990 or have a GED certificate, complete a Health Occupations Department application form, admission tests, and attend a Program Exploration Session. Transcripts of high school and college must be included. All required application materials must be presented to the Admissions Office by the deadline date indicated in the packet. Only completed packets will be accepted.

Point Allocation System Selection for admission to the Associate Degree Nursing and Practical Nursing programs will be by a point allocation system. The maximum number of points possible is 30. Five points exclusive of points for residency, minority status, and experience are necessary to meet minimal requirements. Applicants who meet the minimal five-point requirement will be accepted into the program by rank of total points until the desired number of students and alternates have been selected. Information on the point allocation system is available in the Counseling and Advising Center.

Number of Applicants Accepted The number of applicants accepted will be based on college budgetary and clinical facility considerations.

Notification of Acceptance The college will mail notification of acceptance, nonacceptance, or placement on the waiting list to all *qualified applicants* as soon as possible following the application deadline.

1 Call the Health Occupations Department for a schedule of Program Exploration sessions—offered during winter term and up until the application deadline.

Associate Degree Nursing

Two-Year Associate of Applied Science Degree Program

Offered by the Health Occupations Department

Purpose The purpose of the associate degree program is to prepare a graduate who is eligible to write the National Council Licensure Examination and thereby be qualified to practice as an associate degree registered nurse.

The program is accredited by the National League for Nursing and the Oregon State Board of Nursing. This is a difficult program both academically and in terms of the amount of time involved on campus and at related community facilities. Taking the non-nursing courses before being admitted to the program relieves the pressures of the program considerably. Students generally should count on being in school from 8 a.m. to 4 p.m. daily. Clinic hours (class time in hospitals, nursing homes or the college lab) range from 15 hours per week the first term to 18 hours the last term. All students must be prepared for evening shifts for clinical purposes. The first term of the program is an 8-week summer session. Personal health insurance is required by the clinical facilities.

Admission The Associate Degree Nursing program accepts one class per year, beginning summer term. Selection to the program is by a point system from a pool of qualified applicants. See admission information above.

Advanced Placement Licensed practical nurses may apply for advanced placement in the Associate Degree Nursing program during the application period. The application procedure is similar to admission information above, and selection is made based on points allocated.

The previous curriculum of each licensed practical nurse is evaluated on an individual basis. Requirements for advanced placement include completion of courses equivalent to Elementary Human Anatomy and Physiology 1 and 2 (Bi 121, 122), Microbiology (Bi 123), Child Development (HDFS 226), and Dosage Computation Math (5.606). The science courses must have been completed within the last five years with a grade of "C" or better.

LPN's who graduated from PN programs not carrying college credits, or who completed their PN education more than 5 years ago (prior to 1985), must take the NLN Mobility Exams offered by the Health Occupations Department.

Transfer Procedures Students who desire to transfer into the associate degree program from another school of nursing must apply to the program two quarters prior to the quarter in which the student desires enrollment. The previous nursing curriculum of each student is evaluated on an individual basis in order to determine program placement. Students may be asked to take teacher-constructed tests, including demonstration of specified skills in the college nursing laboratory. Once placement has been decided, admission is determined on a space available basis.

Fees and Expenses
Tuition (resident of Oregon)

ration (resident of Oregon)	\$210 per term
Miscellaneous Fees (approximate)	
Lab fees	
NLN achievement exams	20
Uniform (minimum of one)	50
Books	450
Shoes (white)	40
Watch (second hand)	30
Bandage scissors	7
Personal Health Insurance—required	
Stethoscope (optional)	15

\$276 per term

Fees are subject to change without notice.

ADN and practical nursing students assume responsibility for their own uniforms, books, room and board, and transportation to and from clinical facilities.

First year ADN and practical nursing students enrolled in the nursing programs are required to have tuberculin tests that are current through August of 1991. Second year ADN students must have tuberculin tests current through June of 1991. All students enrolled in the nursing program must have a CPR card current through August 1991.

Employment Trends Job prospects locally, statewide, and nationally are excellent.

Curriculum

Curriculum for Associate Degree Nursing

First Year Elementary Human Anatomy and	Summer
Physiology 1 Bi 121 ¹ English Composition Wr 121 ²	3
Introduction to Nursing Nur 100	1
Total Credits	s 10 Fall
Nursing Fundamentals Nur 106A Nursing Fundamentals Lab Nur 106B	5
Elementary Human Anatomy and Physiology 2 Bi 122 ¹	
Child Development HDFS 226 or	
Total Credits	

Flamentary Microbiology D: 1921	Winter
Elementary Microbiology Bi 1231 Basic Nursing 1 Nur 107A	4 5
Basic Nursing 1 Lab Nur 107B	5
Social Science Elective**	3
Total Credits	17
Basic Nursing 2 Nur 109A	Spring
Basic Nursing 2 Lab Nur 109B	5 6 1
Supervised Field Experience 1.300*	(3)
Total Credits	12-15
Second Year	Fall
Advanced Nursing 1 Nur 206A	5
Advanced Nursing 1 Lab Nur 206B	5
Nutrition FN 225	4
and Theory Sp 215 ² or	3
Interpersonal Communication Sp 2142 or	(3)
Fundamentals of Speech: Communication Sp 1112	(3)
Supervised Field Experience 1.300*	(3)
Total Credits	17-20
	Winter
Advanced Nursing 2 Nur 207A	4
Advanced Nursing 2 Lab Nur 207B	5
Social Science Elective ⁴ **	3
Supervised Field Experience 1.300	(3)
Elective	3
Total Credits	15-18
Advanced Nursing 3 Nur 209A	Spring
Advanced Nursing 3 Nur 209A	4
Social Science Elective ⁴	3
Basic Mathematics Review Mth 20 ³ or	3
Math Renewal Mth 20 ³ or	(3)
Business Mathematics BA 103/2.2065 or	(0)
higher level math	(3)
Nursing Trends and Issues Nur 204C	(1)
Supervised Field Experience 1.300	(3)
Total Credits	16-20

Optional

Select from the following: Psychology, Sociology, Anthropology, Consumer Education, or other approved Social Science courses.

Refer to Science Department Course Descriptions.

Refer to English and Foreign Language Department Course Descriptions.

3 Refer to Mathematics Department Course Descriptions.

4 Refer to Social Science Department Course Descriptions.

Refer to Business Department Course Descriptions.

 Refer to Health Occupations Department Course Descriptions for other courses in this curriculum.

Practical Nursing

One-Year Certificate of Completion Program

Offered by the Health Occupations Department

A certificate of completion of the Practical Nursing curriculum is available to students who choose to write the National Council Licensure Examination (NCLEX-PN) and practice as a licensed practical nurse. The curriculum is the same as the first year of the Associate Degree Nursing program.

This is a difficult program both academically and in terms of the amount of time involved on campus and at related community facilities. Taking the non-nursing courses before acceptance into the program relieves the pressures considerably. Students generally should count on being in school from 8 a.m. to 4 p.m. daily. Clinic hours (time in hospitals, nursing homes or the college lab) range from 15 hours per week the first term to 18 hours per week the last term. All students must be prepared for evening shifts for training purposes.

Admission See nursing admissions information on the previous page.

Fees	and	Expenses	
rees	anu	LADEHSES	

Tuition (resident of Oregon).....\$276 per term

Miscellaneous Fees (approximate)

discellaneous rees (approximate)	
Lab fees*	\$ 155
NLN achievement exams	12
Uniforms	50
Books	350
Shoes (white)	40
Watch (second hand)	30
Bandage scissors	7
Personal Health Insurance—recommende	

^{*}Fees subject to change without notice.

Students assume responsibility for their own uniforms, books, room and board, and transportation to and from clinical facilities.

All students enrolled in the Practical Nursing program are required to have tuberculin tests current through August 1991 and a CPR card current through August 1991.

Transfer Procedures Students who desire to transfer into the Practical Nursing program from another school of nursing must apply to the program two quarters prior to the quarter in which the student desires enrollment. The previous nursing curriculum of each student is evaluated on an individual basis in order to determine program placement. Students may be asked to take teacher-constructed tests, including demonstration of specified skills in the college nursing laboratory. Once placement has been decided, admission is determined on a space available basis.

Employment Trends Job prospects in both Eugene and Portland are good.

Curriculum

Curriculum for Practical Nursing

First Year	Summer
Introduction to Nursing Nur 100	2
Elementary Human Anatomy &	
Physiology 1 Bi 121 ¹	4
Dosage Computation Math 5.5062	1
English Composition Wr 121 ³	3
Total Credits	10
	Fall
Nursing Fundamentals Nur 106A	5
Nursing Fundamentals Lab Nur 106B	5
Elementary Human Anatomy &	
Physiology 2 Bi 1221	4
Child Development HDFS 226 or	3
Human Development 1 Psy 2354	(3)
Total Credits	17
	Winter
Basic Nursing 1 Nur 107A	5
Basic Nursing 1 Lab Nur 107B	5
Elementary Microbiology Bi 1231	4
Social Science Elective ⁴	3
Total Credits	17
	Spring
Basic Nursing 2 Nur 109A	5
Basic Nursing 2 Lab Nur 109B	6
Nursing Trends and Issues Nur 204C	1
Supervised Field Experience 1.300*	(3)
Total Credits	12-15

- * Optional
- Refer to Science Department Course Descriptions.
- 2 Refer to Mathematics Department Course Descriptions.
- 3 Refer to English and Foreign Language Department Course Descriptions.
- 4 Refer to Social Science Department Course Descriptions.
- Refer to Health Occupations Department Course Descriptions for other courses in this curriculum.

Office Administration

One-Year Certificate Program Options: Clerical Assistant Accounting Clerk

Two-Year Associate of Applied Science Degree Program Options: Associate Accountant Legal Secretary Professional Secretary

Offered by the Business Department

The Office Administration certificate and degree programs consist of a core curriculum of classes for each program and a series of options allowing students to specialize in specific areas. One-year Office Administration certificates are available in the following specialty areas: Clerical Assistant and Accounting Clerk. Two-year associate of applied science Office Administration degree programs are available in the following areas: Associate Accountant, Legal Secretary, and Professional Secretary.

Office Administration Certificate Core

The core curriculum common to all Office Administration Certificate programs is as follows: Business Communications BA 214......3 credits Business English 1 1.120......3 credits Business Machines: Calculators OA 220/2.5223 credits Business Mathematics BA 103/2.206.....3 credits Formatting 1 OA 121/2.1013 credits Formatting 2 OA 122/2.1023 credits Keyboard Skillbuilding OA 124/2.1093 credits Introduction to Office Technology 2.1163 credits Microcomputer: Business Applications BA 1103 credits Office Procedures 2.515......3 credits Professional Development OA 1013 credits Records Management OA 240/2.508.....3 credits

Office Administration Degree Core

The core curriculum common to the first year of all Office Administration degree programs is basically the same as the Office Administration certificate core listed above. Core courses for the degree programs are listed below.

Total Core39 credits

redits
redits
redits
redits

Formatting 1 OA 121/2.101	3 credits
Formatting 2 OA 122/2.102	3 credits
Fundamentals of Speech: Communication Sp 111	3 credits
Keyboard Skillbuilding OA 124/2.109	3 credits
Math/Science Elective	
Microcomputer: Business Applications BA 110	
Introduction to Office Technology 2.116	
Physical Education PE 170/180/190	
Professional Development OA 101	
Records Management OA 240/2.508	
Supervised Field Experience FE 207/1.300	
Total Core60	

Accounting Clerk Option

One-Year Certificate of Completion Program

Offered by the Business Department

Associate Accountant Option

Two-Year Associate of Applied Science Degree Program

Offered by the Business Department

Nature of Work The accounting/clerical curriculum prepares students to enter the field of accounting as bookkeepers, accounting clerks, payroll clerks, and accounting associates. Tasks performed could include calculating, recording day-to-day entries in journals and posting to ledgers, invoicing, making account statements, preparing payrolls, and dealing with financial statements.

Employment Trends Job prospects in the Eugene, Springfield, and Lane County areas, as well as the remainder of the state, are good. Promotion and advancement in the accounting field depends upon additional education and experience.

Potential Earnings Salaries continue to rise regularly with salaries ranging from \$750 to \$1,200 per month.

Program This curriculum prepares the student to record dayto-day financial business transactions and to prepare summary statements of business conditions. Students will understand and be able to accomplish the full-cycle accounting requirements of a small business. The forecasted supply of newly trained accountants will be less than the demand. A certificate of completion may be obtained by completing the first year of the program, or an associate of applied science degree can be obtained after two years by completing the three terms required for the Accounting Clerk option, as well as the additional three terms identified as Associate Accountant.

Curriculum

Keyboard Skillbuilding OA 124/2.109**....

Accounting Clerk Option

First Year

Accounting 1 2.110	3
Business English 1 1.120	3 3 3 3
Records Management OA 240/2.508	3
Professional Development OA 101	
Total Credits	15
	Winter
Formatting 1 OA 121/2.101**	3
Accounting 2 2.111 Microcomputer: Business Applications BA 110 (Lotus 1-2-3)	3
Business English 2 1.122	3
Business Mathematics BA 103/2.206	3
Introduction to Office Technology 2.116	3
Total Credits	18
	Spring
Business Machines: Calculators OA 220/2.522	3
Formatting 2 OA 122/2.102	3
Business Communications BA 214	3 3 3
Accounting 3 2.112	3
Office Procedures 2.515	15
	15
Associate Accountant	
Second Year	Fall
Fundamentals of Speech: Communication Sp 1111	3
Applied Economics BA 156/1.506	3 3 3
Office Management BA 251	3
Payroll Records and Accounting BA 177 Physical Education PE 170/180/190 ²	1
Math/Science Elective*3	3
Total Credits	16
	Winter
Business Law BA 226	3
Tax Accounting BA 220	3
Physical Education PE 170/180/1902	1
Small Business Management BA 250	3
Microcomputer: Accounting Applications BA 209	3
Total Credits	16
Total O'Culto	Spring
Basic Cost Accounting BA 215	
Supervised Field Experience FE 207/1.300	3
Personal Finance BA 218	3
Electives	3 3 6 1
Physical Education PE 170/180/1902	
Total Credits	16
1 Refer to English and Foreign Language Department Course Description	ons.

Refer to Health & PE Department Course Descriptions.

Refer to Mathematics or Science Department Course Descriptions.

College Transfer Course Required.

Suggested Electives Selling BA 238 Advertising BA 239 Personnel Administration BA 224 Financial Institutions BA 240 Investments BA 242 **Business Environment BA 125** Human Relations 2 1.609 Management Fundamentals BA 206 Keyboarding OA 120/2.501

Fall

3

Clerical Assistant Option

One-Year Certificate of Completion Program

Offered by the Business Department

Nature of Work Clerical Assistants are employed in offices where records are kept, correspondence is handled and routine tasks are performed. Office duties may include typing, automated word processing, filing, receptionist duties, sorting mail, and other general office tasks.

Employment Trends Job prospects in our community are good.

Potential Earnings Starting salary ranges from approximately \$600 to \$800 per month. Promotions may occur to positions of greater responsibility and/or income by acquiring experience and additional training.

Program The Clerical Assistant option is designed to prepare the student for employment of a general nature in manual or automated offices. The courses provided may also serve to prepare the student for civil service examinations in various clerical fields. A certificate of completion is obtained by completing the Clerical Assistant option.

Curriculum

Clerical Assistant

	Fall
Formatting 1 OA 121/2.101*	3
Business English 1 1.120	3
Professional Development OA 101	3
Keyboard Skillbuilding OA 124/2.109*	3
Records Management OA 240/2.508	3
Total Credits	15
	Winter
Business English 2 1.122	3
Business Math BA 103/2.206	3
Introduction to Office Technology 2.116	3
Formatting 2 OA 122/2.102	3
Microcomputer: Business Applications BA 110(Lotus 1-2-3)	3
Total Credits	15

Students without knowledge of the typewriter keyboard must take Keyboarding OA120/2.501 before starting Keyboard Skillbuilding OA124/2.109 or Formatting 1 OA121/2.101.

	Spring
Office Procedures 2.515	3
Business Machines: Calculators OA 220/2.522	3
Machine Transcription OA 225/2.532	3
Word Processing Applications 2.545	3
Business Communications BA 214	3
Elective	3
Total Credits	18

Students without knowledge of the typewriter keyboard must take Keyboarding OA 120/2501 before starting Keyboard Skillbuilding or Formatting 1.

Suggested Electives

SFE: Office Administration FE 207/1.300 Keyboarding OA 120/2.501 Microcomputer: Business Applications BA 110 Accounting 1 2.110 Accounting 2 2.111 Concepts of Computing CS 121 Human Relations 1 1.603

Legal Secretary Option

Two-Year Associate of Applied Science Degree Program

Offered by the Business Department

Nature of Work Legal secretaries perform a variety of clerical tasks and assume minor executive responsibilities in order to keep the legal office functioning smoothly. In addition to performing secretarial duties, legal secretaries must have a basic knowledge of the preparation and practical application of documents related to the various aspects of the law office.

Employment Trends Job prospects in Lane County are good. The Oregon State Employment Service projects a 7.5 percent increase in the number of legal secretaries. This does not include the normal replacement rate.

Potential Earnings Starting salaries for graduates is around \$700 to \$900 per month.

Program The two-year Office Administration—Legal Secretary option is designed to prepare specialized office employees for the legal profession. Students will prepare for employment through a core of required classes from the Office Administration curriculum as well as specialized legal secretarial classes and additional business administration courses. A student completing the requirements for this option will receive an Associate of Applied Science degree in Office Administration—Legal Secretary option.

Curriculum

Legal Secretary Option

First Year	Fall
Business English 1 1.120	3
Records Management OA 240/2.508	3
Keyboard Skillbuilding OA 124/2.109**	3
Formatting 1 OA 121/2.101 **	3
Professional Development OA 101	3
Total Credits	15

	Winter
Business English 2 1.122	3
Business Math BA 103/2.206	3
Formatting 2 OA 122/2.102	3
Accounting 1 2.110	3
Business Law BA 226	
Physical Education PE 170/180/1902	1
Total Credits	16
	Spring
Business Communications BA 214	3
Business Machines: Calculators OA 220/2.552	3 3 3
Law of Business Transactions BA 227	3
Introduction to Office Technology 2.116	3
Accounting 2 2.111	
Physical Education PE 170/180/1902	1
Total Credits	16
Second Year	Fall
Applied Economics BA 156/1.506	3
Machine Transcription OA 225/2.532	3
Fundamentals of Speech: Communication Sp 111	3
Social Science Elective*3	
Electives	6
Total Credits	18
	Winter
Principles of Alphabetic Notetaking OA 114/2.108	3
Microcomputer: Business Applications BA 110(Lotus 1-2-3)	3
Legal Secretarial Procedures 1 OA 131***	4
Legal Secretary Leadership Practicum BA 106	1
Math/Science Elective*4.	3
Elective	2
Total Credits	$\frac{2}{16}$
Total Credits	
Logal Sagratavial Progodures 2 OA 122***	Spring
Legal Secretarial Procedures 2 OA 132*** Legal Secretarial Procedures 3 OA 133/2.133***	4 3
Legal Secretarial Procedures 3 OA 133/2.133**** Legal Secretary Leadership Practicum BA 106	1
Physical Education PE 170/180/1902	1
Supervised Field Experience Legal Secretary	1
FE 207/1.300	3
Total Credits	12

- Refer to English and Foreign Language Department Course Descriptions.
- Refer to Health and PE Department Course Descriptions.
 Refer to Social Science Department Course Descriptions.
- 4 Refer to Mathematics or Science Department Course Descriptions.
- * College Transfer Course Required
- ** Students without knowledge of the typewriter keyboard must take Keyboarding OA 120 before starting Keyboard Skillbuilding or Formatting 1.
- *** The legal procedures courses have been approved by the National Association of Legal Secretaries (NALS) and the certificate of completion-basic course will be issued upon successful completion of both courses.

Electives for Specialization

Office Management BA 251
Payroll Records and Accounting BA 177
Shorthand Skill Building OA 214/2.115
Gregg Shorthand 1 OA 111/2.105
Gregg Shorthand 2 OA 112/2.106
Gregg Shorthand 3 OA 113/2.107

Business and Professional Speech Communication Sp 230

Keyboarding OA 120/2.501

Professional Secretary Option

Two-Year Associate of Applied Science Degree Program

Offered by the Business Department

Nature of Work Students completing the two-year program are prepared for duties including electronic keyboarding, revision, and document production; equipment selection and maintenance; comparison of office technologies; determination of the most economical and efficient procedures for office production; and application of entry-level office management theories.

Employment Trends The amount of computerized equipment rises constantly, opening employment opportunities for many entry-level careers. The projected sales of equipment, supplies, and technologies guarantee a dependable, profitable future in the field of office systems.

Potential Earnings Entry-level salaries in Eugene range from \$750 to \$1,000; \$850 to \$1,250 with previous office experience.

Program The Professional Secretary option curriculum leads to a two-year associate of applied science degree. Students completing the two-year curriculum will have a broad knowledge in electronic word and information processing as well as in traditional clerical procedures and applications. Most of the courses offered in this option curriculum are offered every term, and students may begin the program option any term.

The two-year curriculum provides students with the knowledge and background to enter into a diverse group of employment opportunities. Students will have the ability to be employed in high-employment growth careers such as word processing specialists, video display operators, secretaries, administrative assistants, and various types of clerical positions. Exposure in the program will provide students with the upward mobility to move into positions such as automated equipment sales, customer service representative, information processing center management, office management, etc.

The Professional Secretary option provides the necessary course work for students to prepare for the Certified Professional Secretary Examination.

Certified Professional Secretary Examination Candidates

The following classes as electives or additional classes:

Law of Business Transactions

Finance

The following noncredit exam preparation classes:

Business Economics and Current Management Trends

Intensive Preparation for CPS Exam Substitute Principles of Acct BA211 and 212 for Acct 1 and 2.

Curriculum

Professional Secretary Option

First Year	Fall
Business English 1 1.120	3
Records Management OA 240/2.508	3
Keyboard Skillbuilding OA 124/2.109*	3
Formatting 1 OA 121/2.101*	3
Professional Development OA 101	3
Total Credits	15

	Winter
Business English 2 1.122	3
Business Math BA 103/2.206	3
Introduction to Office Technology 2.116	3
Formatting 2 OA 122/2.102	3
Microcomputer: Business App. BA 110 (Lotus 1-2-3)	15
Total Credits	
	Spring
Office Procedures 2.515	3
Business Communications BA 214	3
Business Machines: Calculators OA 220/2.522	3
Principles of Alphabetic Notetaking OA 114/2.108	3
Machine Transcription OA 225/2.532	3
Word Processing Applications 2.545	1
Total Credits	16
Second Year	Fall
Accounting 1 2.110	3
Applied Economics BA 156/1.506	3
Word Processing Applications 2.545	2 3
Office Management BA 251	
Physical Education PE 170/180/190 ²	1
Elective	3
Total Credits	15
	Winter
Accounting 2 2.111	3
Fundamentals of Speech: Communication Sp 1111	3
Physical Education PE 170/180/1902	1
Social Science Elective**3	3
Electives	6
Total Credits	16
	Spring
Business Law BA 226	3
Supervised Field Experience FE 207/1.300	3
Math/Science Elective**	3
Payroll Records and Accounting BA 177	3
Physical Education PE 170/180/1902	1
Elective	3
Total Credits	16

Refer to English and Foreign Language Department Course Descriptions.

Refer to Health and PE Department Course Descriptions.

Refer to Social Science Department Course Descriptions.

Refer to Science or Mathematics Department Course Descriptions. Students without knowledge of the typewriter keyboard must take Keyboarding OA 120 before starting Keyboard Skillbuilding or Formatting 1.

College Transfer Course Required

Real Estate

Two-Year Associate of Applied Science Degree Program One-Year Certificate of Completion Program

Offered by the Business Department

Nature of Work Real estate, as an occupation or vocation, includes such distinct areas as appraisal, brokerage, construction, development, escrow, finance, investment, property management, taxation, and title insurance.

Employment Trends The majority of those employed within the real estate industry are involved with the purchase, sale, lease, or exchange of residential property (residential brokerage).

Potential Earnings Most persons employed in the field of residential brokerage are paid on a commission basis. The total commission, which ranges from 6 to 10 percent of the eventual sales price, is normally divided equally between the employee and the employer.

Program The Real Estate program at Lane Community College is designed to provide professional education, pre-licensing education, and continuing education.

Professional Education Professional education is intended to prepare an individual for successful entry into the real estate industry.

Real Estate Certificate of Completion The Real Estate Certificate of Completion program prepares an individual for initial entry into the real estate industry.

Associate of Applied Science Degree The Associate of Applied Science Degree (Real Estate) program prepares an individual for transfer into a bachelor of science degree program at a four-year institution.

Pre-Licensing Education Pre-licensing education is intended to satisfy the prerequisite education requirements for a real estate license in the state of Oregon.

Salesperson's License Three of the courses (Real Estate Law 1. Real Estate Finance 1, and Real Estate Practice 1) have been approved by the Real Estate Division as satisfying the prerequisite education requirements for the real estate salesperson's license.

Broker's License Two of the courses, (Real Estate Appraisal 1. and Real Estate Office Management and Supervision of Sales Personnel) have been approved by the Real Estate Division as satisfying the prerequisite education requirement for the real estate broker's license.

Continuing Education Continuing education is intended to provide an individual with the opportunity to improve his or her understanding of real estate.

License Renewal Most of the courses in the Real Estate program have been approved by the Real Estate Division, State of Oregon, for 30 clock hours of credit toward the continuing education required for real estate license renewal.

Curriculum	
Real Estate Certificate of Completion Program	
Introduction to Real Estate BA 285Real Estate Law 1 BA 287Elective (Real Estate)	Fall 3 3 3 9
Real Estate Finance 1 BA 288	Winter 3 3 6
Real Estate Appraisal BA 290	Spring 3 3 3 9
Curriculum Two-Year Associate of Applied Science Degree Program	
First Year Real Estate Law 1 BA 287 Principles of Accounting BA 211 Intermediate Algebra Mth 951 or Essentials of Algebra Mth 901	Fall 3 3 5 (4)

Essentials of Algebra Mth 901 (4)English Composition Wr 121²..... 3 Physical Education PE 170/180/1903.... 1 Total Credits Winter

Real Estate Finance 1 BA 288	3
Business Environment BA 125	
Principles of Accounting BA 212	
College Algebra Mth 111 ¹	4
Fundamentals of Speech: Communication Sp 1112	
Physical Education PE 170/180/1903	1
Total Credi	ts 17
Real Estate Appraisal BA 290	Spring

Spring
3
3
3
3
3
1
16

Second Year Principles of Economics Ec 201 ⁴	Fall 3 3 3 3 3
Elective	$\frac{1}{16}$ Winter
Principles of Economics Ec 2024	3 3 3 3
Supervision of Sales Personnel BA 265	$\frac{3}{15}$

		Spring
Dui	nciples of Economics Ec 2034	3
		3
Bus	siness Law BA 226	3
Per	sonal Health HE 2503	3
Ele	ctive (Social Science)*4	3
Ele	ctive (Real Estate)	3
	Total Credits	15
1	Refer to Mathematics Department Course Descriptions.	
2	Refer to English and Foreign Language Department Course Description	ns.
3	Refer to Health and PE Department Course Descriptions.	
4	Refer to Social Science Department Course Descriptions.	
*	College Transfer Course Required	
Elec	tives (Real Estate)	
	Real Estate Exchange & Taxation BA 298	
	Real Estate Escrow 1 BA 260	
	Cooperative Work Experience FE 207	

Respiratory Care

Two-Year Associate of Applied Science Degree Program

Offered by the Health Occupations Department

Respiratory Care is an allied health specialty concerned with the treatment, management, control, and care of patients with deficiencies and abnormalities associated with respiration. It involves the therapeutic use of medical gases, air and oxygen administering apparatus, environmental control systems, humidification and aerosols, medications, ventilatory control, postural drainage, chest physiotherapy and breathing exercises, cardiopulmonary resuscitation, measures and maintenance of natural, artificial, and mechanical airways.

Application Information Enrollment in this program is for a limited number of students each year. Special application packets with information pertaining to the admission process are available from the Admissions Office beginning the first week in December. All necessary admission papers are *due by the application deadline date in the admissions packet*.

An applicant must be a high school graduate or have a GED certificate, and also have completed a year of algebra, chemistry, or physics at the high school level or one course of at least three credits at the college level.

The admissions process includes a screening examination, the DRP and the SCAT Tests, and submission of transcripts from all high school and college work. Evidence of a physical examination (within the previous nine months) must be submitted prior to admittance to the program.

Hospital affiliation is Sacred Heart General Hospital, Eugene, Oregon; McKenzie-Willamette Hospital, Springfield, Oregon; Mercy Medical Center, Roseburg, Oregon; Good Samaritan Hospital, Corvallis, Oregon.

Employment Trends Job prospects in Eugene/Lane County are fair; in Oregon and nationwide they are good. Beginning pay is usually from \$1,500 to \$1,600/mo for a full-time position.

First Year	Fall
Fundamentals of Respiratory Care RT 114	2
Fundamentals of Respiratory Care Lab RT 111	1
Elementary Chemistry 1 Ch 101 ¹	4
Elementary Human Anatomy and	
Physiology 1 Bi 121 ¹	4
Medical Terminology 1 5.483	2
Advanced Placement Clinical Practice RT 148	(1-8)
Supervised Field Experience FE 207/1.300	(1-3)
Total Credits	13
	Winter
Cardiopulmonary Physiology RT 123	3
Respiratory Care Nursing RT 133	1
Respiratory Care Nursing Lab RT 131	1
Elementary Chemistry 2 Ch 1021	4
Elementary Human Anatomy and	100
Physiology 2 Bi 122 ¹	4

First Aid HE 252 ² or	3
Health Elective HE 199 ² or	(3)
Physical Education PE 170/180/1902	(3)
Advanced Placement Clinical Practice RT 148	(1-8)
Supervised Field Experience FE 207/1.300	(1-3)
Total Credits	16
	Spring
Principles of Respiratory Care RT 144	4
Principles of Respiratory Care Lab RT 141	1
Pulmonary Pathology RT 223	
Elementary Microbiology Bi 1231	4
General Psychology Psy 2013	3
Introduction to Clinical Respiratory Care RT 146	2
Advanced Placement Clinical Practice RT 148	(1-8)
Supervised Field Experience FE 207/1.300	(1-3)
Total Credits	17
Clinical Practice 1 RT 236	Summer 8
	8
Total Credits	8
Second Year	Fall
Pharmacology RT 233	3
Principles of Mechanical Ventilation RT 244	4
Principles of Mechanical Ventilation Lab RT 241	1
Clinical Practice 2 RT 248	6
English Composition Wr 1214	3
Advanced Placement Clinical Practice RT 148	(1-8)
Supervised Field Experience FE 207/1.300 (Elective)	
	(1-3)
Total Credits	$\frac{(1-3)}{17}$
Total Credits	
Pulmonary Diagnostics and Monitoring RT 254	17
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251	17 Winter
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262	17 Winter 2 1 2
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258	17 Winter 2 1 2 6
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 1224 or	17 Winter 2 1 2
Pulmonary Diagnostics and Monitoring RT 254	17 Winter 2 1 2 6
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148	17 Winter 2 1 2 6 3 (3) (1-8)
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective)	17 Winter 2 1 2 6 3 (3)
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148	17 Winter 2 1 2 6 3 (3) (1-8)
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective)	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264 Respiratory Care Trends and Issues RT 271	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring 2 1
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264 Respiratory Care Trends and Issues RT 271 Clinical Practice 4 RT 268	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring 2 1 6
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264 Respiratory Care Trends and Issues RT 271 Clinical Practice 4 RT 268 Elective	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring 2 1 6 3
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264 Respiratory Care Trends and Issues RT 271 Clinical Practice 4 RT 268 Elective Advanced Placement Clinical Practice RT 148	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring 2 1 6 3 (1-8)
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264 Respiratory Care Trends and Issues RT 271 Clinical Practice 4 RT 268 Elective Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective)	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring 2 1 6 3 (1-8) (1-8) (1-3)
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264 Respiratory Care Trends and Issues RT 271 Clinical Practice 4 RT 268 Elective Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring 2 1 6 3 (1-8) (1-3) 12
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264 Respiratory Care Trends and Issues RT 271 Clinical Practice 4 RT 268 Elective Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits * If a student chooses the PE elective one PE course must be completed at the student chooses the PE elective one PE course must be completed at the student chooses the PE elective one PE course must be completed at the student chooses the PE elective one PE course must be completed at the student chooses the PE elective one PE course must be completed at the student chooses the PE elective one PE course must be completed at the student chooses the PE elective one PE course must be completed at the student chooses the PE elective one PE course must be completed at the student chooses the PE elective one PE course must be completed at the student choose of the PE elective one PE course must be completed at the student choose of the pulsary	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring 2 1 6 3 (1-8) (1-3) 12
Pulmonary Diagnostics and Monitoring RT 254 Pulmonary Diagnostics and Monitoring Lab RT 251 Neonatal/Pediatric Respiratory Care RT 262 Clinical Practice 3 RT 258 Composition: Style and Argument Wr 122 ⁴ or Composition: Research Wr 123 ⁴ Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits Rehabilitation and Organizational Development RT 264 Respiratory Care Trends and Issues RT 271 Clinical Practice 4 RT 268 Elective Advanced Placement Clinical Practice RT 148 Supervised Field Experience FE 207/1.300 (Elective) Total Credits * If a student chooses the PE elective one PE course must be completed for three terms.	17 Winter 2 1 2 6 3 (3) (1-8) (1-3) 14 Spring 2 1 6 3 (1-8) (1-3) 12
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Sales and Marketing

One-Year Certificate of Completion Program

Offered by the Business Department

Nature of Work Sales and Marketing provides a general and semi-professional background for individuals planning to enter business sales positions in retail, service, or specialty selling.

Employment Trends Job prospects in local and state areas are excellent with good opportunities for upward mobility.

Potential Earnings Salary varies with skill and employment setting. Payment may be based on various combinations of salary, commission, and bonus. Beginning salaries are \$1,500 plus per month. There is a predicted shortage in the local area for business sales positions. The starting salary is not high.

Program This curriculum provides a general and semi-professional background for individuals to enter business sales positions. The program is adaptable to the needs of individuals who want a fundamental knowledge of the techniques of merchandising. Such knowledge may be applied to a number of merchandising pursuits in retail, service, or specialty selling.

Curriculum

T 11

	Fall
Marketing BA 223	3
Business English 1 1.120	3
Accounting 1 2.110	3
Business Mathematics BA 103/2.206	3
	3
Keyboarding OA 120/2.501*	
Total Credits	15
	Winter
Business English 2 1.122	3
Accounting 2 2.111	3
Electives	6
Advertising BA 239	3
Total Credits	15
	Spring
Retailing BA 249	3
Business Communications BA 214	3
Elective	3
	3
Fundamentals of Speech: Communication Sp 1111	
Selling BA 238	3
Total Credits	15

Refer to English and Foreign Language Department Course Descriptions.

Students that have a touch typing speed of 25 words per minute or more should

challenge Keyboarding OA 120/2.501.

Technical Drafting

Two Year Associate of Applied Science Degree Program Mechanical Emphasis Architectural Emphasis

Offered by the Electronics Department

The Technical Drafting program offers both an Architectural and Mechanical Design curriculum. Each emphasis has a strong component in Computer-Aided Drafting (CAD), with coursework available in structural and mechanical drafting. The department has 25 CAD stations for student use. AUTOCAD is the primary CAD program used, with several other CAD programs available.

Technical drafters work in a variety of settings converting design concepts to working drawings and updating existing drawings as changes are made to the design and planning of residential housing and mechanical engineering drawings. Students who complete the associate of applied science degree program will also have design skills which will permit them to be employed as drafters/designers in the building and manufacturing fields.

Employment Trends, Salary, and Student Costs The local and statewide employment outlook for mechanical drafters is good. For architectural drafters, local employment and statewide employment is good. Entry-level pay for drafters is \$1,400 to \$1,800 per month.

Required drafting equipment and supplies cost approximately \$150 for the two-year period.

Curriculum

First Year

Introduction to Drafting: Basic Skills 4.152	2
Introduction to Drafting: Orthographic	
Projections 4.153	2
CAD Fundamentals 4.147	2
Introduction to Fabrication Practices 4.136	2
Concepts of Computing CS 120***1 and	4
Special Studies in Computing CS 199***1 or	
Introduction to Microcomputers: Spreadsheet	
Applications CS 1101	(3)
Beginning Algebra Mth 60 ² or	4
Occupational Mathematics 1 Mth 50 ²	(3)
Total Credits	14-16
	Winter
Mechanical Drafting 1 4.121	Winter 4
Mechanical Drafting 1 4.121 Introduction to Drafting: Pictorials and	
Mechanical Drafting 1 4.121	
Introduction to Drafting: Pictorials and Axonometric Projections 4.154	4
Introduction to Drafting: Pictorials and	4
Introduction to Drafting: Pictorials and Axonometric Projections 4.154 Architectural Drafting - Plans 4.137 Introduction to AutoCad 4.110	2 (4) 4 4
Introduction to Drafting: Pictorials and Axonometric Projections 4.154	2 (4) 4
Introduction to Drafting: Pictorials and Axonometric Projections 4.154	2 (4) 4 4
Introduction to Drafting: Pictorials and Axonometric Projections 4.154	4 2 (4) 4 4 3
Introduction to Drafting: Pictorials and Axonometric Projections 4.154	4 2 (4) 4 4 3 (3)

	Spring
Customizing AutoCad 4.143* or	4
Architectural Drafting - Details 4.138	(4)
Strength of Materials 1 6.107	4
Geometry Mth 75 ² or	4
Occupational Mathematics 2 Mth 55 ² Social Science Elective ⁵	(3)
Total Credits	14-15
Second Year Introduction to Drafting: Special Projects 4.155	Fall 2
Mechanical Design 4.132* or	4
Blueprint Reading for Drafters/Architects 4.144**	(2)
Communication Skills 1 1.1003 or	3
Preparatory English Composition Wr 1203	(3)
CAD-Architectural 4.142** or	4
Elective*	(2)
Structural Drafting: Steel 4.140	4
Principles of Technology 1 4.3006 or	4
Fundamentals of Physics Ph 1016	(4)
Elective**	1
Total Credits	18-22
m 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Winter
Technical Illustration 4.127**	3
Geometric Tolerancing 4.133* or	4
Communication Skills 2 1.1023 or	(2)
English Composition Wr 1213	(3)
Architectural Design - Remodeling Arch 100 or	4
3-D Computer Aided Drafting/Design 4.149*	(4)
Structural Drafting: Wood 4.141**	4
Principles of Technology 2 4.3026 or	4
Fundamentals of Physics Ph 1026	(4)
Total Credits	20-22
	Spring
Power Trains and Accessories Design 4.134* or	4
Construction Literature 4.145**	(2)
Architectural Design - Solar Residence Arch 101** or	4
Electrical Drafting 4.103* Structural Drafting: Concrete 4.146**	(2)
Manufacturing Technology 3.3997	4
Communication Skills 3 6.126 ³ or	3
Composition: Research Wr 123 ³	(3)
Total Credits	13-16
	10 10
* Mechanical Emphasis ** Architectural Emphasis	
*** Telecourse	
Refer to Data Processing Department Course Descriptions. Refer to Mathematics Department Course Descriptions.	
3 Refer to English and Foreign Language Department Course Description	ns.
 Refer to Health & PE Department Course Descriptions. Refer to Social Science Department Course Descriptions. 	
6 Refer to Science Department Course Descriptions.	
 Refer to Mechanics Department Course Descriptions. Refer to Electronics Department Course Descriptions for other course. 	s in this
 Refer to Electronics Department Course Descriptions for other course: curriculum.) III UIIS

Fall

Welding Technology

Two-Year Associate of Applied Science Degree Program One-Year Certificate of Completion Program

Offered by the Industrial Technology Department

This program provides the training for entry-level employment and offers the technical knowledge necessary for advancement in the welding field. Coupled with experience, the program prepares a student for employment opportunities in industry, private enterprise, supervision, and/or advanced welding. These opportunities include: welding, fabrication, inspection, fitting in heavy machinery or structural steel, light industrial fabrication, welding and/or fabrication estimating, and technical sales.

The first year is devoted to developing skills in the use of manual arc, GMAW and GTAW processes, manual and semiautomatic cutting, oxyacetylene welding and brazing, layout and fitting of standard structural shapes and pipe, blueprint reading and drafting. Upon completion of the first year, a student should have developed skills sufficient for employment as an entry-level welder.

Many of the first-year laboratory classes will be offered on an open-entry/open-exit basis. See Lane's class schedule for details.

The second year offers further training in welding procedures and processes while providing technical-level information on the testing of welds and making in-depth studies of metals and their associated welding problems. Upon completion of the second year, a student may have sufficient knowledge and skills to become an advanced welder capable of doing supervisory work and of being certified in any of five areas: (1) pipe welding, mild steel; (2) pipe welding, low hydrogen quality; (3) gas metal arc (GMAW), wire drive; (4) gas tungsten arc (GTAW); and (5) estimating.

Qualified welders may earn from \$5 per hour to \$18 per hour, depending on training, experience, and locale. Higher wages generally require a high mobility.

* Welding Certification is available.

Curriculum

First Year	Fall
Arc Welding 1 3.921	4
Gas Processes 1 3.931	4
Occupational Mathematics 1 Mth 501	3
Manufacturing Technology 3.3992	3
Blueprint Reading 1 3.910	3
Total Credits	17
	Winter
Arc Welding 2 3.922	4
Gas Processes 2 3.932	4
Blueprint Reading 2 3.911	3
Communication Skills 1 1.100 ³ Industrial Safety HE 125 ⁴	3
Total Credits	$\frac{3}{17}$
Total Credits	
	Spring
Shop Fabrication Practices 3.938	10
Estimating for Welders 3.928 Communication Skills 2 1.102 ³	3
Total Credits	$\frac{3}{16}$
Total Credits	10
Second Year	Fall
Advanced Shielded Metal Arc Welding 1 3.946	4
Shielded Metal Arc Welding Theory 1 3.947	3
Applied Metallurgy 3.951	4
Science/Social Science/Humanities Elective	3
Elective (Welding Technology Elective)	3
Total Credits	18
Total Orcalis	
Advanced Gas Tungsten Arc Welding 3.942	Winter 4
Advanced Wire Drive Welding 3.943	3
Gas Tungsten Arc Welding Theory 3.952	4
Wire Drive Welding Theory 3.953	2
Senior Welding Projects 1 3.908	4
Total Credits	16
	Spring
Advanced Shielded Metal Arc Welding 2 3.948	4
Shielded Metal Arc Welding 2 3.949	3
Senior Welding Projects 2 3.909	4
Science/Math Elective	3
Social Science Elective ⁵	3
Welding Lab	1
Total Credits	18

- Refer to Mathematics Department Course Descriptions.
- 2 Refer to Mechanics Department Course Descriptions.
- 3 Refer to English and Foreign Language Department Course Descriptions.
- 4 Refer to Health and PE Department Course Descriptions.
- Refer to Social Science Department Course Descriptions.
- Refer to Industrial Technology Department Course Descriptions for all other courses in this curriculum.

Welding Technology Electives

Welding Lab 3.939

CWE 1.300

Mechanical Drafting 1 4.121

Principles of Technology 1 4.300

Principles of Technology 2 4.302

Others as approved by department head or counselor

Noncredit Programs

Lane Community College's Community Education and Economic Development Division offers opportunities for those who want training in a particular field but don't require a college degree to achieve their goals. These noncredit programs are described below. In some cases, students can earn continuing education units, certification, and other evidence of class completion to meet professional requirements.

Course descriptions, times, and locations for the classes that make up these programs are printed in the class schedule publication before the start of each term.

Business Basics Certificate Program

This noncredit program offers a curriculum of 10 classes designed to provide the participant with the management skills to operate a successful small business. Classes may be taken in any order. A certificate is awarded at the completion of six of the workshops. Consult the Lane class schedule publication or contact the Small Business Development Center, 726-2255, for class titles, dates, and suggested sequences.

Court Reporting

This is a two-year vocational open-entry/open-exit program. The average day student can expect to complete the academic court reporting classes within two years; students progress at their own rate in speed-building classes. The program prepares reporters to record and preserve official legal testimony using a stenotype machine that prints letters as shorthand symbols and to prepare legal transcripts. Training includes computer-compatible machine shorthand, computer-aided transcription, and the professional and academic competencies necessary to become a professional reporter. For more information, call Adult Education, 726-2252.

Emergency Medical Technology (EMT)

The EMT program is designed to prepare students to function in a prehospital care setting under the supervision of a physician. It is organized as a sequential structure, including the following courses: First Responder (optional), EMT 1, EMT 2, EMT 3, EMT 4 (Paramedic). Upon successful completion of each course, the student is eligible to sit for state, national and Paramedic Certification exams. The EMT program uses the Department of Transportation curriculum as a basis for course content, which includes both theory and clinical practice. The Paramedic program is accredited by the Oregon Board of Medical Examiners. Applications for each course are available at the Downtown Center. For further information, call 726-2252, ext. 2904.

Farm Business Management

This three-year, noncredit program is designed to assist farm owners and managers in developing successful farm operations through increased business management skills.

The program is based on a design developed by the University of Minnesota and is used at community colleges and universities throughout the nation. The program combines classroom training, on-site visits, and individual counseling.

Participants are provided an annual computer analysis of their farm operations. All records are confidential.

For information, contact the Small Business Development Center, 726-2255.

Health Care Unit Clerk (Ward Clerk)

This program prepares students to function as a ward clerk in health care facilities. Courses include Terminology of the Human Body or Medical Terminology 2, and Health Care Unit Clerk. For further information, please call 726-2252, ext. 2904.

Nursing Assistant Nursing Assistant/Home Health Aide Medication Aide

These state-approved programs prepare students to be Certified Nursing Assistants and Home Health Aides. All classes are by application only.

Nursing Assistant/Home Health Aide (166 Hours) Includes class, laboratory, and practicum.

Basic Nursing Assistant (100 Hours) Recommend previous experience. Includes theory, laboratory, and limited practicum.

Nursing Assistant By Exemption Prerequisites include previous training program comparable to Oregon requirements and out-of-state certification. Must pass competency and theory exam.

Home Health Aide (60 Hours) Prerequisites include current Oregon Nursing Assistant Certificate; offered once a year. Approved by the Oregon State Board of Nursing.

For more information, call Adult Education, 726-2252, ext. 2904.

Small Business Management

This is a three-year, noncredit program designed to help participants realize their business and personal goals through improved management and organization. The program combines classroom training, intensive business counseling, and monthly on-site visits. All records and information on participating businesses are confidential. Interested business owners are encouraged to place their names on our list to receive an application in July. Interviews are required. New classes begin each October.

For information, contact the Small Business Development Center, 726-2255.

Supervisory Management Series

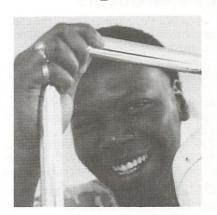
This six-term program for current and future supervisors offers a practical approach to management and leadership skills. Classes combine lecture, discussion and practice to teach both theory and active strategies that work. The series is for men and women who want effective management and leadership skills, and is especially useful for those who have less than two years' experience, for those who have been promoted from the ranks, or those who want to become supervisors. Continuing Education Units are granted for successful completion of each class, and a certificate is offered to those completing Series classes #1 - #6 (students not required to take classes in sequence). For more information, call Adult Education, 726-2252.

Swedish Massage

The Swedish Massage program is designed to prepare students to sit for the Oregon State Board of Massage Technicians Certification Exam. The program has been approved by the Oregon Board of Massage Technicians. Students must successfully complete the following courses: Swedish Massage Anatomy 1 and 2 (30 hrs each), Physiology 1 and 2 (30 hrs each), Kinesiology (30 hrs), Pathology (30 hrs), Hydrotherapy (10 hrs), Beginning Massage 1, 2, and 3 (30 hrs each). The student must also be certified in CPR and First Aid. For further information, call 726-2252, ext. 2904.



Course Descriptions



Course Descriptions

Lane credit courses described in this section are listed under the name of the instructional department which offers them. Each entry includes the course name, course number, and the number of credits a student can earn. Course numbers vary; if the course number has letters and numbers, the course is a transfer course. Applied Technology courses have numbers only.

Specific information about times and locations of classes is printed in the Class Schedule publication before the start of each term.

All Departments

Supervised Field Experience is the course title of the work experience options found in all departments on campus that are part of the Cooperative Work Experience (CWE) program. Course credit may be earned for work experience if a job is related to either the student's education major or vocational goal.

Registration for work experience must be preceded by a consultation between the student and the department's coordinator for the CWE program.

Following is the general description of the Supervised Field Experience course offered by LCC departments. In the quarterly Class Schedule publication, the course is listed as SFE.

Art and Applied Design

The Art and Applied Design Department provides a broad range of studio art courses for persons interested in developing the basic skills needed to succeed in any art career or for personal growth. All are lower division college courses and will transfer to Oregon's colleges and universities as elective credits. At Oregon State University they will also apply toward Humanities or general education graduation requirements. See an academic advisor for details of the college to which you plan to transfer.

Persons interested in training for an art career in any design or commercial art field should make an appointment to see Tim Blood, the department counselor, or the department coordinator to plan their schedule and program.

Studio Classes

Some studio courses are available for variable credit when indicated on the class schedule published prior to each term.

Design

OA 205 Introduction To Desktop	Publishing	3 credits
(All Terms)	1 class, 2 lec/lab, 3	lab hrs/wk

This is an interdisciplinary course which is a survey of the desktop publishing and the major fields which use it. The course introduces the student to the computer environment. Then it examines the areas of graphic arts, business, and journalism.

Drawing

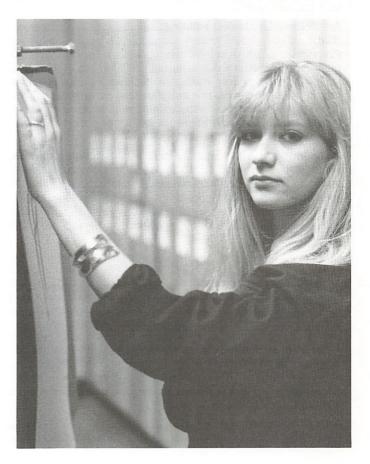
duction so as to help in career direction and planning.

Art 299 Special Studies: Figure Drawing........3 variable credits (See Class Schedule)...............2-6 lecture/lab hrs/wk Prerequisite: Beginning Drawing Art 131 or its equivalent. A specialized, in-depth exploration of a specific figure drawing project, method or technique undertaken by a group of students with experience in drawing with studio guidance by an instructor. Repeatable. Class fee required..

Printmaking

studio experience. Recommend Printmaking Art 271, 272, 273 be taken sequentially. Class fee required.

Painting



Sculpture

Prerequisite: None, but it is recommended that Beginning Sculpture Art 191 or Basic Design: 3-Dimensional Art 117 be taken first. A beginning-level sculpture class emphasizing the process of metal welding fabrication. Emphasis on development of hand-eye-mind coordination skills needed for 200-level sculpture courses. Repeatable. Class fee required.

Ceramics

one term of this course and/or Art 155 before advancing to Ceramics: Intermediate Art 254. Class fee required.

Weaving

Jewelry

should improve present skills and will learn the processes of hinge construction, box construction, advanced casting, electroforming, and more advanced metalworking techniques. Class fee required.

Woodart

Photography

The following photography courses are offered through the Mass Communication Department. See the Mass Communication Department course descriptions in this catalog.

Art 161 Beginning Photography Art 162 Photography FA 251 Film Production 1 FA 252 Film Production 2

* In order to determine how many credits of a repeatable course will be accepted, check with a counselor or the curriculum of the university to which you plan to transfer.

Other Courses

taken in sequence. An historical survey of Chinese art from the Neolithic period to the 20th Century. Major emphasis will be on the development and stylistic changes in landscape painting, with minor emphasis on bronzes and ceramic works of art.

Art 298 Independent Study: Topical*(variable) 3 credits (See Class Schedule)2-6 lecture/lab hrs/wk Prerequisite: Prior courses in the particular field of interest and instructor permission. An independent study experience is designed to allow the student with prior training in his/her field of interest to initiate individual projects, with instructor approval, which will enable the student to explore further some specific interest, method, project, or technique. Upon completion of the course, the student should demonstrate an increased capability in the chosen field, method, or technique. Independent Study: Topical Art 298 will be available in the following areas: Design, Drawing, Ceramics, Jewelry and Metalsmithing, Painting, and Sculpture. Class fees may be required.

* Abbreviated in class schedule as "I.S."

Business

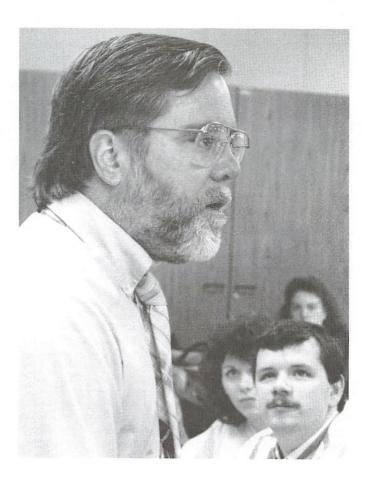
The Business Department offers one-year programs in Real Estate, Sales and Marketing, and Office Administration. The Office Administration program includes the Accounting Clerk and Clerical Assistant options.

Two-year programs include Real Estate, Business Management, and Office Administration. The Office Administration program includes the Associate Accountant, Professional Secretary, and Legal Secretary options.

In addition, courses are offered in apparel merchandising, interior decorating, and consumer education.

Business Courses

1.120 Business English 1	3 credits
(All Terms)	3 class hrs/wk
This course provides an in-depth analysis of the	structure of the
English language. Special emphasis is placed on	the appropriate
use of the parts of speech; specifically, nouns,	pronouns, and
verbs. Reference skills, spelling improvement,	and vocabulary
building are also stressed.	



ronment.

Course Descriptions
2.112 Accounting 3
2.116 Introduction to Office Technology

Prerequisite: Entry into Medical Office Assistant program or instructor consent. An introduction to fundamental principles of full cycle, double-entry accounting; sole proprietorship, general and special journals; ledgers; business forms; and the preparation of basic financial statements. Emphasis is placed on accounting in the medical office.

Prerequisite: Medical Office Accounting 1 2.119. This course is designed to prepare the student to work with the various accounting systems utilized in medical offices; specifically, units on use of pegboard accounting and automated or computer assisted accounting. Cash basis vs. accrual basis accounting is covered, as well as combinations of the above systems. Other areas covered are partnerships and private corporations and calculating machines.

2.124 Medical Formatting 3 credits (Winter Term)......3 class, 2 lab hrs/wk Prerequisite: Keyboard Skillbuilding OA 124/2.109, Formatting 1 OA 121/2.101. A course designed to increase typing skills including proofreading, spelling, English grammar, medical terminology, and ability to format medical reports and correspondence in proper manner, utilizing all of the above.

2.515 Office Procedures 2.....(variable) 1-4 credits (Fall, Winter, & Spring Terms)......2 class, 4 lec/lab hrs/wk Prerequisites: Typing 45 words per minute, Introduction to Office Technology 2.116. This class offers classroom supervised simulated job activities and training in tasks that are frequently found in entry-level and intermediate levels of office work.

2.540 Civil Service Preparation3 credits A course designed to prepare the student in the methods of taking federal, state civil service, or Lane County tests for clerical, clerk-typist, and/or secretarial positions. Students are also given an opportunity to test for typing and shorthand speeds to qualify for the various job classifications.

2.545 Word Processing Applications(variable) 1-3 credits Prerequisite: Formatting 2 OA 122/2.102 (grade of C or better) or instructor approval. A course to allow students who have completed training or experience on word processing equipment to develop greater skills on a specific piece of automated typing equipment.

BA 95 Accounting Review (Service Business)2 credits	
(See Class Schedule)	
This course is a thorough review of the procedures involved in	
maintaining the accounting records of a service business.	
Emphasis is placed on the chart of accounts, the general jour-	
nal, the general ledger, the trial balance, the income statement,	
and the balance sheet.	

BA 101 Introduction to Business......4 credits (See Class Schedule)3 class, 3 lab hrs/wk (No credit if Business Environment BA 125 has been completed.) Business organization, operation, and management intended to orient the student in the field of business and to help the student determine a field of major concentration.

BA 103/2.206 Business Mathematics3 credits A review of basic mathematics including fundamental processes, fractions, percentages, and interest. Business applications include banking records, installment buying, discounts, commissions, markup, and promissory notes. Use of a computer may be featured.

BA 106 Legal Secretary

Leadership Practicum(variable) 1-2 credits This course, along with the LCC Association of Legal Students (campus organization), is designed to develop an interest in and encourage the pursuit of careers in the legal field; to develop students' leadership qualities; to introduce the student to the legal community; to unite students interested in the legal field; and to sponsor speakers and field trips.

BA 107 Improving Managerial

Performance(variable) 1-6 credits (See Class Schedule)1-6 class hrs/wk A course of basic management principles specifically aimed at the practicing, or soon-to-be practicing managers in business, industry, government, or any other formal organized activity. The principles are presented in a logical and interesting manner so their application to the everyday work situation is assured.

BA 110 Microcomputer:

Business Applications(variable) 1-6 credits This course provides students with knowledge of business applications on microcomputers. Individual applications will include prewritten software for business applications in areas such as graphics, spreadsheet, finance, data base, word processing, workstation management, "window" environments, artificial intelligence, decision support, and automation applications.

BA 125 Business Environment3 credits (No credit if credit is received for Introduction to Business BA 101.) The business organization's role and responsibility in society. The interrelationships of major functional areas of business. The study of the systems approach to management process with the intention of orienting students in the field of business and helping them determine their field of major concentration.

BA 156/1.506 Applied Economics......3 credits Principles involved in the operation of the American economic system. Roles of business, industry, and government in the total economy. Topics considered include organization of the U.S. economy, control of the business cycle through monetary and fiscal policies, domestic economic problems, economic development, and comparative economic systems.

BA 209 Microcomputer:

 concepts, break-even analysis, target income considerations, the pricing model, make or buy decisions, and limiting factors. Included is a special section on budgeting and planning, which consists of preparation of the master budget, forecasting models, flexible budgets, variance analysis, setting budget standards and control systems. The course concludes with coverage of capital budgeting, the discounted cash flow model, sensitivity analysis, the net present value concept, and the inclusion of income taxes and inflation adjustments to cash flow problems.

(Fall Roll upo mar tion grouf for taki with	223 Marketing
(Fal Ana give perf mer	224 Personnel Administration
(All The the able its	226 Business Law
(Spring A such the frame of the corpation tive	227 Law of Business Transactions
(Fal Prei Mth are	232 Introduction to Business Statistics
(Win	233 Marketing Research
(Fal Role tion incl	238 Selling
BA (Windows) Deta	239 Advertising

of the media such as television, radio, and the newspaper. The

Business
relative merits of several media are then explored. The course involves practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.
BA 242 Investments
BA 249 Retailing
BA 250 Small Business Management
BA 251 Office Management
BA 255 Supervisory Management
BA 260 Real Estate Escrow I

BA 265 Real Estate Office Management and Supervision of Sales Personnel......3 credits Prerequisites: Real Estate Law 1 BA 287, Real Estate Finance 1 BA 288, and Real Estate Practice 1 BA 289. This course is a survey of the methods for establishing and operating a small real estate office and the supervision of the activities of sales personnel in this office. Emphasis is placed upon operation and selection and training of personnel in a small real estate office.

BA 285 Introduction to Real Estate3 credits (See Class Schedule)3 class hrs/wk This course is a general overview of the major factors involved in the purchase, sale, lease, or exchange of real estate. Emphasis is placed on the following phases of real estate: law, appraisal,

sale contract.

brokerage, finance, escrow, investment, construction/ development, property management, and taxation.

 This course is a survey of income taxation as it relates to the ownership and transfer of investment real estate. A detailed study of the process and documentation necessary to complete a real estate exchange (both taxable and tax deferred).



OA 214 Shorthand Skill Building.......3 credits (See Class Schedule)......1 class, 4 lec/lab hrs/wk Prerequisite: Knowledge of Gregg Shorthand theory and typing

speed of 32 wpm. This course will provide students who have been away from shorthand for awhile, or who require additional practice before progressing to more advanced levels, an opportunity to review all the basic theory principles. Students will renew knowledge of phrasing, practice writing shorthand that can be easily read (fluency and proportion), and review all the brief forms that are so important in rapid writing. It will provide a dictation program that will further enhance or maintain the ability to take verbatim office dictation and to transcribe that dictation in a usable form.

OA 220/2.522 Business Machines:

Apparel Merchandising and Interiors

is available to both vocational (2.150) and college transfer (SSc 250) students. It is divided into 30 equal modules with similar activities centered around a 30-minute audio-visual presentation. The modules are sequentially organized so that each follows the other logically within each of six general areas: planning, buying, financing, protecting, investing, and sharing.

Data Processing

The Data Processing Department provides three instructional programs. Two-year associate of applied science degree programs are designed to prepare students for jobs as computer programmers or as computer operators. A one-year certificate program is offered to prepare specialists in developing and implementing information systems on microcomputers.

The department also offers service courses in computer literacy, microcomputer software tools, and computer programming to students in other fields of study, as well as courses that transfer to a four-year college or university.

Data Processing Courses

2.617 Data Processing Computer Operations 15 credits (Winter Term)3 class, 6 lab hrs/wk Prerequisite: Second-year standing and department permission. The course provides hands-on experience to prepare the computer for processing, to operate a console device and to operate peripheral equipment to complete processing tasks. Students experience the complete processing of an entire task through the computer system.

CS 110 Introduction to Microcomputers:

CS 112 Microcomputer Integrated Systems

CS 120 Concepts of Computing:

(May not be taken for credit by students with credit for CS 121 prior to Fall 1989.)

CS 121 Concepts of Computing:

CS 122 Concepts of Computing:

CS 131 Introduction to Computer

Course Descriptions	
CS 198 Independent Study: Computer Information Processing	nrs/wk valent udents rest in estruc-
CS 199 Special Studies in Computing(variable) 1-5 c (See Class Schedule)	ec/lab, nation topics of stu- ming, nodel-
CS 201 Introduction to Computer Science 1	nrs/wk nming oblem- ctures,
CS 203 Introduction to Computer Science 2	hrs/wk 1. This ctures, e pro-
CS 233 Advanced Programming	hrs/wk strated ng will gram- guage.
CS 235 Microcomputer Graphics	hrs/wk nning roduc- sented.
CS 241 Introduction to Business Data Processing	hrs/wk major. e on a le pro-

data files, and simple reports.

(Winter Term)......4 class, 5 lab hrs/wk

Prerequisite: Introduction to Business Data Processing CS 241

and second-year standing as a data processing major. This is a

continuation of CS 241. Topics include sort operations and

report generation in COBOL, and designing online interactive

systems with COBOL, an introduction to RPG, and an introduc-

tion to a fourth-generation programming language.

Data Processing
CS 244 Introduction to Systems Analysis
CS 245 Introduction to Operating Systems
CS 270 Programming Information Systems
CS 275 Database Program Development
CS 278 Data Communications
CS 282 Expert Systems 4 credits

CS 282 Expert Systems......4 credits (See Class Schedule)3 class, 5 lab hrs/wk Prerequisites: Introduction to Computer Science 1 CS 201 and Introduction to Systems Analysis CS 244. This course will introduce the programming environment of expert systems. Students will learn the concepts of knowledge bases and knowledge engineering. Lab work provides hands-on experience, using an expert system shell, and engineering prototype systems.

CS 290 Assembler Language Programming4 credits (Spring & Summer Terms)3 class, 3 lab hrs/wk Prerequisite: Introduction to Computer Science 1 CS 201. This is an introductory course in Assembler Language. Topics include data representation and manipulation, arithmetic operations, branching instructions, data editing, and simple input/output instructions.

CS 299 Advanced Topics in Computing......(variable) 1-5 credits (See Class Schedule).......1-5 class, 2-10 lec/lab, 3-15 lab hrs/wk Advanced topics current to the field of computing. These topics include, but are not limited to, object-oriented programming & data base, new emerging operating systems, advanced software engineering, new methodologies of programming, structured system analysis, and in-depth, additional exploration of specific programming languages. Credits, hours, and otpics will be arranged.

Electronics

The Electronics Department offers an Associate of Applied Science degree in Industrial Maintenance, Electronics Technician, Electronic Engineering Technician, and Technical Drafting: Mechanical Emphasis/Architectural Emphasis.

Courses for the Industrial Maintenance program include refrigeration, heat pumps, electrical motors, motor and industrial control devices, and appliances.

The Electronics Technician program emphasizes two-way radio communication, computer troubleshooting and repair, and servicing of TV, VCR, stereos, etc..

The Electronic Engineering Technician program offers courses in digital microprocessing (applications), industrial instrumentation, and robotics. The program enables transfer to a technological college.

The Technical Drafting curriculum includes both machine drafting and architectural design. There is a strong emphasis on computer-aided drafting (2D–3D), and strength of materials (wood, steel, and concrete).

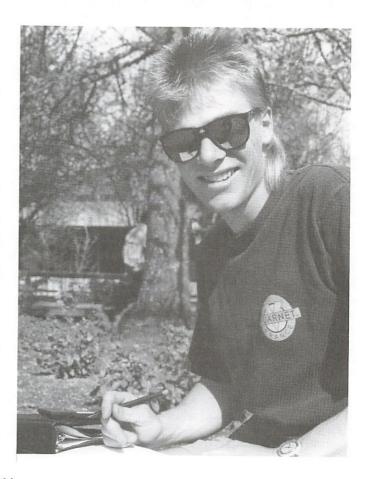
Electronics Courses

1.300 SFE - Bio Med 1
tative maintenance (PM), metrology specifications, diagnostic and problem solving/logical strategies. Inclusive is exposure to the multidepartmental structures of the hospital/clinical arena of the biomedical profession.

3.471 Motor Control Devices	2 credits
(Spring Term)	2 class hrs/wk
Prerequisite: Motors 1 3.629. May be taken of	concurrently. This
course provides instruction in ON-OFF control	ols, variable speed.
motor reversing, motor steppers, clamping	g, and protective
devices.	g, p

3.473 Opportunities in Electronic Technology	1 credit
(Fall Term)	1 class hr/wk
A one-term overview of employment opportunities	in electronic

and electronic-related fields. Exposes the student to areas that otherwise might not have been considered.



course Descriptions
3.478 Electronics Troubleshooting 2
3.479 Electronics Troubleshooting 3
3.480 Hardware Computer Systems (Interfacing and Input/Output)
3.481 Radiotelephone and Communications Equipment
3.482 Radiotelephone Operator Preparation
3.483 Consumer Electronic Systems
3.484 Senior Seminar–Electronic Technician
3.485 Customer Relations for Technicians
3.486 IS: Electronics Technician 3.640 IS: Industrial Maintenance 4.116 IS: Technical Drafting 6.243 IS: Electronic Engineering Technology (All Terms)

with basic skills to initiate individual projects, with instructor approval, which will enable him/her to explore further some specific design, method, construction, project or medium. Repeatable. Maximum 12 credits.

components. Introduction to modern home appliances.

3.607 Refrigeration and Air Conditioning 1

factors as efficiency, heat sources, and installation problems.

3.627 Refrigeration 2/Air Conditioning	
3.628 Silver Brazing/Metal Joining	
3.629 Motors 1	
3.630 Motors 2	
3.631 Control Devices	
3.632 Ice Machines	
3.633 Furnaces/Ducting	
3.634 Programmable Controllers	

Course Descriptions
3.635 Electric/Gas Appliances
3.636 Industrial Preventative Maintenance
3.637 Cryogenics
3.638 Senior Seminar–Service Technician
4.103 Electrical Drafting
4.921 Shop Practices for Electronics
(All Terms)

(Fall Term)	ical
(Winter Term)	ical
(Spring Term)	
(Fall Term)	
(Fall Term) Electron theory of matter.	tronics(variable) 1-4 credits4 class hrs/wk . Concepts of voltage and current. , series & parallel circuits, energy & tance. Telecourse offering.
(Fall Term)	tronics Lab
(Fall Term)	otics
(Fall Term)	ntation

Engineering Technician program. This is a required course for the Electronic Engineering Technician program. The student is introduced to the sensing devices which provide input to industrial process control systems. The student makes use of the sensing devices to measure and display parameters in simple process monitoring circuits.

6.231 Electrical Theory 3
6.232 Robotics
6.237 Microprocessor Applications 1
6.238 Microprocessor Applications 2
6.239 Microprocessor Applications 3
6.241 Logic Analyzer Techniques
6.245 Semiconductor Devices 1
6.246 Semiconductor Devices 2

opment of solid-state semiconductor devices which began in the previous course. Field-effect devices are discussed, followed by combining p-n junction theory and field-effect theory into integrated circuit devices, such as SCR, TRIAC, etc.

6.247 Linear Circuits 1	5 credits
(Fall Term)	
Prerequisite: Second-year standin	
Technician program. An introduc	
ing simple voltage, power amplifie	

Technical Drafting Courses

Course Descriptions
4.114 Architectural Measurement
4.116 IS: Technical Drafting
4.118 Cartography
4.121 Mechanical Drafting 1
4.127 Technical Illustration
4.132 Mechanical Design
4.133 Geometric Tolerancing
4.134 Power Trains and Accessories Design
4.135 Drafting Fundamentals
4.136 Introduction to Fabrication Practices2 credits

Exposure to fabrication practices by visit to manufacturing

facilities, steel fabrication, motor homes, EWEB, etc.

4.148 Computer-Aided Drafting/

4.153 Introduction to Drafting:

4.154 Introduction to Drafting:

cabinet building and others. May be repeated for credit for the different drafting projects.

4.157 Introduction to VersaCad...........(variable) 2-4 credits (Fall, Winter, & Spring Terms)3 class, 3 lab hrs/wk Prerequisites: Introduction to Drafting: Basic Skills 4.152 and Orthographic Projection 4.153 (may be enrolled concurrently in Orthographic Projection 4.153). This course covers techniques required for technical drafting designed to apply traditional drafting concepts to Computer Aided Drafting (CAD) Practices. Microcomputers using VersaCAD drafting software will be utilized in a laboratory environment.

English and Foreign Language

The English and Foreign Language Department serves all other departments of the college and prepares students for four-year colleges and universities by providing required courses in languages, literature, written and speech communications.

Foreign Languages Courses

Foreign languages are provided to allow students to study the written and spoken languages of French and Spanish speaking countries, as well as to learn some elements of the cultures of these countries.

Foreign language courses with 100 numbers may be used to meet elective requirements at the state public four-year institutions. Foreign language courses with 200 numbers meet specific graduation requirements.

One credit of Language Laboratory 0.593.1 is required for all students in foreign language courses.



Fr 101, Fr 102, Fr 103 French, First Year4 credits (Fr 101 Fall: Fr 102 Winter:
Fr 103 Spring Terms)

Fr 201, Fr 202, Fr 203 French, Second Year4 credits (Fr 201 Fall; Fr 202 Winter;

 Prerequisite: One year French or concurrent enrollment in third term, first year French. This course is oral communication for those who have already acquired some basic grammar skills to help them improve oral competence in spoken French. This is accomplished through the expansion of vocabulary and expressions and through the exchange of experiences and ideas in various areas of interest.

Span 101, Span 102, Span 103 Spanish,

First Year
(Span 101 Fall; Span 102 Winter;
Span 103 Spring Terms)4 class hrs/wk
Introduction to Spanish with emphasis on listening, speaking, reading, writing; limited vocabulary and uncomplicated material. Must be taken in sequence.
Span 150, Span 151 Spanish, First Year
Span 201, Span 202, Span 203 Spanish,
Second Year4 credits (Span 201 Fall; Span 202 Winter;
Span 203 Spring Terms)4 class hrs/wk
Prerequisite: First Year Spanish Span 101, Span 102, Span 103
or equivalent. Intermediate course with intensive review of structure and growth of vocabulary. Readings from Spanish and Latin-American authors. Must be taken in sequence.

Literature Courses

The department offers a wide variety of literature courses to provide as broad a field of literary study as possible.

All literature courses meet qualifications as electives for the state system of higher education. In addition, the following sequences meet the cluster requirements of the University of Oregon: Eng 101, 102, 103; Eng 104, 105, 106; Eng 107, 108, 109; Eng 151, 240, 250; Eng 195, 196, 197; Eng 201,202, 203; and Eng 253, 254, 255.

The following literature courses meet group requirements but not cluster requirements: Eng 222, Eng 256, Eng 260, Eng 274

Eng 101, Eng 102, Eng 103 English Literature, Survey of	Eng 201, Eng 202, Eng 203 Shakespeare3 credits
(Eng 101 Fall; Eng 102 Winter; Eng 103 Spring Terms)	Eng 201 Fall, The Apprentice: experimental elements of the early plays, including Comedy of Errors, Merchant of Venice, Romeo and Juliet, and Richard III.
writers, literary forms, and significant currents of thought. Eng 104, Eng 105, Eng 106 Introduction to Literature	Eng 202 Winter, The Journeyman: characteristic Shakespeare- an dramatic treatment of the middle period, including Henry IV, Part 1, Much Ado, Hamlet, and Macbeth.
(See Class Schedule)	Eng 203 Spring, The Master: the culmination of Shakespeare's flexibility and range in such comedies and tragedies as Twelfth Night, As You Like It, Othello, King Lear, and The Tempest.
as an exploration of themes and techniques than as an historical survey; thus extensive background not needed. Eng 104, fiction; Eng 105, drama; Eng 106, poetry.	Eng 222 Images of Women in Literature3 credits (See Class Schedule)
Eng 107, Eng 108, Eng 109 World Literature, Survey of	images of women as presented in literature. The roles, myths, and stereotypes of women (in literature) will be identified and analyzed as a reflection and an influence on the culture of the time.
Survey of World Literature is a three-term sequence focusing on selected fiction, poetry, and plays from Western literature. Specific sections also include Eastern literature, or literature by and about women. Fall term is concerned with ancient and medieval works, such as mythology, Greek drama and heroic epics; winter term deals with works by major European authors from the Renaissance through Romanticism; spring term with recent and contemporary literature. No prerequisite; students may enter any term.	Eng 240 Introduction to Native American Literature3 credits (See Class Schedule)
Eng 112, Eng 113, Eng 114 Science Fiction: Studies in Speculative Literature	ture, the major thematic currents of oral and written Native American literature, the characteristics of Native American writing, and the characteristics it shares with Euro-American writing.
and content, and to explore the interaction of self and society through the study of possible futures. Eng 121 Detective Fiction	*Eng 250 Introduction to Folklore and Myth
nar where the study of detective fiction and film (history and criticism, plot, milieu, theme, and style) will offer students the opportunity to explore and debate literary, social, and individual significance. It will cover A. Conan Doyle, Agatha Christie, E.A. Poe, Erle Stanley Gardner, Mickey Spillane, Dashill Hammet,	introduced. * Introduction to Folklore and Myth Eng 250 may be combined with Black American Literature Eng 151 and Native American Literature Eng 240 to form a cluster acceptable to the University of Oregon.
and R. Chandler. Eng 151 Black American Literature	Eng 253, Eng 254, Eng 255 American Literature, Survey of
Eng 195, Eng 196, Eng 197 Film as Literature	

A course in the visual literature of film. Eng 195 focuses on the form of film, Eng 196 on film style, and Eng 197 on analysis.

Speech Communication Courses

Speech courses are designed to help students develop an appreciation of speech communication, gain confidence in their abilities to communicate, and to understand their responsibilities as communicators. The goal is to help students become more effective speakers and more sensitive listeners.

 Prerequisite: Fundamentals of Speech: Communication Sp 111. This course is designed to provide students with the understanding of the process necessary to make persuasive presentations and to understand the mechanisms of persuasive messages they encounter.

Sp 170 Projects in Public Speaking:

Sp 171 Projects in Public Speaking:

Sp 172 Projects in Public Speaking:

Sp 214 Interpersonal Communication3 credits (All Terms)3 class hrs/wk This course is designed to assist students in using effective practices of intra- and interpersonal communication in a variety of face-to-face settings. The goal is to better understand one's self, others, and the role of communication in achieving and maintaining satisfying relationships. Knowledge and skill building are used to enable improvement, with special attention to self-concept, listening, emotions, intimacy, verbal and non-verbal communication. Learning to manage stress and conflict, and to use assertive/supportive rather than aggressive/defensive messages are emphasized as a tool for improving "significant" relationships (friends, spouses, children, employees/employers, clients) and for conducting more productive "incidental" relationships (salespersons, neighbors, groups, landlords, etc.) Students are urged to take Listening before taking Interpersonal Communication.

Sp 215 Small Group Communication: Process

Sp 216 Understanding Media	3 credits
(See Class Schedule)	
Emphasis is on the effects of mass media on so	ociety. Special dis-
cussions include media violence studies, child	
mercials, sexism and racism in the media, me	edia and the aged,
media and social movements, agenda-setting	
media, and critical consumption skills.	

Sp 230 Business and Professional

Writing Courses

The general objective of the Lane Community College composition program is to develop the ability to express ideas clearly and directly in prose acceptable in terms of the writer's purpose and audience.

Wr 121 English Composition:

 style-are presented in the context of critical reading and the writing of essays.

Wr 241, Wr 242, Wr 243 Introduction to

Supervised Field Experience

Students interested in all aspects of writing, literature, and foreign language may apply for experience and credit in Supervised Field Experience. Resume writing, interviewing techniques, and career choices will be topics discussed in depth at a required one-hour seminar.

Twelve credits of FE 207 may be transferred to the University of Oregon as elective credits. Eighteen credits of FE 207 earned in the English and Foreign Language Department may apply toward an associate of arts degree or an associate of applied science degree from Lane Community College.

Students may contact Peggy Marston, Center 431, to determine registration procedures and enroll.

Flight Technology

The Flight Technology Department offers a two-year degree program with flight training in various late-model light aircraft, including airplanes, helicopters, and a flight simulator. Training is available from the private pilot level through commercial, instrument, and flight instructor certification. Openings for flight training are limited. Contact the department for application information.

Flight Lab Courses



6.433 Flight 2	(variable) 1-6 credits
(All Terms)	variable hrs
Prerequisite: FAA private pilot written pas	sed and completion of
Flight 1 6.431. The student flies 33 hou	rs, learning light air-
plane navigation procedures and complet	ing FAA requirements
for certification as a Private Pilot. This co	
additional hours of pre-flight and post-flig	ht oral instruction.

 rience will be gained in operation of complex airplanes and aircraft performance limitations. This course includes at least 10 hours of pre-flight and post-flight instruction.

6.451 Flight 12 (Conventional Aircraft

Commercial Pilot Rotorcraft-Helicopter rating. Upon completion of the course, the student will meet the flight and skill requirements required by the FAA Flight Test Standards Guide for Commercial Pilots.

Ground School Courses

6.415 Aircraft Structures and Systems3 cr	edits
(Spring Term)3 class hr	s/wk
Designed to give the pilot a thorough understanding of airr	lane
systems, from the Cessna 150 through light twin engine turboprop aircraft.	and

 contributions of military aviation; 4) Design characteristics of light aircraft types manufactured in the United States since 1946; 5) The historical influence of the federal government on the development of commercial air transportation in America.

* This course is also offered as a three-credit telecourse. Those students completing the Flight Technology program are required to take the on-campus, five-credit course rather than the telecourse.

FT 255 Fundamentals & Flight Instructor-

FT 256 Flight Instructor-

* This course is designed for Flight Technology program students but is open to any student interested in learning about the weather patterns of the western United States.

Air Carrier Courses

9.601 Metro SA 227 Systems Ground School9 credits	;
(Winter Term)9 class hrs/wk	:
Prerequisite: FAA commercial license. Students will receive approximately 100 hours of classroom instruction about the	
Metro SA 227 aircraft, its systems, and their operating proce-	
dures. The "Metro" is a 19-passenger turboprop airplane used by several regional air carriers.	•

Health and Physical Education

The Health and Physical Education Department offers classes in health education, physical education, and recreation; intramural and extramural sports; and intercollegiate athletic programs. Students with physical injuries or disabilities are assigned exercise programs of fitness or physical therapy. Health and physical education classes can be applied toward majors in physical education, health education, and recreation and leisure studies.

Activity Courses (PE 170, 180, 190)

See Outdoor Education for additional activity courses.

PE 170 (Co-Educational)

PE 170 Archery Beg	1 credit
(Fall & Spring Terms)	3 class hrs/wk
Fundamentals including safety, history, of	
ment, basic rules, and skill techniques.	Target shooting with
emphasis on self-testing and improvement	ent. Class competition
in regulation and novelty shoots.	

PE 170 Badminton Beg-Int 1 credit (Fall, Winter, & Spring Terms) 2 class hrs/wk **Beg-**Fundamental skills of serving, clears, drop, smash, backhand, singles and doubles play, terminology and rules.

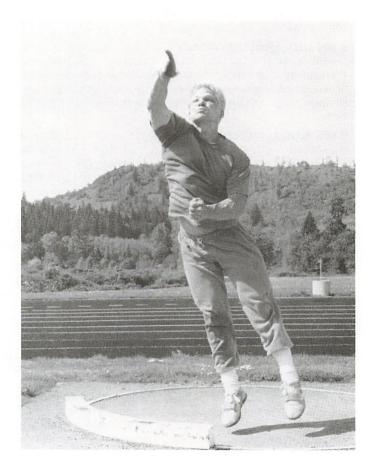
Int-Review and practice of basic shots. Additional shots added to repertoire (round-the-head clears, drops, and smashes, cut smashes, etc.). Variations of singles and doubles serves. Singles, doubles, and mixed doubles play patterns.

PE 170 Exercise and Weight Loss Beg	1 credit
(Fall, Winter, & Spring Terms)	3 class hrs/wk
A weight reduction program for individuals	(male and female)
20 percent or more overweight with emphasis and educational counseling.	s on diet, exercise,

Int-Prerequisite: Beginning Golf or demonstrated playing ability. Continuation from beginning golf with emphasis on playing the game of golf, also work on specialty shots such as sand trap shots, hill and sloping shots, etc.

Int-Continuation from beginning jogging with emphasis on preparing for road runs; specialty work on hills; downhill; filmed analysis; body fat analysis; diet considerations; premarathon work for selected students.

A racket game that combines the skills and strategies of tennis, squash, and handball in one fast-moving physical activity. Women and men enjoy the challenge of this sport. Offered at beginning, intermediate, and advanced levels.



PE 170 Softball Beg	PE 190 Basketball Int
PE 170 Sports Conditioning Adv	defensive technique and strategies. Team Play 2 on 2, 3 on 3, 4 on 4, and game situations. Rules for men.
Special conditioning class for both men and women athletes as pre-season preparation for sports in which they will participate.	Independent Study
Consent of instructor required.	PE 298 Independent Study: Physical Education1 credit
PE 170 Strength Training Beg-Int	(Fall, Winter, & Spring Terms) Independent study in physical education can be arranged if for some reason a student cannot participate in the regular physical education program. To qualify for independent study, a student must be interviewed by the department head, who will evaluate the situation. Qualifications for independent study are based primarily on two factors: (1) Does the activity meet the stated departmental objectives for physical education? (2) What is the legal liability involved with granting independent study for the activity in question? If students qualify, they will be assigned to a physical education instructor who will set up a program for
PE 170 Swimming Beg, Int, Adv	them and ascertain their progress throughout the term. For more information see the Health and Physical Education department head.
sculling, finning, survival swimming, underwater swimming, water entries, turns, diving. Achieve correct techniques in front crawl, back crawl, elementary backstroke, breaststroke, and	Dance Aerobics classes have been moved to the Performing Arts Department.
sidestroke. Elementary forms of rescue and self rescue, flotation devices, life jackets, reaching and wading assists, throwing assists, artificial respiration.	PE 170 Folk Dance Beg
PE 170 Tennis Beg-Int	Outdoor Education Classes
Beg -Forehand, backhand, serve, strategy, and application of rules, etiquette.	PE 170 Backpacking Beg1 credit
Int-Perfection of skills and strategy in singles and doubles play.	(Spring Term)
PE 170 Volleyball Beg-Int-Adv	Selection and use of basic equipment: packs, shelters, sleeping bags, stoves, clothing, footwear, and other essential items. Meets in classroom and outdoors. Two-day trip to Rogue River
Int-USVA rules (men, women, and co-ed teams). Semi-sophisti-	area.
cated drills to improve basic skills. All drills, two, three, or more techniques involved in patterns. Much more emphasis placed on	PE 170 Canoeing
strategies, offensive and defensive. Adv -Prerequisite: Instructor's consent. Use of drills similar to	Prerequisite: Intermediate swimming ability. The course is
those used by coaches of teams. High physical proficiency level and knowledge of various offensive and defensive tactics.	offered to students seeking skill and knowledge in the sport of canoeing.
and knowledge of various offensive and defensive tactics. PE 170 Yoga Beg	offered to students seeking skill and knowledge in the sport of canoeing. PE 170 Downhill Skiing Beg-Int-Adv
and knowledge of various offensive and defensive tactics. PE 170 Yoga Beg	offered to students seeking skill and knowledge in the sport of canoeing. PE 170 Downhill Skiing Beg-Int-Adv
and knowledge of various offensive and defensive tactics. PE 170 Yoga Beg	offered to students seeking skill and knowledge in the sport of canoeing. PE 170 Downhill Skiing Beg-Int-Adv
and knowledge of various offensive and defensive tactics. PE 170 Yoga Beg	offered to students seeking skill and knowledge in the sport of canoeing. PE 170 Downhill Skiing Beg-Int-Adv
and knowledge of various offensive and defensive tactics. PE 170 Yoga Beg	offered to students seeking skill and knowledge in the sport of canoeing. PE 170 Downhill Skiing Beg-Int-Adv

adventure activity.

edge of offensive and defensive strategy, good sportsmanship

habits, rules and conduct of the game.

PE 170 Trap and Skeet Shooting-	Beg1 credit
(See Class Schedule)	3 class hrs/wk
Additional Fees	

This course is designed to provide students with the basic techniques of trap and skeet shooting. Emphasis will be placed on the importance of proper gun handling and safety.

Physical Education Major Courses

Professional Activity courses are designed for physical education majors as well as for students who wish vocational training for coaching-related jobs at schools and community agencies

Courses numbered PE 194 and PE 294 in the class schedule publication are Professional Activity courses, and enrollment is by consent of advisor.

FE 207/1.300 Supervised Field Experience

Supervised Field Experience credit is available for students interested in health, physical education, recreation, and coaching. Students should see their advisor for qualifications and placement information. A course description may be found at the beginning of the course description section of the catalog.

PE 299 Introduction to Care and Prevention

PE 299 Special Studies:

Sport and Recreation.........(variable) 1-4 credits (See Class Schedule)......1-4 class or 2-8 lec/lab or 3-12 lab hrs/wk or any appropriate combination

This course will provide opportunities for students to examine current topics in sport and recreation. Examples of topic areas include new games, indoor recreational sports, intramural/extramural sports, lifetime sports, etc. See the class schedule publication each term for topics offered.

Services for Handicapped or Injured

Correctives is open-entry/open-exit and is designed to give individual exercise and therapy programs to those unable to participate in the regular physical education program because of a physical disability, abnormality, or handicap. Conditions include recent surgery, low back strains, cerebral palsy, quadriplegia, paraplegia, nerve injuries, post-fractures, joint sprains, arthritis, obesity, and temporary conditions which restrict regular physical education for one to two weeks.

Techniques and Varsity Sports Courses

These courses are provided for students interested in participating in a very competitive setting. Student athletes will be expected to represent the college in tournaments, league, and/or intercollegiate play. Individuals who wish to enroll in these classes should be well versed in rules and strategy, and meet the Northwest Athletic Association of Community Colleges eligibility requirements. A high level of competency in the execution of all skills is essential. Student athletes will be admitted with consent of instructor only. The techniques and varsity courses available are:

PE 180 (Women)

Basketball
Cross-Country
Track
Volleyball

PE 190 (Men)
Baseball
Basketball
Cross-Country
Track
Track

Refer to Sports Conditioning PE 170 Adv for a description of the pre-season conditioning course.

Health Education Courses

HE 125 Industrial Safety	(variable) 1-3 credits
(Fall, Winter, & Spring Terms)	
This course is an overview of individua	al and corporate factors
contributing to safety in industrial, agric	cultural, and recreation-
al settings. OSHA protocols will be exam	nined, and competencies
in first aid, CPR, and emergency respon	se will be developed and
assessed.	

HE 151 Drugs, Society & Behavior	3 credits
(See Class Schedule)3 clas	
Basic principles of health and wellness will be present	ed, with
particular emphasis on the links between personal be	
and the progression of drug problems in modern society	
work and discussion is encouraged in exploring the in	ter-rela-
tionships between the various topic areas such as drug	
cology, progression of addiction, family systems, prevent	tion.

HE 199 Health and Cardiovascular

1112 133 Health and Cardiovascular	
Disease(variab	le) 1-3 credits
(See Class Schedule)	3 class hrs/wk
Provides introduction to the anatomy and physiological	ogy of the car-
diovascular system. Study of the risk factors as	sociated with
cardiovascular disease and the techniques of o	letection and
treatment. Emergency treatment procedures for o	cardiovascular
ailments will be presented and practiced. This cou	
standards of the American Red Cross for CPR certi	fication.

HE 199 Human Sexuality3 credits
(Fall, Winter, & Spring Terms)3 class hrs/wk
This course deals with the development and expression of
human sexuality. A wide variety of information is presented per-
taining to the biological, psychological, and cultural forces that
include, but are not limited to, sexuality in childhood, adoles-
cence, and adulthood; the sexual response cycle; contraception;
and sexual dysfunction.

HE 202 Health in Later Years	3 credits
(See Class Schedule)	
This course focuses on the health concerns	of persons fifty years
of age and older. Students will be exposed to	o information to help
them understand, anticipate, and cope with	
associated with maturing and aging. Topics	s include, but are not
limited to, the basic concepts of aging, t	the psychosocial and
physiological aspects of aging, the degene	erative effects of dis-
ease, and the importance of life style on one	e's health.

1	
HE 250 Personal Health	3 credits
(Fall, Winter, & Spring Terms)	3 class hrs/wk
This course deals with some of the	
social factors that affect one's quality	
on the role of the individual in the	
ment of his/her own level of well-bei	
not limited to, prevention of chron	
eases; nutrition; sexuality; drug use	and abuse; and consumer
health.	

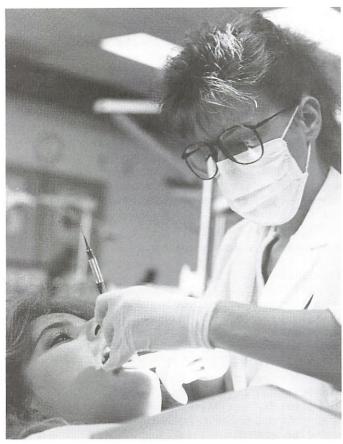
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Health Occupations

The Health Occupations Department offers the following programs: Associate Degree Nursing, Practical Nursing, Dental Assisting, Dental Hygiene, Medical Office Assistant, Respiratory Care, Early Childhood Education, and Early Childhood Education: Nanny Option. Nursing programs begin in the summer; all other programs begin in the fall. Application deadlines vary.

Additional classes are offered for individuals who may have an interest in becoming or are currently employed as health professionals.

Dental Assisting



5.396 Chairside Procedures 2
5.397 Dental Materials
5.398 Dental Materials 2
5.399 Dental Office Procedures

of appointment planning, telephone techniques, case presenta-

apply only to occupational preparatory students; if taken as

occupational supplement, prerequisites are waived.) This course

tion, and management of patient accounts.

-	
	offers the student experience in extended intraoral responsibilities.
	5.403 Introduction to Dentistry
	5.407 Dental Health Education 1
	5.408 Dental Health Education 2
	5.409 Dental Health Education 3
	5.410 Health Sciences
	5.414 IS: Dental Assisting
	5.415 Dental Anatomy

Numbering System commonly used in dental offices, and (3)

correctly identify surfaces of the teeth.

Course Descriptions
5.435 Oral Pathology
9.100 Expanded Functions for the Orthodontic Assistant
DH 107 Basic Clinical Procedures
DH 139 Medical Emergencies in the Dental Office2 credits (Fall & Winter Terms)
DH 210 Oral Roentgenology 2
DH 211 Oral Roentgenology 3

to provide background material and information to assist the student in accomplishing the following objectives: (1) identify supporting structures, differences and similarities of individual teeth, (2) utilize the Universal Numbering System commonly used in dental offices, (3) duplicate dental anatomy by drawings or wax carvings, and (4) correctly identify surfaces of the teeth.

DH 107 Basic Clinical Procedures 2 credits (Fall Term) 2 class hrs/wk
This course is designed to present to the dental assisting and dental hygiene student safe treatment protocol. Specifically, it covers assessment data, asepsis nd infection control and it contains an introduction to clinical procedures used at Lane Community College.

Oral Roentgenology 2, 3, 4

Prerequisite: Admission to the Dental Hygiene program. The complete theory background of x-ray, terminology, safety factors, biological effects of radiation, darkroom procedures, operation of the dental x-ray machine including the breakdown of these functions. The various techniques utilized in taking diagnostic films; diagnostic components and legal aspects pertaining to x-ray films.

as seen on a radiograph. Provides basis for various occlusal film

projections and the study of panoramic radiography. Clinical

laboratory provides skills in periapical and bite-wing radiogra-

DH 212 Oral Roentgenology 41 credit

(Spring Term)......3 lab hrs/wk

Prerequisite: Completion of winter term Dental Assisting cours-

es, and/or instructor consent. Laboratory devoted to taking

intraoral x-ray film in a clinical setting. Films are critiqued and

interpreted, noting radiographic landmarks.

phy.

Tieutti Occupations	
DH 210 Oral Roentgenology 2	DH 229 Oral Biology 2
DH 211 Oral Roentgenology 3	DH 230 Oral Biology 3
skills in periapical and bite-wing radiography. DH 212 Oral Roentgenology 4	Analgesia
DH 220 Clinical Dental Hygiene 4	to practice the administration of local infiltration and nitrous oxide analgesia procedures. DH 234 Trends and Issues in Dental Hygiene
DH 221 Clinical Dental Hygiene 5	DH 235 Community Dental Health
tal practice will be presented. DH 222 Clinical Dental Hygiene 6	DH 236 Community Dental Health
Function skills; assessment of plaque control instruction at post treatment appointments; and communication skills for employment in a private dental office. DH 228 Oral Biology 1	DH 237 Community Dental Health
(Fall Term)	DH 254 Pharmacology

gencies in the dental office.

poromandibular joint; and the alveolar processes. The student will also be able to explain and recognize terms and processes

related to the development of the head, face and oral cavity.

those classes of chemical agents most commonly used in den-

tistry. Also, the procedures and drugs used for medical emer-

Medical Office Assistant

study of the ethics of the profession and the laws governing the medical assistant and the profession.

health records and assigning code numbers to diagnoses and procedures for indexing health data and processing reimbursement claims.

Nursing

focusing on data collection and nursing diagnosis. Nursing care of the woman, family, and neonate during normal pregnancy, delivery and post-partum period is also addressed.

Nur 109A Basic Nursing 25 credits (Spring Term)5 class hrs/wk Prerequisites: Basic Nursing 1 Nur 107A, Basic Nursing 1 Lab Nur 107B, Elementary Microbiology Bi 123, Child Development HDFS 226 or Human Development 1 Psy 235. Coreguisite: Basic Nursing 2 Lab Nur 109B. Builds upon the content of Basic Nursing 1 Nur 107A. Focus is on the basic nursing care of clients of any age experiencing common adaptation problems related to nutrition/elimination, circulation, sexual structure/function, neoplasia, and sensory, neurological and endocrine regulation. The evaluation phase of the nursing process and basic nursing care of clients experiencing the stress of physical or substance abuse are also addressed. Applicable pharmacology, pathophysiology, interpersonal communication techniques, and ethical/legal considerations of nursing practice are integrated.

Nur 206B Advanced Nursing 1 Lab5 credits Prerequisites: Basic Nursing 2 Nur 109A and Lab Nur 109B, Elementary Human Anatomy and Physiology 1 Bi 121 and 2 Bi 122. Elementary Microbiology Bi 123, Child Development HDFS 226, Dosage Computation Math 5.606, and current CPR Certification. Corequisite: Advanced Nursing 1 Nur 206A. Emphasis is placed on continued application of the nursing process in providing advanced nursing care to clients of any age experiencing disturbances in biopsychosocial needs while adapting to common selected health care problems. Clinical experiences are selected to assist students in the application of the theoretical concepts learned in Nur 206A and previous nursing courses, and to provide opportunities for maintaining and increasing competencies in nursing process and skills essential to therapeutic nursing interventions. Clinical experience may include care of pediatric clients or those of any age in institutional settings for the treatment of maladaptive psychosocial health problems.

bances in biopsychosocial needs while adapting to common selected health care problems. The role of the nurse as a coordinator of client care in institutional settings is examined. Descriptions of health care delivery systems are presented with an emphasis on implications for nursing. Integration of pharmacology, pathophysiology, interpersonal communication, health teaching and ethical/legal considerations of nursing practice is continued.

process; assessment of management styles; communication skills; conducting staff meetings and conferences; and motivating staff.

Nur 221 Nursing Administration in

Respiratory Care

5.483 Medical Terminology 1	2 credits
(Fall Term)	
Prerequisite: Admission to the Respirate	
grammed course covering medical term	
meaning and derivation.	

 With major emphasis on physical principles, students are introduced to theories and devices used in the administration of medical gases, humidity and aerosol therapy, and con-tainerization of gases. Students are introduced to basic descriptions of cardiopulmonary anatomy and physiology.

 modalities. Familiarization with diagnostics and monitoring techniques and skills used in management of critical care patients will be provided.

RT 264 Rehabilitation and Organizational

264. A continuation of Clinical Practice 3 RT 258 with special emphasis on development of supervisory and department organizational skills and continued development of critical care and diagnostic skills.

Early Childhood Education and Nanny Option Courses

 demonstrations are combined with laboratory experiences in the use of various media.

Course Descriptions	
7.131 Professional Nanny 1	wk of es- ial es
7.132 Professional Nanny 2	wk ses ny. vel ew
7.133 Caring for the III Child	wk is od ed od to ed ni-
7.134 Early Childhood Science Methods	wk ci- en.
7.135 Food for Children	wk or ri- gh
7.136 Clothing Management: Nanny and Child	wk ics ec- ills
FN 230 Child Nutrition	wk ur- sic its,
HDFS 226 Child Development	wk el-

on prenatal influences and modern scientific methods of treat-

ing the unborn. A survey of various child-study approaches. Instruction and experience in observing and recording the behavior of young children. Study of adult-child differences, value of play, and discipline.

General Courses

HEc 199 Trends in Home Economics(variable) 1-4 credits (See Class Schedule)1-4 class, 3-12 lab,

or any appropriate combination

This course is a combination lecture and laboratory course which explores current trends in the home economics field; i.e., child development and guidance, family life, nutrition, housing and home furnishing, clothing and textiles, etc. The credit earned will vary from one to four. The area covered will change as the need for such information is evidenced by student request or instructor awareness of a trend in home economics.

Child and Family Studies Courses

 and special situations (single and stepparenting, extended families, and parenting exceptional children). The course format will include lectures, films, and small group discussions.

Foods and Nutrition Courses

tion and safety; and quality assurance.

9.902 Food Service Supervisory Techniques3 credits
(Fall Term)
Prerequisite: Employment in an institutional food service
department in which a registered dietitian will be available as
preceptor. The course covers the many aspects of food service
supervision: goals and objectives; organization of dietary depart-
ments; designing the work force; employee training methods;
human relations and communication techniques, work
improvement; and record keeping.

Home Economics

For classes formerly offered in Home Economics, see the following departments:

For Early Childhood Education and Nanny Option, see Health Occupations. For Culinary, Food Service and Hospitality, and Culinary Option, see Industrial Technology. For Fashion Merchandising and Interior Decorating, see Business. For other courses, see Health Occupations.

Human Development

The Human Development Department offers classes which help students with entering college, career and life planning, decision making, maintaining productive personal relationships, and coping with stress and depression. Personal awareness and growth are emphasized. Classes can be applied toward most college programs. Both transfer and nontransfer courses are included.

All classes listed below, with the exception of Dreikursian Principles of Parent-Child Relationships 1 and 2, are taught Pass/No Pass only.

1.608 Human Relations 13 credits
(See Class Schedule)
Human Relations 1 is a course designed to help students
improve the quality of their relationships through effective
communication. Communication skills taught include para-
phrasing, perception checking, behavior description, feeling
description, and positive use of feedback. Through use of these
skills, in the supportive atmosphere of the class, students gain
knowledge of the impact their behaviors have on others.
Learning in the course takes place through a combination of
instruction and guided practice; therefore, students are expect-
ed to attend class and participate in group activities.

HD 203 Introduction to Social Skills......(variable) 1-3 credits This course is offered to students who are interested in a personal, experiential exploration of their level of social skill and who want to increase the quality of their social interaction. Students enrolled in this class have the opportunity to gain understanding, both of themselves and of their interaction with others within work settings, in social situations, and in intimate relationships. Students review their current level of social skills, assess their personal style in both calm and stress situations, and learn how to increase positive social interactions. Specific skills taught include interpersonal skills, sending and receiving verbal messages, somatic fantasizing, purpose statements, body awareness, and management skills. Students will develop a specific plan of action for enhancing social interaction and develop skills in conflict resolution.

HD 205 Introduction to Assertive

HD 206 Coping Skills for Stress

HD 211 Dreikursian Principles of Parent-Child

HD 212 Dreikursian Principles of Parent-Child

Supervised Field Experience

A special section of Supervised Field Experience FE 207/ 1.300 is designed for students who have narrowed their interests down to a few careers and want to receive credit for investigating these careers and working toward a decision. Students individually design a term proposal for a wide variety of activities—ranging from talking to people currently working in jobs of interest to participating in actual work settings. This class is designed to assist students in completing the process of career choice which is begun in Career and Life Planning HD 208. Students register for 2 to 12 credits, one of which is a one-credit seminar. See the beginning of the course description section of the catalog for a course description of SFE.

Industrial Technology

The Industrial Technology Department programs are designed to meet the needs of students, business and industry by providing quality training for those interested in entry-level vocational training, or upgrading current skills for either avocational needs or technical careers.

Students have the opportunity to explore and develop skills through an active hands-on approach. Both the course content and level of expectation for performance is based on business and industry needs as recommended by the program advisory committees.

The department offers an Associate of Applied Science degree in Culinary, Food Service and Hospitality; Construction Technology; and Welding Technology, along with various one-year certificates. Classes are also offered in cabinet and furniture making, industrial orientation and hotel management.

Pre-Vocational Courses

Industrial exploration classes are offered for women and men who want to investigate a variety of occupations before selecting a training program. No previous technical experience or knowledge is necessary. Students are introduced to the basic skills and concepts in each area through lab experience and hands-on projects.

Note: Each class is offered on an as-needed basis. Contact the department for schedule of classes.

3.171 Basic Plumbing and Minor Repairs
3.172 Introduction to Electronics(variable) 1-2 credits (See Class Schedule)
3.173 Introduction to Machine Shop
3.174 Auto Tech for Beginners2 credits (See Class Schedule)4 lec/lab hrs/wk Introduction to basic automotive maintenance and repair procedures through hands-on experience, from tune-ups to brakes and overhauls. Current career information will also be offered. Designed for those with no previous experience.
3.175 Computer Aided Drafting/Design
3.176 Essentials of Drafting
3.177 Woodshop Fundamentals
3.178 Welding for Beginners
3.179 Careers/Trends in Robotics

manipulating a small robot. Designed for those with no previous experience.

Survey of nontraditional careers for women and industrial/technical careers for men including current information about apprenticeship and related skilled trades training. Also emphasized are communication skills essential for on-the-job survival and positive conflict resolution. Designed for those exploring new or second careers.

3.181 Beginning Blueprint Reading1 credit (See Class Schedule)2 lec/lab hrs/wk Introduction to reading building cartographic blueprints, terms, and language, and use of plans to construct a scale model. Information on careers and training is also emphasized.

3.182 Meet a Microcomputer.....1 credit Introduction to computer basics, including hardware, software, terms, and keyboarding. Practice with LOGO, word processing, data base management and electronic spreadsheet are emphasized. Methods to evaluate software and use of BASIC commands are taught. Designed for those without any previous experience.

3.183 Introduction to Bricklaying.....1 credit Students without any prior experience will be able to sample the typical basic skills and aptitudes necessary in a career as a bricklayer through the performance of realistic, hands-on work tasks. Other topics such as apprenticeship requirements, local and statewide job outlook, unions, earning potential, and information on related careers in the trowel trades will also be emphasized. Designed for those without any previous experience.

Cabinet and Furniture Making Courses

Cabinetmakers build, install, and repair cabinets, fixtures, and furniture for homes and businesses. Smaller shops depend on a cabinetmaker to be able to build an item from drawing board to completion. Work is usually inside with the larger shops having an increase in assembly line operations. Employment projections for the next few years are fair.

3.192, 3.193, 3.194 Cabinet and Furniture

Making 1, 2, 3.....(variable) 1-5 credits Cabinet and Furniture Making 1, 2, and 3 cover the basic skills in cabinet layout, joinery, and assembly. Each term, the class completes a set of kitchen cabinets. This is an assigned project class, with all materials furnished. Emphasis is on safety, quality, and effective procedures. Students may enter at the beginning of any term. Cabinet and Furniture Making 2 and 3 give students an opportunity to work on more complex projects and to improve the skills, competencies, and effective procedures begun in section 1.

3.196 Woodworking(variable) 1-3 credits This is an individual project class where students are required to furnish their own lumber and plywood. Students design, machine, and assemble their own projects with the aid of the instructor. Emphasis is on safety and effective procedures. Students may enter at the beginning of any term.

Construction Technology Courses

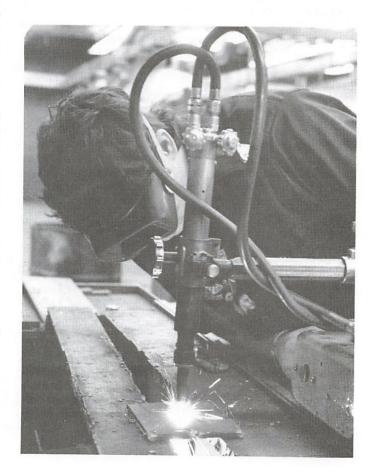
3.107 Independent Study: Construction	
Estimating	3 credits
(See Class Schedule)	

This course will provide an in-depth study of techniques used to estimate construction materials and costs for residential and small commercial structures. Students will evaluate systems used by material suppliers and contractors and will investigate the application of computer (data handling) technology to estimating problems. Students will be required to submit independent study projects identified by the course instructor.

3.111 Construction Orientation &

Up to 5 credits may be taken each term by majors in the Construction Technology program. The course provides principles, techniques, and project work for students interested in the knowledge and skills required to plan, design, construct, and

remodel building structures. The instruction deals with a variety of elements and topics related to the materials and methods used in the construction of buildings to include planning the undeveloped site, footing, foundation work, framing, and interior and exterior finishing. Energy efficient concepts are included in the project. This course through the project provides an orientation to electrical, mechanical, and plumbing systems. In general, these systems are subcontracted to area building contractors. With department approval this class is repeatable for credit.



pretation of blueprints for special features of design, fabrication construction, and assembly.	10
6.122 Construction Codes	: : :
6.322 Active Solar Systems	
6.325 Solar Energy Systems	; ; i i
6.329 Passive Solar Techniques in	_
Local Construction	e e y r -
Welding Technology First Year Courses	
3.910 Blueprint Reading 1	k I- n d
3.911 Blueprint Reading 2	k d ı-
3.921 Arc Welding 1	k e- d ll

(See Class Schedule)5 class hrs/wk Prerequisite: Blueprint Reading 1 3.910. Advanced study related to the needs of the individual in the understanding and interpretation of blueprints for special features of design, fabrication,

	Industrial Technology
(All Terms)	(variable) 1-4 credits
(All Terms)	(variable) 1-4 credits2-6 lec/lab hrs/wk processes. Emphasizing all posigin the basic skills of oxyacety-instructed in shop safety and how ls and equipment. Each student ement of his/her time and talent.
(All Terms)	(variable) 1-4 credits2-6 lecture/lab hrs/wk 3.931 or performance test and skills in gas welding processes. ourse will enable the student to and join pipe, mild steel, weld sing the GTAW process.

(See Class Schedule)16 class hrs/wk Prerequisites: Arc Welding 1 3.921, 2 3.922; Gas Processes 1 3.931, 2 3.932; Blueprint Reading 1 3.910, 2 3.911, or consent of instructor. Provides training in shop drawing, layout, and fabrication processes. Successful completion of this course will enable the student to use shop drawings to layout, cut, fit, and weld mild steel pipe and beams using various pieces of cutting and welding equipment. Instruction will include shop safety and how to plan the best use of material and equipment. Welding is with GMAW (MIG) both solid and cored wires.

Welding Technology Second Year Courses

3.908 Senior Welding Projects 1	4 credits
(See Class Schedule)	2 class, 4 lab hrs/wk
A lab course in project development.	There will be layout, cut-
ting and metal preparation from shop	drawings, and welding in
skilled-type procedures of industry.	Also includes transfer of
plans on paper to "all dimensional" i	metal parts for fabrication
and welding.	
0.000 0 1 111 111 1 1 1 1 0	/ 1:4-

3.909 Senior Welding Projects 24 credits Prerequisite: Senior Welding Projects 1. A lab course in continued, advanced layout procedures, prefabrication, assembly processes, correct uses and routing of human resources and equipment.

3.928 Estimating For Welders......3 credits Prerequisite: A knowledge of blueprint reading is desirable but not required. Principles of interpreting material quantities (takeoff), application of labor and overhead or fixed cost, extensions, methods of price quotations, cost summary, and elements of bidding procedure will be developed.

3.939 Welding Lab
3.942 Advanced Gas Tungsten Arc Welding
3.943 Advanced Wire Drive Welding
3.946 Advanced Shielded Metal Arc Welding 14 credits (Winter Term)
3.948 Advanced Shielded Metal Arc Welding 24 credits (Spring Term)
3.947 Shielded Metal Arc Welding Theory 1
3.949 Shielded Metal Arc Welding Theory 2
3.951 Applied Metallurgy

Course Descriptions
the effects of temperature changes on structural shape and fabricated frames and machinery; performing various metalworking processes.
3.952 Gas Tungsten Arc Welding Theory
3.953 Wire Drive Welding Theory
3.955 Auto Body Welding

Culinary, Food Service, and Hospitality **Culinary Option Courses**

The GMAW process will utilize .023" solid steel and .030 silicon

bronze wires.

0.870.1 Soups and Stews	1 credit
(See Class Schedule)	
Basic soup and stew preparation skills ety of soups and stews will be prepa	will be presented. A vari-
nutritional, economical, and enjoymen	

7.147 Menu Planning and Promotion3 credits Enables the student to realize that menu planning is an indispensable management tool in every phase of the food service operation. Emphasis will be given to menu planning, menu analysis, and pricing. The use and limitations of various promotional forms such as advertising, merchandising, sales promotion and in-house selling will be discussed.

7.163 Catering......3 credits (See Class Schedule)3 class hrs/wk Catering provides a detailed approach to managing and operating a successful catering business. It includes procedures for organizing functions, legal requirements and problem solving skills which provide customers with excellent food, beverages, service and equipment.

7.170 Food Preparation 1......5 credits (Fall Term)3 class, 4 lec/lab hrs/wk Presents the basic skills, principles, and techniques used in the preparation of foods in volume feeding situations, such as restaurants and institutional food service operations. Emphasis will be placed on the vocabulary of cooking, processing, menu terms, food quality standards, equipment use, and methods of preparation in common use in today's food service industry.

7.171 Food Preparation 2......5 credits Prerequisite: Food Preparation 1 or instructor permission. A continuation of Food Preparation 1 7.170. Emphasis is placed on meat cookery, salads, beverages, garnishes, and eggs and breakfast cookerv.

7 179 Food Proparation 3

7.172 Food Preparation 3	Concentra Emphasis vocabular 7.189 Tou (Fall Term This course edge of too rience who
7.177 Food and Beverage Controls	7.192 Fin in the Foo (Spring Te Prerequi Purchasir implementrols, pur
7.178 Equipment Layout & Interior Design	food servi 7.193 Bal (Fall Term The cours ment skil and skills dessert ite
7.179 Buffets and Banquets	7.194 Bal (Winter To The cours ment skill and skills dessert its
7.183 Purchasing and Records Analysis	7.195 Bal (Spring To The cour ment skill and skills dessert ite
7.184 Restaurant Lab (Renaissance Room)	7.197 Pri Convention (Fall Tern Students obtaining ent types these me required to 7.199 Ho (Spring T This coun individua
7.185 Food Service Fundamentals	wide vari Guest pr Occupat described 7.203 Pr
7.186 Dining Room Supervision and Service	Hospitali (Winter T This coun listing th within a both the operation

5 credits

Concentration will be on wines, liquors, and special drinks. Emphasis will be placed on international food and beverage vocabulary.

ent types of corporate meetings, the personnel who control these meetings and the management skills and methods required to communicate with company executives.

Apprenticeship Training

Related training for registered apprentices is offered through Lane's Industrial Technology Programs in accordance with Oregon's Department of Education apprenticeship regulations and the Oregon State Apprenticeship Council. Classes cover technical areas of the trades and are intended to complement skills learned on the job.

Apprenticeship programs include training in the many apprenticeable trades. A typical sampling would include: Electricians, Power Lineman, Industrial Electrician, Millwright, Plumber, Sheetmetal, Power Plant Operators, Roofers.

Information on how to become an apprentice can be obtained from the Oregon Bureau of Labor & Industry, Apprenticeship Department, 165 E. Seventh, Eugene, or phone 686-7623.

Lane also offers an Associate of Applied Science Degree in Apprenticeship to trade journeymen for their apprenticeship training by skill emphasis. Journeymen may receive up to 45 credits for their on-the-job experience and 27 credits for the related apprenticeship training. The remaining 18 credits in general education courses, required for the degree, must be taken at Lane Community College.

Information concerning general education requirements is available from LCC's Counseling Department or the apprenticeship program staff, phone 747-4501, ext. 2843.

Library

Explore the world of information. Learn how to find what you need from the library.

Course

Mass Communication

The Mass Communication Department provides students with a working knowledge and practical experience in the field of communications. Two associate of applied science degree programs are offered: Broadcasting/Visual Design and Production and Radio Broadcasting. A one-year certificate is an option for students who wish to enter the job market as quickly as possible. On-campus, hands-on experience is possible through the LCC Torch, a weekly news publication; KLCC-TV, which provides news programs for cable television; and KLCC-FM.

Radio, Broadcasting/Visual Design and Production Courses

Equipment and facilities are provided for students to complete classroom projects and assignments. Students who audit a course do not pay the special course fees or complete classroom assignments. Therefore, students auditing a course are not eligible to use the equipment and facilities.



3.404 Electronic News Gathering	4 credits
(Spring Term)	3 class, 3 lab hrs/wk
Prerequisites: Audio Production 3.401, Vide	eo Production 1 FA
151, and Writing for Film/Television/Rad	
reporting, and producing for television new	
for tape/film, use of wire services, and intervi	ews.

3.436 Announcing and Narration
(Winter & Spring Terms)2 class, 3 lab hrs/wk
Prerequisites: Audio Production 3.401 and Voice and
Articulation Sp 110 or audition. This course presents informa-
tion and practice in announcing news and commercial continu-
ity. The intent is to give students an opportunity to learn the
skills necessary for positions in announcing and narration.
Specifically, it covers news and commercial copy along with a
wide range of other scripts. It also covers characterization, pro-
nunciation, diction, mic techniques, and proper emphasis while
voicing for interpretation of ideas.

3.449 Computerized Video Editing
3.451 Corporate Media
3.452 Advanced Electronic Studio Production
3.453 Advanced Computerized Video Editing
3.457 Advanced Audio Production
Art 161 Beginning Photography
Art 162 Photography
Art 164 Commercial Photography

running a commercial photography business.

_	
	FA 151 Video Production 1
	FA 152 Video Production 2
	FA 251 Film Production 1
	FA 252 Film Production 2
	FA 254 Fundamentals of Lighting
	FA 259 Nonfiction Film and Television
	FA 260 Mass Media in America
	FA 262 Introduction to Screenwriting
	FA 298 Independent Study: Film Arts

Production program before being eligible to take FA 298. An independent study which provides a credit opportunity for students to do television production primarily using the studios or

intended for distribution on cable.

Journalism Courses

Journalism is literature for a mass audience produced under pressure. Therefore LCC journalism classes revolve around practical situations which help students identify their talents and weaknesses in pressure situations. The course descriptions below identify the skills developed by participation in the various classes. Journalism students may also work on the Torch, the student newspaper, and can obtain other journalism skills through photography courses and publication design offered by the Mass Communication Department.

Mathematics

Both transfer and nontransfer courses are offered by the Mathematics Department. Electronic calculators and computers are available for student use. The Math Resource Center has many audio and video aids available and offers individualized instruction.

Modes of Instruction

Two principal modes of instruction are offered by the Mathematics Department: individualized instruction and group instruction.

Individualized instruction in the Math Resource Center (MRC) offers open-entry/open-exit classes, self-paced study, personalized tutorial assistance, flexible scheduling and variable credit in some courses, and a supplemental video cassette library. Math 20, 50, and 55; Dosage Computation Math; Beginning, Elementary, Intermediate, and College Algebra; and Trigonometry are offered by individualized instruction. Individualized instruction for College Algebra and Trigonometry is offered in time slots when lecture classes traditionally do not fill, and is available by instructor's consent.

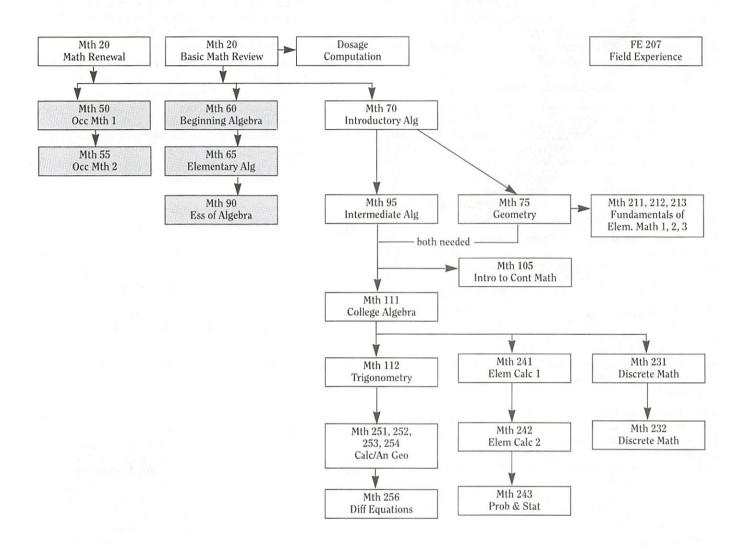
All of the above courses are also available in the group mode in conventional classrooms except for Math 50 and 55. Math Renewal Mth 20, taught through group instruction, is equivalent to Basic Mathematics Review Mth 20. Course descriptions and the Class Schedule indicate when group classes are offered.

Sequence of Mathematics Courses

The sequence in which mathematics courses are taken is very important. The chart on the following page illustrates the relationship between courses, the most elementary courses appearing at the top. Students begin and end at some point determined by their previous mathematics experiences and the requirements of their programs. A chart is also available from the department that shows the beginning course a student should take in relation to the level and quality of work completed in high school mathematics.

Sequence of Mathematics Courses

Shaded classes are those offered in the Math Resource Center.



Mathematics Courses

Placement Tests/Pretests

A number of math courses require a placement test before registration. Taking a placement test will assure the student that he or she is in the proper course. Review sheets are available to remind students of previously learned material. Review sheets ("Math Stepping Stones") may be obtained at the Bookstore and in the Mathematics Department for a nominal charge.

Pretests are given at the Testing and Assessment Office.

0.593 Learning Skills Laboratory.....1-3 credits (All Terms, Space Available Basis)

Assists students by offering instruction in a broad range of learning skills. Students will work with an instructor or tutor on a one-to-one basis. Limited Enrollment.

Prerequisite: Arithmetic skills or Basic Mathematics Review Mth 20. Calculation of medical dosages for members of the health professions. Use of a calculator optional. Grade of "A" is required for nursing programs.



6.136 Engineering Problems 2	2 credits
(See Class Schedule)2 c	class hrs/wk
Prerequisite: Occupational Mathematics 2 Mth 55 or	r be able to
demonstrate equivalent knowledge. This course wi	ll continue
with an emphasis on electronic computing devices	and related
problem solution. Major emphasis will be placed or	n program-
ming microcomputers and use of existing software u	
various students' fields of study. Problem solution w	
tured in terms of analysis, formulation, calculation presentation. Calculator is desirable.	, and clear

6.266 Technical Mathematics 3	4 credits
(See Class Schedule)	
Prerequisite: Technical Mathematics 2 6.262	or equivalent
course. Introduction to the differentiation and	integration of
algebraic and elementary transcendental function	ns with applica-
tions. Text and scientific calculator essential. L	ast term in the
sequence 6.261, 6.262, and 6.266.	

* Students who have completed Technical Mathematics courses may request through their instructor transfer credit in College Algebra Mth 111 and Trigonometry Mth 112.

Mth 20 Basic Mathematics Review(variable) 1-3 credits (All Terms)

No credit if taken after Occupational Mathematics 1 Mth 50 or any higher number course.

Applications of arithmetic operations.

Mth 50 Occupational Mathematics 1(variable) 1-3 credits (All Terms)

No credit if taken after Elementary Algebra Mth 65 or any higher number course.

Prerequisite: Math 20 skills. Properties of measurements, tolerance, rounding, metric (SI) system, reading scales.

Mth 55 Occupational Mathematics 2(variable) 1-6 credits (All Terms)..........one module = 1 credit No credit if taken after Intermediate Algebra Mth 95 or any higher number course.

Prerequisite: Mth 20 or equivalent or placement test through the Testing and Assessment Office. Beginning term of a one-year sequence in algebra; review of numbers and operations of arithmetic, signed numbers, exponents, equations, polynomials, systems of equations, and graphs. Prepares student for Elementary Algebra Mth 65. Mth 60 and 65 provide an alternative, two term sequence to get to Intermediate Algebra Mth 95. Uses tutorial materials for independent study in a resource center setting. May be offered as a 4-credit lecture course.

Mth 65 Elementary Algebra1-4 credits, variable (All Terms)

No credit if taken after Essentials of Algebra Mth 90 or any higher number course.

Prerequisite: Beginning Algebra Mth 60 or equivalent course. Second term of a one-year sequence in algebra, fractional equations, radical equations, quadratic equations, linear systems, inequalities. When taken after Beginning Algebra Mth 60, prepares student for Geometry Mth 75, Essentials of Algebra Mth 90, or Intermediate Algebra Mth 95. Uses tutorial materials for

independent study in a resource center setting. May be offered as a 4-credit lecture course.

Prerequisite: Mth 20 or equivalent or placement test through the Testing and Assessment Office. Beginning term of a two-term sequence leading to College Algebra. Recommended for college transfer. Study of signed numbers, exponents, equations, work problems, polynomials, rational expressions, coordinate graphing, systems of equations, radicals, and quadratic equations. Prepares students for Intermediate Algebra, Mth 95. Scientific calculator required.

Mth 90 Essentials of Algebra1-4 credits, variable (All Terms)

No credit if taken after Intermediate Algebra Mth 95 or any higher number course.

Prerequisite: Elementary Algebra Mth 65 or equivalent course or placement test through the Testing and Assessment Office. Third term or a one-year sequence in algebra; function concept, polynomionals, rational equations, exponents, quadratic functions, introduction to conic sections, exponential and logarithmic functions, inequalities. Does not satisfy prerequisite material for College Algera Mth 111 but does satisfy Associates of General Studies and Associates of Applied Science degree requirements for a limited number of LCC programs. See specific program requirements for details. Scientific type calculator needed.

No credit if taken after College Algebra Mth 111 or any higher number course.

Prerequisite: Mth 65 or 70 or equivalent or placement test through the Testing and Assessment Office. Second term of a two-term sequence leading to College Algebra Mth 111. Recommended for college transfer. Study of equations, functions, polynomials, coordinate graphing, rational equations, exponents, quadratic functions, conic sections, exponential and logarithmic functions, inequalities and absolute value. May be taken concurrently with Geometry Mth 75 to prepare for College Algebra. Scientific calculator required.

Mth 105 Introduction to Contemporary

Mth 111 College Algebra......4 credits Students, except those who have passed Mth 95 with a grade of "C" or better within the past year, must take a pretest through the Testing and Assessment Office to determine readiness before registering for College Algebra.

Prerequisites: Geometry Mth 75, Intermediate Algebra Mth 95 or equivalent courses. College Algebra covers the study of algebraic functions plus exponential and logarithmic functions in the context of the algebra of functions and their inverses. Other topics include systems of equations (matrix methods), binomial theorem, and an introduction to sequences and series.

Mth 112 Trigonometry......4 credits (All Terms)4 class hrs/wk Students must take a pretest through the Testing and Assessment Office to determine readiness in geometry before registering for Trigonometry. Exceptions are those students who have passed Mth 75 within the past year with a grade of "C" or better.

Prerequisites: Geometry Mth 75 and College Algebra Mth 111 or equivalent courses. This is a one-term course preparatory to Calculus with Analytic Geometry. The topics covered include relationships among angles and sides in triangles, radian measure, trigonometric functions, circular functions, identities, solution of trigonometric equations, and applications. The course also includes a treatment of conic sections.

Mth 159 Problem Solving Strategies in Math1-3 credits No prerequisite. A course covering the processes of solving mathematics problems on an elementary level. Students will be taught methods of approaching math problems to increase their ability to solve new problems in a variety of levels of math classes.

**Mth 211 Fundamentals of

Elementary Mathematics 1 3 credits Prerequisites: One and one-half years of high school algebra (or Intermediate Algebra Mth 95) with a grade of "C" or better, and one year of high school geometry (or Geometry Mth 75) with a grade of "C" or better. First term of a three-term sequence. Topics include problem-solving methods, set theory, the system of whole numbers, systems of numeration, introductory number theory, and integers. Calculators and computers are incorporated wherever appropriate in the course.

**Mth 212 Fundamentals of Elementary

Prerequisites: Mth 211 and Geometry with a grade of "C" or better. Second term of a three-term sequence continuing with applications of problem solving methods, calculators, and computers. Topics include: informal geometry, rational and irrational numbers.

**Mth 213 Fundamentals of

Prerequisite: Mth 212. Third term of a three-term sequence. Topics include: percent, probability, statistics, additional geometry, and measurement. Students will do a term project on geometry.

** The Fundamentals of Elementary Mathematics sequence is required or recommended for prospective elementary teachers entering most state colleges. Students entering Mth 211 must take a pretest through the Testing and Assessment Office if their coursework in algebra and geometry is more than one uear old.

Mth 231 Discrete Mathematics4 credits (See Class Schedule)4 class hrs/wk Prerequisite: College Algebra Mth 111 or equivalent course. Sets and operations on sets, propositional logic, mathematical induction. Functions, sequences and recursive definitions. Elementary matrix operations. Introduction to graphs.

Mth 232 Discrete Mathematics4 credits Prerequisite: Discrete Mathematics Mth 231, Combinatorics. elementary counting techniques; relations and order relations. partially ordered sets, adjacency matrices; graphs and directed graphs.

*Elementary Calculus 1 Mth 241, Elementary Calculus 2 Mth 242, and Introduction to Probability and Statistics Mth 243 if all taken at Lane Community College will sat-

- 1. The University of Oregon Business School requirements of Mth 241, 242, 243.
- 2. The University of Oregon general graduation requirements for a science cluster.
- 3. It is suggested that students take the courses in this order: 241, 242, 243.

(Fall, Winter, & Spring Terms)4 class hrs/wk Prerequisite: College Algebra Mth 111 or equivalent. Differential calculus (without trigonometry) for business and social sciences. Review of algebraic techniques, limits, continuity, derivatives, and their applications. Exponential and logarithmic functions, their derivatives and aplications, and intro. mathematics of finance.

*Mth 242 Elementary Calculus 24 credits (Fall, Winter, & Spring Terms)4 class hrs/wk Prerequisite: Elementary Calculus 1 Mth 241. Integral calculus (without trigonometry) for business and social sciences. Integration and applications for single variable functions, techniques of integration, partial differentiation for multivariate functions, linear programming, and matrix algebra.

*Mth 243 Introduction to Probability and Statistics4 credits (Fall, Winter, & Spring Terms)4 class hrs/wk Prerequisite: College Algebra Mth 111. Basic theory and application to statistics and probability; distributions, measurements of central tendency and variability; basic concepts of statistical inference, and of hypothesis testing, chi-square, linear regression and analysis of variance.

Mth 251, 252, 253, 254 Calculus

With Analytic Geometry4 credits

Standard sequence for students in mathematics, science, and engineering. Calculator required.

Students must take a pretest through the Testing and Assessment Office to determine readiness before registering for Mth 251.

Mth 253 Calculus 3

(Infinite Series and Sequences) 4 credits (Fall, Winter, Spring Terms) 4 class hrs/wk Prerequisites: Geometry Mth 75, College Algebra Mth 111, Trigonometry Mth 112 and Mth 252 with a grade of "C" or better. Indeterminate forms and improper integrals. Sequences and series. Investigation of the convergence of series. Taylor series and power series. (Replaces Math 202.)

Mechanics

The goal of the Mechanics Department is to provide comprehensive high-quality entry-level vocational training, upgrading of job skills, and personal development and enrichment.

The Mechanics Department offers the following programs: Agricultural and Industrial Equipment Technology, Auto Body and Fender Technology, Automotive Technology, Diesel Technology, Aviation Maintenance Technician, and Manufacturing Technology.

Grading Policy The minimum grading system for all courses in the Mechanics Department is 100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59-0 = F. A student must attain a "C" or better to satisfactorily complete a course in the Mechanics Department. Programs/courses requiring a higher standard will indicate the standard in the course syllabus.

Courses

(variable) 1-3 credits
2-6 lec/lab or 3-9 lab hrs/wk
ny appropriate combination

This course will give the student an opportunity to explore current trends in Automotive Technology. Examples of general topics of study are equipment and/or components, systems, employment and industry predictions, service management, and parts operation.

3.236 Trends in Auto Body and

Technical information is offered through the use of individualized learning packages and supportive media. Learning packages may include learning activities, objectives, information sheets, work sheets, and/or a variety of performance, verbal, and written tests which enable students to accomplish each objective.

Laboratory assignments enable students to apply the principles, theories, and systems of automotive painting and auto metal work to each objective.

General Information Automotive Painting and Auto Metal Work are variable credit, open-entry/open-exit courses and are nonsequential. It is suggested that a new student not schedule over 12 credits for the first term. A student must have the approval of the instructor to schedule less than 12 credits per term.

Students are required to attend class for the full scheduled block of time each day. During this block of time, no interruption for other classes will be authorized.

The instructor may authorize entry midterm as space becomes available. It is then the student's responsibility to follow through with the proper registration procedures. If entering midterm, estimate a one-credit value for each remaining week of the term.

The length of the course is determined by the individual student's progress. Students can advance at their own rate by proving competency. Prior experience may give the student an advantage; however, the student without background is not penalized.

Upon satisfactory completion of 36 credits, the student will have completed Automotive Painting. The normal schedule for completion of Automotive Painting is three terms.

Upon satisfactory completion of 36 credits, the student will have completed one year of Auto Metal Work. (In lieu of Automotive Painting, a maximum of an additional 36 credits in Auto Metal Work may be earned for the second year of the Auto Body and Fender Technology program.) The normal schedule for completion of one year of Auto Metal Work is three terms.



(Fail, Willier, & Spring Territs)12 Techtab Ins/section
3.281 Powerplant
3.282 Airframe Return to Service(variable) 1-6 credits (See Class Schedule)
3.283 Powerplant Return to Service. (variable) 1-6 credits (See Class Schedule)
3.284 General 1
3.285 General 2
3.286 General 3
3.287 General 4
3.288 General 5

This course covers technical information and laboratory pro-

3.280 Airframe.....(variable) 24 credits

(Fall, Winter, & Spring Terms)12 lec/lab hrs/section

jects necessary for the practical application and understanding of theories, principles, and concepts of cleaning and corrosion control, ground operation and servicing, and weight and bal-

3.289 Helicopter Maintenance.....(variable) 1-3 credits (See Class Schedule)6 lec/lab hrs/wk This course consists of technical information and hands-on experience on the following topics: rotary-wing principles of flight, main rotor systems and blades, main transmission, tail rotor system, component sheet and logbook, rotor wing systems, inspection, operational checks, and helicopter components.

3.290 Trends in Aviation Maintenance (variable) 1-3 credits (See Class Schedule)1-3 class hrs/wk This course will give the student an opportunity to explore current trends in Aviation Maintenance. Examples of general topics of study are equipment and/or components, systems, employment and industry predictions, parts operation, forms, publications, and regulations.

3.302 Diesel Technology.....(variable) 72 credits (Fall, Winter, & Spring Terms)24 lec/lab hrs/wk This course covers technical information and shop projects necessary for the practical application and understanding of theories and principles used in the operation, diagnosing, testing, and repair of "on" and "off" highway diesel equipment.

Diesel Technology consists of six specific subject areas, each area is worth 12 credits. The six subject areas are: diesel electrical systems, diesel and auxiliary fuel systems, diesel engines and engine overhaul, heavy equipment applied fluids, heavy equipment chassis and power trains, and diesel braking systems.

Diesel Technology 3.302 is an open-entry/open-exit variable credit course. It is suggested that a student schedule 12 credits (24 lec/lab hrs/wk) of Diesel Technology per term. (A student must have the approval of the instructor to schedule less than 12 credits per term.) It is recommended that six terms be the target maximum for completion of Diesel Technology; 12 credits per term. Upon satisfactory completion of 72 credits (24 lec/lab hrs/wk), the student has completed the course.

3.398 Trends in Manufacturing

Technology(variable) 1-3 credits (See Class Schedule)1-3 class hrs/wk This course will give the student an opportunity to explore current trends in Manufacturing Technology. Examples of general topics of study are equipment and/or parts, basic metals and material identification, employment and industry predictions, and tools.

3.399 Manufacturing Technology.....(variable) *72 credits (Fall, Winter, & Spring Terms)*1728 lec/lab hrs Covers technical information and shop projects necessary for the practical application and understanding of theories and principles used in the machining of ferrous and nonferrous materials. A graduate from this program may enter a job in industry at the second-year level of a four-year machinist apprenticeship program.

Manufacturing Technology 3.399 is an open-entry/openexit variable credit course. It is suggested that a student NOT schedule less than 10 credits (20 lec/lab hrs/wk) of Manufacturing Technology per term. (A student must have the approval of the instructor to schedule less than 10

credits per term.) It is recommended that six terms be the target maximum for completion of Manufacturing Technology, 12 credits/term (24 lec/lab hours per week). Upon satisfactory completion of 72 credits (1728 lec/lab hours), the student has completed the course.

8.155 Agricultural and Industrial Equipment

* Agricultural and Industrial Equipment Technology 8.155 is an open-entry/open-exit variable credit course. It is suggested that a student NOT schedule less than 10 credits (20 lec/lab hrs/wk) of Agricultural and Industrial Equipment Technology per term. (A student must have the approval of the instructor to schedule less than 10 credits per term.) It is recommended that six terms be the target maximum for completion of Agricultural and Industrial Equipment Technology, 12 credits per term (24 lec/lab hrs/wk). Upon satisfactory completion of 72 credits (1728 lec/lab hours), the student has completed the course.

8.156 Trends in Agricultural and Industrial Equipment

Performing Arts

The Performing Arts Department offers courses of study and performance experience in music, theatre (performance, technical theatre) and dance. This learning prepares the student for work, for more advanced studies elsewhere, and for personal creative expression. These courses and experiences are also useful and enjoyable for students majoring in other fields: everyone makes use of basic performance skills in their everyday work and social activities.

Theatre Courses

The following theatre arts courses may be used, by non-theatre majors, to meet Arts and Letters group and "cluster" requirements at the University of Oregon: Survey of Theatre TA 111, 112, and 113. Any of the theatre courses will transfer as elective credits to the University of Oregon and other Oregon colleges and universities.

meet Arts and Letters group and cluster requirements at the University of Oregon.



TA 128 Pantomime
(Fall, Winter, or Spring Terms)1 class, 2 lec/lab hrs/wk
The course will be primarily concerned with the development of
pantomimic skills and techniques, particularly as they relate to
the building of sketches. Some history and exposure to mime
may also be included. Pantomime is an essential course for the
acting student.

TA 161 Fundamentals of Technical Theatre 1:

TA 162 Fundamentals of Technical Theatre 2:

TA 163 Fundamentals of Technical Theatre 3:

TA 180 Theatre Rehearsal and

TA 190 Projects in Theatre(variable) 1-3 credits (All Terms)
Prerequisite: Two terms of 200-level Acting OR equivalent experience AND instructor consent. An independent study experience designed to allow the students with prior acting or directing experience in stage and/or film work to initiate individual projects, with instructor approval, which will enable them to explore further some specific theatre or theatre-related interest, method, or project. Repeatable.

TA 280 Theatre Rehearsal and

Music Courses

Note: The following music courses may be used to meet the Arts and Letters group requirements at the University of Oregon: Music Fundamentals Mus 101; Introduction to Music and Its Literature Mus 201, 202, 203; Music History Mus 261, 262, 263; Introduction to Jazz History Mus 205.

Moreover, the following courses may also be used by non-music majors to meet the University of Oregon Arts and Letters "cluster" requirement: Introduction to Music and Its Literature Mus 201, 202, 203; Music History Mus 261, 262, 263.

Individual Lessons (First-year level)2 credits Prerequisites: Successful completion of 171-192 level audition; declared music major; pre-registration in Performing Arts Office. Individual instruction in technical and stylistic aspects of solo performance. Each term students enroll for one half-hour (1/2) lesson each week. Regular practice outside of lessons is expected (consult with instructor regarding expectations). Instruction is offered in the following: piano, MuP 171; harpsichord, MuP 172; organ, MuP 173; voice, MuP 174; violin, MuP 175; viola, MuP 176; cello, MuP 177; bass, MuP 178; guitar, MuP 180; flute, MuP 181; oboe, MuP 182; clarinet, MuP 183; saxophone, MuP 184; bassoon, MuP 185; trumpet, MuP 186; French horn, MuP 187; trombone, MuP 188; baritone horn, MuP 189; tuba, MuP 190; percussion MuP 191; electric bass, MuP 192; recorder, MuP 192.

Individual Lessons (Second-year level)2 credits Prerequisites: Successful completion of 271-292 level audition; declared music major; pre-registration in Performing Arts Office. Individual instruction in technical and stylistic aspects of solo performance. Each term students enroll for one half-hour (1/2) lesson each week. Regular practice outside of lessons is expected (consult with instructor regarding expectations). Instruction is offered in the following: piano, MuP 271; harpsichord, MuP 272; organ, MuP 273; voice, MuP 274; violin, MuP 275; viola, MuP 276; cello, MuP 277; bass, MuP 278; guitar, MuP 280; flute, MuP 281; oboe, MuP 282; clarinet, MuP 283; saxophone, MuP 284; bassoon, MuP 285; trumpet, MuP 286; French horn, MuP 287; trombone, MuP 288; baritone horn, MuP 289; tuba, MuP 290; percussion, MuP 291; electric bass, MuP 292; recorder, MuP 292.

3	
Mus 111, 112, 113 Music Theory 1	Mus 137 Group Guitar
Mus 114, 115, 116 Sightreading and Ear Training	Prerequisite: Must have completed Group Guitar Mus 137. This course offers an intermediate-level orientation to guitar techniques that will encompass accompaniment and solo skills in a variety of styles. Intermediate level standard music reading will be covered. Projects will be given in relation to each student's individual needs and interests.
n Mus 115 and 116 students study more complex rhythmic paterns, minor scales, modes, triad inversions, and harmonic progressions. <i>This course is a corequisite of Music Theory 1</i> ; students taking Music Fundamentals Mus 101 also will find it helpful to take Mus 114.	Mus 161 Jazz Improvisation: Instrumental
Mus 117 Electronic Music 1: Introduction	Mus 165 Jazz Improvisation: Vocal
Mus 118 Electronic Music 2: Advanced	(Fall, Winter, & Spring Terms)
time per week during which they will complete lab assignments. (revised course) Mus 131 Group Piano	Mus 205 Introduction to Jazz History
(Any Term)	reading, and discussion, from its origins to the present. Mus 206 Contemporary Directions in Music: Eugene Symphony
Mus 134 Group Voice	and discussions with conductors, musicians, and composers. In addition, participants will attend final concert rehearsals (at regular class meeting times) and have access to a limited number of free tickets to the concerts themselves.
timprove the quality of their voices. They will learn about diction, phrasing, dynamics, expression, posture, breath-control, and vocal resonance. They will also learn how to cope with the fear of singing in front of others. No musical background is	Mus 211, 212, 213 Music Theory 2

fear of singing in front of others. No musical background is

needed to take this class.

Mus 137 Group Guitar
Mus 138 Group Guitar
Mus 161 Jazz Improvisation: Instrumental
Mus 165 Jazz Improvisation: Vocal
Mus 201, 202, 203 Introduction to Music and Its Literature
Mus 205 Introduction to Jazz History
Mus 206 Contemporary Directions in Music: Eugene Symphony
Mus 211, 212, 213 Music Theory 2

This course is a continuation of Music Theory 1 Mus 111, 112,

113 with further studies of the disciplines of composing, analyz-

ing, performing, and improvising original and published music of different style periods. Emphasis is on terminology and music concepts from the Renaissance to the present day. Practical

keyboard skills also are emphasized.

Mus 230 Group Jazz Piano	literature will involve woodwinds and brass. The class will meet three hours a week for three terms. Mus 297A Chorus
Mus 264 History of Rock Music 1	Mus 297C Vocal Jazz Ensemble 2 credits (Any Term) 1 class, 2 lec/lab hrs/wk Prerequisites: Audition. Student must have the ability to learn music on his/her own, be at rehearsal prepared, on time, and have an enthusiasm for the music. Read, rehearse, and perform music of the vocal jazz idiom including swing, blues, Latin, and ballad styles.
Mus 265 History of Rock Music 2	Mus 298 Independent Study: Music
	Dance Courses
Mus 294A String Ensemble	Dance Courses
Mus 294A String Ensemble	D 152 Fundamentals of Dance Techniques
(Any Term)	D 152 Fundamentals of Dance Techniques
(Any Term)	D 152 Fundamentals of Dance Techniques
(Any Term)	D 152 Fundamentals of Dance Techniques
(Any Term)	D 152 Fundamentals of Dance Techniques

obics. The goal is to prepare prospective teachers to work in private dance studios, community centers or fitness centers. The class also serves as a continuing education course for aerobic/fitness instructors already in the field.

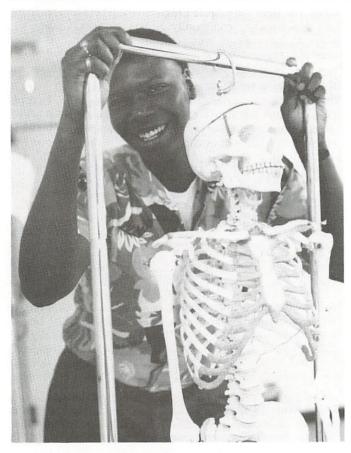
Science

The Science Department offers courses in chemistry, earth sciences, life sciences, physics, general science, and engineering. The department offers a wide range of lower division, college transfer courses designed to meet science requirements for baccalaureate degrees.

In addition, the department offers a number of courses in engineering technologies as well as the first two years of courses for most of the professional engineering specialties.

The Science Building, located on the southeast corner of the campus, contains well-equipped laboratories and lecture rooms. Support facilities include a greenhouse, a climate control room, a learning resource laboratory staffed with science tutors, and an instrument room. Field sites are located at Heceta Head and at Siltcoos Station on the Oregon coast.

Pre-Engineering Courses



Engr 212 Dynamics
(Spring Term)4 class hrs/wk
Prerequisites: Statics Engr 211, Calculus 1 and 2, Mth 251 and
Mth 252; General Physics with Calculus Ph 211 recommended.
A fundamental dynamics course of particles and rigid bodies.
Topics include kinematics and kinetics of particles and rigid
bodies; Newton's second law of motion; rectilinear and curvilin-
ear motion; linear and angular momentum; principles of work
and energy; impulse and momentum; D'Alembert's Principle.

 fundamentals. The transform approach to analyzing and synthesizing time dependent functions and systems will be developed.

Forestry Technology

The Forestry Technology program is currently being revised. Students should contact the Science Department counselor for information and program details.

Chemistry Courses

For the student who learns enough to earn a passing grade, this course is intended to provide a basis for continuing into Elementary Chemistry 2 Ch 102. Ch 101 also is a very good preliminary course for those who need the General Chemistry sequence but would like to start at a somewhat more elementary level. This is the beginning of a three-course sequence which meets basic science requirements and helps students planning for various health occupations. This sequence does not serve as a prerequisite for second-year chemistry courses such as Organic Chemistry numbered 200's or 300's.

This course *does* require that the student be proficient in arithmetic and beginning algebra. Inadequate math proficiency is the most frequent cause of failure. The student should have completed one year of high school algebra and feel confident at that level of math, or should have completed at least Beginning Algebra Mth 60 or Mth 52 at Lane before enrolling in Ch 101.

Ch 204, 205, 206 General Chemistry 1,2,3..........5 credits each (Ch 204, 206 Fall; Ch 204, 205 Winter;

Ch 205, 206 Spring;

Ch 204, 205, 206 Summer)3 class, 3 lab hrs/wk

Ch 204 General Chemistry 1: Prerequisite: Intermediate Algebra Mth 95 or equivalent. The first quarter of the science major's college transfer chemistry sequence. This course introduces the student to nomenclature, symbolism, concepts, problem solving techniques and lab techniques found in inorganic chemistry. The course also covers atomic structure, bonding and stoichiometry. It is a first in a three-term sequence which is designed to prepare the student for further coursework in science. This class and sequence are appropriate for and meet requirements for pre-medical studies of all sorts, pre-engineering studies for all types of engineering specialties, and all other scientifically oriented curricula. Completion of this course with a minimum of a "C" grade is recommended to successfully continue in the sequence.

Ch 205 General Chemistry 2: Prerequisite: Chemistry 204. The second quarter of the science major's college transfer chemistry sequence. Chemistry 205 examines bonding theory, prediction of molecular shapes and polarities. Also, studied are reaction types, acid/base theories, oxidation-reduction stoichiometry and equation balancing, gas laws and gas stoichiometry, calculations involving colligative properties, solutions, and

thermodynamics.

Ch 206 General Chemistry 3: Prerequisite: Chemistry 205. The third quarter of the science major's college transfer chemistry sequence, designed to prepare the student to be able to correctly answer questions and solve mathematical problems involving chemical Kinetics, several kinds of chemical and physical equilibria, electrochemistry, and nuclear chemistry.

The three-term sequence is intended for science majors and health science students. (Chemistry majors may need to add a lab course in their junior year. See your advisor.) It is a systematic coverage of aliphatic and aromatic chemistry. A survey of selected biologically important compounds is included during part of Ch 228. There are three main areas of study:

- Structure determination by use of spectroscopic data and characteristic reactions of functional groups.
- Reaction mechanisms, wherein reaction feasibility and rates are related to molecular structure.
- 3. Synthetic sequences in which complex molecules are built up from simple precursors.

Labs are designed to acquaint the student with organic reactions. In some of the later labs, compounds of general interest are synthesized (oils of wintergreen and cinnamon, aspirin, an

insect repellent, and an anesthetic). Most of the compounds prepared in lab are analyzed by infrared spectroscopy. The low student/instructor ratio allows considerable personal assistance.

Health Occupations Support Courses

and nervous systems. Lab and lectures are combined.

Laboratory Technology

A two-year program in Laboratory Technology is offered alternate years. Contact the Science Department counselor for details and program outlines.

cluding solution preparation, pH applications and further discussion of safety procedures.

Life Science Courses

The LCC Science Department offers a variety of Life Science courses. Each course offers quality instruction in small-sized classes. *All courses are fully transferable* to most colleges or universities. Students may choose courses from General Biology (Bi 101, 102, 103), General Botany (Bot 201, 202, 203), or General Zoology (Z 201, 202, 203) to fulfill science cluster, group, or sequence requirements. General Botany and General Zoology may also be taken for science major requirements in such fields as Wildlife and Fishery Management, Forestry, and some Health and Biology related disciplines.

Every college and university has specific science requirements for each major, so a review of the institution's catalog is essential in helping students decide their course selections. If assistance is needed in selecting the correct life science courses, students should check with a staff member in the Science Department or the LCC Counseling Department.

Each special emphasis class assumes no previous training in biology or in the special subject matter taught in that class. All classes include general principles and provide General Biology credit. A *sequence* of three (3) classes (Bi 101, 102, 103) satisfies a "cluster" science requirement at the U of O and qualifies as a science sequence or group at other four-year institutions. A brochure providing course descriptions, quarters and times offered, and instructors' names for the emphasis classes is available each quarter in both the Science Department and LCC Counseling Department. Some majors (Health and P.E., Computer Sciences, General Science Education and others at the University of Oregon) require a very specific emphasis class. Students should check their transfer institution's catalog to help select the courses that satisfy their major requirements.

Table of Emphasis Classes in the General Biology Sequence (Bi 101, 102, 103) Select one from each column to complete the General Biology sequence. Not all classes are offered each quarter. Some classes are offered only on alternate years. Check the schedule of classes.

Bi 101	Bi 102	Bi 103
Forest Ecology	Cell Biology	Animal Biology
Global Ecology	Genetics-Diversity	Field Biology
Molecular Basis	Human Biology	Field Botany
of Life	Marine Biology	Human Genetics
Survey of Biology	Survey of Biology	Medical Botany
bulley of blology		Survey of Biology

Bot 201, 202, 203 General Botany	4 credits each
(See Class Schedule)3	lecture, 3 lab hrs/wk
A general course for both majors and r	non-majors. General
Botany provides a survey of the plant king	gdom. Specific topics
in botany include descriptions of cell str	
concepts of genetics and development, exp	olorations in anatomy
and physiology, and study in plant ecology	. Students may enter
any term.	

Physical Science Courses

G 101 General Geology	4 credits
(Fall Term)	
A study of the structure and compos	sition of the earth, minerals,
igneous and metamorphic rocks. Pl	ate tectonics, volcanism and
earthquake activity are interrelated	I to give an overview of the
earth's dynamic processes.	ar a stage of the soll

Science
G 202 Geology
G 203 Geology
GS 104, 105, 106 Physical Science
GS 107 Meteorology
GS 111 Introduction to Geology of Oregon
GS 112 Introduction to Geology of Oregon

ages must be completed, four hours total credit. The class will

camp out for a one-week period in the areas mentioned. The

general objectives are to give the student a practical, firsthand

look at the geology, to acquaint the student with basic geologi-

cal terms, landforms, rock types, and the geological history of

the area visited. Night observations may be made of the heavens

pointing out appropriate phenomena such as meteors, phases of

moon, apparent motions of stars and planets. Students will provide their own equipment and food.
GS 117 General Science for Teachers
GS 118 General Science for Teachers
GS 119 General Science for Teachers
GS 121 Astronomy
GS 139 Earth Science

Physics Courses

4.300 Principles of Technology 14 credits
(Winter Term)3 class, 3 lab hrs/wk
Prerequisite: Occupational Mathematics 1 Mth 50 or equivalent.
The concepts of force, work, rate, momentum, and resistance
are applied to mechanical, electrical, fluid and thermal systems
common to auto, diesel, agricultural, industrial, machine, con-
struction and electronic technology. Learning activities include
practical laboratory experiments which illustrate the applica-
tion of the concepts in technology.

Prerequisites: Fundamentals of Physics Ph 101/6.330 or high school physics. The second quarter in the sequence which builds on the foundation developed in the first quarter. Topics include heat, sound, and electricity and magnetism. Lecture-discussion, hands-on labs and computer-based labs are used as aids to understanding.

Ph 201, 202, 203 General Physics5 credits each (Ph 201 Fall: Ph 202 Winter:

Ph 211, 212, 213 General Physics with Calculus.......5 credits (Ph 211 Winter; Ph 212 Spring;

Other Science Courses

Supervised Field Experience is available in life and physical sciences, and engineering. See the beginning of the course description section of the catalog for the SFE course description

troduce the origin, characteristics, and evolution of the solar systems, the stars, the galaxies, and the universe. Special laboratory exercises designed for completion at home are included.

GS 147 Oceanus: The Marine

GS 199 Current Topics in Science........(variable) 1-4 credits (Taught on Demand).......1-4 class or 3-12 lab hrs/wk GS 199 considers various topics in science of current interest and relevancy. GS 199 is an open format course varying in content and form and reflecting the ever-changing science needs of today's student. See current Class Schedule for courses offered under Current Topics in Science.

Available in Energy Management Technician, Chemistry, Biology, General Science, Physical Science, and Physics.

Social Science

The Social Science Department offers courses about people, their social and cultural heritage, and their behavior. These subjects are basic to success in any profession or vocation, and they contribute to the quality of our lives.

Social Science classes can be applied toward baccalaureate majors in American studies, anthropology, community service, economics, education, general social science, geography, history, law, law enforcement, corrections, philosophy, political science, psychology, public administration, religious studies, and sociology. The department offers two vocational programs: Criminal Justice and Fire Prevention Technology.

Cooperative Work Experience

The credit course name for Cooperative Work Experience is Supervised Field Experience (SFE). The SFE course description can be found at the beginning of this section of the catalog.

Cooperative Work Experience provides a combination of classroom study and work experience in careers related to anthropology, community service, history, political science, sociology, psychology, education, student government, and criminal justice.

The heart of the program is a working field placement in an agency or institution. College credits titled Supervised Field Experience and a grade are given for the CWE assignment. Working in these vocations will aid the student in integrating theory and practice. The student can then more rationally choose a career. It also may provide an "inside track" to future employment.

Supervision will be provided by college faculty and by qualified staff at the agency or institution. Time required for participation in the course will vary according to the participant's schedule. For more information contact the following individu-

als through the Social Science Department:

James H. Cobb, CWE Community Service, Psychology, Sociology

Tricia Hahn, CWE Anthropology, Geography, History, Psychology, Sociology, Political Science

Peggy Marston, CWE Education Tom Hickey, CWE Criminal Justice

Criminal Justice Courses

Social Science Transfer Courses

The Social Science Department offers a wide variety of courses that equate to courses offered in the lower division curricula of a four-year college or university. Many of the courses listed below fulfill specific general education requirements for LCC's associate degrees and for most baccalaureate degrees.

General Studies Courses

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Prerequisite: Previous courses in this sequence or consent of instructor. This course introduces students to the process, content. and strategies of neuro-linguistic programming and related skills. The major tasks of this course are the integration of the skills learned in the previous four courses and an introduction to NLP teaching strategies. It includes issues of concern in the human service professions. The task of this course is to provide experiential learning in the development and utilization of NLP skills. It introduces students to behavioral, empirical, operational, and sensory-based learning, and their applications to human services. In addition to serving those directly involved in human services programs, this course is also valuable for people working in business, industry, education, and health, as well as for personal growth.

CSP 226 NLP 6-Advanced Strategies3 credits (See Class Schedule)3 class hrs/wk Prerequisite: Previous courses in this sequence or consent of instructor. This course introduces students to the process, content, and strategies of neuro-linguistic programming and related skills. The major work in this course will be on advanced NLP strategies. It includes issues of concern in the human service professions. The task of this course is to provide experiential learning in the development and utilization of NLP skills. It introduces students to behavioral, empirical, operational, and sensory-based learning, and their applications to human services. In addition to serving those directly involved in human services programs, this course is also valuable for people working in business, industry, education, and health, as well as for personal growth.

Hum 102 Creativity: The Human Experience.................3 credits The subject of creativity transcends all fields of human endeavor and yet unifies them. In probing the social environment, psychology, nature, and diverse products of human creativity, the course will explore fundamental issues which lie within the sphere of the humanities. It will help break down the artificial barriers between disciplines by providing a forum for members of the community from different occupations and walks of life. Teachers from various departments of the college and students from both transfer and vocational areas will examine the subject of creativity and its many manifestations.

Hum 106 British Life and Culture.....3 credits (Spring Term) 3 class hrs/wk The interdisciplinary course gives students a broad overview of British culture and civilization. The course takes a social, historical, and cultural approach to contemporary British society and examines traditions and institutions to help understand the British way of life in the 20th century. Components are lectures by British guest lecturers and related field trips to such places as the Museum of London, The National Gallery, Tate Gallery and the House of Parliament. Supporting seminar discussions are also included.

Hum 199 The Art of Being Human (variable) 1-3 credits (See Class Schedule)*......1 hr/wk viewing, 2 hrs/wk other work This a new interdisciplinary humanities curriculum, designed to be offered in part or whole. It will be offered as a ten-week course that involves two TV viewing sessions per week, some homework assignments, some contact time with the instructor, and testing. Students have a related text and a study guide.

* Television course offerings are subject to availability of materials.

This is a multi-disciplinary course designed to enable students to increase their understanding of contemporary social/cultural change and appreciation of cultural differences. The students will look at the basic social structures and cultural patterns of selected societies of the world as dynamic, interacting networks. They will focus on the interrelatedness of economic, political, social, religious, and spatial structures, as well as the recent impact of technology on these systems and its implications for future change.

SSc 112 College Forum......3 credits Corequisite: Concurrent registration in College Forum EL 112 required. College Forum is a transitional course that aids the student in acquiring effective learning techniques through the study of and participation in issues of concern in the 1990's. In this team-taught course, experts, performers, and speakers from the community will share their knowledge and skills with students in a forum that will optimize listening, note-taking, reading, writing, and discussion skills.

SSc 120/6.320 Energy in Society......3 credits A survey course emphasizing science and social concepts within the following topic areas: history of energy; energy sources and uses; role of energy in the economy; government and energy policy; abuses of energy production and use; energy conservation; energy uses and needs in the Pacific Northwest.

SSc 199 Trends in Social Science.....1-4 credits (See Class Schedule)1-4 class or 3-12 lab hrs/wk or any appropriate combination

A combination lecture and laboratory course which focuses on trends and current issues in the social sciences: i.e., history, anthropology, philosophy, sociology, psychology, political science, economics, geography, religion, law enforcement.

SSc 211 Honors Seminar in the Social

Sciences.....(variable) 1-2 credits (See Class Schedule)1-2 class hrs/wk Prerequisite: Phi Theta Kappa members or instructor consent. An analysis in depth of topical issues in the social sciences. Particularly designed to meet the demands of today's students to enable them to investigate issues that are of paramount concern to them.

SSc 251 Consumer Problems3 credits A course surveying the broad spectrum of consumer decisions in today's economy. As a social science orientation, the student will be dealing with the decision-making process as an individual economic being who not only has a say in resource utilization, but as a person who must be aware of the repercussions of the decision and the decisions of others as each person sees them. The course keys on three themes: Awareness-increased knowledge in consumer economics; Attitudes-strengthening attitudes so that the student can be more effective as a consumer: Action-realization of ability to remedy consumer problems. Additional emphasis will be given to resource materials available in the areas of the course.

Anthropology Courses

Anth 101, 102, 103 General Anthropology..........3 credits each May be taken out of sequence...................3 class hrs/wk Anthropology, literally meaning "the study of Humankind," seeks to understand human behavior in all its diversity as resulting both from the physical nature of the beings we are and from the cultural influences which shape our lives. This introductory sequence covers the three major subdivisions of the field of Anthropology.

Anth 101 (See Class Schedule) Physical Anthropology—An introduction to the study of human evolution, with the goal of understanding humans as part of the natural world and as populations of organisms shaped by their evolutionary past. Discusses the basic processes of evolution in general and then traces the development of humans through the archeological remains; the increasing role of cultural adaptations in human evolution, such as toolmaking; increasingly complex social organization; and the development of a successful hunting and gathering lifestyle.

Anth 102 (See Class Schedule) Archeology—This study of past cultures traces the transition of human societies from a predominantly hunting and gathering way of life to a settled farming, and ultimately urban, way of life. These processes are examined as they occurred in two major geographical areas, each of which constitutes a major subdivision of the field of Archeology: (a) Old World Archeology: focuses on the use of city-based civilization as it happened in the Near East. (b) New World Archeology: explores the entry of humans into the Americas and some of the variety of cultural adaptations developed by North American Indians. Also examines the rise of civilization as it happened in ancient Meso-America.

Anth 103 (See Class Schedule) Cultural Anthropology-The under-lying goal of this course is to gain an understanding of the extent to which, and the ways in which, culture shapes human behavior. Using a comparative, cross-cultural approach, several specific contemporary cultures are studied in depth in order to provide a close look at the ways some other people organize their lives. Aspects of culture that will be examined through these studies include family organization, marriage patterns, child-rearing practices, religious beliefs, political processes, social control mechanisms, and economic bases. Generalizing from these studies and other examples, concepts basic to an anthropological point of view will be introduced, and the major processes operating in any cultural system will be discussed. These will then be applied to modern American cultures as we examine how these same processes operate in and affect our own lives.

Anth 224, 225, 226 Readings in

disciplines of anthropology. After one explanatory class meeting, students independently read books from a list selected by the instructor and meet in small groups to discuss each book as it is scheduled. The amount of credit earned depends on the number of books read and discussed: 6 books = 3 hours credit; 4 books = 2 hours credit; 2 books = 1 hour credit.

Anth 224 Readings in Physical Anthropology—Selected topics relevant to study of human evolution including process of evolution; evolution of vertebrates; primate behavior; evolution of human social behavior (origins of family, sex role differentiation, aggression and war, etc.)

Anth 225 Readings in Archeology—Investigations of peoples and cultures of the past: ancient Sumer and Mesopotamia; prehistoric Europe; North American Indians; civilization of ancient Mexico. Also look at process of doing archaeological excavation and research.

Anth 226 Readings in Cultural Anthropology—Explorations into the nature and variety of contemporary human cultures. Topical areas to be chosen from include studies of geographical regions (Africa, India, North America, etc.); studies of specific aspects of cultures such as religious systems, political and legal systems, family organization, women's roles, etc.; studies in culture change.

Economics Courses

Ec 115 Economics USA.....(variable) 4 credits (See Class Schedule)*

A one-quarter, terminal course designed for those students who wish to learn about the major features of the American economy. The course focuses on the problems associated with the operations of prices in the marketplace and the role of government. In addition to regular classes, students participate in game simulations. May not be taken in place of Principles of Economics Ec 201. Taught as a telecourse.

Arithmetic skills of adding, subtracting, multiplying and dividing whole numbers, fractions and decimals, and the ability to use graphs are essential. If students are not secure in their math skills, they should have them assessed by the college testing service.

Ec 201 (Fall Term) An overview of the economy with the emphasis on the forces that influence the composition of economic activity, the problems of economic measurements, and an analysis of fiscal policy.

Ec 202 (Winter Term) Prerequisite Ec 201. A study of the role of money and the Federal Reserve system; an analysis of supply and demand and its application to market problems.

Ec 203 (Spring Term) Prerequisite Ec 202. An analysis of the operation of firms in various market structures; a study of selected problems in international economics.

* Television course offerings are subject to availability of materials.

Geography Courses

Geog 101 The Natural Environment	3 credits
(Fall, Winter, & Spring Terms)	
An introduction to the physical process	acting upon the earth's
surface and people's relationship with	their natural environ-
ment. Designed to correspond to The	Natural Environment
Geog 101 at the University of Oregon.	

Geog 103 Cultural Geography	3 credits
(See Class Schedule)	
The characteristics of landscape. The alteratio	n of the environ-
ment and the manner various cultural groups	
modify the landscapes they occupy. Origins a	
goods, peoples, and ideas as they create the cu	
Designed to correspond to Introductory Geogr	aphy Geog 103 at
the University of Oregon.	

Geog 105 Urban Environment	3 credits
(See Class Schedule)	3 class hrs/wk
Process of settling the land, population	patterns, urban land-
scapes, perception of place, methods of ge	eographic inquiry.

Geog 200 World Regional Geography	3 credits
(See Class Schedule)	
An introduction to the major cultural	
Study of the major cultural and enviro	
make different parts of the world distincti	

Geog 201 Geography of Europe	3 credits
(See Class Schedule)	3 class hrs/wk
Variations in cultural attributes. T and rural settlement patterns, regie eas in Western Europe. Sources a	he physical framework. Urban ional synthesis of different ar-
study beyond the classroom.	

Geog 206 Geography of Oregon	3 credits
(Fall, Winter, & Spring Terms)	
Spatial associations of physical and cultural	phenomena as they
relate to the state of Oregon. Regional synth	hesis of different ar-
eas in Oregon. Sources and methods for inc	dependent study be-
yond the classroom.	

Geog 214 Mexico and Central America	
(See Class Schedule)3 c	lass hrs/wk
Pattern and variety of populations. The natural en	
The built environment of villages and cities. Detailed	d studies of
select-ed regions. Information sources for study l	peyond the
classroom.	

Geog 298 Independent Study: Geography1-3 credits
(All Terms)2-6 hrs/wk
Prerequisite: Previous work in geography; instructor consent.
Independent study in geography is intended to either serve stu-
dents seeking an opportunity to complete an in-depth study of a
specialized topic with periodic consultation with an instructor
or to permit Lane students to obtain credit while living in envi-
ronments removed from Eugene. It is not intended to grant
credit for tours or vacations but for actual field research made
possible by extended visitation.

History Courses

Hst 101, 102, 103 History of	
Western Civilization	3 credits each
(See Class Schedule) May I	

Hst 101 (Fall Term) A study of mankind's individual and societal problems in an historical context. Included are such perennial issues as the nature of war and imperialism, man's efforts to control the environment, the law and individual conscience, and the power of the religions and mystical experience.

Hst 102 (Winter Term) A further examination of the historical causes of our twentieth-century hang-ups from the evolution of the "Renaissance Man" to the beginning of modern industrial Europe. This includes the rise of the nation state system and the impact of industrialization on man and society.

Hst 103 (Spring Term) A selective survey of some of the great social and political movements, ideas, and people of modern times. Particular emphasis is placed on the pressing issues of living in a thermonuclear age, the threat to the world's environment, totalitarianism, imperialism, and the challenge to European-American supremacy by the Third World movement.

Hst 110, 111, 112 History of

World Civilization(variable) 1-3 credits (See Class Schedule)1-3 class hrs/wk History of World Civilization is a story of civilization on a global stage. Particular attention will be paid to the most neglected peoples of Africa, China, India, the Middle East, and South America, and to the interaction between these peoples and the West. The course will be taught as a tutorial. Students will study assigned readings, take objective tests over those readings, and have the opportunity to discuss with the instructor any material they read. Since it is a variable credit, openentry/open-exit course, students can progress through the course at their own pace. In other words, one student might earn three credits in three weeks while another student might choose to earn only one or two credits during a 10-week term. May be taken in addition to the traditional Western Civilization course. It will enrich and enhance the Western Civilization course by introducing students to non-Western cultures.

History 110 The origin and diffusion of civilization in the ancient world. May be taken out of sequence.

History 111 The world of the classical and early modern age. May be taken out of sequence.

History 112 A history of the modern world. May be taken out of sequence.

* Television course offerings are subject to availability of materials.

Hst 123 Readings in European History.....(variable) 1-3 credits (See Class Schedule)

Readings in European History is an independent readings and conference course. There is one class meeting for explanatory purposes. After that students will read independently and meet by appointment when a book they have read is scheduled for discussion. The amount of credit a student earns depends upon the number of books he/she reads and discusses with the instructor, e.g., 6 books = 3 hours credit, 4 books = 2 hours credit, 2 books = 1 hour credit.

History 123 is about Europe in the Global Age. Books by and about our grandparents and books by and about ourselves address the questions of our age. Why did the Light Brigade ride into the "jaws of death"? Why didn't the abused and miserable soldiers of World War I just quit and go home? What is the social history of the machine gun? How did Hitler's system appear from the inside? etc.

Hst 201, 202, 203 History of the

Hst 201 (Fall Term) Begins with a study of the nature of the discipline of history and task of the historian. The scope extends from early Colonial America through the period of Jacksonian democracy (1850).

Hst 202 (Winter Term) Begins with the Manifest Destiny expansionism of the 1840's, includes an intensive study of the slavery controversy, the Civil War and Reconstruction. The course concludes with the study of the industrialization of the United States to 1900.

Hst 203 (Spring Term) Begins with America's venture into overseas imperialism in 1898, includes a study of World War I, World War II, the Korean War, the Cold War and Vietnam. The important reform movements are emphasized, i.e., The Progressive Movement, 1900-World War I, The New Deal, and The Great Society. The struggle for equality by Black Americans is included.

Hst 204 Readings in American History......(variable) 1-3 credits (See Class Schedule)

Readings in American History 1620-1850 is an independent study readings and conference course. There is one class meeting for explanatory purposes. The amount of credit a student earns depends upon the number of books he/she reads and discusses with the instructor, e.g., 6 books = 3 hours credit, 4 books = 2 hours credit, 2 books = 1 hour credit. No incompletes, no make-ups.

Hst 205 Readings in American History......(variable) 1-3 credits (See Class Schedule)

Readings in American History 1840-1900 is an independent study readings and conference course. There is one class meeting for explanatory purposes. The amount of credit a student earns depends upon the number of books he/she reads and discusses with the instructor, e.g., 6 books = 3 hours credit, 4 books = 2 hours credit, 2 books = 1 hour credit. No incompletes, no make-ups.

Hst 206 Readings in American History......(variable) 1-3 credits (See Class Schedule)

Readings in American History 1890 to present is an independent study readings and conference course. There is one class meeting for explanatory purposes. The amount of credit a student earns depends upon the number of books he/she reads and discusses with instructor, e.g., 6 books = 3 hours credit, 4 books = 2 hours credit, 2 books = 1 hour credit. No incompletes, no makeups .

Hst 291 China, Past and Present	3 credits
(See Class Schedule)	3 class hrs/wk
An introductory course that provides an o	
tional and contemporary China. The ger	
course is to examine the historical roo	
through a study of Chinese institutions, relations with the outside world.	values, customs, and

Hst 298 Independent Study: History1-3 credits (All Terms)

Prerequisite: Prior permission of instructor. Independent Study in History is a course designed to provide able and ambitious students an opportunity to pursue legitimate historical interests on an individual basis. It is an "open-entry/open-exit" course, which means students may enter at the beginning of the course or later. Students can qualify for as many as three hours credit, two hours credit, or one hour credit, depending on the agreement they have made with the instructor and the work actually accomplished. There is no provision for "incompletes" with independent study—either the student completes the agreed upon project within the agreed upon time frame or he/she doesn't.

Philosophy and Religion Courses

Phl 201 (Fall Term) **Ethics**—A philosophical study of morality which deals with issues such as the subjective nature of ethical judgments, the justification of moral claims, and the concepts of duty, right, and wrong.

Phl 202 (Winter Term) **Theory of Knowledge**—A systematic inquiry into the nature of knowledge and its sources: intuition, sense experience, the authority of others, and deductive reasoning. It raises the question, "What does it mean to say we know something?"

Phl 203 (Spring Term) **Metaphysics**—A philosophical investigation into the nature of reality which deals with speculations, ancient and modern, of interest to science and philosophy alike. It raises questions concerning the origin and purpose of the universe, and inquires whether or not Being can be explained in terms of mental, spiritual, or physical realities.

tion.

Phl 256 Minds and Machines	3 credits
(See Class Schedule)	
This course will examine traditional problem	ns in philosophy of
mind, relating them to issues raised by recen	
cial intelligence (the effort to create comp	uters that can per-
form tasks requiring intelligence).	

Political Science Courses

PS 199 Global Issues3	credits
(See Class Schedule)3 class l	
Global Issues will vary from term to term but will emphas	ize in-
ternational, political, economic, geographic, sociologic	al and
cultural barriers to, and opportunities for, increased cr	ossna-
tional interactions. Aimed chiefly at developing skill	
knowledge for both general education and to meet the ne	eds of
students seeking international employment.	

PS201 (Fall Term) American democratic philosophies, the voice of the people in government, including the myths on which people base their decisions. A consideration of socio-economic influences on voting and the results of "people pressure" on government; principles of the American constitutional system with its checks and balances; federal government organization; consideration of the presidency.

PS 202 (Winter Term) PS 201 recommended. A continuation of PS 201 considering the bureaucracy, Congress, and judiciary; civil liberties and the practical application of the powers of the federal government to society's problems.

PS 203 (Spring Term) The place of the state and local government in the federal system, past and present; present problems; organization and operation of each level of state government; reform of state government; and taxation and the ability of the state to solve its problems.

PS 205 International Relations	3 credits
(See Class Schedule)	
Analysis of the nature of relations among s	
international issues; a study of the motivati	ing factors: national-
ism, imperialism, economic rivalries, quest	for security.

Psychology Courses

* Television course offerings are subject to availability of materials.

Psy 201, 202, 203 General Psychology..........3 credits (See Class Schedule)............3 class hrs/wk Basic principles and theories of behavior. Sophomore standing recommended. Also recommend that the courses be taken in sequence.

Psy 201 (See Class Schedule) Scientific principles related to psychology and psychological research including an introduction to statistical methodology, the human organism considering both developmental and structural aspects, the senses and perceptual processes and how they are influenced by the internal and external environment.

Psy 202 (See Class Schedule) The study of behavior as it is influenced by learning, remembering, forgetting, higher brain functions, motivation and emotions.

Psy 203 (See Class Schedule) Individual differences and methods of measurement, personality dynamics, reactions to stress, therapy, social behavior, and the history of psychology.

Psy 211 Brain, Mind, and Behavior3 credits (See Class Schedule)*

The course presents current information about various brain functions and their relationship to human behavior. The intent is to present the most current findings, theories, and applications concerning their relationship. Specifically, it covers such functions as the senses, movement, rhythms, drives, learning, memory, emotions, and thought. It also addresses topics such as sleep, aging, stress, anxiety, language development, drug action, and mental disorder.

Psy 213 Introduction to Physiological

Psy 298 IS: Psychology(variable) 1-3 credits The highly motivated and scholarly student is challenged through the Independent Study in Psychology to pursue a personal interest within the discipline on an individual basis. The student may petition for up to three hours of course credit in any one term by working out a contract with the instructor supervising the study. This course is open-entry/open-exit. Students may enter any time during the quarter subject to instructor approval.

Sociology Courses

Soc 199 Introduction to Sociology3 credits
(See Class Schedule)20 one-half-hour video modules
Sociology 199 is a basic introduction to sociology that encour-
ages an appreciation and understanding of the scientific study
of human social behavior. The course surveys the general prin-
ciples of socialization, human behavior in groups and organiza-
tions, and the social structure of our society. It is based on tele-
vised text materials. All course activities are flexibly scheduled
to accommodate those whose time is heavily committed.

Soc 293 Introduction to Social Science	
Research Methods	3 credits
(See Class Schedule)	3 class hrs/wk
This is an introductory course designed to gi ground in the concepts and issues which me	
to the actual doing of research on social issue	

Women's Studies Courses

Study Skills

The Study Skills Department meets the reading, basic math, and learning skills needs of the community college student. Students learn under the direction of professional staff members who are trained in many different methods of instruction and who accommodate individual needs.

0.525.7 Advanced English Grammar

0.525.8 Basic Writing	3 credits
(See Class Schedule)	
Prerequisite: Placement on writing test of	or recommendation of
instructor. Basic writing is a course design	gned to introduce low
level reading students to matters of s	
grammar including parts of speech, senter	nce completeness, and
punctuation.	

0.529.5 Textbook Reading and

0.529.6 Learning Style and Concentration (Mini-Course

cluded.

(Fall Presing read cati sup this are	29.6A Reading 1
(Fall A the test tion cou	29.7 Test Taking (Mini-Course)
(Fal Pres con cou read clud	29.7A Reading 2
(Fal A th how how	29.8 Memory Improvement (Mini-Course)
(Fal Pres com sign	29.8A Reading 3
(Fal Pres com is d reac	29.9 Reading 4
(Fal Assi lear	3 Credits l, Winter, & Spring Terms)
(Fal Premer and vision and	O5 Decimals

0.605.1 Fractions(variable) 1-3 credits
(Fall, Winter, & Spring Terms)3 class hrs/wk
Prerequisite: Permission of instructor, based on math place-
ment results. This course will provide instruction in identifica-
tion of fractional parts; reduction of fractions; addition, subtrac-
tion, multiplication, and division of fractions with common and
unlike denominators. Instruction of how to solve word prob-
lems involving fractions, prime numbers, and prime factoriza-
tions is also included.

EL 111 Effective Learning
(All Terms)
Prerequisite: Placement on standardized test. This course is de-
signed to provide instruction in how to take notes, study for
tests, improve memory, cope with textbooks, and manage time
effectively. Some basic skills in using the library also will be
taught. The course is for students who have been out of school
for a number of years or who lack good study techniques.

Course Descriptions Study Skills

Wr 110 Preparatory Writing



Instructional Staff



Instructional Staff

Adult Basic Education

Rasor, Leslie W.; department chair; M.S. Univ. of Oregon.; B.A. The Evergreen State Col.
Bernhard, Deborah C.; B.S. Univ. of Oregon
Frauman, Maxine; B.A. Univ. of California
Hemsoth, Gail L.; M.S. Univ. of Oregon; B.A. Heidelberg Col.

Jones, William J.; B.A. Univ. of Oregon; A.A. Lane Comm. Col.

Lamoreaux, Alice A.; B.A. Univ. of Oregon Lamoreaux, Lucille F.; B.A. Univ of Oregon Nagy, Evelyn; M.A. Univ. of Oregon; B.A. Univ. of Oregon

Russell, Catherine; B.A. Simmons Col. Shelp Patricia M.; B.A. So. Oregon State Col.; M.A. So. Oregon State Col.

Simon, Michael F.; M.A. Western Illinois Univ.; B.A. Western Illinois Univ.

Stolp, Gerald W.; M.S. Univ. of Oregon; B.A. California State Univ.

Templeton, Ida M.; B.A. Univ. of Oregon Whitenack, Alice A.; B.S. Univ. of Oregon; M.S. Univ. of Oregon

Art and Applied Design

Reid, Richard W.; department chair; B.A. Univ. of Minnesota

Blix, Weltzin B.; M.F.A. Univ. of Oregon; M.S. Northern Illinois Univ; B.S. Carroll Col.

Dean, Bruce G.; M.F.A. Univ. of Illinois; B.F.A. Univ. of Illinois; B.F.A. Art Institute of Chicago

Hoy, Harold H.; M.F.A. Univ. of Oregon; M.F.A. Univ. of Oregon; B.A. Central Washington Univ.

Joyce, David; M.F.A. Univ. of Oregon; M.A. Univ. of Oregon; B.A. Carleton Univ., Ottawa

Kommer, Joyce; M.F.A. Univ. of Oregon; B.A. Univ. of Oregon

Rubick, Thomas; B.A., Univ. California at Long Beach

Spilman, Craig M.; M.F.A. Instituto Allende, San Miguel de Allende, Gtol., Mexico; B.A. San Francisco State Col.

Vander Schaaf, Elizabeth; M.A. Univ. of Oregon B.A. Univ. of Oregon

White, Daniel L.; M.F.A. Univ. of Oregon; B.S. Univ. of Oregon

Wild, Bruce; M.F.A. Univ. of Oregon; B.A. Central Washington State Col.

Wright, Rosco E.; M.S. Univ. of Oregon; B.S. Univ. of Oregon

Athletics

Creed, Robert; interim department chair Foster, Robert V.; athletic director; M.S. Univ. of Oregon; B.S. Oregon Col. of Education Business

Business

Reilly, William R.; department chair; Ph.D. Purdue Univ; M.B.A. Univ. of Minnesota Minneapolis; B.S. Univ. of Minnesota-St. Paul

Birkenhead, Thomas E.; M.B.A. Univ. of Southern California; B.S. Univ. of Southern California

Clark, Connie Jo; B.A. Idaho State Univ.; A.S. E.D.S.C.

Day, Vivian L.; M.S. San Fernando Valley State Col.; B.S. San Fernando Valley State Col.

Eno, Esther R.; M.Ed. Oregon State Univ.; B.S. Univ. of Oregon

Eno, Richard H.; M.S. Oregon State Univ.; B.A. Univ. of Northern Colorado

Grant-Churchwell, Cathlene; M.S. San Jose State Univ.; B.S. San Jose State Univ.

Hamilton, Stephen S.; M.B.A. Univ. of Oregon; B.B.A. Univ. of Oregon; A.S. Treasure Valley Comm. Col.

James, Betty E.; M.S. Univ. of Oregon; B.S. Univ. of Oregon

Jellesed, Edna V.; M.S. Univ. of Oregon; B.A. Univ. of Washington

Jennings, Brenda L.; M.Ed. Oregon State Univ.; B.S. Oregon State Univ.

Jesser, Velma K.; M.Ed. Univ. of Missouri; B.S. Univ. of Missouri; C.P.S.

Le Pelley, Eilene R.; B.A. Idaho State Univ. Lingo, Judy L.; Secretarial Certificate Eugene Business Col.; C.P.S.

Nelson, Robert W.; M.B.A. Univ. of Oregon; B.S. Oregon State Univ.; Oregon Real Estate Broker's License; G.R.I.

Ogan, Bonnie D.; M.Ed. Oregon State Univ.; B.A. Oregon State Univ.

Rholl, Gary O.; M.B.A. Univ. of Oregon; B.A. Kearney State Col.; B.S. Kearney State Col.

Rholl, Marilyn L.; M.Ed. Oregon State Univ.; B.S. Oregon State Univ.

Ryan, Joan S.; M.B.A. Oregon State Univ.; M.S. Oregon State Univ.; B.S. Oregon State Univ.

Wilson, Donald James; J.D. Willamette Univ.; B.A. Stanford University

Cooperative Work Experience

Way, Robert F.; department chair; M.S. Oregon State Univ.; B.A. Oregon State Univ.; A.S. Oregon Technical Institute

Clemens, Glenna M.; Oregon Health Sciences Univ.; B.S.N. Oregon Health Sciences Univ. Cobb, James H.; M.A. Peabody Col. for Teachers;

B.A. Birmingham Southern Col. **Early, Sheila;** U.S. Univ. of Oregon; B.S.N. Carroll Col.; Nursing Diploma Carroll Col.

Freeman, Joe E.; M.S. Univ. of Oregon; B.A. Sacramento State; A.A. Cabrillo Comm. Col.

Grant-Churchwell, Cathlene; M.S. San Jose State Univ.; B.S. San Jose State Univ.

Hahn, Patricia I.; M.S. Univ. of Oregon; B.S. Southern Oregon State Col.

Hopkinson, Michael J.; M.S. Univ. of Oregon; B.S. Univ. of Utah

Marston, Peggy; M.S. Univ. of Oregon; B.S. Eastern Montana Col.; A.A. Goshen County Comm. Col.

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