UCC

UMPQUA COMMUNITY COLLEGE

2019-2020 COLLEGE CATALOG

UMPQUA COMMUNITY COLLEGE 2019-2020

COLLEGE CATALOG

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Umpqua Community College publishes this catalog to provide our students and public, current information about the College.

We make every effort to provide accurate information. However, sometimes the College finds it necessary to make changes after the catalog has been printed.

The changes may affect procedures, policies, calendar, curriculum, or costs. For more information and the most up-to-date catalog information and addendum, please check online at www.umpqua.edu/college-catalog.

President's Message

Welcome to Umpqua Community College (UCC). Our campus, nestled along the beautiful North Umpqua River in Southwestern Oregon, has served as a dynamic place of learning in Douglas County for over 50 years. We proudly serve our students and community.

UCC is committed to academic success. Throughout your journey here, we will provide support to help you achieve your educational goals. This catalog is designed to be a comprehensive guide for navigating the services and opportunities we offer to students, and we trust you will find the information to be valuable.

Our doors are always open to those we serve. We enjoy the opportunity to get to know you better and to hear suggestions for improving your campus experience.

Best wishes for success.

Dr. Debra H. Thatcher
President, UCC

Vision

Umpqua Community College will be a model for educational innovation, empowering all students to contribute to an ever-changing, diverse world with confidence, competence, and compassion.

Mission

Umpqua Community College transforms lives and enriches communities.

"…transforms lives"

Students are immersed in adventurous opportunities to explore new ideas and interact with others who have varied life experiences, cultures, careers, and ages. Whether taking one class or earning a certification or degree, enhancing career competencies or enriching personal skills, students are guided by a talented, encouraging faculty and staff. Students have a wide range of opportunities to grow and learn, from designing products with new technologies to writing for the student newspaper, conversing in a new language, competing in athletic events, volunteering to tutor young children, or hiking along the Umpqua River – and so much more. Every step, milestone, and achievement students make instill a sense of pride they will carry through life.

"…enriches communities."

Through education and programming, UCC enhances the quality of life of communities in which we learn, live, and work. UCC's performing arts programs, art exhibits, guest speakers, special events, and athletic competitions are vehicles for people to communicate, learn about the world, enhance social bonds, consider significant events, and experience personal growth. The economic vitality of the area is elevated as a result of workforce training and partnerships with varied industries, businesses, and agencies. Students' personal transformation helps our communities thrive and contributes to community transformation: College education translates to enhanced earning capacity, increased ability to be self-supporting, strengthened opportunities to maintain good health, heightened likelihood that education is valued by family, and expanded engagement in communities.

Values

KNOWLEDGE

Knowledge is the active process of exploring, creating, sharing and applying concepts and ideas. We value knowledge and recognize that knowledge empowers and opens doors to new opportunities.

SENSE OF COMMUNITY

With a commitment to diversity, equity, and inclusion, we celebrate both community and individuality. We cultivate a learning environment where all people feel like they belong, they matter, and they are supported.

INTEGRITY

We act with fairness and respect for others in our learning and working environments. Our actions are aligned with our commitment to openness and trust. We are accountable to ourselves, colleagues, and communities we serve.

IMPROVEMENT AND INNOVATION

We take ownership of our work and continually seek ways to improve our performance. Using change to our advantage, we embrace an adventurous spirit, characterized by exploration of new ideas and bold risk-taking.

Core Themes

LEARNING

The College is committed to providing quality academic programs that promote student success and fulfill students' abilities to complete an associate degree or certificate, obtain employment, or transfer to a four-year college/university. Adult basic education, workforce training, and other curriculum-based initiatives are foundational education paths included in this commitment.

ACCESS

The College is committed to ensuring students have access and support to pursue and achieve personal, career and academic goals. This commitment is achieved through services such as academic advising, career coaching, life coaching, tutoring services, student engagement initiatives, financial aid, and scholarship offerings.

ENRICHMENT

The College is committed to providing opportunities for students, employees and community members to engage in learning and co-curricular activities that promote lifelong learning, community education, professional development, self-improvement, and workforce training. Part of student success is connecting one's self to a larger world beyond the classroom. Such activities include but are not limited to athletics, community workforce training classes, performing arts series, music concerts, museum exhibits, service learning, and related initiatives.

Accreditation and Memberships

UCC is accredited by the Northwest Commission on Colleges and Universities (NCWWU) and is approved by the Oregon State Board of Education.

Accreditation of colleges is a voluntary, non-governmental, self-regulatory process of quality assurance and institutional improvement. NWCCU is recognized by the U.S. Department of Education as the authority on the educational quality and institutional effectiveness of higher education institutions in the Northwest region of the United States. NWCCU accreditation verifies that colleges meet standards for performance, integrity, and quality and therefore merit the confidence of the educational community and the public. Accreditation by NWCCU qualifies colleges and enrolled students for access to Title IV federal funds to support teaching, research, and student financial aid. Accreditation by the NWCCU is not partial; it applies to the entire college. Inquiries regarding UCC's accredited status by NWCCU should be directed to the administrative staff of UCC. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052 (425) 558-4224
www.nwccu.org

Programmatic or specialized accreditation assures the quality of programs as measured against professional standards. UCC programs that have specialized approval or accreditation include:

- Nursing Program – Oregon State Board of Nursing
- Dental Assisting – Commission on Dental Accreditation
- Emergency Medical Services – Commission on Accreditation of Allied Health Education Programs
- Automotive Technology Program – National Automotive Technical Education Foundation

UCC is a member of the Association of Community College Trustees and the Oregon Community College Association.

Non-Discrimination

Umpqua Community College in full accordance with the law is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. UCC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, Veteran status, or any other legally protected classification. UCC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit individuals of color and women.

PROGRAM CONTACTS – ACADEMIC AREAS

UCC General Information 541-440-4600

Agriculture Business Management 541-440-7854
Anatomy & Physiology 541-440-7683
Apprenticeship Training 541-440-4675
Art, Art Education, Art History 541-440-4692
Automotive 541-440-7782
Biology 541-440-7683
Botany 541-440-4618
Business 541-440-7790
Chemistry 541-440-7821
Communication Studies 541-440-4647
Computer Information Systems 541-440-7686
Computer Science 541-440-7686
Criminal Justice 541-440-7668
Dental Assisting 541-440-4710
Drafting Technology 541-440-4683
Early Childhood Education 541-440-7848
Economics 541-440-4663
Education: Elementary & Secondary 541-784-7848
Emergency Medical Services-Paramedic 541-440-7680
Engineering Technology:
Civil & Surveying 541-440-4683
English 541-440-4649
Engineering Transfer 541-440-4683
Entrepreneurship 541-440-7790
Entry Management 541-440-4703
Executive Business Assistant 541-440-7790
Fire Science 541-440-7829
Forestry 541-440-7825
Geographic Information Systems 541-440-4683
Geology 541-440-4654
History 541-440-7753
Human Services 541-440-4679
Humanities 541-440-4649
Journalism 541-440-4645
Juvenile Corrections 541-440-7668
Legal Assistant 541-440-4663
Marketing 541-440-7790
Mathematics 541-440-4680
Medical Office 541-440-7790
Microsoft Office Technologist 541-440-7686
Music 541-440-4693
Natural Resources 541-440-4618
Occupational Skills Training 541-440-4713
Paralegal Studies 541-440-4663
Paramedicine 541-440-7680
Physics 541-440-7736
Police Reserve Academy 541-440-7668
Political Science 541-440-7753
Pre-Nursing 541-440-4614
Psychology 541-440-4681
Registered Nursing 541-440-4614
Retail Management 541-440-4703
Science 541-440-7683
Sociology/Social Work 541-440-7826
Supervision 541-440-4703
Surveying & Geomatics 541-440-4683
Theatre Arts 541-440-4694
Truck and Transportation Logistics
(Truck Driver Training) 541-440-7691
Viticulture and Enology 541-440-4709
Water Quality Treatment 541-440-4683
Welding 541-440-7819
World Languages 541-440-4644

UCC DEPARTMENT AND SERVICES

UCC General Information 541-440-4600
Toll Free 800-820-5161
Accessibility Services 541-440-7900
Admissions Office 541-440-7743
Adult Basic Education/Skills 541-440-4603
Advising 541-440-4610
ASUCC Student Leadership 541-440-7849
Athletics 541-440-7729
Bookstore 541-440-4664
Career Services 541-440-7748
Chief Financial Officer 541-440-4632
Commercial Truck Driving (CDL) 541-440-7691
Communications and Marketing 541-440-7809
Community & Workforce Training:
Register by Phone 541-440-4668
Cooperative Work Experience 541-440-4605
Counseling Life Coaching Services 541-440-7900
Dean of Enrollment Management 541-440-7865
Dean of Student Services 541-440-7860
Educational Partnerships 541-440-7813
Financial Aid 541-440-4602
Ford Childhood Enrichment Center 541-440-7859
Foundation 541-440-7847
GED Classes 541-440-4603
Human Resources 541-440-7783
IT Help Desk 541-440-7808
Job Corps 541-496-3507
Job Placement 541-440-7797
JOBS
Roseburg 541-464-2277
South County 541-440-7773
Learning Skills 541-440-7806
Library 541-440-4640
Peer Mentors 541-440-7949
Performing and Visual Arts 541-440-4691
President 541-440-4622
Provost 541-440-4682
Recruitment 541-440-4677
Registration and Records
Director 541-440-4616
Registration 541-440-4604
Transcripts 541-440-4604
Scholarship Office 541-440-7674
Security 541-440-7777
Small Business Development Center 541-440-7824
Student Accounts 541-440-7660
Student Ambassadors 541-440-7873
Student Engagement 541-440-7749
Success Center (Tutoring) 541-440-7831
Testing Services 541-440-7659
Theatre 541-440-4694
Title IX 541-440-7690
Transfer Opportunity Program 541-440-4712
Trio Educational Talent Search (ETS)
and Upward Bound (UB) 541-440-4606
UCCOnline 541-440-7685
Veterans 541-440-4621

ACADEMIC CALENDAR

	SUMMER 2019	FALL 2019	WINTER 2019	SPRING 2020	SUMMER 2020
Registration Begins	May 13	May 13	November 4	February 24	May 11
Deadline to File and Pay For Graduation	End of February 2019	End of July 2019	End of October 2019	End of January 2020	End of February 2020
Registration Payment Due **	June 24	September 23	January 6	March 30	July 6
New Student Registration	For course information go to www.umpqua.edu/registration				
Classes Begin (via web only on weekends)	June 24	September 23	January 6	March 30	July 6
Last Day to Register/Add Classes *** (via web only on weekends)	Session dates may vary.	October 4	January 17	April 10	Session dates may vary.
Last Day to DROP WITH REFUND		September 29	January 12	April 5	
Last Day to DROP/DELETE (Classes will not appear on transcript)		September 29	January 12	April 5	
Last Day to WITHDRAW (Classes will appear on transcript as withdrawn)		November 8	February 21	May 15	
Campus Closures	All Fridays from July 1 - Aug 30 July 3-4	September 16 November 11 November 28-Dec. 1 December 21-January 1	January 2 January 20 February 17	May 25	All Fridays from July 10 - Aug 28 June 28 - July 3
Student Vacations	September 2	December 8-January 5	March 22-29	May 25	September 7
Final Exams		December 2-7	March 16-21	June 6-12*	
End of Term	August 29	December 7	March 21	June 12	August 27
GED and High School Completion Graduation				June 12	
Commencement				June 12	

* Saturday final exams will be held June 6. Saturday classes during spring term will meet longer to ensure the appropriate contact hours are met.
** When registering for a class, students are agreeing to pay the tuition and fees plus any applicable late fees and interest. If students cannot attend, they must officially drop the class or they will be charged.
*** Instructor approval required during the second week of class.

ADMISSION TO UCC

UCC has an "open door" policy and will admit students who meet any one of the following entrance requirements:

- Graduates from an accredited secondary school.
- Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.
- Non-high school graduates who are 18 years old or over and whose high school class has graduated.
- Individuals who are 16 or 17 years old who are not required to attend high school and who furnish a written "Release from Compulsory School Attendance" may make application as a special student (ORS 339.030).
- Students who are attending high school as juniors or seniors who present written approval from their school officials. Course load must be approved by both schools.
- Some programs have special program requirements other than listed above.

If student is a citizen of another country, they must meet certain federal immigration and College requirements before admittance to Umpqua Community College. International students can request special application materials from the Admissions Office.

Non-credit students are not required to make formal application.

Admission to Specialty Programs and Certificates

Acceptance to the College as a student normally implies acceptance into any of the degree programs offered. However, some programs have secondary admission requirements due to limited space, staff and equipment. The apprenticeship, automotive, dental assisting, EMS paramedic, Police Reserve Academy, and nursing programs have special admission requirements and limited enrollment. See the appropriate program listings in this catalog for more information. Ask for assistances by calling Accessibility Services at 541-440-7900.

Adult Basic Education/GED/English Language Acquisition Students

Contact the appropriate office for admissions information: 541-440-4603.

Accessibility-Related Accommodations

Accessibility-related accommodations for admission are available upon request. Ask for assistance at the Office of Registration and Records or call Accessibility Services, 541-440-7655 or Oregon Relay at 1-800-676-3777 (TTY/Voice) or dial 7-1-1.

International Students

International students have an opportunity to pursue a quality education while living in a small American town. If student is a citizen of another country, they must present evidence of satisfactory English language skills through a TOEFL paper score of 500 or computer score of 173, ELPT score of 950, or IELTS 6.0. The proficiency may also be met through attending an intensive English language school, such as ESL Level 109 or equivalent.

For more information, go to:
www.umpqua.edu/international-students

A deposit of $4,000 will be required to pay for the first term's tuition, fees, books and insurance.

ENROLLING AT UCC

1. Apply to UCC

Complete the Admissions Application online at www.umpqua.edu/getting-started or in-person in the Admissions office in the Laverne Murphy Student Center.

2. Attend Orientation

Orientation is required to register for credit classes. Sign up at www.umpqua.edu/schedule-student-orientation.

3. Connect to Student Accounts

The links to student accounts are located at the top of the UCC website. Login to student accounts in the following order: Student Self-Service, Student Email, UCC Online. Need help? Call Admissions at 541-440-7743 or get help during orientation.

4. Transfer Credit from Other Colleges

If student has completed coursework at another college or university, submit the official transcripts from other colleges for an evaluation: www.umpqua.edu/transferring-to-ucc.

5. Course Placement

Placement tests cover reading, writing, and math and take around 2 hours to complete. The testing center has walk-in times, appointments, and has access to access to preparation materials. UCC also utilizes multiple measures for recent high school graduates, using high school grades and state assessment scores. www.umpqua.edu/take-placement-tests or 541-440-7659.

6. Financial Aid

The UCC financial aid website has information on federal financial aid, links to UCC scholarships, and information on veteran benefits and work study. It is important to complete the Free Application for Federal Student Aid (FAFSA) as soon as possible, as there will likely be additional steps to complete through the student's account. https://www.umpqua.edu/financial-aid.

7. Meet with an Academic Advisor

Students are assigned an advisor based on their program of study. It is important to see an advisor to discuss academic goals and class schedules. Students can schedule an appointment by calling 541-440-7743 or 541-440-4600.

8. Register

Students may register for seated and online courses during established advising and registration weeks. Registration dates are based Registration dates are based on earned credits (credits are not earned until after they are graded). Earned credit hours are shown on the student's academic transcript. Most registration is done online through Student Self-Service, but the student can also visit the Office of Registration and Records in the LaVerne Murphy Student Center.: www.umpqua.edu/registration. Office Hours are 8 am-7 pm, Monday-Thursday and 10 am to 5 pm on Fridays.

9. Pay for Classes

Payment is due on the first day of the term. Students can pay online, in-person, or by phone at 541-440-4635. www.umpqua.edu/cost-and-aid/tuition-fees.

In-Person Payments: Student Accounts, located in the Laverne Murphy Student Center, accepts cash, check, credit card, debit card, Apple and Android Pay, and third party payment. There are no fees associated with these types of payment.

Mail Payments: Umpqua Community College Student Accounts, PO Box 967, Roseburg, OR 97470

Online Payments: UCC has contracted Nelnet to provide the ability to make payments online. Payments made using a debit card are treated as a credit card. Service fees will be assessed accordingly.

Financial Aid: Direct deposit (set up through Student Accounts). See Financial Aid/Students Accounts beginning on page 18 for detailed information about Financial Aid.

10. Get Student ID

All registered students are entitled to a Student ID card. The ID card serves as a student's official UCC photo identification and can be utilized as a UCC Library Card. Student ID cards are available through the Information Desk in the LaVerne Murphy Student Center during regular business hours. ID cards must be validated each quarter of enrollment; validation stickers are available from the Information Desk, from Student Accounts located in LaVerne Murphy Student Center and from the Library reference desk.

11. Buy Books

The UCC Bookstore recommends textbook and course material purchases be made for the current term only. Actual in-store availability of materials will update once book sales begin. Book sales officially begin once financial aid is available in the Bookstore for student use, but materials are generally available for purchase prior to this date as a final sale. UCC College Bookstore, Laverne Murphy Student Center, 541-440-4664.

12. Stay on Track with the Success Center

The Success Center provides a variety of resources to UCC students. Get help for courses by meeting with a drop-in tutor on campus, or hop online with SmarThinking for help on the weekends. Our computer lab is open to all students and provides access to our college prep courses like CSM and Essential Skills. For more information call 541-440-7831.

Definitions

Academic Year

Consists of three terms (or "quarters") of approximately 11 weeks each and one term for period of either four or eight weeks. Students may enter at the beginning of any term, but it is advantageous to enter fall term because most sequence courses begin in the fall.

Credit Hour

Usually represents two-three hours each week (for every hour in class, two hours of outside preparation are needed) for one term. This time may be assigned to work in classroom or laboratory or to outside preparation. The number of lectures, recitations, laboratory, studio, or other learning formats per week for any course may be found in the course descriptions in the catalog.

Credit Hour Load

Typically students should enroll for an average of 16 approved credits within a program per term to earn an associate degree in two years. Completion time frames may vary between students.

Sixteen credit hours involves about 48 clock hours of scholastic productivity each week during the term (16 classroom + 32 study preparation).

An accumulative GPA minimum of 2.75, and written approval from an academic advisor is required to enroll in more than 19 credits per term.

Curriculum

An organized set of courses and study designed to prepare students for advanced study, professional work or general education experience.

Full-Time Student

Student is registered for 12 or more credit hours per term.

Part-Time Student

Student is registered for fewer than 12 credit hours per term.

Period

A class meeting of discussion, lecture, laboratory work, etc., which may last for 50 minutes or more.

Sequence

Consists of three successive terms of a course such as Biology 101-102-103 or History of the US 201-202-203.

Subject

A designated field of knowledge such as math, history, science or English.

REGISTRATION/ADDING

Prerequisites

All students are required to complete prerequisites as indicated in the course description section of the catalog. Questions concerning prerequisites for a course can be answered by Advising, Admissions, or the instructor of the course.

Adding and Dropping

After initial registration students may wish to add, drop and/or withdraw from classes in accordance with the dates published in the academic calendar. For assistance, contact the Information Desk at 541-440-4600.

New Students

New students may register for classes after attending Student Orientation.

Continuing Students

Umpqua Community College provides online registration for students who plan to continue their studies at UCC. Check the academic calendar for registration dates.

Returning Students

Students who have attended UCC for credit, but have been absent for a year or more, will need to be re- admitted. There is no fee to be re-admitted but a new application for admission must be completed and placement testing may be needed. If students are seeking a degree and have attended another college since last enrolled at UCC, please have the official transcripts sent.

Transfer Students

New transfer students taking credit classes must have their transcripts sent from the previous college(s) to: Registration and Records, P. O. Box 967, Roseburg, OR 97470. Transfer students may register for classes after attending Student Orientation.

Veteran Priority Registration

Umpqua Community College invites active or former members of the Armed Forces of the United States, or qualified dependents receiving veterans' educational benefits to participate in early registration. Eligible recipients will receive a formal e-mail regarding their priority status. Register at the Office of Registration and Records in the LaVerne Murphy Student Center beginning the Friday before priority registration begins for each term.

Community & Workforce Training Students (Non-credit)

There are four ways to register for UCC Community and Workforce Training classes.

1. Go to umpqua.edu/cwt and select the "Register Here" button
2. Call 541-440-4668 weekdays, have payment card available
3. Mail a completed registration form from the schedule to Community & Workforce Training Center, PO Box 967, Roseburg, OR 97470
4. In person at the Community & Workforce Training Center between 8 am - 5 pm weekdays. Please note UCC is closed on Fridays from mid-July through mid-September each year.

Auditing a Class

Students who want to participate in a course, but do not want to receive credit and a grade may register for a course under an audit option beginning the first day of class. Charges for auditing a class are 50% of tuition and 100% of fees for the first time a specific course is audited at UCC, and no tuition and 100% of fees for subsequent audits of the same course or for courses previously completed with a passing grade at UCC. These charges are not eligible for financial aid assistance. Students may register as auditors beginning the first day of class on a space-available basis with credit students receiving priority. A student wishing to change from credit to audit, or vice versa, must do so by the tenth instructional day of the term.

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, covers the release and inspection of each student's educational records. In compliance with FERPA, UCC has formulated the Student Records Policy to outline the proper handling and release of student educational records.

Student's Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) gives all matriculated students certain rights regarding their education records. Students have the right:

- To inspect and review their education records
- To seek amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights
- To consent to disclosure of personally identifiable information contained in their education records, except for when consent is not required by FERPA.
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without student consent.
- To file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA.

See Policies, page 202, for more information about FERPA.

SCHEDULE CHANGES

After registration, students may make course changes such as to add or drop a course in the Office of Registration and Records or via the web. Deadlines for course changes are listed on the academic calendar.

Adding and Dropping

After initial registration, students may wish to add, drop and/or withdraw from classes in accordance with the dates published in the academic calendar. For assistance, contact the Information Desk at 541-440-4600.

Drops/Withdrawals

Students registered for classes are considered to be in attendance. Students discontinuing attendance without filing the official drop/withdrawal form with the Office of Registration and Records may receive a failing grade and be responsible for full cost of classes. Recipients of Title IV financial aid funds are subject to the federal regulations for withdrawals from classes for a term.

Students wishing to drop (which does not appear on the academic transcript) a course or courses must initiate the drop procedure during the first week of instruction, except for classes less than ten weeks in length. These dates are pro-rated and reflected in the class schedule. Complete and file the appropriate form with the Office of Registration and Records.

Withdrawal from UCC

To withdraw from all courses, students must submit a completed withdrawal form, with appropriate signatures, to the Office of Registration and Records. Proper withdrawal is reflected on transcripts and adherence to the correct procedure protects a student's academic record.

Withdrawal Fall, Winter, and Spring Terms

Fall, winter, and spring terms, students may withdraw from courses beginning the second week of instruction through Friday of the seventh week by completing the appropriate form in the Office of Registration and Records, signatures from financial aid must be included.

Withdrawal Summer Term for Ten-week Classes

Students need to refer to page 2 of the UCC Summer 2019 Schedule.

Withdrawal Summer Term for Five-week Classes

Students need to refer to page 2 of the UCC Summer 2019 Schedule.

Withdrawal Summer Term for Eight-week Classes

Students need to refer to page 2 of the UCC Summer 2019 Schedule or the 2019-2020 academic calendar.

Withdrawal Summer Term for Four-week Classes

Students need to refer to page 2 of the UCC Summer 2019 Schedule or the 2019-2020 academic calendar.

Late Withdrawal Request from UCC

A Late Withdrawal may be requested after the withdrawal deadline. All requests must include a written explanation with supporting documentation outlining the extenuating circumstances which prevented student from withdrawing before the published deadline. Course failure alone is not an extenuating circumstance. A written response will be sent to the student's email account within three business days. In some circumstances the Registrar may refer the withdrawal request to the Academic Standards Committee for further review.

Instructor Drops from Classes

Instructors have the option to drop a student who registered for a class but does not attend the first meeting. Students who do not wish to be dropped due to non-attendance should contact the instructor if they will miss any of the first week's meetings. Instructors are not required to drop a student for non-attendance. Therefore, students who want to drop or withdraw from a class must initiate the drop/withdrawal process through the Office of Registration and Records. It is their responsibility to ensure the drop or withdrawal process occurs. If a student is registered for a class and they do not attend, they will be assigned a grade in the class and it will become part of their permanent record.

Exceptional Circumstances and Appeals

Students are expected to request withdrawals after the term begins in person. Under exceptional circumstances with documentation, they may initiate a withdrawal by telephone or by writing a letter of explanation to the Office of Registration and Records.

Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms are available from the Office of Registration and Records.

Note: Recipients of Title IV financial aid funds are subject to the federal regulations for withdrawals from all classes for a term.

CREDIT OPTIONS

Advanced Placement

Umpqua Community College recognizes Advanced Placement (AP) and International Baccalaureate (IB) Programs, offered in some high schools, by awarding credit for some courses. To receive credit, scores of 3 or above must be obtained on the AP exam(s) and 5 or above on the IB exam(s). Official scores must be sent to UCC for evaluation before credit will be awarded. Contact the Registrar's Office if there are questions.

Challenging Courses

UCC maintains a course challenge procedure, recognizing that alternative avenues exist other than the classroom for acquiring knowledge. If adequate justification exists, students may challenge courses using the following guidelines and procedures:

1. Consult the appropriate instructor.
2. If justification exists to challenge the course, obtain the challenge form at the Office of Registration and Records.
3. Obtain signatures of appropriate instructor and department chair.

4. Present the completed challenge form to the Office of Registration and Records and pay the $10 per course nonrefundable challenge fee.
5. Complete the challenge examination during the term initiated and at a time mutually agreed with the instructor.
6. If challenge is successfully completed, register and pay appropriate tuition and fees for the class with the Office of Registration and Records.
7. MTH 060 competency challenge: Umpqua Community College allows students to pass a MTH 060 challenge exam to meet the math requirements for programs such as the AAS degree and one-year certificates. The MTH 060 challenge exam may be taken by making arrangements with the math department chair.

Challenges are not considered part of the residency requirements for degrees, diplomas, or certificates nor are they considered in determining full-time status or eligibility for athletics or student benefits.

If students successfully pass the challenge exam, they must pay the appropriate tuition and register for the class. The instructor will record the grade (A, B, C or P) on the regular end-of-term grade sheet. If student fails to pass the exam, no grade will be recorded. The student may not challenge a course a second time.

Students may not challenge a course in which they have already received a grade, nor may they challenge a course at a lower level than a course previously completed (Example: WR 115 may not be challenged if WR 121 has been completed).

Cooperative Work Experience

Cooperative Work Experience is a structured work and learning opportunity. Students are concurrently enrolled in a related academic program. The work experience is directly related to the goals and objectives of the individual student's education program, coupling classroom learning with workplace training. The college and participating firms and organizations cooperatively develop training and evaluation plans to guide and measure the success of each student. Each course is offered summer, fall, winter, and spring terms.

- Up to thirteen CWE credits may count toward the AAS and AGS Degrees.
- Up to twelve CWE credits may count toward the AA/OT elective requirements.
- Up to twelve CWE credits may count toward the one-year certificate.
- Requires instructor consent. Some programs may limit the number of credits allowed per term.
- See a faculty or academic advisor for requirements specific to a program.
- Some programs require students to complete a CWE seminar. CWE Seminar I is one credit.
- Credits earned for CWE Seminar I are part of the annual total credits allowed. For more information on how to begin CWE, check with] faculty or an academic advisor.

Credit for Prior Learning

Students have options to seek credit for prior learning, which is a means for earning credit for learning associated with life-experience. Up to 25% total credits for a degree or certificate may be earned. Options for credit for prior learning include:

- The CLEP program, a set of nationally-normed examinations which provide credits in individual subjects
- International Baccalaureate
- Advanced Placement tests (score of 3, 4 or 5 required)
- Military schooling (ACE Guide approved)
- Institutional challenge exams
- Professional Certifications (see details below)

Students can contact the Registrar at 541-440-4617 for additional information about the process for credit for prior learning.

Early Childhood Education – Credit for Professional Learning

The Early Childhood Education program awards credit for prior learning based on verified award of a Child Development Associate (CDA) credential from the Council for Early Childhood Professional Recognition or a Step 7 (or higher) certificate from the Oregon Registry: Pathways to Professional Recognition in Childhood Care and Education. In addition, students must have at least one year of on the job experience working as an educator in an ECE classroom or licensed childcare facility.

Please contact the ECE program coordinator at 541-440-7848 for more information

Credit for Professional Certification (CPC)

- The UCC Criminal Justice and Emergency Medical Service programs award CPC credits.
- The Criminal Justice program awards college credits to professionals in areas such as law enforcement, corrections, parole and probation, and 9-1-1 telecommunications. College credits are awarded in specific criminal justice courses by directly correlating the applicant's DPSST (Dept. of Public Safety Standards and Training) training, years of experience, special unit assignments, specialized departmental/facility training, and conferences attended. The applicant's training record is then aligned to specific content of criminal justice credit courses offered at UCC. Please contact the Criminal Justice program coordinator at 541-440-7668.
- The EMS (Emergency Medical Services) program awards credit for prior certification to students who possess respective certifications or licenses for EMT or Driver. Please contact the EMS department chair at 541-440-7680 for more information.

High School Connections:

College Credit for High School Students

DUAL CREDIT

- High school students can earn college credits while in high school. The Dual Credit Program offers opportunities through a partnership with Douglas County schools by providing lower division academic and entry level professional technical course credits that are transcribed through UCC. The Program supports the concept of assisting high school students as they begin planning and carrying out a learning continuum that begins in high school and extends through the college experience to a degree or a professional certificate.

For more information about the Dual Credit program, visit the website at umpqua.edu/high-school-connections or contact HSConnections@umpqua.edu or 541-440-7709.

EXPANDED OPTIONS PROGRAM

The Expanded Options Program (EOP) was created in 2005 through Senate Bill 300 (SB 300) to provide students with additional options to continue or complete their education and to allow them to earn concurrent high school and college credits through Oregon's community colleges and universities.

If accepted into the program, students take classes on the UCC campus or online, and the students' sponsoring high school covers the cost of tuition and fees. To be eligible to apply, students must be:

- 16 years of age or older at the time of enrollment and in grade 11 or 12
- Currently enrolled in high school, and
- On track to complete course requirements for graduation

Students should contact their high school counselor to determine if they are eligible. Some high schools in the area have a waiver and do not participate in the program.

For more information, umpqua.edu/high-school-connections or call 541-440-7709.

Independent Study

Independent study focuses on subjects beyond the course curriculum, or in-depth study of a particular aspect of course content. Independent study affords an opportunity for instructors to challenge advanced students who are interested in more in-depth pursuit of subject matter. Provides an avenue for students who have previous study in a subject area to complete further work for credit.

- Course arrangements must be made in advance. Credit will not be granted retroactively.
- Approval for student registration must be granted by the department responsible based upon student/instructor's written request, and by the Division Dean.
- Credit to be granted will be decided by the department responsible, with each credit equivalent to 20 clock hours minimum.
- Objectives are to be specified in writing, including dates for completion of particular activities or assignments and approved by the Instructor, Department Chair and Division Dean.

To qualify, students must have approved previous background in the appropriate content area, or be performing at a high quality level in current course work and willing to take on the additional work.

Transcripting and Transferring Credits

If students are transferring from another college:

1. If pursuing transfer credit: An official copy of the transcript listing the credits should be received by the Office of Registration and Records at UCC before enrolling at UCC.
2. Credits are only accepted from regionally accredited colleges and universities. Become part of the permanent academic record, and/or as listed below:
   - A. A grade of D is acceptable in transfer work unless the specific program or degree requires a grade of C or higher.
   - B. Career-Technical (vocational) credits will be accepted toward the AAS degree; and 12 such credits may count toward the AS and AA degrees.
   - C. Credit for military training is granted on the basis of recommendations by the American Council on Education (ACE) as contained in the "Guide to the Evaluation of Educational Experiences in the Armed Services." UCC accepts credits from the military DANTES and USAFI programs, as recommended by the ACE. All military credits are to be listed on a military transcript:
     - Army — Army/ACE Registry System (AARTS)
     - Air Force — Community College of the Air Force
     - JST - Joint Services Transcript
     - Marines — Individual Training Standards System, Maintenance Training Management and Evaluation Program (ITTS MATMEP)
     - Navy — Navy Occupation/Training and Awards History
   - D. Credit for College Level Examination Program (CLEP) and the Advanced Placement (AP) Tests are granted based on acceptable scores.
   - E. For information on a Credit for Prior Learning (CPL) program, contact the Registrar at 541-440-4617.

TUITION AND FEES

Every effort is made to insure accuracy at the time of publication, however, the college reserves the right to make changes without prior notice.

Tuition: Resident, Non-Resident and International

All tuition rates can be found in the class schedule. International students are required to enroll as full-time students.

NOTE: Tuition and fees are subject to change without prior notice. Increases are anticipated for 2019-20.

Fees

The fees listed below are approved for the 2019-20 academic year. Please see class schedule for the current tuition and fees.

- Legacy fee - $8 per credit.
- Global fee - $13.50 per credit
- Instructional fee - $6
- Credit registration fee - $25 per term (non-refundable)

- Student insurance fee - $5 per term (non-refundable)
- Graduation application fee - $50 (non-refundable)
- Graduation fee - AHSD/GED - $30 (non-refundable)
- Course challenge fee - $10 per course (non-refundable)
- Proctored test - $20 Placement Assessments:
  Retest fee - ACCUPLACER - $6 (reading or writing)
  ALEKS $15 (math)
- Online fee for UCC online classes - $30 per course
- Hybrid access fee - $30 per course
- Online fee for UCC non-credit classes - $5 per course
- US fax for official transcript fee $3 - (non-refundable)
- International fax for transcript fee - $10 (non-refundable)
- Return check/stop payment charge fee - 35
- Rush transcript fee - $15

Other fees vary from class to class. Fee charges are listed in the "fee" column for each class requiring this additional payment.

Non-Credit Tuition/Fees

NON-CREDIT COURSE COST

Class costs for Community and Workforce Training offerings are listed in the Term Class Schedule. Schedules are mailed each term to district residents, are available in the Office of Registration and Records or on the web at www.umpqua.edu

Residency

OREGON RESIDENT

An American citizen or immigrant who has maintained a residence in Oregon for at least 90 days prior to the beginning of classes.

OUT-OF-STATE STUDENT

An American citizen or immigrant who has not established residency in Oregon 90 days prior to the beginning of classes.

STUDENT

A citizen of another country here on other than an immigrant visa.

VETERANS

VETERANS All Veterans and their eligible dependents pay in-state tuition rates in compliance with Section 702 of the Choice Act, it's addendum, and Section 301 of Public Law 115-251.

DEGREE COMPLETION AND CATALOG TIME LIMITS

Catalog Time Limit for Program Completion

Students must complete the program and degree requirements listed in the catalog under which they began their program within a five-year time span. After five years, students must either complete current program requirements in effect, or petition the Department Chair (for career-technical programs) or the Director of Registration and Records/Registrar (for transfer programs) for an extension of time or an approved adjusted program.

Graduation Requirements

Degrees and certificates are awarded at the conclusion of each term. The commencement ceremony to honor degrees and certificates is held in June.

It is the student's responsibility to request a graduation evaluation to ensure that all requirements are completed. For June graduates, the evaluation should be requested no later than March 1, of the year in which the certificate or degree is to be awarded.

To receive any degree from UCC, students must maintain a 2.00 cumulative grade point average, attend UCC for two terms including the last, and complete at least 25% of the program requirements at UCC.

Students must complete a minimum of 90 term credits of lower division collegiate courses with a minimum accumulated grade of C or better.

Students who graduate from high school or completed a high school equivalency program in 1997 or later must meet the second language requirement for admission to a four-year Oregon State college or university: 1) Two years of the same high school-level second language, or 2) two terms of a college-level second language with a grade of C or better.

Limitations

1. Physical Education Activity Courses – 12 hours maximum.
2. Students may not receive credit toward a degree or certificate for courses in which they have previously completed advanced work (e.g., BA 151 after completing BA 211.

Second Degree or Certificate

- To earn a second Associate Degree, students must satisfactorily complete a minimum of 24 credit hours in addition to those completed for the first degree.
- To earn a second program Certificate, students must complete a minimum of 12 credit hours in addition to those completed for the first certificate.

Pathway Certificate

UCC automatically awards Pathway Certificates upon completion of requirements at the conclusion of each term. To opt out of an automatic award of a Pathway Certificate, submit a completed Change in Graduation form (with the OPT OUT box checked) to the Registrar's Office in the Office of Registration and Records.

Retail Management Certificate

UCC automatically awards the Retail Management Certificate upon completion of requirements at the conclusion of each term. This certificate is automatically awarded as it is a Statewide Certificate of Completion and does not have a statewide base program to attach to in order to qualify as a Pathway Certificate. The certificate is automatically awarded to both traditional students as well as WAFC sponsored national students. To OPT OUT of an automatic award of the Retail Management Certificate, submit a completed Change in Graduation form (with the OPT OUT box checked) to the Registrar's Office in Registration and Records.

Degree Completion at Another Institution

Under extraordinary circumstances a student may petition the Office of Registration and Records for permission to complete a maximum of 15 credit hours of degree requirements at another institution. In order to qualify, the student must have met the UCC residency requirements. Completion time is limited to one calendar year following the last term of attendance

ACADEMIC TRANSCRIPTS

A student may request an official transcript from the Office of Registration and Records.

All Official transcripts are stamped with the college seal and delivered to recipients designated by the student; unofficial transcripts are labeled "Unofficial."

To learn how to request transcripts please visit: http://umpqua.edu/request-transcripts.

Umpqua Community College does not release copies of any transcripts originating from another college, university, high school or entity, from which the student may have transferred.

Holding of Transcripts

Transcripts will be held for outstanding debts owed the College or any other lending institution that provided financial aid, after the acceptance of the account by a collector, including the U.S. Department of Education.

Transferring UCC Credits

Institutions of the Oregon public universities will accept 124 transfer credits from Oregon community colleges.

Any transferable credit earned after completing 124 quarter hours must be earned at a four-year school. Permission is required from the department and the Registrar's Office at the four-year school for exceptions to this rule. UCC does not assume responsibility for acceptance of additional credit by another school.

Career-technical credits may be transferred in certain programs to Oregon public universities on a transfer articulation agreement. Students should plan in advance with proper college officials at both UCC and the college or university involved to make all of the necessary arrangements.

CEU and Non-Credit Transcripts

Continuing Education Units are awarded at the discretion of the college. An official transcript of CEU and non-credit courses may be requested from the Office of Registration and Records following regular UCC transcript guidelines.

ACADEMIC STATUS

Honor Roll

For full-time students, UCC maintains two levels of Honor Roll. The President's Honor Roll, 3.75 - 4.00 GPA for the term, and the Dean's Honor Roll, 3.50 - 3.74 GPA.

Graduation with Honors

UCC recognizes Honor graduates as follows:
4.00 GPA — Highest Honors
3.75 - 3.99 — Honors

For the commencement program the cumulative GPA through winter term is used.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for community colleges which gives prestigious recognition to community college students with excellent scholarship. Made up of over 1.2 million members, Phi Theta Kappa touches 1,200 campuses around the world. The benefits of membership are numerous, including a notation on the UCC transcript, the privilege of wearing the Phi Theta Kappa academic regalia at graduation, and access to scholarship opportunities.

Phi Theta Kappa campus chapters provide opportunities for:

- the development of leadership and service;
- the exchange of ideas and ideals;
- fellowship; and
- stimulation of interest in continuing academic excellence.

Membership is based on having complete at least 12 credit hours with UCC and a cumulative GPA of 3.50 or higher. There is a one-time fee for membership.

For more information about Phi Theta Kappa, please call 541-440-7749 or visit the Student Engagement Office located in the LaVerne Murphy Student Center.

Academic Probation

Academic Probation is a warning status that students are not making satisfactory academic progress. Full- and part-time students whose cumulative Grade Point Average (GPA) falls below a 2.00 for any given term will be placed on academic probation.

Academic Suspension

Academic Suspension is a status that limits students' enrollment options. Academic Suspension will be applied in the following two (2) situations:

1. Full- and part-time students maintaining less than a 2.00 cumulative Grade Point Average (GPA) for two (2) consecutive terms will be placed on academic suspension.
2. Full- and part-time students who have attempted 36 credits and have a 1.75 cumulative GPA or lower will be placed on academic suspension.

The Registrar is responsible for reviewing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

Forgiveness of Past Academic Performance

Academic Forgiveness is a one-time process by which credits and grades from forgiven terms will not be used in determining GPA or academic standing. Students whose past academic records are detrimental to future academic or occupational pursuits may pursue one of three options to be eligible to petition the Academic Standards Committee for Academic Forgiveness of past performance:

1) After a leave period of at least two (2) years and upon return, the successful completion ("C" or better) of 12 credits for an Associate or 25% of the required coursework for a Certificate.
2) A change of major and the successful completion ("C" or better) of 12 credits for an Associate or 25% of the required Certificate course work in the new program.
3) After a period of at least five (5) years between the quarter for which the petition is sought and the date of the appeal.

Once students graduate from UCC they may no longer be granted Academic Forgiveness for terms prior to their most recent graduation date.

The Registrar is responsible for reviewing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

Attendance

Students are accountable for attending class(es) in which they are officially enrolled. Should a student not attend the first day of class or contact the instructor, the instructor **may** submit an instructor drop to the Office of Registration and Records for processing. Instructors are **not required** to drop a student from their course for non-attendance. It is the student's responsibility to verify, during the first week of term, if they have been dropped from a course through their student self-services account or by contacting the Office of Registration and Records.

A grade will be assigned in all credit classes unless an official drop or withdrawal has been processed by the published deadlines. Classes that meet less than the regular length of the term have different deadlines.

Instructors may announce an attendance policy for their classes. It is the student's responsibility to obtain attendance rules from each instructor in cases of late enrollment.

Only students who have officially registered may attend classes. Starting the first week of the term the student's name must appear on the Class Roster, or they must have a class schedule which shows they are registered for the class.

GRADING SYSTEM

Grades are issued at the end of each term.

GRADE	DESCRIPTION	GRADE POINTS
A	Exceptional Accomplishment	4
B	Superior Work	3
C	Average Work	2
D	Inferior Work	1
F	Unsatisfactory Work	0
I	Incomplete	0
IP	In Progress	0
E	Extended Course	0
P	Pass (Equivalent to C or better)	0
W	Withdrawal	0
AU	Audit, No Credit Awarded	0
NG	Non-graded course	0

AU signifies student audited the course. No credit awarded.

I signifies that the instructor has granted an "incomplete" mark with arrangements made for completing the requirements.

IP signifies that the course completion is in progress and that the instructor has not submitted the grade by the deadline.

E signifies the course was scheduled to extend into the next term and thus a grade cannot be submitted. The issuance of this grade is based upon satisfactory progress by student. The E grade must be completed within two terms after the E grade was assigned, or the E grade becomes permanent and the course must be repeated.

NG signifies the course or section is not graded.

P signifies a passing grade of C or better was earned. Qualifying credits count toward degrees and certificates but are not computed in the GPA.

W signifies withdrawal from a course.

GPA is computed by: 1) multiplying the number of credit hours attempted in a course by the number of points allowed for the grade received; 2) adding the total points for all courses; 3) dividing this total by the number of credit hours attempted for the term. A GPA is usually computed to two decimal places.

Transfer GPA's are not listed on the UCC transcript, nor are they used in determining the UCC GPA.

Auditing

Students who want to participate in a course, but do not want to receive credit and a grade may register for a course under an audit option beginning the first day of class. Charges for auditing a class are 50% of tuition and 100% of fees for the first time a specific course is audited at UCC, and no tuition and 100% of fees for subsequent audits of the same course or for courses previously completed with a passing grade at UCC. These charges are not eligible for financial aid assistance. Students may register as auditors beginning the first day of class on a space-available basis with credit students receiving priority. A student wishing to change from credit to audit, or vice versa, must do so by the tenth instructional day of the term.

Grade Discrepancies

Students must bring any grade discrepancy to the attention of the Director of Registration and Records/Registrar within 90 days.

Incomplete

When a student has satisfactorily completed a substantial portion of the assigned coursework but some essential course requirement has not been completed for reasons acceptable to the instructor, a grade of Incomplete (I) may be given and additional time granted for completion.

The Incomplete Grade Contract Form process must be initiated by student, except in emergency cases. The form is to be filled out and signed by both the student and the instructor. However, only the instructor may submit the form to the Director of Registration and Records/Registrar.

Because a substantial amount of completed coursework is required for incomplete eligibility for the student, a course repeat is not a legitimate make-up assignment and such agreement will not be accepted by the Registrar's office.

An "I" grade must be removed by the end of the next regular term, regardless of whether or not student is enrolled or the course is offered. An "I" grade may be extended only under the most extenuating circumstances and then only for one additional term. An extension must be filed with the Director of Registration and Records/Registrar on a new or revised contract form prior to the original expiration date. If an "I" grade is not removed by the agreed-upon date, the "I" then becomes the letter grade designated on the contract.

Mid-Term Status

Students who are failing or are in danger of failing may be notified by the Advising and Career Services sometime during weeks two through seven of each term. However, failure to receive this notification does not constitute assurance that student will not fail based on performance following the seventh week.

Pass/Fail Option

Grading options for each course are listed in the course syllabus. Some courses are graded A-F only, some are graded Pass/Fail only, and some allow students to choose either of those two grading options. To choose a grading option, students must inform the instructor during the first two weeks of class. Courses in the student's major should not be taken with the Pass/Fail option.

Repeating a Course

Umpqua Community College policy allows students to repeat a course to improve the grade earned.

Students' academic records are updated when courses are repeated. In most cases credit is awarded only once. The lower grade will be notated with an "E" (excluded) on the transcript and is not computed in the GPA, the higher grade is notated with an "I" (included) on the transcript and is computed in the GPA.

Course work taken at another school will not be considered as a repeat for the same course taken at UCC.

VETERANS EDUCATION BENEFITS OFFICE

Only tuition and fee benefits are available to students taking less than half-time. If students are taking GED courses they must attend class 18 hours or more per week to be considered full-time. Veterans and other military personnel need to check with the Office of Registration and Records office regarding procedures for acceptance of military credits.

The UCC Veterans Education Benefits Office will assist students in filling out the necessary paperwork to establish eligibility for educational benefits. All students receiving Veterans Educational Benefits while attending UCC are required to submit transcripts for all previous education, including all military service.

After certification by the college and the VA, the student must:

1. Maintain satisfactory progress (described below).
2. Enroll only in courses that are part of the certified program. By taking classes outside of the certified program, student will be liable for overpayments from the VA.
3. Complete the courses for which student was certified. Overpayments will occur if a student enrolls in but does not complete hours for which they were certified.
4. Inform the UCC Veterans Education Services Office immediately of schedule or address changes, as it takes up to six weeks to process the changes.
5. Chapters 30 and 1606 must certify enrollment status with the Veteran's Administration monthly, by logging on to https://www.gibill.va.gov/wave/index.do or by calling 1-877-823-2378 .

Application can be made for Advance Pay if there is more than a 30-day break between terms. Advance Pay requests must be received by the UCC Veterans Education Benefits Office at least 30 days prior to the beginning of the term for which Advance Pay is requested.

Veterans Satisfactory Progress

Students receiving veterans educational benefits must comply with the following:

- A student is considered in good standing when they maintain a 2.0 GPA on both term and accumulative grade records.
- Any reduction of class load which will affect a student's status will be reported to the VA and could result in an overpayment.
- A maximum of 45 hours of deficiency courses will be allowed for any veteran student.
- Veterans whose GPA falls below 2.0 will be advised that they are on probation.
- Students who do not maintain a 2.0 GPA for two consecutive terms will receive a notice of suspension. The appropriate VA Regional Office will also be informed. Once students are placed on Unsatisfactory Progress they must enroll for, and complete, one term on their own before the veterans office will submit their records to the VA for recertification. During the term, students must maintain the same credit-hour level as they did when they were certified and must also earn a minimum 2.0 GPA for the term.

DISTANCE LEARNING

Online Learning

Many UCC classes are offered online through UCC's online learning management system. Most are fully online, which means all of the course work and interaction with the instructor is offered through our online learning management system. Some classes are hybrid, which requires students to both complete work online and meet in person. Online classes offer a little more flexibility with scheduling and are normally best suited for motivated self-starters who are familiar with computers. High speed internet access is highly recommended for anyone considering an online class.

For more information on which classes are offered fully online or hybrid, please see an advisor. Students can visit our website: www.umpqua.edu/ucconline for more information on UCC's online learning management system and to complete a self-readiness quiz to see if online classes are right for them.

Academic Advising

Academic Advising for online learning options and course information is available through Advising and Career Services. For more information, call 541-440-4610.

FINANCIAL AID/ STUDENT ACCOUNTS

The Financial Aid Office is committed to helping students obtain funding for their education. Although the primary responsibility for meeting college costs rests with students and their families, UCC 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 help bridge the gap between the costs of education and the available student and family resources.

Students interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA) onlinem, as soon after October 1 as possible to be considered for maximum eligibility. The official website is www.fafsa.ed.gov. UCC's federal school code is #003222. Additional financial aid information is available at: http://www.umpqua.edu/financial-aid. Undocumented Oregon residents may complete the ORSAA in lieu of the FAFSA for state aid

Eligibility Criteria

Virtually all students who meet the following eligibility criteria will be offered some type of financial aid:

- Be a U.S. citizen or eligible non-citizen
- Must have a high school diploma or a recognized equivalent such as a GED certificate or completing a high school education in a home-school setting approved under state law
- Be admitted and enrolled in an eligible degree or certificate program at UCC
- Not be enrolled simultaneously in a high school diploma completion program
- Register with the Selective Service, if required

Notification Procedure

When the FAFSA application is received by UCC's Financial Aid Office, a Welcome Letter is sent to the applicant's personal email that contains further instructions. After processing each student file, a financial aid offer will be sent to each eligible student's UCC email. Financial aid offers are accepted via Student Self Service by the time frame indicated on the offers notification.

Disbursement Procedure

Students are allowed a 100% refund of tuition and most fees through the first week of each term. A student does not need to be full-time to receive financial aid. Many funds are pro-rated based on a student's enrollment status (full-time, three quarter-time, half-time or less than half-time). The Financial Aid Office will determine a student's enrollment status on Monday at 8:30 a.m. of the second week of the term and disburse funds for that enrollment status to the student's account.

On the second Friday of each term (with the exception of summer term) the student's financial aid funds in excess of institutional charges will be made available through two means:

- Direct deposit (set up through Student Accounts)
- US Postal Service

Funds will continue to be direct deposited or mailed on Fridays, throughout the term.

Due to a rise in student loan defaults, UCC recommends that students go online and view a Financial Aid Literacy Seminar at: http://www.umpqua.edu/financial-aid-literacy-seminar.

Refunds or Repayments of Financial Aid Funds

If a student withdraws from courses while receiving financial aid, the terms of the UCC Refund Policy apply. Additionally, recipients of Title IV aid funds are affected by the federal refund and repayment regulations if they withdraw from all classes or receive all F's, or a combination of both, during a term. Students who withdraw from all classes prior to completing more than 60% of an academic term must have their eligibility recalculated based on the percentage of the term that they attended to determine unearned aid. Student aid recipients who are considering withdrawal from a class or all classes are strongly encouraged to contact the Financial Aid Office for complete information.

Satisfactory Academic Progress (SAP) Policy

UCC is required by federal and state regulations to define and enforce standards of Financial Aid Satisfactory Academic Progress. Students must maintain SAP in order to continue to receive financial aid. Please note: Financial Aid SAP is separate from Academic SAP. Students must comply with the requirements of both policies. Satisfactory academic progress is monitored each term.

A copy of the requirements for Financial Aid SAP are available online at: www.umpqua.edu/financial-aid under the menu "Student Forms & Publications".

Appeals to the Standards for Satisfactory Academic Progress

Students may appeal a Satisfactory Academic Progress suspension. An appeal requires a written statement/letter explaining why the student was not able to meet the standards along with supporting documentation and an academic plan completed by an Academic Advisor. The Financial Aid Director reviews the appeals. Appeals not accepted by the Director may be appealed in writing to the Financial Aid Advisory Committee. The committee will review the appeal and the decision is final.

Types of Financial Aid Available

Often, more than one type of Financial aid funding can be offered to students. There are four basic types of financial aid: grants, scholarships, loans and work-study employment. Grants and scholarships can be thought of as gift aid because there is no requirement to repay or to work in exchange for the funds.

Federal Pell Grant

The Pell Grant program was established by the federal government to provide a basic core of aid for eligible undergraduate students.

Eligibility is determined by the federal government and has a lifetime limit of 18 full-time quarters.

Oregon Opportunity Grant (OOG)

The State of Oregon provides funds for this program and the Office of Student Access and Completion (OSAC) determines the student's eligibility. Students must meet the requirements for state residency and demonstrate financial need. Students cannot be enrolled in a course of study leading to a degree in theology, divinity or religious education. OOG eligibility may be transferred to other eligible institutions, but eligibility is limited to 12 terms of attendance. Fall term attendance is mandatory.

Oregon Promise Grant

Oregon Promise Grants are available to recent high school and GED graduates. For more information about eligibility and application requirements, visit the Office of Student Access and Completion website at oregonstudentaid.gov.

Federal Supplemental Educational Opportunity Grant (FSEOG)

These grants are federally funded and UCC is responsible to select eligible students and to determine the amount of the awards to students. Eligible students must not have earned a bachelor's degree. Preference for this grant is given to students who are Pell-grant eligible and have low family contributions toward their educational expenses. Funds are limited and students are encouraged to complete their FAFSA early.

Tuition Waivers

Performance-based tuition waivers may be offered to students who have shown outstanding achievements in such areas as student leadership, journalism, performing and visual arts. The Performing and Visual Arts faculty members are active in the community. For more information about performance-based tuition waivers, contact the Financial Aid Office.

Federal Direct Student Loan Programs

All students meeting eligibility criteria may apply for Federal Direct Student Loan funds. These loans are federally guaranteed loans. First year students (less than 45 credits completed toward their program of study) are eligible to borrow subsidized amounts up to $3,500, and second-year students may borrow up to $4,500. (Actual amounts are dependent upon student eligibility and budget criteria).

THERE ARE TWO TYPES OF DIRECT LOANS FOR STUDENT BORROWERS:

- Subsidized FDSL eligibility is based on budgetary need and is awarded first, up to annual maximums based on dependency status and grade level. Interest is charged to the borrower only after no longer enrolled at least half-time. New borrowers as of 7/01/13 lose subsidy if their program is not completed within 150 percent of the published length.
- Unsubsidized FDUL eligibility is not based on financial need and may be awarded up to annual maximums, based on dependency status and grade level, or budgetary need (cost of attendance less aid and resources). Interest is charged to the borrower from the date of disbursement and may be paid quarterly to avoid capitalization. A separate loan request is required for this loan.

In compliance with federal regulations, loans will be prorated for students attending less than 3 terms

Federal Work Study (FWS)

Work Study gives students the opportunity to earn money to help pay for educational expenses. Students must be offered financial aid and be eligible for Work Study before being placed in a Work Study job. If students are interested in a Work Study job, contact the Financial Aid Office, located in the LaVerne Murphy Student Center. Completion of paperwork is required prior to starting work.

Scholarships

Scholarships are a great way to help pay for education. Thousands of scholarships are available each year, and every one of them has its own unique requirements. Scholarships are available through schools, employers, individuals, private companies, non-profits, communities, religious groups, and professional and social organizations. Students must search for scholarships that match their own skills, interests, heritage and field of study.

Information, resources, and application forms for scholarships are available on the UCC website at http://www.umpqua.edu/scholarships.

Gold Card Program

Residents of Douglas County who are 60 years of age and older, and persons who are disabled and receive Social Security Disability as a result of that disability, may become members of the Gold Card Program. Senior Gold Card members may enroll in a credit course providing space is available. Gold Card members will pay 50% of the tuition cost and 100% of the fees.

Senior and Disability Gold Card members will pay 80% of course cost on selected Community Education classes. Senior and Disability Gold Card members will be admitted to UCC fitness facilities free of charge during open hours.

Payment Methods

Classes must be paid after registration either with cash, check, Visa, MasterCard, Discover card, online through the student self-service account (fees may apply) or by notifying Student Accounts Finance Office that other funding is available. Students must pay the College any money owed from previous terms before registering for the current term of classes.

It is the student's responsibility to notify Student Accounts that other funding is available.

Financial Aid

Students who have applied for financial aid and have been determined eligible will have their tuition and fees taken out of their financial aid.

Students who are receiving financial assistance from sources outside of the College must work with the source to meet the deadlines required by UCC.

Refunds

Students who withdraw from one or more UCC courses and who have complied with regulations governing withdrawals, are entitled to certain refunds of tuition depending on the time of withdrawal. Refunds are limited to students who comply with withdrawal procedures. See Withdrawals.

Full tuition is refunded if withdrawal is made during the first week of summer, fall, winter and spring terms. During summer, full tuition is refunded if withdrawal is made during the first week of the 10-week session, and during the first two business days of each five-week session. No tuition refund will be made if withdrawal is made after these times.

Refunds in all cases are calculated from the date a refund is requested. It is not calculated from the date student ceased attending class. The only exception is in an unusual case in which delay occurred for reasons beyond the student's control. Students will receive full refunds for courses cancelled. Certain fees are non-refundable (i.e. credit registration fee, student insurance fee). Please review the schedule for a full list.

Community Education/SBDC — Payment is due at time of registration. Students are eligible for a refund if they drop a class two business days prior to the class start date. To officially drop, students must contact Community and Workforce Training or SBDC office. A full refund will be granted if a workshop or class is cancelled by UCC.

Credit Card Payments

All refunds will be issued in the form of a check payable to the student regardless of the original form of payment or who paid for the course. If a third party sponsored agreement is set up with the Student Accounts Office, refunds will be issued in the form of a check payable to the third party.

Nelnet Payment Option

Refunds for payments will be made by check to the student, regardless of who paid for the course.

Non-Payment Actions

Consequences for Not Paying

If a student fails to pay their account, the college may take any or all of the following actions:

- Require immediate payment in full
- Block enrollment for any future terms
- Decline to provide official transcripts
- Assign accounts to a collections status for non-payment*
- Assign the debt to the Oregon Department of Revenue (DOR) for offset of any refunds or sums due to student from DOR or any other state agency.

*Students will receive a final notice for accounts that are overdue before the college assigns them to a collection status and reports them to a credit bureau. The collection agency will add additional collection fees, court and attorney costs to the student's account.

Unpaid Account Review After Three Months

A student's account is reviewed after 90 days from payment due date (first day of the term). Accounts that remain unpaid or have not established a UCC Repayment Agreement through our mid-term and end-of-term billing cycle will be issued a Final Notice. The Final Notice may still allow students to contact Student Accounts to set up a UCC Repayment Agreement. Failure to maintain payments under the UCC Repayment Agreement will result in an account being sent to collections.

Collection Agency Payments

Partial payment on accounts assigned to a collection agency must be paid directly to the collection agency. Student's wanting to pay their account in full can do so either at the agency or by contacting UCC Student Accounts. Payments made in full to UCC will include collection agency charges.

Once a collection agency account is paid-in-full, students may contact Student Accounts at UCC to verify payment received at the agency. This will allow students faster access to registration and transcripts. Until payment is officially posted by UCC on the student's account; the "Overdue Payment" hold may be lifted by contacting Student Accounts. Student Accounts may not accept partial payments or set up payment agreements for the collection agencies. Students will need to contact the specific collection agency for these types of payment arrangements.

STUDENT DEVELOPMENT AND SERVICES

UCC offers a wide range of student services to meet a variety of needs. Academic, financial, social, and personal services are available at little or no cost. We hope students will take advantage of the services available and the opportunities they present.

Academic Advising

Academic advising is available in the LaVerne Murphy Student Center. A variety of student services are provided to meet a student's individual needs while attending UCC. Services provided by an Academic Advisor may include:

- Assistance with class scheduling, registration adding or dropping classes and appeals
- Developing a Student Educational Plan
- Connecting students with UCC support services and community resources
- Assistance with accessing community resources
- Providing support when students are facing challenges

Accessibility Services

Students who experience barriers to access will find UCC's campus to be accessible and accommodating. Support services are available to students with many types of disabilities including mobility, auditory, visual, learning, chronic illness, and psychological. Services include, but are not limited to, alternate testing, note takers, readers, interpreters, mobility assistance, assistive technology, and consultation/collaboration with faculty and Accessibility Services.

Students will receive accommodations and other accessibility support services only when they submit appropriate documentation and register with the Accessibility Services office. New students are encouraged to make an appointment with the coordinator prior to taking the placement test, and as soon as possible each term for ongoing services. Please visit Accessibility Services on the UCC web page for additional information (www.umpqua.edu/accessibility-services).

When requesting accommodations for performances and other public events, please contact Special Events at 541-440-4704. Accessibility Services can be reached at 541-440-7655 or 541-440-7900 or Oregon Relay at 1-800-735-2900. The Accessibility Services office is located in the LaVerne Murphy Campus Center.

Authorized Testing Center

Testing Services provides proctored testing with: Accuplacer and ALEKS testing, online courses and industry based tests. UCC is the official GED test center for Douglas County.

We offer testing for CLEP, LSAC, ACT and DSST and are a certified test center for Prometric, Metro Institute, Pearson Vue, Castle Worldwide and NHA, offering Information Technology, Pesticide, ASE and GED testing. The Testing Center is located in the Educational Skills Building (ESB). For information call the Testing Coordinator, at 541-440-7659.

Bookstore

The UCC Bookstore is located in the LaVerne Murphy Student Center Building, on the main campus. The bookstore offers course textbooks and materials, general books, computer software and hardware, clothing, gifts, cards, snacks, espresso, and a wide variety of school supplies.

Bookstore hours are 7:30 am to 4 pm Monday through Friday, for the fall, winter and spring terms. Summer hours are 7:30 am to 4 pm Monday through Thursday.

During the fall, winter, and spring terms the bookstore will be open until 5:30 pm the first two days of classes. A student ID and class schedule are required to assure that students will receive the correct textbooks for their classes.

The UCC Bookstore is a certified SNAP retailer. Cardholders may purchase food and drink that are approved under Federal SNAP guidelines.

Students can compare pricing and purchase textbooks and course materials on the UCC Bookstore website. Payment can be made using financial aid, VISA or Mastercard. Buyers can choose to pick their order up in the store or have it shipped. Orders can only be shipped to street addresses, no PO Box shipments are allowed. Please allow a 24 hour ship time from the time the order is placed during the work week. Orders are not filled on the weekends.

Each term, textbooks may be returned based on the following conditions. 1) The return must be completed before the end of the first week of the term in question. 2) The student has dropped the class and provides a copy of their new schedule. 3) The original receipt is with the return. 4) The material(s) are in the same condition as at the time of purchase. Textbooks and/or software in shrink-wrap, labeled no-return if opened, may be returned for a refund during this time if unopened.

The UCC bookstore will have a textbook buy-back Wednesday through Friday of finals week during the fall, winter and spring terms. Buy-back will be held during August for the summer term.

We encourage students to bring any and all textbooks to buy-back as we buy for the store, based on need, as well as for other schools. Textbooks eligible for book buy-back usually include texts that will be used the next term on our campus. Price paid at buy-back varies with each book, but can be as much as one half the amount paid.

The UCC Bookstore is a non-profit self-sustaining operation owned by UCC.

Bus Service

Umpqua Transit provides transportation to/from the college. UCC Student bus passes may be purchased by currently enrolled students from Student Accounts, located in the LaVerne Murphy Student Center, for a discounted rate. Students must be registered for the term and present a class schedule at time of purchase. The bus stop is located between Jacoby Auditorium and the Administration building; bus schedules are available in the LaVerne Murphy Student Center. Umpqua Transit requires that both the bus pass and valid student id are shown to the driver; the student id is available through the Information Desk. Financial assistance is available for students with limited income; please visit the ASUCC

Leadership offices, located in the LaVerne Murphy Student Center. For more information on routes/times, call Umpqua Transit at 541-440-6500 or online at www.umpquatransit.com.

Child Care

The College is working to secure child care services on campus during the 2019-20 academic year; it is highly likely that another child care agency may be providing services. Updates on services available may be obtained from Student Services, phone 541-440-7860.

Cafeteria (Food Services)

Campus food services are being re-conceptualized; updated information will be released once finalized.

Vending machines are located between the main dining room and the student lounge areas, providing beverages and snacks throughout. The Campus bookstore also offers a selection of food and beverages.

Information Technology

UCC offers excellent computer facilities to students, faculty, and staff. Over 400 computers are available for use in computer laboratories located in the various buildings on the main campus as well as the various outlying centers. The computer lab hours vary during the term, and some open lab times are also offered. Lab assistants are generally available for assistance. UCC also provides extensive wireless accommodation for use with wireless devices.

All use of college-owned computer equipment and network services must be in compliance with applicable UCC policies, procedures and guidelines as well as federal and Oregon state law. Please refer to materials posted in labs or the college web page for details (https://www.umpqua.edu/acceptable-use-policy).

Library

The library provides services for all UCC students, faculty, staff, and Umpqua Community College Service District residents at no cost. The library staff is friendly, focused on customer service, and ready to help students. Take advantage of our group study space, open seating, and carrels for individuals. Our open computer lab is available to all students across the curriculum with lab aides to answer their computer-related questions. We offer laptops for student checkout, wireless access, printers, mobile charging stations, mobile device printing, scanners and copy machines, both color and black and white. Lockers, restrooms, ATM, and vending machines are available in the library lobby. The library houses print books, DVDs, CDs, a reference collection, and a textbook reserve collection for current students. Access online articles, ebooks, and reference sources through the digital library collection. Our online research guides point to resources, research tips, and online tools for classes. Interlibrary loan is also available for students, faculty, and staff. The Research and Instruction Librarian teaches research skills to classes across campus and offers LIB 127 Library and Internet Research, a 3-credit online class each term. Learn how to use the library, research favorite subjects, improve performance on class projects, and move between online and print information sources with ease. The library staff is available to answer questions, show students how to use the library's services and collections, and help them find the information they need. Stop by the library, e-mail, call or make an appointment for research help for assignments and information needs. Visit us at www.umpqua.edu/library or call 541-440-4640.

Student ID Cards

Students registered for classes are eligible for a UCC student ID card, which serves as official UCC photo identification. The ID card is required for students who have a student bus pass. The student ID card is available through the Information Desk in theLaVerne Murphy Student Center during regular business hours. ID cards are validated each term with a sticker available from the Information Desk or Student Accounts, located in the LaVerne Murphy Student Center, or from the Library reference desk associate.

Student Insurance

Although UCC previously offered information on student accident/sickness insurances, we are unable to do so at this time, as the voluntary plan previously offered is no longer available.

Student Insurance Fee

MANDATORY PARTICIPATION BY STUDENTS

Students pay $5 per term of enrollment for insurance which provides coverage during supervised college activities (i.e. classes and field trips) and travel to and from such activities. The insurance covers injury caused solely by an accident which happens while the student is taking part in a college supervised activity.

NSSI STUDENT PERSONAL PROPERTY INSURANCE

Accidental Damage and Student Property Protection

Protect an iPhone and laptop from cracked screens and drops. In addition to mobile devices, a student can protect all of the personal property that is in a student's dorm room from theft, accidents and flooding.

Student Job Placement

Student Job placement services are available through the Financial Aid Office under the federal Job Location and Development Program (JLD). Student Job placement identifies employment opportunities within our community for students who want to work regardless if they are eligible for federal student aid. Part-time and full-time vacancies are posted online at http://www.umpqua.edu/student-job-placement. Program registration is required.

Services provided may include:

- Resume Assistance
- Job Search Correspondence
- Interviewing Resources
- Job and Career Fair

Visit the Student Job Placement Office in the LaVerne Murphy Student Center (CC)/Financial Aid Office or call 541-440-7797, afternoon hours.

Student Veteran Center

The Student Veteran Center, located in the Educational Skills Building (ESB), provides dedicated space for our student veterans, where they can go for resources, quiet study, and relaxation. It features a small kitchenette, a computer lab with scanning, and a TV lounge. An access code is required; see the Veterans Certifying Official in the LaVerne Murphy Veterans office.

Success Center

The Success Center supports classroom instruction by providing assistance to students. Services are designed to reinforce course content and to emphasize good study habits. Student academic coaches can help with a variety of subject areas, technology skills, and placement testing review. Success Center academic coaches and staff are committed to a welcoming, safe, and stimulating environment that encourages our students to become independent, life-long learners and to achieve success. The Success Center is located in the Sue Schaffer Learning Commons & Library (541-440-7831). For more information and access to online resources provided through the Success Center, please visit our website at www.umpqua.edu/Success-Center.

TRiO

Our nation has asserted a commitment to providing educational opportunity for all Americans regardless of race, ethnic background or economic circumstance.

In support of this commitment, Congress established a series of programs to help low-income Americans enter college, graduate and move on to participate more fully in America's economic and social life. These Programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRiO Programs. While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social and cultural barriers to higher education. UCC is home to three TRIO Programs: Student Support Services-Transfer Opportunity Program, Educational Talent Search, and Upward Bound.

Student Support Services –Transfer Opportunity Program

The Transfer Opportunity Program is a Student Support Services-TRiO project funded by the U.S. Department of Education on a $296,602 per year grant to serve 165 students. The program is designed to assist eligible students to complete requirements at UCC for transfer to a four-year college or university. The Program offers a variety of free resources and support that students need to: develop an educational plan, make informed career decisions, and gain the tools and skills necessary to successfully complete their educational goal of earning a bachelor's degree.

What does the Program offer?

Academic Advising, Career Advising, Tutoring, College/ Campus Visits, Cultural Enrichment, Book Resources, Transfer Assistance, Financial Aid/Scholarship Assistance, and Educational Seminars on a variety of topics.

Eligibility

Students qualify based on federally-defined criteria as follows: meet the federal low-income guidelines and/or be a first-generation college student and/or have a documented physical/learning disability.

Application

Pick up an application in the Transfer Opportunity Program Center located in the Educational Support Building or visit the website at: www.umpqua.edu/student-support-services. For further information, call the Transfer Opportunity Program office at 541-440-4712.

Educational Talent Search (ETS)

Talent Search programs serve young people in grades six through twelve. In addition to academic advising, participants receive information about college admissions requirements, scholarships and various student financial aid programs, financial literacy and career exploration. This early intervention program helps students from families with lower incomes or where neither parent has a bachelor's degree to better understand their educational opportunities and options. Over 310,000 students are enrolled in 449 Talent Search TRIO programs. UCC's Educational Talent Search program was originally funded in 2002 and re-funded in 2016 on a five-year grant to serve 592 students per year. ETS has on-site advisors at South Umpqua, Riddle, Glide, Douglas, Roseburg and Sutherlin High Schools, as well as in middle schools. Along with academic and career advice, students are also exposed to numerous cultural and educational field trips during the school year. ETS is funded on a $303,643 per year grant. For more information on ETS, please call 541-440-4606.

Upward Bound

Upward Bound helps young students prepare for higher education. Participants receive instruction in literature, composition, mathematics, world languages, and science after school, on Saturdays, and during the summer. Currently, 813 programs are in operation throughout the United States. UCC's UB Program was funded in 2007 on a four-year grant, and has been refunded for another five years as of the 2017-2018 school year.

UCC's UB serves 65 students from Douglas, Roseburg and South Umpqua High Schools. There are on-site coordinators who assist students with their academic, college and career exploration needs. Students also participate in a 6-week summer academy where they take classes at UCC to prepare them for the upcoming academic year. Students are invited to attend cultural and educational experiences throughout the year to help them realize their college and career dreams. Upward Bound is funded on a $301,913 per year grant. For more information on Upward Bound, please call 541-440-4606.

UCC Scholars

The UCC Scholars program is designed to open the doors for local high achieving high school and home school students and expand access to post-secondary education for students who might not otherwise be able to afford it.

A UCC Scholar receives a 12 credit tuition waiver each term, for up to six consecutive terms (summer 2019 optional), towards the completion of an Associate's degree, not to exceed 90 earned credit hours. Earned credits hours include any UCC credits earned prior to acceptance as a UCC Scholars and all credits earned while part of the Scholars Program.

STUDENT ENGAGEMENT

The Student Engagement Office has administrative responsibility for student government, student activities, student leadership programs and extra and co-curricular programming. With an overarching commitment to student centeredness, we value collaboration, diversity, inclusivity, experiential learning, service, leadership and civic engagement.

The office serves as a primary source of information and advice about extra and co-curricular opportunities and resources. We assist students in becoming involved in campus life, conduct leadership development programs, provide support to student organizations and their leaders, manage organizational finances, educate students about college policies, advise event planners and help students put classroom learning into practice through experiential education.

The cultural, educational, social and recreational programs developed through the Student Engagement Office seek to provide a range of out-of-classroom experiences which are designed to compliment and supplement students' classroom experience and contribute significantly to their personal development. We work in partnership with students, faculty and staff to foster and support student opportunities for learning, involvement, leadership, and community building.

Associated Students of UCC

The Associated Students of Umpqua Community College (ASUCC) Leadership Board represents all students and is an integral part of UCC's shared governance structure. ASUCC Leadership supports the forming of clubs and student organizations, organizes student activities, and provides student services (food pantry, textbook reserve, school supplies, gas cards, subsidized bus passes, hygiene items, laundromat vouchers, and a clothing closet). ASUCC officers and senator positions – filled by election and appointment - are compensated positions. Five officers are elected through spring term elections, while senators are appointed starting in fall term. For more information visit ASUCC Leadership located in the LaVerne Murphy Student Center, call ASUCC Leadership at 541-440-7849 or the Director for Student Engagement at 541-440-7749.

ASUCC Student Services

ASUCC is responsible for a number of student oriented services. For more information, contact any member of the current Student Leadership Team.

Project C.A.N.S.

Project C.A.N.S. is an on-campus food pantry. It is designed to assist a student during difficult times and is a place where a student can receive free, supplemental food assistance.

Any student enrolled for college or other credits may access Project C.A.N.S. as needed.

Backpack Program

New students who are facing significant difficulties purchasing basic class supplies are invited to request assistance from the Backpack Program. The backpack contains a notebook, notebook dividers, paper, pencils, pens, and highlighters.

Any student enrolled for at least college or other credits may apply for the backpack program.

Emergency Gas Voucher Program

The gas card program is intended to assist students that cannot afford gas at the beginning of the term, in the period between the time school starts and financial aid is disbursed.

Hygiene Supplies

A selection of hygiene supplies are available for students, once per term, who might not otherwise be able to afford these items.

Textbook Reserve

The ASUCC Leadership Board and faculty donate to the Textbook Reserve. Located in the UCC Library, reserve textbooks are available for some (but not all) of the classes taught at UCC and are for use only in the Library.

Student Resource Guide

Created by a student for students. The Student Resource Guide contains information on campus and community resources that are intended to help ensure students' basic needs are met so that they can focus on being successful in their academic endeavors.

Athletics

UCC is a member of the Northwest Athletic Conference (NWAC) and the National Junior College Athletic Association (NJCAA) and actively participates in men's and women's basketball, wrestling, cross country, obstacle course racing, women's volleyball, track & field and baseball. Competition comes from across the country.

Team membership is based on skill and ability to compete at the intercollegiate level. Any qualified student is welcome to try out. Besides the benefits of physical development, participants learn teamwork, self discipline, and leadership skills. Some members of each team receive merit awards, based on NWAC and NJCAA rules, to help pay for tuition.

UCC is known for building champions in the classroom, champions in the community and champions in competition. All students are encouraged to attend and support UCC athletic events. Attendance is free for all current students. Team colors are green, black, and white, and the college mascot is the Riverhawk. Those interested in becoming a member of a team, contact the Athletic Director, 541-440-7729.

Clubs and Student Organizations

Student clubs and organizations provide students with the opportunity to combine various aspects of academic and/or vocational learning into action and are way in which students can learn "soft skills" such as communication, team building, problem solving, decision making and conflict management. Student clubs and organizations are officially recognized through a certification process by the ASUCC Leadership Board and are open and available to any UCC student who has an interest in participating in the group. Students interested in joining a club and/or starting a club are encouraged to visit ASUCC Leadership located in the LaVerne Murphy Student Center, call ASUCC Leadership at 541-440-7849 or the Director for Student Engagement at 541-440-7749.

Auto Club

The purpose of this club is to expand the students' interest in Automotive Technology outside the classroom environment. The "Riverhawk Wrenches" meet once a month to discuss activities and events and every other Saturday for a workshop/lab session where students hone their automotive technology skills.

Computer Club

The purpose of the club is to investigate topics and activities related to all areas of computing. The club promotes computing on campus and in the community and to exchange ideas.

Debate Club

The purpose of the club is to gain experience, explore, engage, and enjoy debate. It engages the student body in discussions of current affairs of civic and personal worth.

Engineering Club

The purpose of this club is to ensure that every student in our area is informed on the possibilities and opportunities that a career in the engineering field can offer. The club promotes valuable skills used in engineering such as critical thinking, leadership, and teamwork.

Forestry Club

The purpose of this club is to act as a support group for the students of the UCC Forestry and Natural Resources program and serve as a learning tool for forestry students that will aid in the development of good problem solving skills.

Geology Club

The purpose of this club is to explore and experience the geology of the Pacific Northwest and beyond while introducing it to those without prior experience; to raise awareness concerning ongoing geological hazards in the surrounding vicinity.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two year colleges and recognizes academic excellence. Students with a 3.50 cumulative GPA or higher are invited to join each academic term. The local chapter - Alpha Sigma Upsilon - provides opportunities to explore leadership and service.

Poly Club

The purpose of the Poly Club is to share Polynesian culture, promote diversity on campus, and bring people together.

Pre Health Professionals Club

The purpose of this club is to promote the understanding and exploration of various health professions by UCC students.

Queer Students Advocacy

The purpose of QSA is to bring awareness and support to the LGBTQ+ community.

Skills USA

The SkillsUSA recommends that students be in one of the technical or career programs but does not require it. SkillsUSA focuses on helping its members become world-class workers and responsible citizens. The SkillsUSA group hosts more than 80 competitions in the fields of leadership development, health occupations, occupationally related contests, and trade, industrial and technical contests.

Spanish Club

The purpose of this club is to promote a campus environment that embraces and values the culture(s) of our Latinx students and of the Spanish-speaking world as a whole.

Student Nursing Association

The purpose of this club is to mentor and support nursing students and students interested in nursing.

Veterans Club

The purpose of this club is to serve the veteran community of UCC in an effort to maximize each Veteran's experience academically, socially, and professionally.

Peer Mentors

Peer Mentors are available to assist students with budgeting, college forms, and navigating college processes, communicating with faculty & staff, goal setting, motivational skill building, note taking skill building, reading skill building, referral to campus and community resources, stress management tools, organization & time management, understanding learning styles, and understanding the technology used on campus. The Peer Mentor Office is located in the LaVerne Murphy Student Center, adjacent to the Information Desk. Students are encouraged to visit the office or call 541-440-7949.

Student Ambassadors

Student Ambassadors provide support for the Information Desk and UCC switchboard, often serving as a first point of contact for prospective students and community members. They are well informed about campus and able to provide direction and assistance as needed to students, faculty and staff, and guests of the college. To reach a Student Ambassador, call 541-440-4600 or visit the Information Desk in the LaVerne Murphy Student Center.

Student Newspaper

UCC's student newspaper, The Mainstream, publishes through print, web and social media with learning opportunities in media writing, editing, graphic design, photography, website development and social media management. It is primarily staffed by students enrolled in Journalism Production (J 215) which is a variable credit course (students may enroll for 1, 2, or 3 credits); however, any UCC student can submit work for publication consideration. A scheduled class time for J215 is listed in the UCC College Catalog, but students who are unable to meet at that time due to schedule conflicts can contact the advisor for a possible schedule override.

Technical and soft skill training is provided under the leadership of an advisor and student editor. Students can gain experience in Associated Press style, media writing formats, interviewing, copy editing, journalism ethics, media graphic design, advertising, and working as a creative team.

No prerequisites are required for J 215, but students should consider taking J 251 Writing for the Media (fall term only) either

concurrently or before J 215. Students enrolling in J215 must be able to meet deadlines and interact positively on a work team.

For information about The Mainstream, contact the advisor, Melinda Benton, at melinda.benton@umpqua.edu or the staff at uccmainstream @yahoo.com or 541-440-4645 The Mainstream is the UCC student newspaper. Any student can join the staff by signing up for *course J 215, Journalism Production.* This production course provides students opportunities to explore newspaper, website, social media, and video production in a collaborative environment.

The Mainstream is a designated student forum with student editorial leadership.

Students can sign up for 1, 2, or 3 credits and flexible schedules can be arranged with the instructor.

Umpqua Singers

The Umpqua Singers in Roseburg, Oregon, are one of the premiere vocal jazz ensembles in the Pacific Northwest. This 10 member group performs a broad range of musical styles ranging from traditional swing to contemporary R&B. With 18 CD's to their credit, the group performs 45-50 engagements per year.

The Umpqua Singers have toured across the United States, and were the featured performers at the Capitol Holiday Tree Lighting Ceremony in Washington D.C. on December 12, 2002. They have also recently toured Brazil, Spain and Ukraine. In addition to frequent radio and television broadcasts, the Umpqua Singers have been featured on FOX, C-SPAN, and XM Satellite Radio.

COMMUNITY SERVICES

The Art Gallery at UCC

The UCC Art Gallery is located in the Whipple Fine Arts Center. The 1,100 square foot space features six exhibits during the academic year. There is also the mezzanine gallery on the second floor of Whipple that features student art work on a continuous basis.

Both galleries feature exhibits in a variety of media, including ceramics, drawing, painting, photography, printmaking and sculpture. The major purpose and function of the Art Gallery is to exhibit quality works of art for the education and cultural benefit of the students of UCC and the citizens of Douglas County.

Community Pool

During the summer months a number of athletic activities are offered for members of the community. The swimming pool is open for recreation/lap swim and also for swimming classes. In addition, there are Boys and Girls Basketball, and Volleyball youth camps.

For information call Summer Recreation and Sports Information at 541-440-7845 or visit www.umpqua.edu.

Continuing Education Unit

The Continuing Education Unit (CEU) is used by some professional and occupational groups as a means of measuring time spent in upgrading activities and in-service. CEUs are given for non-credit and non-graded activities. They are awarded at the discretion of the college. For more information, contact Community and Workforce Training, 541-440-4668.

Community & Workforce Training

The UCC Community and Workforce Training Department enriches lives and supports employers with high-quality education and training in Douglas County. We strive to respond to the ever-changing needs of residents and businesses quickly and with care. The Department coordinates non-credit classes, workshops and trainings in several subject areas:

- Fun, hobby, and personal enrichment
- Professional development & continuing education
- Safety and health certifications
- Employer training & consulting

Community and Workforce Training includes Adult and High School Driver Education courses, American Heart Association CPR/ First Aid courses, coordination of Gold Cards, Continuing Education Units (CEUs), Summer Enrichment Camps for children and teens and much more.

Course offerings are updated each term and can be found online at: http://www.umpqua.edu/community-workforce-training.

For more information on Community and Workforce Training activities, please call 541-440-4668, visit our website or visit our office in the old Science building on the Umpqua Community College campus.

Event and Meeting Venues

UCC offers an array of indoor and outdoor venues and spaces to fit a variety of occasions and groups of people. Halls, rooms, and outdoor spaces are equipped, or can be equipped, with video sound systems, tables, chairs and lighting. Many of the facilities also have WiFi connections. UCC is ready to host any occasion. Feel free to browse the website and get a feel for the variety of venues available.

If a student would like to plan an event on the UCC campus, they can view UCC's venues and fill out the request an event form. Or, if preferred, students may contact UCC to discuss an event.

The Danny Lang Teaching, Learning and Event Center

One of our premier event spaces is the Lang Center which is available to the public for scheduling through the UCC Events Department. The Lang Center is an ideal location for a variety of events such as weddings, parties, business meetings, workshops, fundraisers and banquets. There are indoor and outdoor event spaces. Plus, a variety of services can be made available to help make an event successful.

Southern Oregon Wine Institute

The Southern Oregon Wine Institute (SOWI) provides all wine and beer services for public and private events on campus. We work together with the Catering and Special Events departments to provide everything a student needs for any UCC or private event.

Fitness Center

The fitness center is equipped with weight training machines, aerobic machines, free weights and more. Membership is $35 for 11 weeks.

Off-Campus Classes

UCC Community and Workforce Training offers courses located off-campus throughout the college district. These include non-credit self-improvement, technology, and cultural and personal growth activities. Consult the UCC Community and Workforce Training sections for listings of courses in a specific area. Department coordinators serve all areas of the college district. If a student has an interest in a particular class, contact 541-440-4668.

Performing and Visual Arts

The Performing and Visual Arts faculty members are active in the community.

The UCC Music program sponsors a number of performing groups, including Umpqua Singers, UCC Chamber Choir and the Umpqua Chamber Orchestra. All students are welcomed, and college credit can be earned. Please note that some groups require an audition. In addition, numerous music classes are offered, including individual lessons.

Thoughout the year, UCC presents theatrical and musical performances. Theatre Arts students present performances on stage as part of their learning experience. Casting auditions are open to all students and college credit may be earned for participation. In addition, classes in theatre arts are offered throughout the year.

UCC Visual Arts students are offered opportunities to exhibit their work on campus and in other gallery settings.

Performance-based tuition waivers are awarded to outstanding music, theatre, and visual arts students each term. Contact the department office at 541-440-4691 for more information.

Small Business Development Center

The Small Business Development Center is one of 20 SBDCs in Oregon established by the Small Business Administration and Oregon State Legislature in 1983. SBDCs were given the directive to assist and educate business owners. The UCC SBDC provides almost 1000 hours of business advising each year working for businesses up to 500 employees. In addition to providing advising at no cost the SBDC also provides low or no-cost workshops, seminars, and technology assistance. The Center is located at 522 SE Washington in Roseburg but services are available anywhere in Douglas County. Don't hesitate to call for an appointment at your place of business. For information or an appointment, call 541-440-7824 or visit our local website at www.umpqua.edu/sbdc

Training Courses

SBDC offers an array of free or low-cost trainings to meet the needs of small businesses. Topics include starting a business, small business management, online and traditional marketing, human resource issues, food production, government procurement, construction contractor training and exam, and real estate broker's pre-license training. Call 541-440-7824 for more information on current and future workshops.

Advising

SBDC offers no-cost and confidential business advising to people considering starting a business, as well as to business owners at all stages of business life. Advising is personalized to meet the business owner's needs and might include: getting started, financing, business plan creation, marketing, sales, human resource issues, obtaining government procurement contracts, QuickBooks assistance, changes in business structure, exiting or just guidance on taking a business to the next level. There is no limit to the amount of advising time spent with a client. To make an appointment call 541-440-7662.

TRANSFER EDUCATION

Descriptions/outlines begin on page 31.

Associate of Arts Oregon Transfer (AAOT)

The Associate of Arts Oregon Transfer (AA/OT) degree is designed for students who intend on transferring to an Oregon Public University. The AA/OT degree meets all of the lower division (freshman and sophomore) general education requirements at all of the Oregon Public Universities.

Focus Content Areas

- Applied Science and Technology
- Business Administration and Management
- Health Science
- Humanities
- Public Safety
- Performing and Visual Arts
- Science and Mathematics
- Social and Behavioral Sciences

Associate of Science (AS)

The Associate of Science (AS) degree is specific to receiving institutions and meet the receiving institution requirements as described by articulation agreements.

This degree provides students with a good start before transferring to a four-year school. At UCC, students can complete all lower-division requirements. Students will need to work closely with an advisor to choose classes based on their major.

Focus Content Areas

- Agricultural Business Management
- Business Administration
- Computer Science
- Criminal Justice
- Early Childhood Development
- Engineering
- Forest Engineering
- Forestry
- Forest Management
- Human Services
- Music
- Natural Resources Landscape Monitoring
- Renewable Materials
- Surveying and Geomatics

Associate of General Studies (AGS)

The Associate of General Studies (AGS) degree is designed for students wishing to acquire a broad education, rather than pursue a specific major or career using a variety of collegiate level courses. Because of this degree's flexibility, it may not fulfill requirements for transfer to a four-year school.

Core Transfer Module (CTM)

The Core Transfer Maps (CTM) are broad descriptions of course requirements for students at any Oregon community college or public university. It is designed to partially meet at least 30 credits of the General Education requirements for a bachelor's degree at any Oregon Public Universities.

Oregon Transfer Module (OTM)

The Oregon Transfer Module (OTM) is a subset of courses which all "count" as a transferable block. It is designed to partially meet the General Education assignment of the Oregon Public Universities, totaling a minimum of 45 credits.

CAREER AND TECHNICAL EDUCATION

Descriptions/outlines begin on page 43.

Associate of Applied Science (AAS)

The Associate of Applied Science (AAS) degree prepares students for entry into the workforce in specific areas. Below is a list of UCC's AAS degrees:

- Agricultural Business Management
- Automotive Technology
- Automotive Technology - T-TEN
- Civil Engineering & Surveying
  - Fabricator Welder
  - Applied Surveying Option
  - Water Quality Option
- Computer Information Systems
- Criminal Justice
- Cybersecurity
- Early Childhood Education
- Electrician Apprenticeship Technologies
- Paramedicine
- Engineering
- Entry Management
- Executive Business Assistant
- Fire Science
- Human Services
- Industrial Mechanics & Maint. Tech Apprenticeship
- Marketing
- Medical Office Administration
- Registered Nursing
- Paralegal Studies
- Viticulture & Enology
- Welding

Certificate

Certificates in the following technical areas are designed to prepare students with the skills and knowledge needed to enter a field.

- Addiction Studies
- Automotive Basic Technician
- Computer Information Systems
- Dental Assisting
- Early Childhood Education
- Electrician Apprenticeship Technologies
- Electrician Apprenticeship Technologies Limited
- Engineering and Drafting Technician
- Financial Services
- Front Office Medical Assistant
- Industrial Mechanics & Maint. Tech. Apprenticeship
- Juvenile Corrections
- Legal Assistant
- Medical Billing & Collections Clerk
- Occupational Skills Training
- Office Assistant
- Public Relations Specialist
- Supervision
- Truck Driving
- Viticulture
- WAFC Retail Management
- Welding

Career Pathway Certificate

Career Pathways are short-term certificates designed to prepare students for employment and advancement in targeted occupations. There are also short-term pathway certificates available in many CTE programs. More information and links to Career Pathways roadmaps are located at www.umpqua.edu/career-pathways.

- Addiction Treatment
- Automotive Advanced Technician
- Automotive Basic Technician T-TEN
- Automotive Advanced Technician T-TEN
- Case Aide
- CISCO Networking Security Support Tech
- Communication Specialist in Organizations
- Drafting
- Emergency Medical Services
- Entrepreneurship
- Geographic Information Systems
- Infant/Toddler
- Junior Database Administrator
- Junior Programmer
- Junior Web Developer
- Microsoft Networking Support Technician
- Microsoft Office Technology
- Pre-school
- Public Relations Communication Assistant
- Server Administrator
- Surveying
- Water Quality
- Wine Marketing Assistant

TRANSFER DEGREES AND OPTIONS OVERVIEW

One of the best places to begin a bachelor's degree is at a community college. UCC offers many of the freshman and sophomore courses students will find at universities, allowing them to stay close to home and complete courses at a fraction of the cost. UCC offers a number of options for building programs that allow a student to transfer to another college or university, including the Oregon Transfer Compass/Core Transfer Map, Oregon Transfer Module (OTM), Associate of Arts-Oregon Transfer (AA/OT), Associate of Science (AS), or Associate of General Studies (AGS). Agreements are in place for all Oregon public colleges and universities, some Oregon private colleges and universities, and even some out-of-state schools.

Students will want to work closely with their academic and faculty advisors to develop a program of study that takes full advantage of UCC's offerings and transfers smoothly to the four-year institution of their choice. Advisors will help students refine their goals and identify courses that meet their interests and transfer appropriately. Students should begin by reviewing the existing transfer degree programs to see if any meet their needs. If a student is undecided, work with an advisor to build a custom program beginning with the general education core.

Note that completing any of these programs does not guarantee acceptance to a target institution. Students will still be required to meet all admissions requirements, such as SAT/ACT testing and completion of an acceptable second language.

Core Transfer Module

Core Transfer Maps are broad descriptions of course requirements for students at any Oregon community college or public university. Students who have not yet declared a major and plan to transfer may take classes that fit these categories at any Oregon community college and expect all classes to transfer and meet at least 30 credits of general education requirements for a bachelor's degree at any Oregon public university. Note that many majors have specific course requirements for categories within the Core Transfer Maps. The Core Transfer Maps are intended as starting points for students who plan to transfer to a university but are unsure of their intended major or transfer destination. Students who are certain of their major, but not their transfer destination, should determine if there is a developed Major Transfer Map for their chosen discipline, and follow that as a guide. Students who are certain of both their major and their intended transfer destination should consult an advisor for information on an existing specific articulation agreement, Major Transfer Map, or degree map that will prescribe their course requirements.

Oregon Transfer Module

The Oregon Transfer Module (OTM) is an approved 45-unit subset of general education courses (foundational skills and introduction to discipline courses) that are common among Oregon's colleges and universities. Courses are selected from an approved list of 100- and 200 level general education requirements as determined by each Oregon community college, public university, or participating Oregon independent college or university. It is designed to improve student access to a college degree by enhancing opportunities for the transfer of credits earned at one institution to another. Any student holding an Oregon Transfer Module that conforms to the guidelines will have met the requirements for the Transfer Module at any Oregon community college or public university. Upon transfer, the receiving institution may specify additional course work that is required for a major or for degree requirements or to make up the difference between the Transfer Module and the institution's total General Education requirements.

Associate of Arts – Oregon Transfer

An Associate of Arts-Oregon Transfer degree that conforms to the established guidelines will transfer as a block to any institution in the Oregon University System and will meet the lower division general education requirements for that institution's baccalaureate degree programs. Students transferring under this agreement will have junior standing for registration purposes, however course, class standing, or GPA requirements for specific majors, department, or schools may not necessarily be satisfied by an Associate of Arts Oregon Transfer degree. Upon transfer, the receiving institution may specify additional course work that is required for a particular major or degree. Students are strongly encouraged to consult their UCC academic and/or faculty advisor and the intended transfer institution to determine appropriate course choices.

Associate of Science

The Associate of Science (AS) degree is designed for students planning to transfer credits to a baccalaureate degree program. The degree requirements allow students more flexibility in course selection, allowing them to focus on their major requirements. Unless directly articulated with another college/university the degree does not guarantee that students will be accepted as having completed all lower division comprehensive and General Education requirements for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT). There are no majors within this degree.

Students are strongly encouraged to consult their UCC academic and/or faculty advisor, the specific transfer curriculum pages in this catalog, and the intended transfer institution to determine appropriate course choices.

Associate of General Studies

This flexible degree option enables a student to complete an Associate degree that is tailored to the general education requirements of the transfer school. Students must exercise caution in using the AGS option, as the degree does not guarantee transferability of courses completed. Educational planning for the AGS should be done with the help of a UCC advisor.

Transfer Education Areas of Focus

Students can begin a bachelor's degree at UCC by completing many of the freshman and sophomore courses in the areas listed below. All transfer students should work closely with UCC advisors and faculty, as well as representatives of the school(s) to which they may transfer. There may be special requirements for specific programs or schools.

Department of Humanities
- English
- History
- Spanish
- Writing
- Communication Studies

Department of Performing and Visual Arts
- Music
- Theater Arts
- Visual Arts

Department of Science and Mathematics
- Biological Sciences
- Physical Sciences (physics, chemistry, and geology)
- Natural Resources
- Mathematics

Department of Social and Behavioral Sciences
- Early Childhood Education
- Education (K-12)
- Human Services
- Psychology
- Social Sciences

Department of Applied Science and Technology
- Computer Information System
- Engineering
- Forestry

Department of Business Administration
- Agriculture Management
- Business Administration

Department of Health Sciences
- Nursing

Department of Public Safety
- Criminal Justice

Student Learning Outcomes for AA/OT Degrees

The AA/OT/ASOT transfer degrees are designed to prepare students to succeed after transferring to public universities and to attain GPAs comparable to students who begin their education at those institutions. Students who attain these degrees will possess a wide range of knowledge and skills, as described in the categories below. As a result of completing the AA/OT/ASOT, students should be able to:

ARTS AND LETTERS
- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

MATHEMATICS
- Use appropriate mathematics to solve problems; and
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

SCIENCE OR COMPUTER SCIENCES
- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions; and
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner; and
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society.

SOCIAL SCIENCES
- Apply analytical skills to social phenomena in order to understand human behavior; and
- Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

SPEECH/ORAL COMMUNICATION
- Engage in ethical communication processes that accomplish goals; and
- Respond to the needs of diverse audiences and contexts; and
- Build and manage relationships.

WRITING
- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences; and
- Locate, evaluate, and ethically utilize information to communicate effectively; and
- Demonstrate appropriate reasoning in response to complex issues.

CULTURAL LITERACY
- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

GENERAL EDUCATION CORE

Oregon Transfer Compass, Core Transfer Map

PROGRAM DESCRIPTION

The General Education Core is designed to provide at least 30 credits of general education requirements for transfer to a bachelor's degree at any Oregon public university. It is intended as a starting point for students who plan to transfer to a university but are unsure of their intended major or transfer destination.

PROGRAM OUTCOMES

Students who successfully complete the General Education Core will be able to:
1. Communicate clearly and purposefully with awareness of the needs of different audiences and situations
2. Analyze data quantitatively as the basis for valid and reliable inferences to draw reasonable and appropriate conclusions
3. Identify and analyze complex cultural and artistic perspectives, practices, and products and their roles in society
4. Apply principles of scientific inquiry to natural and social systems
5. Analyze issues of identity and difference, power and privilege, to promote diversity, inclusion, and equity

PROGRAM COURSE REQUIREMENTS

Year One

WR 121	Academic Composition	4
Arts and Letters from AA/OT listing 2 courses		6-8
Social Sciences from AA/OT listing 2 courses		6-8
Sciences from AA/OT listing 2 courses		6-8
Mathematics from AA/OT listing 1 course		4-5

Additional Requirements
- At least one course must also meet Cultural Literacy outcomes.
- At least one Science course must include a lab.
- If the credit total for the required courses is less than 30 credits, select a course of choice from the AA/OT outcome courses

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:
- High school diploma or GED
- Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 095 Basic Writing II ("C" or better)
- Minimum placement scores resulting in MTH 065 Algebra II placement or completion of MTH 060 Algebra I ("C" or better)

ADDITIONAL PROGRAM INFORMATION

1. Students should work closely with UCC advisors and faculty to select appropriate courses.
2. The General Education Core is not a separate program but will be notated on transcripts as a block when the core is complete.
3. See www.oregon.gov/highered/policy-collaboration/Documents/Transfer-Credit/2998/Core-Transfer-Maps-One-pager.pdf for more information.

OREGON TRANSFER MODULE

OTM

PROGRAM DESCRIPTION

The Oregon Transfer Module (OTM) is an approved 45-unit subset of general education courses (foundational skills and introduction to discipline courses) that are common among Oregon's colleges and universities. It is designed to improve student access to a college degree by enhancing opportunities for the transfer of credits earned at one institution to another.

PROGRAM OUTCOMES

Students who successfully complete the OTM will:

1. Meet the General Education outcomes
2. Have a block of credits that transfer to Oregon public colleges and universities

PROGRAM COURSE REQUIREMENTS

Complete the General Education Core (see page 33)		30-33
ORAL COMMUNICATION Choose one from:		
SP 105	Listening	3
SP 111	Fundamentals of Public Speaking	4
SP 112	Persuasive Speech	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3
WRITING Choose one from:		
WR 122	Argument, Research, and Multimodal Composition	4
WR 227	Technical Writing	4
One additional course from the approved list in each of the following:		
Arts and Letters		3-5
Sciences or Math or Computer Science		4-5
Social Sciences		3-5

Additional Requirements

- No course substitutions are allowed.
- No course may be used to satisfy requirements in more than one area

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:

- High school diploma or GED
- Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 095 Basic Writing II ("C" or better)
- Minimum placement scores resulting in MTH 065 Algebra II placement or completion of MTH 060 Algebra I ("C" or better)

ADDITIONAL PROGRAM INFORMATION

1. Students should work closely with UCC advisors and faculty to select appropriate courses.
2. The OTM is not a separate program but will be notated on transcripts as a block when the core is complete.
3. See: handbook.ccwdwebforms.net/handbook/definitions/associate-degrees/oregon-transfer-module-(otm) for more information.

ASSOCIATE OF GENERAL STUDIES

AGS

PROGRAM DESCRIPTION

The Associate of General Studies (AGS) degree is intended to meet individual student needs using a variety of lower division college level courses to meet degree requirements. The AGS degree must include 90 quarter credits or equivalent proficiency, a recognizable core of general education courses, and an established standard of academic achievement. Electives may include any combination of lower division collegiate transfer and/or collegiate level career and technical education courses chosen from the approved list. Although it is not required, students are encouraged to complete the General Education Core and OTM as part of their AGS.

PROGRAM OUTCOMES

Students who successfully complete the AGS will complete a recognized degree while compiling credits to transfer to another college and university.

PROGRAM COURSE REQUIREMENTS

General Requirements

PSY 101	Psychology of Human Relations	3
WR 121	Academic Composition	4
MATHEMATICS Choose one from:		
BA 180	Business Mathematics I	3
MTH 105	Math in Society	4
MTH 111 or above		4-5

Discipline Studies Requirements

At least one additional course from the approved list in each of the following:		
Arts and Letters		3-5
Sciences or Math or Computer Science		4-5
Social Sciences		3-5

Additional Requirements

- No course substitutions are allowed.
- No course may be used to satisfy requirements in more than one area.
- All courses must be at least three credits each.

ADDITIONAL PROGRAM INFORMATION

1. Students should work closely with UCC advisors and faculty to select appropriate courses.
2. "Associate of General Studies" appears on the student's transcript. Specific program designation or focus does not appear on the student's transcript or degree.
3. To complete an AGS at Umpqua Community College, a minimum of 25% of the program credits required must be earned through UCC, two terms of attendance must have occurred at UCC, and a student must have a cumulative GPA of 2.0 or higher.
4. Courses used to satisfy AGS degree requirements must be on the approved list on pages 40-41.

ASSOCIATE OF SCIENCE

AS

PROGRAM DESCRIPTION

The Associate of Science (AS) degree is designed for students planning to transfer credits to a baccalaureate degree program. The degree requirements allow students more flexibility in course selection, allowing them to focus on their major requirements. Unless directly articulated with another college/ university the degree does not guarantee that students will be accepted as having completed all lower division comprehensive and General Education requirements for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT). There are no majors within this degree.

Students are strongly encouraged to consult their UCC academic and/or faculty advisor, the specific transfer curriculum pages in this catalog, and the intended transfer institution to determine appropriate course choices.

PROGRAM OUTCOMES

Please see specific outcomes on the individual AS degree pages.

Listed below are the General Education requirements included in Associate of Science programs; additional courses are listed starting on pages 40-41 under the specific degree program.

PROGRAM COURSE REQUIREMENTS

General Requirements (23-26 credits)

MATHEMATICS:		
MTH 105 or higher	Math in Society	4
ORAL COMMUNICATIONS: Choose one from:		
SP 105	Listening	3
SP 111	Fundamentals of Public Speaking	4
SP 112	Persuasive Speech	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3
WRITING		
WR 121	Academic Composition	4
Choose one from:		
WR 122	Argument, Research, and Multimodal Composition	4
WR 227	Technical Writing	4

Discipline Studies Requirements

At least one additional course from the approved list in each of the following:	
Arts and Letters	3-5
Social Sciences	3-5
Sciences or Math or Computer Science	4-5

CULTURAL LITERACY: 3

3 credits from a course defined as meeting Cultural Literacy. This course may also be used to satisfy one of the requirements listed above.

Additional Requirements

- No course substitutions are allowed.
- No course may be used to satisfy requirements in more than one area.

ADDITIONAL PROGRAM INFORMATION

1. "Associate of Science" appears on the student's transcript. Specific program designation or focus does not appear on the student's transcript or degree.
2. To complete an AS at UCC, a minimum of 25% of the program credits required must be earned through UCC, two terms of attendance must have occurred at UCC, and a student must have a cumulative GPA of 2.0 or higher.
3. All elective courses must be lower division collegiate courses (numbered 100 and above). Career and technical course credits are limited to 12 credits unless part of an articulated program.

ASSOCIATE OF ARTS/ OREGON TRANSFER

AA/OT

PROGRAM DESCRIPTION

The Associate of Arts Degree is conferred on students who complete a full lower division college transfer program meeting requirements set jointly by Oregon's community colleges and public universities. This degree provides for "block transfer" and all lower division general education requirements of the receiving institution are met. Students should work closely with UCC advisors and faculty, and with representatives of the institution(s) to which they may transfer for specific details. There may be special requirements for specific programs or schools, as well as requirements for admissions, foreign language, and cultural literacy.

PROGRAM COURSE REQUIREMENTS

Foundational Requirements

HEALTH/WELLNESS/FITNESS:		
HPE 295	Wellness & Health Assessment	3
MATHEMATICS:		
MTH 105 or higher (from the approved MTH courses listed on page 40)		4-5
ORAL COMMUNICATIONS: Choose one from:		
SP 105	Listening	3
SP 111	Fundamentals of Public Speaking	4
SP 112	Persuasive Speech	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3
WRITING		
WR 121	Academic Composition	4
Choose one from:		
WR 122	Argument, Research, and Multimodal Composition	4
WR 227	Technical Writing	4

Discipline Studies Requirements

ARTS AND LETTERS

Must take at least three courses, chosen from at least two disciplines from the approved list on page 40.

Note: Second year world languages, are included in this category. First year world languages are counted as electives.

SCIENCE / MATH / COMPUTER SCIENCE

Must take at least four courses from at least two disciplines — including at least three biological or physical science courses with labs, from the approved list on page 40.

Note: Math credits used to meet this requirement are in addition to any used to meet the Foundational Requirement above.

SOCIAL SCIENCE

Must take at least four courses chosen from at least two disciplines from the approved list on page 41.

ELECTIVES

Any courses numbered 100 or above that would bring total credits up to 90.

Note: Electives may include up to 12 credits from the approved Career and Technical Education (CTE) list on page. 41, and a maximum of 12 credits of PE activity courses.

CULTURAL LITERACY

At least one of the Discipline Studies courses above must be designated as meeting the criteria for Cultural Literacy. This course is not an additional course — it would also meet Foundational, Discipline or Elective requirements.

Additional Requirements

- No course substitutions are allowed.
- No course may be used to satisfy requirements in more than one area.
- All foundational requirement and discipline studies requirement courses used must be at least three credits.

ADDITIONAL PROGRAM INFORMATION

1. A minimum 90 credits with a grade of C or higher and a cumulative GPA of 2.0 or higher are needed to satisfy AA/OT requirements.
2. To complete an AA/OT at UCC, a minimum of 24 credits must be earned through UCC and two terms of attendance must have occurred at UCC.

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Minimum 90 credits with a grade of "C" or higher needed to satisfy AAOT requirement. Unless noted, courses offered at three credit hours each; a minimum of 25% of the program credits required must be earned through UCC and two terms of attendance must have occurred at UCC.

AREA 1: FOUNDATIONAL REQUIREMENTS

REQUIRED TO COMPLETE AAOT WRITING, SPEECH, HEALTH & PHYSICAL EDUCATION AND MATH:

____ WR 121 Academic Composition (4)
____ WR 122 Argument, Research, and Multimodal Composition (4)*
OR
____ WR 227 Technical Writing (4)*
(Note: WR115 may count toward elective credits but does not meet the foundational requirements)
____ SP 105, 111 (4), 112, 218++, or 219: Speech
____ HPE 295: Wellness & Health
____ MTH (105 level or above): Math (4)

AREA 2: ARTS & LETTERS

COMPLETE THREE COURSES FROM TWO DIFFERENT DISCIPLINES FROM THE FOLLOWING:

____ ART 101: Introduction to Visual Arts++ (4)
____ ART 120: Artists' Books++
____ ART 134: Illustrating Nature
____ ART 204, 205, 206: History of Western Art I, II, III++ (4)
____ ART: One 3-credit studio art # 100 & above
____ ENG 104, 105, 106: Introduction to Literature++ (4) ea. yr.
____ ENG 107, 108, 109: World Literature (4) 2020-21
____ ENG 201, 202: Shakespeare (4) 2019-20
____ ENG 204, 205, 206: Survey of English Literature (4) 2020-21
____ ENG 230: Environmental Literature ++ (4) 2019-20
____ ENG 250: Intro to Mythology (4) 2020-21
____ ENG 253, 254, 255: Survey of American Lit++ (4) 2020-21
____ ENG 260: Introduction to Women's Literature (4) 2020-21
____ ENG 288: Cultural Diversity – American Lit++ (4) 2020-21
____ FA 256: American Film History (4)
____ Language 201, 202, 203: SPAN++, FR++ (4)
____ J 205: Intro to Public Relations
____ J 215: Journalism Production
____ J 251: Writing for the Media
____ MUS 105: History of Rock Music
____ MUS 161: Jazz Improvisation
____ MUS 201, 202, 203: Intro to Music and Its Literature
____ MUS 204: Music of the World
____ MUS 205: Introduction to Jazz History
____ SP 105: Listening
____ SP 111: Fundamentals of Public Speaking (4)
____ SP 112: Persuasive Speech
____ SP 218: Interpersonal Communication++
____ SP 219: Small Group Discussion
____ SP 237: Gender Communication++
____ TA 261: Intro to Costume Design
____ TA 271: Introduction to Theatre (4)

AREA 3: SCIENCE/MATH/COMPUTER SCIENCE

COMPLETE FOUR COURSES FROM TWO DISCIPLINES, THREE MUST INCLUDE A LAB. FROM THE FOLLOWING:

Area 3 Courses WITH Labs:

____ ATS 201: Climate Science (4)*
____ BI 101, 102, 103: General Biology (4)
____ BI 211, 212, 213: Principles of Biology (5)*
____ BI 231, 232, 233: Human Anatomy & Physiology (4)*
____ BI 234: Introduction to Microbiology (4)*
____ BOT 203: General Field Botany (4)
____ BOT 204: Flowering Plants of SW OR/NO. CA (4)
____ CH 104, 105, 106: Introduction to Chemistry (4)*
____ CH 112: Fundamentals of Chemistry (5)*
____ CH 221, 222, 223: General Chemistry (5)*
____ CH 241, 242, 243: Organic Chemistry (4)*
____ FOR 234: GIS 1 Intro to Geographic Information Systems (4)
____ FOR 235: GIS II Data Analysis and Applications (4)
____ FOR 240: Forest Biology (4)
____ FOR 241: Dendrology (4)
____ G 180: Regional Field Geology (4)
____ G 201, 202, 203: General Geology (4)
____ G 221: Environmental Geology (4)
____ GIS 203: Digital Earth and Geospatial Concepts (4)
____ GIS 234: GIS 1 Intro to Geographic Information Systems (4)
____ GIS 235: GIS II Data Analysis and Applications (4)
____ GS 104, 105, 106: Physical Science (4)*
____ GS 107: Beginning Astronomy (4)
____ GS 112: Making Sense of Science (4)
____ NR 221: Water Resource Science (4)
____ NR 242: Ecosystems of SW OR/NO. CA (4)*
____ NR 255: Field Sampling of Fish and Wildlife (3)
____ PE 135: Anatomy & Physiology for Fitness (4)
____ PH 201, 202, 203: General Physics (5)*
____ PH 211, 212, 213: General Physics with Calculus (5)*
____ SOIL 205, 206: Soil Science (4) – *Must be taken together to meet Science Lab requirement*

***Area 3 Courses WITHOUT Labs:**

____ BI 222: Intro to Genetics*
____ CS 160: Intro to Computer Science (4)*
____ CS 161: Computer Science I (4)*
____ CS 162: Computer Science II (4)*
____ CS 260: Data Structures (4)*
____ CS 271: Computer Architecture (4)*
____ ENGR 111: Engineering Orientation*
____ ENGR 112A: Problem Solving and Technology*
____ ENGR 201, 202: Electrical Fundamentals (4)
____ ENGR 203: Electrical Fundamentals – Signals and Controls (4)*
____ ENGR 211: Statics (4)*
____ ENGR 212: Dynamics (4)*
____ ENGR 213: Strength of Materials (4)*
____ FOR 111: Introduction to Forestry (3)
____ FN 225: Human Nutrition (4)
____ FOR 261: Recreation Resource Management (4)
____ G 140: Geologic Disasters (3)
____ MTH 105: Math in Society (4)*
____ MTH 111: College Algebra (5)*
____ MTH 112: Elementary Functions (4)*

____ MTH 211, 212, 213: Fundamental Elementary Math (4)*
____ MTH 231: Elements of Discrete Math (4)*
____ MTH 241, 242: Calculus for Mgmt & Soc Science (4)*
____ MTH 243: Intro to Probability & Statistics
____ MTH 251: Calculus I (5)*
____ MTH 252: Calculus II (4)*
____ MTH 253: Calculus III (4)*
____ MTH 254: Vector Calculus (4)*
____ MTH 256: Differential Equations (4)*
____ MTH 265: Statistics for Scientists and Engineers (4)*
____ NR 141: Tree and Shrub Identification (3)
____ NR 201: Introduction to Natural Resources (3)
____ NR 243: Historical Ecology of Pacific NW (3)
____ NR 251: Principles of Fish and Wildlife Conservation (3)
____ NR 295: Environmental Dispute Resolution (3)
____ SOIL 205: Soil Science (3)

AREA 4: SOCIAL SCIENCES

COMPLETE FOUR COURSES FROM TWO DISCIPLINES FROM THE FOLLOWING:

____ ANTH 150: Introduction to Archaeology
____ ANTH 221: Cultural Anthropology++
____ ANTH 222: Cultural Anthropology++
____ CJ 101: Introduction to Criminology
____ CJ 110: Introduction to Law Enforcement
____ CJ 114: Cultural Diversity Issues in CJ++
____ CJ 130: Introduction to Corrections
____ CJ 275: Comparative Criminal Justice
____ ECON 201: Microeconomics
____ ECON 202: Macroeconomics
____ FOR 234: GIS 1 Intro to Geographic Information Systems
____ GIS 203: Digital Earth and Geospatial Concepts
____ GIS 234: GIS 1 Introduction to Geographic Information Systems
____ GIS 235: GIS II Data Analysis and Applications
____ HD 208: Career & Life Planning
____ HDFS 201: Individual & Family Development
____ HDFS 225: Child Development
____ HDFS 240: Contemporary American Family
____ HS 100: Introduction to Human Services
____ HS 154: Community Resources
____ HST 104: World History++
____ HST 105: World History++
____ HST 106: World History++
____ HST 201: History of U.S.++
____ HST 202: History of U.S.++
____ HST 203: History of U.S.++
____ J 211: Intro to Mass Communication
____ NR 295: Environmental Dispute Resolution (3)
____ PS 201: U.S. Government++
____ PS 202: U.S. Government++
____ PS 203: U.S. Government
____ PS 205: International Relations
____ PSY 101: Psychology of Human Relations
____ PSY 201: General Psychology++
____ PSY 202: General Psychology++
____ PSY 203: General Psychology++
____ PSY 231: Human Sexuality++
____ SOC204: Sociology++
____ SOC 205: Sociology++
____ SOC 206: Sociology
____ SOC 207: Juvenile Delinquency
____ SOC 213: Race, Class & Ethnicity*++
____ SOC 225: Social Aspects of Addiction
____ SOC 240: Sociology of Work and Leisure

AREA 5: ELECTIVES:

COMPLETE COURSES 100 LEVEL OR ABOVE TO EARN THE REMAINING 90 CREDIT HOURS.

A maximum of 12 earned credits of PE 185; a maximum of 12 earned credits of CTE (including CWE) count toward Elective Credits.

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++ Courses identified that meet the REQUIRED three credits for UCC AAOT Cultural Literacy;

* Courses with required pre-/co-requisites (check catalogue course description – many may be Banner enforced)

TRANSFER NOTE: Check transfer school for admissions, foreign language & cultural literacy, and transfer program requirements.

APPROVED DISCIPLINE STUDIES LISTINGS

ARTS AND LETTERS

ART 101*	Introduction to Visual Arts (4)
ART 120*	Artists' Books (3)
ART 134	Illustrating Nature (3)
ART 204*, 205, 206	History of Western Art I, II, III (4,4,4)
ENG 104*,105*,106*	Intro to Literature (4, 4, 4)
ENG 107, 108	World Literature (4, 4)
ENG 109*	World Literature (4)
ENG 201, 202	Shakespeare (4,4)
ENG 204, 205, 206	Survey of English Literature (4, 4, 4)
ENG 230*	Environmental Literature (4)
ENG 250	Intro to Mythology (4)
ENG 253*, 254*, 255*	Survey of American Lit. (4, 4, 4)
ENG 260	Intro to Women's Literature (4)
ENG 288*	Cultural Diversity in Contemporary American Lit erature(4)
FA 256	American Film History (4)
FR 201*, 202*, 203*	Second-Year French (4, 4, 4)
GER 201, 202, 203	Second-Year German (4, 4, 4)
J 205	Introduction to Public Relations (3)
J 215	Journalism Production (3)
J 251	Writing for the Media (3)
MUS 105	History of Rock (3)
MUS 161	Jazz Improvisation (3)
MUS 201, 202, 203	Intro to Music & Its Literature (3, 3, 3)
MUS 204	Music of the World (3)
MUS 205	Intro to Jazz History (3)
SPAN 201*, 202*, 203*	Second-Year Spanish (4, 4, 4)
SP 105	Listening (3)
SP 111	Fundamentals-Public Speaking (4)
SP 112	Persuasive Speech (3)
SP 218*	Interpersonal Communication (3)
SP 219	Small Group Discussion (3)
SP 237*	Gender Communication (3)
TA 256	Musical Theatre Workshop (3)
TA 257	Musical Theatre Dance (3)
TA 261	Intro to Costume Design (3)
TA 271	Introduction to Theatre (4)
WR 241, 242, 243	Creative Writing (4, 4, 4)
WS 101*	Introduction to Women's Studies (4)

ART: One 3-credit course in studio arts numbered 100 or above. (ART 221*)
THEATRE: One 3-credit course in theatre arts numbered 100 or above.
** meets AA/OT Cultural Literacy Requirement*

SCIENCE / MATH / COMPUTER SCIENCE

ATS 201	Climate Science (4)
BI 101,102,103	General Biology (4, 4, 4)
BI 211, 212, 213	Principles of Biology (5, 5, 5)
BI 222	Genetics (3)
BI 231, 232, 233	Anatomy & Physiology (4, 4, 4)
BI 234	Introductory Microbiology (4)
BOT 203	General (Field) Botany (4)
BOT 204	Flowering Plants of So. Oregon-Northern California
CH 104,105,106	Introduction to Chemistry (4, 4, 4)
CH 112	Fundamentals of Chemistry (5)
CH 221, 222, 223	General Chemistry (5, 5, 5)
CH 241, 242, 243	Organic Chemistry (4, 4, 4)
CS XXX	Computer Science
ENGR 111	Engineering Orientation (3)
ENGR 112A	Problem Solving and Technology (3)
ENGR 112B	Problem Solving and Technology (3)
ENGR 201	Electrical Fundamentals (4)
ENGR 202	Electrical Fundamentals II (4)
ENGR 203	Electrical Fundamentals - Signals and Controls (4)
ENGR 211	Statics (4)
ENGR 212	Dynamics (4)
ENGR 213	Strength of Materials (4)
FN 225	Human Nutrition (4)
FOR 111	Introduction to Forestry (3)
FOR 234	GIS I Intro to Geographic Information Systems (3)
FOR 240	Forest Biology (4)
G 140	Volcanoes, Earthquakes and other Geologic Disasters (3)
G 180	Regional Field Geology (4)
G 201, 202, 203	General Geology (4, 4, 4)
G 221	Environmental Geology (4)
GIS 203	Digital Earth and Geospatial Concepts (4)
GIS 234	GIS I Intro to Geographic Information Systems (3)
GIS 235	GIS II Data Analysis and Application
GS 104, 105, 106	Physical Science (4, 4, 4)
GS 107	Beginning Astronomy (4)
GS 112	Making Sense of Science (4)
MTH 105	Math in Society (4)
MTH 111	College Algebra (5)
MTH 112	Elementary Functions (4)
MTH 211, 212, 213	Fundamentals of Elementary Math I, II, III (4, 4, 4)
MTH 231	Elements of Discrete Math I (4)
MTH 241, 242	Calculus for Management & Social Science I, II (4, 4)
MTH 243	Introduction to Probability & Statistics (5)
MTH 251, 252, 253	Calculus I, II, III (5, 4, 4)
MTH 254	Vector Calculus I (4)
MTH 256	Differential Equations (4)
MTH 265	Statistics for Scientists and Engineers
NR 141	Tree and Shrub Identification (4)
NR 201	Introduction to Natural Resources (3)
NR 221	Water Resource Science (4)
NR 240	Forest Biology (3)
NR 241	Dendrology (4)
NR 242	Ecosystems of SW OR/No CA (4)
NR 243	Historical Ecology of Pacific NW (3)
NR 251	Principles of Fish and Wildlife Conservation (3)
NR 255	Field Sampling of Fish and Wildlife (3)
NR 295	Environmental Dispute Resolution (3)
PH 201, 202, 203	General Physics (5, 5, 5)
PH 211, 212, 213	General Physics w/Calculus (5, 5,5)
SOIL 205	Soil Science (3)
SOIL 206	Soil Science Lab (1)

APPROVED DISCIPLINE STUDIES LISTINGS

SOCIAL SCIENCES

ANTH 150	Intro to Archaeology (3)
ANTH 221*, 222*, 223*	Cultural Anthropology (3, 3, 3)
CJ 101	Introduction to Criminology (3)
CJ 110	Introduction to Law Enforcement (3)
CJ 114*	Cultural Diversity Issues in Criminal Justice (3)
CJ 130	Introduction to Corrections (3)
CJ 275	Comparative Criminal Justice Systems (3)
ECON 201	Microeconomics (4)
ECON 202	Macroeconomics (4)
GIS 203	Digital Earth and Geospatial Concepts (4)
GIS 234 (4)	GIS I Introduction to Geographic Information Systems
GIS 235	GIS II Data Analysis and Applications (4)
HD 208	Career/Life Planning (3)
HDFS 201	Individual & Family Development (3)
HDFS 225	Child Development (3)
HDFS 240	Contemporary American Family (3)
HS 100	Introduction to Human Services (3)
HS 154	Community Resources (3)
HST 104*, 105*, 106*	World History (3, 3, 3)
HST 201*, 202*, 203*	History of United States (3, 3, 3)
J 211*	Introduction to Mass Communication (3)
NR 295	Environmental Dispute Resolution (3)
PS 201*, 202*, 203	U.S. Government (3, 3, 3)
PS 205	International Relations (3)
PSY 101	Psychology of Human Relations (3)
PSY 201*, 202*, 203*	General Psychology (3, 3, 3)
PSY 239	Abnormal Psychology (3)
SOC 204*, 205*, 206	Introduction to Sociology (3, 3, 3)
SOC 207	Juvenile Delinquency (3)
SOC 213*	Race, Class, & Ethnicity (3)
SOC 225	Social Aspects of Addiction (3)
SOC 240	Sociology of Work and Leisure (3)

** meets AA/OT Cultural Literacy Requirement*

CAREER & TECHNICAL

APR XXX	Apprenticeship
AUT XXX	Automotive
BA 116	Principles of Financial Services
BA 128	Accounting Applications I
BA 129	Accounting Applications II
BA 130	Accounting Applications III
BA 150	Developing a Small Business
BA 151	Practical Accounting I
BA 152	Practical Accounting II
BA 160	Accounting for Managers
BA 165	Customer Service
BA 177	Payroll Accounting
BA 180	Business Mathematics I
BA 181	Business Mathematics II
BA 215	Cost Accounting
BA 228	Computerized Accounting Systems I
BA 229	Computerized Accounting Systems II
BA 230	Computerized Accounting Systems III
BA 235	Intermediate Accounting I
BA 236	Intermediate Accounting II
BA 237	Intermediate Accounting III
BA 240	Introduction to Auditing
BA 256	Tax Accounting I
BA 257	Tax Accounting II
CIS XXX	Computer Information Systems(except CIS 120)
CWE XXX	Cooperative Work Experience
CJ 100X	Law Enforcement Skills Training
DA XXX	Dental Assisting
DRF XXX	Drafting Technology
ECE 104	ECE Seminar & Practicum IV
ECE 105	ECE Seminar & Practicum V
ECE 106	ECE Seminar & Practicum VI
EMS XXX	Emergency Medical Services
ES XXX	Emergency Services
FRP XXX	Fire Protection Technology
LA XXX	Paralegal Studies
MED XXX	Medical Office
MFG XXX	Machine Manufacturing Technology
NRS XXX	Registered Nursing
OA XXX	Office Assistant
PN XXX	Practical Nursing
SDP XXX	Supervision
TTEN XXX	Automotive T-TEN
TTL XXX	Truck Driving
VC XXX	Visual Communications
VE XXX	Viticulture & Enology
WLD XXX	Welding
WQT XXX	Water Quality Treatment
XXX 280X	Cooperative Work Experience

NOTE: XXX refers to any course in a given category

CAREER & TECHNICAL EDUCATION

Career and technical programs provide instruction in the knowledge and skills from a wide variety of occupations that demand education beyond high school. Students prepare for employment by completing a two-year associate degree in applied sciences or by completing shorter term certificate programs. In many fields, career and technical education may enhance employment opportunities by providing students with industry certifications desired by employers.

While career-technical programs are designed primarily to prepare the student for immediate employment, many also offer opportunities for transfer to another college or university. Students are encouraged to speak with an academic advisor about these possibilities.

Certificates of Completion

Certificates of completion are awarded for occupational content only. They must be state approved, have a defined job entry point, represent collegiate level work, and meet State Board of Education criteria. Certificates of completion programs must be comprised of 12 to 108 credits.

A cumulative grade point of 2.00 minimum and attendance at UCC are required. Satisfactory completion of a course or series of courses may be recognized by the award of a certificate of completion. Specific awards are dependent upon the nature of the program.

Related Instruction requirement for one-year certificate programs (45 or more credits) are as follows. Complete a recognizable core of general education courses, including:

1. Satisfactory placement scores in mathematics, and/or writing, which meet or exceed the competencies established for each individual program by the program's Advisory Board
   Required learning outcome competency may be provided by:
   a. Embedded Learning
   b. Completion of required specified content area class(es)
   c. Competency Testing
2. WR 115 Introduction to Expository Writing or above
3. Three credits of mathematics numbered 52 or above
4. Human Relations Component

Associate of Applied Science

The Associate of Applied Science (AAS) degree is intended to prepare graduates for direct entry into the workforce. The AAS degree may also help to prepare students for career advancement, occupational licensure, or study at the baccalaureate level. As a minimum, the AAS must include 90 quarter credits or equivalent proficiency; a recognizable core of or demonstrated competencies in specific general education courses; and an established standard of academic achievement. Curricula focuses on the application of knowledge and skills related to the occupations and careers identified by the program. Electives may include a combination of lower division collegiate transfer and/or collegiate-level career and technical education courses.

General requirements for the Associate of Applied Science are:

The Associate of Applied Science will be conferred on students who complete a two-year program in Career-Technical Education.

The Related Instruction component is also required for AAS degree (see above information under Certificates of Completion).

The Associate of Applied Science Degree will be awarded to students who:

1. Satisfactorily complete all required courses in a specified occupational curriculum.
2. Complete a minimum of 90 credit hours or equivalent proficiency.
3. Maintain a cumulative grade point average of 2.00.
4. Complete a recognizable core of related instruction courses, including:
   a. Demonstrated competency in mathematics and/or writing which meets or exceeds the competencies established for each individual program by the program's Advisory Board.
   Required learning outcome competency may be provided by:
   i. Embedded Learning
   ii. Successful completion of required specified content area class(es)
   iii. Competency Testing
   b. Four (4) credit hours of Mathematics numbered 52 or above or demonstrated competency.
   c. Four (4) credit hours in WR 115 English Composition or above or demonstrated competency.
   d. Three (3) credit hours of Human Relations as specified by program.
5. Attend UCC for at least two terms, including the term prior to completion.
6. Complete a minimum of 25% credit hours at UCC, 15 of which must be in a career and technical discipline (see page 41 for a list of approved courses). A maximum of 24 credits of CWE will count towards the Associate of Applied Science Degree.

Human Relations includes:

1. The ways people interact with each other, either individually or in groups;
2. Basic communication skills such as speaking, listening, and writing; and
3. Interpersonal and intercultural sensitivity.

Approved Human Relations Courses

HD 136	Strategies for Success	(3)
PSY 101	Psychology of Human Relations	(3)
SDP 113	Human Relations for Supervisors	(3)
SP 105	Listening	(3)
SP 218	Interpersonal Communication	(3)
SP 219	Small Group Discussion	(3)

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ALLIED HEALTH

Umpqua Healthcare Careers
Certificate

PROGRAM DESCRIPTION
This program is designed to give students the training and skills needed to secure employment in entry-level positions related to medical office administration.

PROGRAM OUTCOMES
Students who successfully complete the Umpqua Healthcare Career Career Certificate will:

1. Apply knowledge of medical terminology, anatomy and physiology, and medical office procedures in various healthcare settings
2. Incorporate knowledge of the healthcare field into career goals
3. Model professionalism as it relates to health care

CAREER CONSIDERATIONS
The courses in the certificate can also be used as electives for a number of degrees. Additionally, it opens paths and options to a variety of other medical career paths.

PROGRAM COURSE REQUIREMENTS

Year One

MED100	Intro to Healthcare Careers*	2
MED111	Medical Terminology I	3
MED112	Medical Terminology II	3
MED115	Anatomy & Physiology for Medical Assistants	3
MED220	Medical Office Procedures I	3
Choose One:		
CWE161	CWE Seminar I	1
OA280C	CWE: Administrative Medical Assistant	3
	Total Credits	**18**

*Course offered in dual credit only.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:

- Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

APPRENTICESHIP TECHNOLOGIES

Electrician Apprenticeship Technologies
Certificate

PROGRAM DESCRIPTION

Oregon Bureau of Labor and Industries – Apprenticeship Training Division (BOLI-ATD) and local Joint Apprenticeship Training Committee (JATC) trade-specific standards of apprenticeship control the training. This program is restricted to BOLI-ATD registered apprentices. The Inside Electrical Apprenticeship is an open apprenticeship with a competitive ranked list. The Manufacturing Plant Electrician apprenticeship is a closed enrollment program and not available to the general student population.

Apprenticeship training is an earn-while-you learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the JATC after selection through the indenture (registration) process. Local JATCs representing labor and management work with the College to implement the apprenticeship programs. Every six months the JATC reviews and evaluates each apprentice's progress.

The apprenticeship model provides statewide transfer opportunities, ladder-type Certificates of Completion, Associate of Applied Science degrees and an optional transfer path into a Bachelor of Applied Science degree in Operations Management at Oregon Institute of Technology.

The BOLI-ATD website www.oregon.gov/boli/atd provides more information about apprenticeship and statewide opportunities.

Umpqua Community College offers two 8,000-hour BOLI-ATD registered apprenticeships in partnership with Roseburg Industrial Electrical JATC, Area IV (Roseburg) Inside Electrical JATC and BOLI-ATD.

- Manufacturing Plant Electrician
- Inside Electrician

PROGRAM OUTCOMES

This apprenticeship program provides specialized training for apprentices who are registered with BOLI-ATD as Manufacturing Plant Electricians or General Journey Inside Electricians. The Oregon State Standard for each trade aligns the course of study.

Successful completion of required courses must be with at least a "C" grade. Successful apprentice students earn a trade-specific Oregon State License Journeyman Card upon successful completion of the Building Codes Division electrical journeyman test.

Students who successfully complete the Manufacturing Plant Electrician or Inside Electrician program will:

1. Demonstrate knowledge of electrical fundamentals and safety
2. Demonstrate accurate measurements, calculations and use of equipment
3. Assess and troubleshoot various electrical situations
4. Electrical Code and Exam Prep

CAREER CONSIDERATIONS

The Electrical Apprenticeship Technology program prepares students for advanced-level jobs and journeyman careers in the following areas:

- General Licensed Journeyman Electrician
- PJ Limited Licensed Journeyman Manufacturing Plant Electrician

PROGRAM COURSE REQUIREMENTS

Year One

APR 140	Welding for Apprentices * MPE only	1
APR 151	Basic Electronics and Electricity	4
APR 153	Electrical Applications and Techniques	3
APR 155	Electrical Best Practices	2
APR 157	Introduction to the NEC	2
APR 159	Electrical Blueprint Reading	2

Year Two

APR 160	Residential Wiring *Inside Electrician Only	3
APR 163	Commercial Wiring	3
APR 165	AC Electronics and Electricity	4
APR 167	Electric Motors and Transformers	3
APR 169	Electrical Code Study 2	2

Year Three

APR 251	Electrical Sensors and Controls	3
APR 253	Electrical Code Study 3	2
APR 255	Motor Controls 1	2
APR 257	High Voltage Applications	2
APR 259	Solid State and Digital Applications	4
APR 261	Electrical Code Study 4	2

Year Four

APR 263	Communications Alarms and Controls	2
APR 265	Motor Controls 2	2
APR 267	Advance Code Study	3
APR 269	Journeyman's Exam Prep	3
APR 269	Journeyman's Exam Prep	3

Total Credits 41

NOTE: A state-issued Journeyman card is equal to 22 credits – INDU 93

APPRENTICESHIP TECHNOLOGIES, continued

Electrician Apprenticeship Technologies
Certificate

Approved Electives –

Choose enough electives to reach a minimum of 63 overall degree credits

APR 112	Machine Shop Practices 2	3
APR 113	Machine Shop Practices 3	3
APR 122	Hydraulics 2	3
APR 123	Hydraulics 3	3
APR 142	Advanced Welding for Apprentices	1
APR 151	Basic Electronics & Electricity	4
APR 153	Electrical Applications & Techniques	3
APR 165	AC Electronics & Electricity	4
APR 259	Solid State and Digital Applications	4
BA 101	Introduction to Business	4
CIS 120	Intro to Computer Information Systems	4
CIS 125D	Microcomputer Applications – Database	3
CIS 125S	Computer Applications Spreadsheets	3
DRF 245	Engineering Graphics	?
HPE 295	Wellness & Health Assessment	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations for Supervisors	3

Additional Related Instruction – 6 credits

MTH 95 or higher		4
WR 122 or higher		4

Human Relations Course

PSY 101	Psychology of Human Relations	3
SDP 112	Communicating Effectively in the Workplace	3
SDP 113	Human Relations/Supervisors	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Total Credits 91

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- JATC Approval

APPRENTICESHIP TECHNOLOGIES

Electrician Apprenticeship Technologies
Associate of Applied Science

PROGRAM DESCRIPTION

Oregon Bureau of Labor and Industries – Apprenticeship Training Division (BOLI-ATD) and local Joint Apprenticeship Training Committee (JATC) trade-specific standards of apprenticeship control the training. This program is restricted to BOLI-ATD registered apprentices. Therefore, this is a closed enrollment program and not available to the general student population.

Apprenticeship training is an earn-while-you learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the JATC after selection through the indenture (registration) process. Local JATCs representing labor and management work with the College to implement the apprenticeship programs. Every six months the JATC reviews and evaluates each apprentice's progress.

The apprenticeship model provides statewide transfer opportunities, ladder-type Certificates of Completion, Associate of Applied Science degrees and an optional transfer path into a Bachelor of Applied Science degree in Operations Management at Oregon Institute of Technology.

The BOLI-ATD website www.oregon.gov/boli/atd provides more information about apprenticeship and statewide opportunities.

Umpqua Community College offers two 8,000-hour BOLI-ATD registered apprenticeships in partnership with Roseburg Industrial Electrical JATC, Area IV (Roseburg) Electrical JATC and BOLI-ATD.

- Inside Electrician
- Manufacturing Plant Electrician

PROGRAM OUTCOMES

This apprenticeship program provides specialized training for apprentices who are registered with BOLI-ATD as Manufacturing Plant Electrician or Inside Electrical Electrician. The Oregon State Standard for each trade aligns the course of study.

All required courses must be completed with at least a "C" grade. Successful apprentice students earn a trade-specific Oregon State License Journeyman Card upon successful completion of the Building Codes Division limited maintenance electrician journeyman test.

Students who successfully complete the Electrician program will:

1. Demonstrate knowledge of electrical fundamentals and safety
2. Demonstrate accurate measurements, calculations and use of equipment
3. Assess and troubleshoot various electrical situations
4. Electrical Code and Exam Prep

CAREER CONSIDERATIONS

The Electrical Apprenticeship Technology program prepares students for advanced-level jobs and journeyman careers in the following areas:

- General Licensed Journeyman Electrician
- PJ Limited Licensed Journeyman Manufacturing Plant Electrician

PROGRAM COURSE REQUIREMENTS

Year One

APR 140	Welding for Apprentices * MPE only	1
APR 151	Basic Electronics and Electricity	4
APR 153	Electrical Applications and Techniques	3
APR 155	Electrical Best Practices	2
APR 157	Introduction to the NEC	2
APR 159	Electrical Blueprint Reading	2

Year Two

APR 160	Residential Wiring *Inside Electrician Only	3
APR 163	Commercial Wiring	3
APR 165	AC Electronics and Electricity	4
APR 167	Electric Motors and Transformers	3
APR 169	Electrical Code Study 2	2

Year Three

APR 251	Electrical Sensors and Controls	3
APR 253	Electrical Code Study 3	2
APR 255	Motor Controls 1	2
APR 257	High Voltage Applications	2
APR 259	Solid State and Digital Applications	4
APR 261	Electrical Code Study 4	2

Year Four

APR 263	Communications Alarms and Controls	2
APR 265	Motor Controls 2	2
APR 267	Advance Code Study	3

Additional Related Instruction – 37 credits

HUMAN RELATIONS COURSE		3
PSY 101	Psychology of Human Relations	3
SDP 112	Communicating Effectively in the Workplace	3
SDP 113	Human Relations/Supervisors	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3
WR 115 or higher		4

APPRENTICESHIP TECHNOLOGIES, continued

Electrician Apprenticeship Technologies
Associate of Applied Science

Approved Electives –

Choose enough electives to reach a minimum of 48 overall degree credits

APR 112	Machine Shop Practices 2	3
APR 113	Machine Shop Practices 3	3
APR 122	Hydraulics 2	3
APR 123	Hydraulics 3	3
APR 142	Advanced Welding for Apprentices	1
APR 151	Basic Electronics & Electricity	4
APR 153	Electrical Applications & Techniques	3
APR 165	AC Electronics & Electricity	4
APR 259	Solid State and Digital Applications	3
BA 101	Introduction to Business	4
CIS 120	Introduction to Computer Information Systems	4
CIS 125D	Microcomputer Applications - Database	4
CIS 125S	Computer Applications Spreadsheets	3
DRF 245	Engineering Graphics	3
HPE 295	Wellness & Health Assessment	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations for Supervisors	3

Total Credits 92

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- JATC Approval

APPRENTICESHIP TECHNOLOGIES

Industrial Mechanics and Maintenance Technology Apprenticeship
Certificate

PROGRAM DESCRIPTION

Oregon Bureau of Labor and Industries – Apprenticeship Training Division (BOLI-ATD) and local Trade Apprenticeship Training Committee (TATC) trade-specific standards of apprenticeship control the training. This program is restricted to BOLI-ATD registered apprentices. Therefore, this is a closed enrollment program and not available to the general student population.

Apprenticeship training is an earn-while-you learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the TATC after selection through the indenture (registration) process. Local TATCs representing labor and management work with the College to implement the apprenticeship programs. Every six months the TATC reviews and evaluates each apprentice's progress.

The apprenticeship model provides statewide transfer opportunities, ladder-type Certificates of Completion, Associate of Applied Science degrees and an optional transfer path into a Bachelor of Applied Science degree in Technology and Management at Oregon Institute of Technology.

The BOLI-ATD website www.oregon.gov/boli/atd provides more information about apprenticeship and statewide opportunities.

Umpqua Community College offers three 8,000-hour BOLI-ATD registered apprenticeships in partnership with Douglas Coos Curry TATC and BOLI-ATD.

- Industrial Fabricator/Welder
- Industrial Maintenance Machinist
- Industrial Maintenance Millwright

PROGRAM OUTCOMES

This apprenticeship program provides specialized training for apprentices registered with BOLI-ATD as Industrial Fabricator/Welder, Industrial Maintenance Machinist, or Industrial Maintenance Millwright apprentices. The Oregon State Standard for each trade aligns the course of study.

Successful completion of required courses must be with at least a "C" grade. Each apprentice student earns a trade-specific Oregon State Journeyman Card upon successful completion. Students will:

1. Demonstrate knowledge of machinery operation and maintenance
2. Demonstrate fabrication techniques
3. Demonstrate mathematics of the trade
4. Demonstrate safe working practices in accordance with state and federal regulations

CAREER CONSIDERATIONS

The Industrial Maintenance program prepares students for advanced-level jobs and journeyman careers in the following areas:

- Journeyman Fabricator/Welder
- Journeyman Industrial Maintenance Machinist
- Journeyman Industrial Maintenance Millwright

PROGRAM COURSE REQUIREMENTS

Industrial Apprenticeship Core Curriculum

APR 111 Machine Shop 1	3
APR 115 Computer Aided Drafting 1 (CAD)	3
APR 120 Industrial Safety	3
APR 121 Hydraulics 1	3
APR 131 Basic Metallurgy	3
APR 140 Beginning Welding	1
APR 141 Intermediate Welding	1
APR 145 Blueprint Reading and Sketching	3
APR 228 Rigging Fundamentals	3
MTH 075 Applied Geometry	3

Additional Curriculum for Fabricator/Welders

APR 112 Machine Shop 2	3
APR 122 Hydraulics 2	3
APR 130 Mechanical Principles and Drive Design	3
APR 229 Basic Pneumatics	3
MTH 052 Intro to Algebra for the Trades or MTH 075 Applied Geometry	3 or 3

Industrial Apprenticeship for Millwrights

APR 112 Machine Shop 2	3
APR 122 Hydraulics 2	3
APR 123 Hydraulics 3	3
APR 130 Mechanical Principles and Drive Design	3
APR 229 Basic Pneumatics	3

Additional Curriculum for Machinists

APR 112 Machine Shop 2	3
APR 113 Machine Shop 3	3
APR 130 Mechanical Principles and Drive Design	3
CIS 120 Intro to Computer Information Systems	4

APPRENTICESHIP TECHNOLOGIES, continued

Industrial Mechanics and Maintenance Technology Apprenticeship
Certificate

Additional Related Instruction

WR 115 or higher		3
HUMAN RELATIONS COURSE:		
PSY 101	Psychology of Human Relations	3
SDP 112	Communicating Effectively in the Workplace	3
SDP 113	Human Relations/Supervisors	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Total Credits 37

Approved Electives

Choose enough electives to reach a minimum of 48 overall degree credits

APR 112	Machine Shop Practices 2	3
APR 113	Machine Shop Practices 3	3
APR 122	Hydraulics 2	3
APR 123	Hydraulics 3	3
APR 142	Advanced Welding for Apprentices	1
APR 151	Basic Electronics & Electricity	4
APR 153	Electrical Applications & Techniques	3
APR 165	AC Electronics & Electricity	4
APR 259	Solid State and Digital Applications	3
BA 101	Introduction to Business	4
CIS 120	Introduction to Computer Information Systems	4
CIS 125D	Microcomputer Applications - Database	4
CIS 125S	Computer Applications Spreadsheets	3
DRF 245	Engineering Graphics	3
HPE 295	Wellness & Health Assessment	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations for Supervisors	3

Total Credits 49

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- TATC Approval
- CPR/First Aid certification is required for entry.

APPRENTICESHIP TECHNOLOGIES

Industrial Mechanics and Maintenance Technology Apprenticeship
Associate of Applied Science

PROGRAM DESCRIPTION

Oregon Bureau of Labor and Industries – Apprenticeship Training Division (BOLI-ATD) and local Trade Apprenticeship Training Committee (TATC) trade-specific standards of apprenticeship control the training. This program is restricted to BOLI-ATD registered apprentices. Therefore, this is a closed enrollment program and not available to the general student population.

Apprenticeship training is an earn-while-you learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the TATC after selection through the indenture (registration) process. Local TATCs representing labor and management work with the College to implement the apprenticeship programs. Every six months the TATC reviews and evaluates each apprentice's progress.

The apprenticeship model provides statewide transfer opportunities, ladder-type Certificates of Completion, Associate of Applied Science degrees and an optional transfer path into a Bachelor of Applied Science degree in Technology and Management at Oregon Institute of Technology.

The BOLI-ATD website www.oregon.gov/boli/atd provides more information about apprenticeship and statewide opportunities.

Umpqua Community College offers three 8,000-hour BOLI-ATD registered apprenticeships in partnership with Douglas Coos Curry TATC and BOLI-ATD.

- Industrial Fabricator/Welder
- Industrial Maintenance Machinist
- Industrial Maintenance Millwright

PROGRAM OUTCOMES

This apprenticeship program provides specialized training for apprentices registered with BOLI-ATD as Industrial Fabricator/Welder, Industrial Maintenance Machinist, or Industrial Maintenance Millwright apprentices. The Oregon State Standard for each trade aligns the course of study.

Successful completion of required courses must be with at least a "C" grade. Each apprentice student earns a trade-specific Oregon State Journeyman Card upon successful completion. Students will:

1. Demonstrate knowledge of machinery operation and maintenance
2. Demonstrate fabrication techniques
3. Demonstrate mathematics of the trade
4. Demonstrate safe working practices in accordance with state and federal regulations

CAREER CONSIDERATIONS

The Industrial Maintenance program prepares students for advanced-level jobs and journeyman careers in the following areas:

- Journeyman Fabricator/Welder
- Journeyman Industrial Maintenance Machinist
- Journeyman Industrial Maintenance Millwright

PROGRAM COURSE REQUIREMENTS

Industrial Apprenticeship Core Curriculum

APR 111	Machine Shop 1	3
APR 115	Computer Aided Drafting 1 (CAD)	3
APR 120	Industrial Safety	3
APR 121	Hydraulics 1	3
APR 131	Basic Metallurgy	3
APR 140	Beginning Welding	1
APR 141	Intermediate Welding	1
APR 145	Blueprint Reading and Sketching	3
APR 228	Rigging Fundamentals	3
MTH 075	Applied Geometry	3

Additional Curriculum for Fabricator/Welders

APR 112	Machine Shop 2	3
APR 122	Hydraulics 2	3
APR 130	Mechanical Principles and Drive Design	3
APR 229	Basic Pneumatics	3
MTH 052	Intro to Algebra for the Trades	3
or MTH 075	Applied Geometry	3

Industrial Apprenticeship for Millwrights

APR 112	Machine Shop 2	3
APR 122	Hydraulics 2	3
APR 123	Hydraulics 3	3
APR 130	Mechanical Principles and Drive Design	3
APR 229	Basic Pneumatics	3

Additional Curriculum for Machinists

APR 112	Machine Shop 2	3
APR 113	Machine Shop 3	3
APR 130	Mechanical Principles and Drive Design	3
CIS 120	Intro to Computer Information Systems	4

Total Credits 41

NOTE: A state-issued Journeyman card is equal to 22 credits – INDU 93

APPRENTICESHIP TECHNOLOGIES, continued

Industrial Mechanics and Maintenance Technology Apprenticeship
Associate of Applied Science

Additional Related Instruction

HUMAN RELATIONS COURSE:		
PSY 101	Psychology of Human Relations	3
SDP 112	Communicating Effectively in the Workplace	3
SDP 113	Human Relations/Supervisors	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3
WR 115 or higher		3
WR 121 or higher		3

Approved Electives

Choose enough electives to reach a minimum of 91 overall degree credits

APR 112	Machine Shop Practices 2	3
APR 113	Machine Shop Practices 3	3
APR 122	Hydraulics 2	3
APR 123	Hydraulics 3	3
APR 142	Advanced Welding for Apprentices	1
APR 151	Basic Electronics & Electricity	4
APR 153	Electrical Applications & Techniques	3
APR 165	AC Electronics & Electricity	4
APR 259	Solid State and Digital Applications	3
BA 101	Introduction to Business	4
CIS 120	Introduction to Computer Information Systems	4
CIS 125D	Microcomputer Applications - Database	4
CIS 125S	Computer Applications Spreadsheets	3
DRF 245	Engineering Graphics	3
HPE 295	Wellness & Health Assessment	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations for Supervisors	3

Total Credits 91

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- TATC Approval
- CPR/First Aid certification is required for entry

APPRENTICESHIP TECHNOLOGIES

Limited Electrician Apprenticeship Technologies
Certificate

PROGRAM DESCRIPTION

Oregon Bureau of Labor and Industries – Apprenticeship Training Division (BOLI-ATD) and local Trade Apprenticeship Training Committee (TATC) trade-specific standards of apprenticeship control the training. This program is restricted to BOLI-ATD registered apprentices. Therefore, this is a closed enrollment program and not available to the general student population.

Apprenticeship training is an earn-while-you learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the JATC after selection through the indenture (registration) process. Local JATCs representing labor and management work with the College to implement the apprenticeship programs. Every six months the TATC reviews and evaluates each apprentice's progress.

The apprenticeship model provides statewide transfer opportunities, ladder-type Certificates of Completion, Associate of Applied Science degrees and an optional transfer path into a Bachelor of Applied Science degree in Technology and Management at Oregon Institute of Technology.

The BOLI-ATD website www.oregon.gov/boli/atd provides more information about apprenticeship and statewide opportunities.

Umpqua Community College offers one 4,000-hour BOLI-ATD registered apprenticeships in partnership with Roseburg Industrial Electrical JATC and BOLI-ATD.

- Limited Maintenance Electrician

PROGRAM OUTCOMES

Students who successfully complete the Limited Maintenance Electrician Technologies Certificate will:

1. Demonstrate knowledge of electrical fundamentals and safety
2. Demonstrate accurate measurements, calculations and use of equipment
3. Assess and troubleshoot various electrical situations
4. Electrical Code and Exam Prep

CAREER CONSIDERATIONS

The Limited Maintenance Electrician Technologies Certificate program prepares students for entry level jobs and future careers in the following areas:

- Limited Maintenance Journeyman Electrician

PROGRAM COURSE REQUIREMENTS

Year One

APR 151	Basic Electronics and Electricity	4
APR 153	Electrical Applications and Techniques	3
APR 157	Introduction to the NEC	2
APR 159	Electrical Blueprint Reading	2

Year Two

APR 165	AC Electronics and Electricity	4
APR 169	Electrical Code Study 2	2
APR 253	Electrical Code Study 3	2
APR 255	Motor Controls 1	2

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- JATC Approval

AUTOMOTIVE TECHNOLOGY

Automotive Basic Technician
Pathway Certificate

PROGRAM DESCRIPTION

The Automotive Basic Technician Certificate program is committed to providing students with a wide range of knowledge and skills applicable to entry-level jobs as an automotive technician not requiring all certification areas.

The mission of the UCC Automotive department is to provide quality education and hands-on training to prepare students for a successful career in Automotive Technology as certified technicians.

PROGRAM OUTCOMES

Students who successfully complete the Automotive Basic Technician Pathway Certificate will:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures
2. Identify, inspect, disassemble and assemble basic components of automotive power plants
3. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum and ABS brake systems
4. Apply knowledge of electrical principles, semi- conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems
5. Apply knowledge of the function, construction, operation, troubleshooting and service of front and rear wheel drive manual and automatic transmissions and transaxles

PROGRAM COURSE REQUIREMENTS

Year One

AUT 100	Orientation to Automotive Technology	1
AUT 151	Internal Combustion Engines	6
AUT 155	Automotive Brakes	6
AUT 161	Power Trains	5
AUT 168	Automotive Electricity I	5
AUT 169	Automotive Electricity II	5
AUT 170	Automotive Electricity III	5
	Total Credits 33	

Consult a T-TEN program advisor for course schedules and course pre-requirements.

Automotive courses are offered in four to six week modules.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Accepted application for the Automotive program
- Minimum GPA in automotive courses shall be 2.0.
- A basic tool set is required of all entering students. The list of tool requirements is available thru the automotive department.

AUTOMOTIVE TECHNOLOGY

Automotive Advanced Technician
Pathway Certificate

PROGRAM DESCRIPTION

The Automotive Advanced Technician Certificate program is committed to providing students with a wide range of knowledge and skills applicable to entry-level jobs as an automotive technician not requiring an associate degree.

The mission of the UCC Automotive department is to provide quality education and hands-on training to prepare students for a successful career in Automotive Technology as certified technicians.

PROGRAM OUTCOMES

Students who successfully complete the Automotive Advanced Technician Pathway Certificate will:

1. Apply knowledge of the function, construction, operation, troubleshooting and service of steering, suspension, and wheel alignment
2. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection, and emission systems
3. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures
4. Identify, inspect, disassemble and assemble basic components of automotive power plants
5. Apply knowledge of the function, construction, operation, troubleshooting and service of front and rear wheel drive automatic transmissions and transaxles
6. Test, service, and repair automotive HVAC systems

PROGRAM COURSE REQUIREMENTS

Year One

AUT 250	Suspension and Alignment	5
AUT 259	Electronic Engine Controls I	5
AUT 260	Electronic Engine Controls II	5
AUT 263	Automatic Transmissions	6
AUT 286 [1]	Climate Control Systems	5
AUT 289	Electronic Engine Controls III	5
	Total Credits 31	

Consult an automotive program advisor for course schedules and course pre-requirements.

[1] Prior to taking AUT 286 (Climate Control systems) an Air Conditioning Certificate is required from one of the following organizations:

- ASE (Refrigerant recovery and recycling certification test)
- Mobile Air Conditioning Society International Mobile Air Conditioning Association

Automotive courses are offered in four to six week modules.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Minimum GPA in automotive courses shall be 2.0.
- Successful completion of Automotive Basic Technician Certificate
- A basic tool set is required of all entering students. The list of tool requirements is available thru the automotive department.

AUTOMOTIVE TECHNOLOGY

Automotive Service Technology
Associate of Applied Science Degree

PROGRAM DESCRIPTION

The Automotive Service Technology Associate of Applied Science Degree program is committed to providing students with a wide range of knowledge and skills applicable to entry-level jobs as an automotive technician.

The mission of the UCC Automotive department is to provide quality education and hands-on training to prepare students for a successful career in Automotive Technology as certified technicians.

The UCC Automotive program is accredited by the National Automotive Technical Education Foundation.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Automotive Service Technology will:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedure
2. Identify, inspect, disassemble and assemble basic components of automotive power plants
3. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum and ABS brake systems, steering, suspension and wheel alignment
4. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection, and emission systems
5. Apply knowledge of electrical principles, semi- conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems
6. Apply knowledge of the function, construction, operation, troubleshooting and service of front and rear wheel drive manual and automatic transmissions and transaxles
7. Test. service and repair heating and air-conditioning systems

PROGRAM COURSE REQUIREMENTS

Year One

AUT 100	Orientation to Automotive Technology	1
AUT 151	Internal Combustion Engines	6
AUT 155	Automotive Brakes	6
AUT 161	Power Trains	5
AUT 168	Automotive Electricity I	5
AUT 169	Automotive Electricity II	5
AUT 170	Automotive Electricity III	5
CIS 100	Introduction to Windows and PC's	3
MTH 052	Intro to Algebra for the Trades (or higher)	4
WR 115 (or higher)	English Composition: Intro to Expository Writing	4

Year Two

AUT 250	Suspension and Alignment	5
AUT 259	Electronic Engine Controls I	5
AUT 260	Electronic Engine Controls II	5
AUT 263	Automatic Transmissions	6
AUT 286 [1]	Climate Control Systems	5
AUT 289	Electronic Engine Controls III	5
HE 252	First Aid	3
	-OR-	
HPE 295	Wellness & Health Assessment	3
PSY 101	Psychology of Human Relations	3
WLD 101	Welding Processes and Applications	4

Approved Electives

Choose enough electives to reach a minimum of 93 overall degree credits.

AUT 280	CWE – Automotive	varies
100 level courses or higher		varies

Total Credits 93

Consult an automotive program advisor for course schedules and course pre-requirements.

[1] Prior to taking AUT 286 (Climate Control systems) an Air Conditioning Certificate is required from one of the following organizations:
- ASE (Refrigerant recovery and recycling certification test)
- Mobile Air Conditioning Society International Mobile Air Conditioning Association

Automotive courses are offered in four to six week modules.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Accepted application for the Automotive program
- Minimum GPA in automotive courses shall be 2.0.
- A basic tool set is required of all entering students. The list of tool requirements is available thru the automotive department.

AUTOMOTIVE TECHNOLOGY T-TEN

Automotive Basic Technician
Pathway Certificate

PROGRAM DESCRIPTION

The T-TEN program is designed to provide the training for individuals to become certified technicians at a Toyota dealership. The students must be accepted into the program as well as meet the requirements of the sponsoring Toyota dealership. The program rotates approximately quarterly between training at Umpqua Community College and the sponsoring dealerships. Certification requires either both the T-TEN Basic Certificate and the T-TEN Advanced Certificate or the T-TEN Associate of Applied Science degree.

The mission of the UCC Automotive department is to provide quality education and hands-on training to prepare students for a successful career in Automotive Technology as certified technicians.

PROGRAM OUTCOMES

Students who successfully complete the Automotive Basic Technician – T-TEN Certificate will:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures
2. Identify, inspect, disassemble and assemble basic components of automotive power plants
3. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum and ABS brake systems, steering, suspension and wheel alignment
4. Apply knowledge of electrical principles, semi-conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems

PROGRAM COURSE REQUIREMENTS

Year One

TTEN 100	Intro to Toyota	5
TTEN 150	Suspension and Alignment - Toyota	5
TTEN 151	Internal Combustion Engines - Toyota	6
TTEN 155	Automotive Brakes - Toyota	6
TTEN 168	Automotive Electricity I - Toyota	6
TTEN 169	Automotive Electricity II - Toyota	6
TTEN 280	CWE – Toyota	6

Total Credits 40

Consult an automotive program advisor for course schedules and course pre-requirements.

T-TEN course schedule does not match conventional academic calendar.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Accepted application packet for the T-TEN program
- Acceptance into the T-TEN program by Umpqua Community College's T-TEN Coordinator
- Minimum GPA in automotive courses shall be 2.0.
- A basic tool set is required of all entering students. The list of tool requirements is available thru the T-TEN department.

AUTOMOTIVE TECHNOLOGY T-TEN

Automotive Advanced Technician
Pathway Certificate

PROGRAM DESCRIPTION

The T-TEN program is designed to provide the training for individuals to become certified technicians at a Toyota dealership. The students must be accepted into the program as well as meet the requirements of the sponsoring Toyota dealership. The program rotates approximately quarterly between training at Umpqua Community College and the sponsoring dealerships. Certification requires either both the T-TEN Basic Certificate and the T-TEN Advanced Certificate or the T-TEN Associate of Applied Science degree.

The mission of the UCC Automotive department is to provide quality education and hands-on training to prepare students for a successful career in Automotive Technology as certified technicians.

PROGRAM OUTCOMES

Students who successfully complete the Automotive Advanced Technician – T-TEN Certificate will:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures
2. Identify, inspect, disassemble and assemble basic components of automotive power plants
3. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum, and ABS brake systems, steering, suspension and wheel alignment
4. Apply knowledge of electrical principles, semi-conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems

PROGRAM COURSE REQUIREMENTS

Year One

TTEN 259	Electronic Engine Controls I - Toyota	6 T
TEN 260	Electronic Engine Controls II - Toyota	6 T
TEN 261	Power Trains – Toyota	5 T
TEN 263	Automatic Transmissions - Toyota	6
TTEN 280	CWE - Toyota	6
TTEN 286	Climate Control - Toyota	5

Total Credits 34

Consult an automotive program advisor for course schedules and course pre-requirements.

[1] Prior to taking AUT 286 (Climate Control systems) an Air Conditioning Certificate is required from one of the following organizations:
- ASE (Refrigerant recovery and recycling certification test)
- Mobile Air Conditioning Society International Mobile Air Conditioning Association

T-TEN course schedule does not match conventional academic calendar.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Successful completion of the Automotive Basic Technician – T-TEN Certificate
- Acceptance into the T-TEN program by Umpqua Community College's T-TEN Coordinator
- Minimum GPA in automotive courses shall be 2.0.
- A basic tool set is required of all entering students. The list of tool requirements is available thru the T-TEN department.

AUTOMOTIVE TECHNOLOGY T-TEN

Automotive Technology – T-TEN
Associate of Applied Science

PROGRAM DESCRIPTION

The T-TEN program is designed to provide the training for individuals to become certified technicians at a Toyota dealership. The students must be accepted into the program as well as meet the requirements of the sponsoring Toyota dealership. The program rotates approximately quarterly between training at Umpqua Community College and the sponsoring dealerships. Certification requires either both the T-TEN Basic Certificate and the T-TEN Advanced Certificate or the T-TEN Associate of Applied Science degree.

The mission of the UCC Automotive department is to provide quality education and hands-on training to prepare students for a successful career in Automotive Technology as certified technicians.

The UCC Automotive program is accredited by the National Automotive Technical Education Foundation.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science in Automotive Technology – T-TEN degree will:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures
2. Identify, inspect, disassemble and assemble basic components of automotive power plants
3. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum and ABS brake systems, steering, suspension and wheel alignment
4. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection, and emission systems
5. Apply knowledge of electrical principles, semi-conductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems
6. Apply knowledge of the function, construction, operation, troubleshooting and service of front and rear wheel drive manual and automatic transmissions and transaxles
7. Test, service and repair heating and air-conditioning systems

PROGRAM COURSE REQUIREMENTS

Year One

CIS 100	Introduction to windows and PC's	3
MTH 052	Intro to Algebra for the Trades (or higher)	4
TTEN 100	Intro to Toyota	5
TTEN 150	Suspension and Alignment - Toyota	5
TTEN 151	Internal Combustion Engines - Toyota	6
TTEN 155	Automotive Brakes - Toyota	6
TTEN 168	Automotive Electricity I - Toyota	6
TTEN 169	Automotive Electricity II - Toyota	6
TTEN 280	CWE – Toyota	6
WR 115 (or higher)	English Composition: Intro to Expository Writing	4

Year Two

HE 252	First Aid	3
or HPE 295	Wellness & Health Assessment	3
PSY 101	Psychology of Human Relations	3
TTEN 259	Electronic Engine Controls I - Toyota	6
TTEN 260	Electronic Engine Controls II - Toyota	6
TTEN 261	Power Trains – Toyota	5
TTEN 263	Automatic Transmissions - Toyota	6
TTEN 280	CWE - Toyota	6
TTEN 286 [1]	Climate Control - Toyota	5

Total Credits 91

Consult a T-TEN program advisor for course schedules and course pre-requirements.

[1] Prior to taking AUT 286 (Climate Control systems) an Air Conditioning Certificate is required from one of the following organizations:
- ASE (Refrigerant recovery and recycling certification test)
- Mobile Air Conditioning Society International Mobile Air Conditioning Association

T-TEN course schedule does not match conventional academic calendar.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Accepted application packet for the T-TEN program
- Acceptance into the T-TEN program by Umpqua Community College's T-TEN Coordinator
- Minimum GPA in automotive courses shall be 2.0.
- A basic tool set is required of all entering students. The list of tool requirements is available thru the T-TEN department.

BUSINESS ADMINISTRATION

Agricultural Business Management
Associate of Science

PROGRAM DESCRIPTION
The agricultural business management degree is designed to help a farm or ranch manager succeed in today's complex business environment where sound business management skills are as important as agriculture production knowledge.

PROGRAM OUTCOMES
Learning outcomes are based on the acquisition of skills and abilities, achievement of knowledge, and refinement of attitudes and values. Students who successfully complete an Associate of Science degree with an emphasis in Agricultural Business Management will:

1. Communicate effectively using oral and written skills
2. Use appropriate current technology such as computers and the internet
3. Understand basic business terminology
4. Exhibit critical thinking and decision-making skills
5. Explain microeconomic theory at the basic level
6. Explain macroeconomic theory at the basic level
7. Perform basic algebra and calculus calculations
8. Analyze and evaluate agribusiness problems and management decisions on a basic level

Students who complete a four-year degree at OSU are expected to:

1. Explain microeconomic theory at the intermediate level
2. Analyze and evaluate agribusiness problems and management decisions using business software
3. Utilize and apply statistical methods to analyze commodity markets and economic data
4. Formulate marketing plans and strategies for both generic commodities and specialized products
5. Explain how external forces such as law, environmental regulations, and government policies impact agribusiness decision making

PROGRAM COURSE REQUIREMENTS
Year One

AEC 121	Discovering Agriculture & Resource Economics*	1
AG 111	Computer Applications in Agriculture*	3
BA 101	Introduction to Business*	4
MTH 111	College Algebra*	5
PSY 201	General Psychology	3
WR 121	Academic Composition*	4
WR 122	Argument, Research, and Multimodal Comp*	4
**Approved Elective		3
Biological Science (Choose 1 with lab, BI101, BI102, BI103)		4
Literature and the Arts (Choose 1 from ART, ENG, MUS)		3
Physical Science (Choose 1 with lab, BI or CH)		4-5
Choose One:		
SP 111	Public Speaking	4
SP 112	Persuasive Speech	3

Year Two

AEC 211	Management in Agriculture*	4
AEC 221	Marketing in Agriculture*	3
BA 211	Principles of Accounting I*	3
BA 212	Principles of Accounting II*	3
BA 213	Principles of Accounting III	3
BA 226	Business Law	4
CH 221	General Chemistry with Lab	5
ECON 201	Microeconomics*	4
ECON 202	Microeconomics*	4
HPE 295	Wellness and Health Assessment	3
MTH 241	Calculus for Management*	4
Perspectives (Choose 1 from ANTH221, HST104, HST105, HST106, HST201, HST202, HST203)		3
Perspectives (Choose 1 from ART204, ART205, ART206, ENG253, ENG254, HST104, HST105, HST106, HST201, HST202, HST203)		3
Western Culture (Choose 1 HST201, HST202, HST203)		3

* A grade of C or better must be attained in the courses indicated.

**Please see an academic advisor or program website for the full list of approved electives or course options.

Total Credits 90

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- Students are required to take the college placement test to determine skill level and readiness indicated by test scores. As part of the program, students must begin with the courses within their skill level as determined by the placement scores. In addition, students may also be required to enroll in classes that would increase their employability and success.
- Coursework from accredited colleges and universities will be accepted in accordance with college policies and the Business Technology Department Chair's approval.
- In order to ensure coursework is current, program courses over 10 years old must be reviewed and approved by the appropriate department chair before being accepted towards course requirements.

BUSINESS ADMINISTRATION

Business Administration
Associate of Science

PROGRAM DESCRIPTION
The Business Administration degree is designed to prepare students to transfer directly as juniors with no loss of credit in order to pursue a bachelor's degree in business. The degree is fully articulated with SOU's Business program. OSU requires one additional math class not offered at UCC.

This degree aligns with SOU and OSU Undergraduate Business Majors. Contact the UCC program for additional information.

PROGRAM OUTCOMES
Students who complete the Business Administration Association of Science will have the knowledge, skills, and abilities to:

1. Apply and synthesize the functional areas of business to make sound business decisions
2. Access, use, and evaluate information in business decision making
3. Use quantitative and qualitative analytical and critical thinking skills to evaluate information, solve problems, and make sound decisions.
4. Communicate effectively in various forms.
5. Demonstrate knowledge and application of prescribed ethical codes and behaviors in the workplace

PROGRAM COURSE REQUIREMENTS
Year One

BA 101	Introduction to Business	4
BA 226	Business Law	4
MTH 243	Introduction to Probability and Statistics	5
WR 121	Academic Composition	4
Choose One:		
MTH 105	Math in Society	4
MTH 111	College Algebra	4
Choose One:		
SP 111	Public Speaking	4
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3
Choose One:		
WR 122	Argument, Research, and Multimodal Comp*	4
*Approved Elective		6
*Humanities		9

Year Two

BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 213	Principles of Accounting III	3
ECON 201	Microeconomics	4
ECON 202	Microeconomics	4
*Approved Elective		20
*Science with Lab		8
*Science with or without Lab		3-4

*Please see an academic advisor or program website for the full list of approved electives or course options.

Please see an advisor for a degree planning worksheet for this program.

Total Credits 90

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

NOTES
- See Southern Oregon University transfer: www.sou.edu Additional courses may be needed.
- See Oregon State University transfer: www.oregonstate.edu Additional courses may be needed.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
Recommended:
- Although there is not a formal application or acceptance process for this program, students should be advised that many businesses do thorough background checks and drug screens prior to employment, including cooperative work experience placements. If starting the program outside of fall term, students should work closely with the advisor when planning their schedule.

BUSINESS TECHNOLOGY

Entrepreneurship
Pathways Cetificate

PROGRAM DESCRIPTION
The Entrepreneurship Career Pathway provides basic training and knowledge needed to start and effectively operate a small business.

PROGRAM OUTCOMES
Students who successfully complete the Entrepreneurship Pathway Certificate will:

1. Illustrate basic management functions and principles
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function effectively as a member of a team
6. Utilize appropriate technology relevant to the profession
7. Explain business vocabulary
8. Interpret financial reports
9. Demonstrate effective personal presentation skills

PROGRAM COURSE REQUIREMENTS

Year One

BA101	Introduction to Business	4
BA150	Developing a Small Business	4
BA180	Business Math I	3
BA206	Management Fundamentals	3
BA223	Principle of Marketing	3
BA226	Business Law	4
BA250	Managing a Small Business	3
BA280C	Cooperative Work Experience: Management	3
*Approved Elective		
Choose One:		
BA211	Principles of Accounting I	3
BA233	Accounting for Managers	4

Total Credits 42

*Please see an academic advisor or program website for the full list of approved electives.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

Entry Management degree can be connected to this certificate with careful course selection. Students should choose BA211.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:

- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, students should take Intro to Computer Information Systems (CIS 120) during the first term at UCC.

BUSINESS TECHNOLOGY

Financial Services
Certificate

PROGRAM DESCRIPTION
This program is designed to prepare students for entry-level teller positions in banks or credit unions. Students will gain the theoretical knowledge and will learn practical skills necessary for success in this field.

PROGRAM OUTCOMES
Students who successfully complete the Financial Services Certificate will:

1. Demonstrate professional skills in the financial services industry that will ensure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function effectively as a member of a team
6. Utilize appropriate technology relevant to the profession

CAREER CONSIDERATIONS
When finished with the Front Office Medical Assistant certificate, students will also have completed the entire first year of the AAS degree program Medical Office Administration allowing easy transition for those students wanting to further their education.

When finished with the Medical Billing and Collections Clerk Certificate, students will have completed a significant portion of the AAS degree in Medical Office Administration. Students wishing to continue their education should have an easy transition to the AAS and beyond.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business	4
BA 116	Principles of Financial Services	4
BA 165	Customer Service	3
BA 214	Business Communications	3
BA 218	Personal Finance	3
CIS 120	Intro to Computer Information Systems	4
CWE 161	CWE Seminar I	1
OA 131	Ten-Key Calculator	1
Choose One:		
SP 105	Listening	3
SP 218	Interpersonal Communication	3

Total Credits 26

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Minimum exit-level keyboarding speed and accuracy: 30 net wpm with 95% or better accuracy. Students should seek placement keyboarding test from the Business Department. If skills are not adequate, then the student should plan to take OA 110 and OA 124 to meet the exit level keyboarding requirement. See an academic advisor for occupational requirements.

BUSINESS TECHNOLOGY

Retail Management
Cetificate

PROGRAM DESCRIPTION
The Retail Management Certificate* (RMC) is an exciting program that will help prepare students to take on entry-level management positions in the retail industry. The program builds skills in many areas critical to the success of retail management. Courses of study will include management, marketing, supervision, human resources, communications, and more.

*This 8-course program of study is sponsored by the Western Association of Food Chains (WAFC).

PROGRAM OUTCOMES
Students who successfully complete the Retail Management Certificate will:

1. Communicate effectively using verbal and written skills
2. Identify and examine human relations skills within the retail organization
3. Understand business vocabulary
4. Understand and properly interpret financial reports
5. Understand basic management, supervision, and human resource functions and principles
6. Apply appropriate ethical choices
7. Exhibit critical thinking and decision-making skills

CAREER CONSIDERATIONS
Retail is a rapidly growing industry with an increasing need for an educated workforce to fill opportunities in: management and operations, sales and marketing, customer service, human resources, accounting, logistics and supply chain management, merchandising, design, information technology, legal, just to name a few!

The Retail Management Certificate is an accredited community college program that will equip students with valuable skills to start or advance their career in the retail industry. Students will gain a greater understanding of the "why principles," enabling them to confidently find their niche within the broad spectrum of retail careers.

PROGRAM COURSE REQUIREMENTS
Courses must be taken in the order shown

Year One

BA 206	Management Fundamentals	3
BA 214	Business Communications	4
BA 231	Computers in Business	4
SDP 113	Human Relations for Supervisors	3

Year Two

BA 223	Marketing	3
BA 233	Accounting for Managers	4
BA 249	Retailing	3
SDP 208	Human Resources for Supervisors	3

*Please see an academic advisor or the program website to view the required sequencing of courses.

Total Credits 26

*This 8-course program of study is sponsored by the Western Association of Food Chains (WAFC).

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

- UCC students pursuing certificates and degrees may complete the certificate by completing the specified classes as part of their program.
- Retail WAFC National Students may enroll if they are employed by a retail organization.
- The national RMC program is offered conjunction with the WAFC and is taught fully online.
- National students must have a personal computer and access to high speed internet connections

BUSINESS TECHNOLOGY

Supervision
Certificate

PROGRAM DESCRIPTION
This certificate program is designed to give students flexibility in course selection while specializing in topics relevant to supervisors.

PROGRAM OUTCOMES
Students who successfully complete the Supervision Certificate will:

1. Illustrate basic management functions and principles
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function effectively as a member of a team
6. Utilize appropriate technology relevant to the profession
7. Explain business vocabulary
8. Interpret financial reports
9. Demonstrate effective personal presentation skills
10. Use effective personal presentation skills
11. Exhibit critical thinking and decision-making skills

CAREER CONSIDERATIONS
This certificate is a pathway to Executive Business Assistant AAS.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business	4
CIS 120	Intro to Computer Information Systems	4
SDP 109	Elements of Supervision	3
SDP 201	Coaching in the Workplace	3
SDP 205	Management and Leadership Dynamics	3
SDP 208	Human Resources for Supervisors	3
WR 121	Academic Composition	4
HUMAN RESOURCES COURSE		3
*Select 6 credits from other SDP courses		6
*Approved Electives		10
Choose One:		
BA 180	Business Math I	3
MTH 060	Introduction to Algebra	4

Total Credits 46

*Please see an academic advisor or program website for the full list of approved electives.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

Entry Management degree can be connected to this certificate with careful course selection.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

Recommended:

- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, students should take Intro to Computer Information Systems (CIS 120) during the first term at UCC.

BUSINESS TECHNOLOGY

Entry Management
Associate of Applied Science

PROGRAM DESCRIPTION
The two-year Entry Management degree prepares students to become an effective business leader in today's rapidly changing competitive business environment. The program develops skills in accounting, motivating and managing employees, communication, marketing, public speaking, business software, community service, and financial management. Whether new to the business world or are seeking to upgrade skills, the program will provide the training needed to succeed.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Entry Management will:

1. Illustrate basic management functions and principles
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function effectively as a member of a team
6. Utilize appropriate technology relevant to the profession
7. Explain business vocabulary
8. Interpret financial reports
9. Demonstrate effective personal presentation skills

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business*	4
BA 106A	Business Leadership I	1
BA 106B	Business Leadership II	1
BA 106C	Business Leadership III	1
BA 180	Business Math I	3
BA 181	Business Math II	3
BA 214	Business Communications*	3
BA 223	Principles of Marketing*	3
BA 226	Business Law*	4
SDP 205	Management and Leadership Dynamics	3
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition*	4
WR 122	Argument, Research, and Multimodal Comp*	4
WR 227	Technical Writing*	4
HUMAN RESOURCES COURSE		3
Choose One:		
BA 249	Retailing	3
SDP 208	Human Resources for Supervisors	3

Year Two

BA 128	Accounting Applications I*	2
BA 129	Accounting Applications II*	2
BA 206	Management Fundamentals*	3
BA 211	Principles of Accounting I*	3
BA 212	Principles of Accounting II*	3
BA 213	Principles of Accounting III*	3
BA 222	Financial Management	3
BA 231	Computers in Business*	4
BA 232	Introduction to Business Statistics	3
BA280C	Cooperative Work Experience: Management*	6
CWE 161	CWE Seminar I	1
CWE 162	CWE Seminar II	1
ECON 115	Microeconomics	3
**Approved Elective		3
Choose One:		
BA 250	Managing a Small Business	3
SDP 109	Elements of Supervision	3

*A grade of C or better must be attained in the courses indicated.
**Please see an academic advisor or program website for the full list of approved electives or course options.

Total Credits 91

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

[1] SDP 205 will be only be offered every other year.

Choice of Human Relations is from a list of approved Human Relations courses not already required by the program. (See page 43)

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:

- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, students should take Intro to Computer Information Systems (CIS120) during their first term at UCC.

BUSINESS TECHNOLOGY

Marketing
Associate of Applied Science

PROGRAM DESCRIPTION
The two-year Marketing degree provides training for many solid well-paid opportunities in the exciting field of marketing. The program is designed to prepare students for a career and leadership role in business by developing the of the student skills in building customer value and satisfaction, working with teams, supervising employees, communicating effectively both orally and in writing, understanding business terminology, presenting information, and using business software. Whether seeking to upgrade skills or are new to the business, this program will help students become successful in a competitive, rapidly changing business environment. The curriculum combines "leading edge" instruction with on-the-job training (Cooperative Work Experience.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Marketing will:

1. Demonstrate professional skills in marketing that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function efficiently as a member of a team
6. Utilize appropriate technology relevant to the profession

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business*	4
BA 106A	Business Leadership I	1
BA 106B	Business Leadership II	1
BA 106C	Business Leadership III	1
BA 165	Customer Service	3
BA 180	Business Math I	3
BA 181	Business Math II	3
BA 214	Business Communications*	3
BA 223	Principles of Marketing*	3
BA 226	Business Law*	4
CWE 161	CWE Seminar I	1
SDP 113	Human Relations for Supervisors	3
SP 111	Fundamentals of Public Speaking*	4
WR 121	Academic Composition*	4
WR 122	Argument, Research, and Multimodal Comp*	4
**Approved Elective		

Year Two

BA 207	Introduction to e-Commerce	3
BA 231	Computers in Business	4
BA 238	Professional Selling*	3
BA 249	Retailing*	3
BA 253	Social Media Marketing	3
BA 239	Advertising*	3
BA 280B	Cooperative Work Experience: Marketing*	6
CWE 162	CWE Seminar II	1
CWE 163	CWE Seminar III	1
ECON 115	Introduction to Economics	3
SDP 208	Human Resources for Supervisors	3
WR 227	Technical Writing*	4
**Approved Elective		1-2
Choose One:		
BA 206	Management Fundamentals	3
SDP 109	Elements of Supervision	3
Choose One:		
BA 211	Principles of Accounting I*	3
BA 233	Accounting for Managers	4

*A grade of C or better must be attained in the courses indicated.
**Please see an academic advisor or program website for the full list of approved electives.

Total Credits 90

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Retail Management students must take BA206 and BA233.

Recommended:

- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, they should take Intro to Computer Information Systems (CIS120) during their first term at UCC.
- BA 101, Introduction to Business, should be taken during the first term or as soon as possible.

COMMUNICATIONS STUDIES

Communications Specialist in Organizations
Pathways Cetificate

PROGRAM DESCRIPTION
The 16-credit Communications Specialist in Organizations: Pathway Certificate is designed to provide targeted study in the area of communications and to prepare students for employment in customer service positions, as well as in other communications-related jobs, including marketing and sales.

This certificate will represent coursework completed in the Communication Studies area that applies to positions such as customer service or other communication-related jobs including marketing and sales. Students who complete this certificate will have demonstrated skill in listening, developing persuasive messages, problem solving, team work, decision making, clearly communicating information, developing rapport, and technical writing.

PROGRAM OUTCOMES
Students who successfully complete the Communications Specialist in Organizations: Pathway Certificate will:

1. Apply ethical principles to communication tasks, including decision-making and the crafting of public messages
2. Practice systemic critical thinking processes related to communication issues, developing tactical strategies, and implementing creative solutions
3. Critically analyze and evaluate written, verbal, and nonverbal messages
4. Communicate effectively and appropriately with diverse and multicultural audiences using appropriate speaking, listening, and writing skills
5. Take responsibility for establishing collaborative work settings; conceptualize, organize, participate in and actualize teams in a creative, flexible, and collegial manner
6. Use information technology effectively and efficiently to conduct research and to create and deliver messages

CAREER CONSIDERATIONS
Opportunities in the communication field are growing at a faster-than-average rate. Students who earn four-year degrees in communication may choose to work in such fields as media or broadcasting, journalism, public relations, marketing, education, or business leadership, among others. Degrees can be earned in any of these specializations at four-year colleges and universities.

PROGRAM COURSE REQUIREMENTS

Year One

BA 165 or BA 214	Customer Service Business Communications	3
SP 105	Listening	3
SP 112	Persuasive Speech	3
SP 219	Small Group Discussion	3
WR 227	Technical Writing	4

Total Credits 16

COMMUNICATIONS STUDIES

Public Relations Communications Assistant
Pathways Cetificate

PROGRAM DESCRIPTION
The 18-credit Public Relations Communication Assistant: Pathway Certificate is designed to provide targeted study in the area of communications and to prepare students for employment in customer service positions, as well as in other communications-related jobs, including marketing and sales.

This certificate will represent coursework completed in the Communication Studies area that applies to positions such as public relations specialists or other communication-related jobs such as marketing, sales, journalism and advertising.

Students who complete this certificate will have demonstrated skill in analyzing needs of different publics, listening, developing persuasive messages, understanding the history and influence of mass media, writing for the media, problem solving, team work, decision-making, and applying relevant theories to work and public situations.

PROGRAM OUTCOMES
Students who successfully complete the Public Relations Communication Assistant: Pathway Certificate will:

1. Apply ethical principles to communication tasks, including decision-making and the crafting of public messages
2. Practice systemic critical thinking processes related to communication issues, developing tactical strategies, and implementing creative solutions
3. Critically analyze and evaluate written, verbal, and nonverbal messages
4. Communicate effectively and appropriately with diverse and multicultural audiences using appropriate speaking, listening, and writing skills
5. Take responsibility for establishing collaborative work settings; conceptualize, organize, participate in and actualize teams in a creative, flexible, and collegial manner
6. Use information technology effectively and efficiently to conduct research and to create and deliver messages

CAREER CONSIDERATIONS
Opportunities in the communication field are growing at a faster-than-average rate. Students who earn four-year degrees in communication may choose to work in such fields as media or broadcasting, journalism, public relations, marketing, education, or business leadership, among others. Degrees can be earned in any of these specializations at four-year colleges and universities.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 125H	Writing Web Pages	2
or J 215	Journalism Production	1-3
or VC 130	Introduction to Photoshop	3
J 211	Intro to Mass Communication	3
J 251	Writing for the Media	3
J 205	Intro to Public Relations	3
SP 105	Listening	3
SP 112	Persuasive Speech	3

Total Credits 18

COMMUNICATIONS STUDIES

Public Relations Specialist
One-Year Certificate

PROGRAM DESCRIPTION
The Public Relations Specialist One-Year Certificate at UCC prepares students for career applications and transfer into four-year degree programs. Students may choose from one of three program areas of concentration: Journalism, Public Relations/ General Communication, or Speech.

Though individuals who work in the public relations field as specialists generally have a bachelor's degree, this certificate may lead to some entry-level public relations positions (e.g., assisting with event coordination or meeting planning, developing marketing tools and press releases, etc.) or related areas in marketing and sales.

PROGRAM OUTCOMES
Students who successfully complete the Public Relations Specialist Certificate will:

1. Apply ethical principles to communication tasks, including decision-making and the crafting of public messages
2. Practice systemic critical thinking processes related to communication issues, developing tactical strategies, and implementing creative solutions
3. Critically analyze and evaluate written, verbal, and nonverbal messages
4. Communicate effectively and appropriately with diverse and multicultural audiences using appropriate speaking, listening, and writing skills
5. Take responsibility for establishing collaborative work settings; conceptualize, organize, participate in and actualize teams in a creative, flexible, and collegial manner
6. Demonstrate an understanding of and act in the mediating role of the professional communicator within organizations, between organizations, and between the organization and the general public
7. Develop, maintain and nurture relationships in professional contexts
8. Project a professional and personable image (includes utilizing appropriate language, attire, nonverbal signals, technology, and document presentation)
9. Demonstrate a clear ability to interview, research, plan, secure resources for, initiate, complete and evaluate projects and events
10. Use information technology effectively and efficiently to conduct research and to create and deliver messages

CAREER CONSIDERATIONS
Opportunities in the communication field are growing at a faster-than-average rate. Students who earn four-year degrees in communication may choose to work in such fields as media or broadcasting, journalism, public relations, marketing, education, or business leadership, among others. Degrees can be earned in any of these specializations at four-year colleges and universities.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Intro to Business	4
BA 238	Professional Selling	3
CIS 125H	Writing Web Pages	2
J 215	Journalism Production	2
J 251	Writing for the Media	3
MTH 105	Math in Society (or higher)	4
SP 105	Listening	3
SP 111	Fundamentals of Public Speaking	3
VC 130	Introduction to Photoshop	3
WR 121	Academic Composition**	4
Approved Elective***		3
BA 223	Principles of Marketing*	3
J 205	Intro to Public Relations	3
J 211	Intro to Mass Communications	3
SP 112	Persuasive Speech	3
Approved Elective***		3

Total Credits 50

* For BA223, students must pass BA101 with a C or better.

** For WR121, students must pass writing placement exam with at least a minimum score of 78 OR must pass WR115 with a C or better.

*** Two electives required from the list of Approved Electives on this page.

Approved Electives:

BA 165	Customer Service	3
BA 214	Business Communication	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3
WR 227	Technical Writing	4

* For WR 227, students must pass a WR 121 course or equivalent with C or better.

COMPUTER INFORMATION SYSTEMS

PROGRAM DESCRIPTION
The Computer Information Systems (CIS) program is a two-year sequence of classes designed to prepare students for employment in the computer area as an entry-level network administrator, computer support person, web designer, or computer programmer, while developing general problem-solving and troubleshooting skills that can be applied to networking, server, computer, web, and business programming environments. The CIS program has multiple educational and career pathways and includes the following degrees and certificates:

Pathway Certificate (12 credit minimum)
- Cisco Networking Security Support Technician
- Microsoft Networking Support Technician
- Server Administrator
- Junior Database Administrator
- Junior Web Developer
- Junior Programmer

One-Year Certificate (51 credit minimum)
- Computer Information Systems

AAS Degree (95 credit minimum)
- Computer Information Systems
- Cybersecurity

COMPUTER INFORMATION SYSTEMS

Cisco Networking Security Support Technician
Pathway Certificate

PROGRAM DESCRIPTION
The Cisco Networking Security Support Technician is designed to prepare students with analyzing, designing, and implementing network systems, general problem-solving, and troubleshooting skills necessary to obtain entry-level work, or continue towards their AAS in Computer Information Systems.

PROGRAM OUTCOMES
Students who successfully complete the Certificate will:

1. Analyze, design, implement and support basic network systems such as Cisco routers and switches
2. Exhibit problem-solving and critical thinking skills in an individual and/or team environment

CAREER CONSIDERATIONS
Students completing the courses necessary to earn the Cisco Networking Security Support Technician certificate will possess the skills needed to analyze, design, implement, and support Cisco routers and switches in a small- to medium-sized standalone or domain-based environment; and exhibit problem-solving and critical thinking skills in an individual and/or team environment.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 140M	Introduction to Microsoft Operating Systems	4
or CIS 140L	Introduction to Linux Operating System	4
CIS 151C	Networking Essentials	4
CIS 152C	Introduction to Basic Switching and Routers	4
CIS 240M	Installing and Configuring Microsoft Windows Server	4
CIS 285B	Advanced Network Device Security (CCNA Security)	4

Total Credits 20

COMPUTER INFORMATION SYSTEMS

Computer Information Systems
Certificate

PROGRAM DESCRIPTION
The Computer Information Systems One-Year Certificate is designed to prepare students with network administration, computer support, web design, computer programming, general problem-solving, and troubleshooting skills necessary to obtain entry-level work, or continue towards their AAS in Computer Information Systems.

PROGRAM OUTCOMES
Students who successfully complete the one-year certificate will:
1. Develop problem-solving skills for working with software, hardware, and networks through programming logic and hands-on lab simulations
2. Use common Microsoft Office applications
3. Demonstrate practical experience with a variety of operating systems
4. Work with typical hardware configurations
5. Demonstrate the skills necessary for entry- or mid-level employment in the Computer Information Systems field

CAREER CONSIDERATIONS
This one-year certificate program prepares students for employment in entry-level information technology (IT) employment. The certificate builds skills in many areas critical to the success of employment in IT. Course emphasis is placed on current concepts of computer programming, server administration, database, Cisco networking, and general business-required education. Students should complete the classes in the order listed. If the classes do not fit within their personal schedule, please see a faculty advisor for help. The certificate entails 47-48 Credit Hours, depending on the accounting course selected by the student. The CIS One-Year Certificate is also a completion certificate. All courses in the certificate are found in the CIS AAS Degree.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 111	Computer Systems Configuration	4
CIS 120	Introduction to Computer Information Systems	4
CIS 122	Orientation to Programming	4
CIS 133	Introduction to Programming I	4
CIS 140M	Introduction to Microsoft Operating Systems	4
or CIS 140L	Introduction to Linux Operating System	4
CIS 151C	Networking Essentials	4
CIS 233	Introduction to Programming II	4
CIS 240M	Installing & Configuring Microsoft Windows Server	4
CIS 275	Introduction to Database Management Systems I	4
CIS 279M	Microsoft Windows Server Administration I	4
MTH 095	Intermediate Algebra (or higher)	4
PSY 101	Psychology of Human Relations	3
WR 121	Academic Composition*	4

Total Credits 51

* A grade of C or better must be attained in the courses indicated.

COMPUTER INFORMATION SYSTEMS

Junior Database Administrator
Pathway Certificate

PROGRAM DESCRIPTION
The Junior Database Administrator Pathway Certificate is designed to prepare students with database administration, database programming, general problem-solving, and troubleshooting skills necessary to obtain entry-level work, or continue towards their AAS in Computer Information Systems.

PROGRAM OUTCOMES
Students who successfully complete the Certificate will:
1. Demonstrate the skills necessary for entry-level jobs in database administration
2. Develop database programming and administration skills

CAREER CONSIDERATIONS
This Pathway Certificate is a short-term educational goal aimed towards specific areas in Computer Information Systems. This certificate will address the need for a logical pathway of success for students. A student will be able to earn the certification and then continue seamlessly on to the existing CIS program. Those who are already employed in the profession that want to upgrade their job skills in a specific area may also benefit from this certification. This certificate may lead to entry-level database programming and administrator jobs.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 233	Introduction to Programming II	4
CIS 275	Introduction to Database Management Systems I	4
CIS 276	Introduction to Database Management Systems II	4

Total Credits 12

COMPUTER INFORMATION SYSTEMS

Junior Programmer
Pathway Certificate

PROGRAM DESCRIPTION
The Junior Programmer Pathway Certificate is designed to prepare students with computer programming, general problem-solving, and troubleshooting skills necessary to obtain entry-level work, or continue towards their AAS in Computer Information Systems.

PROGRAM OUTCOMES
Students who successfully complete the Certificate will:
1. Demonstrate the skills necessary for entry-level jobs in computer programming
2. Develop programming skills

CAREER CONSIDERATIONS
This Pathway Certificate is a short-term educational goal aimed towards specific areas in Computer Information Systems. This certificate will address the need for a logical pathway of success for students. A student will be able to earn the certification and then continue seamlessly on to the existing CIS program. Those who are already employed in the profession that want to upgrade their job skills in a specific area may also benefit from this certification. This certificate may lead to entry-level programmer jobs.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 240M	Installing and Configuring Microsoft Windows Server	4
CIS 279M	Microsoft Windows Server Administration I	4
CIS 288M	Microsoft Windows Server Administration II	4

Total Credits 12

COMPUTER INFORMATION SYSTEMS

Junior Web Developer
Pathway Certificate

PROGRAM DESCRIPTION
The Junior Web Developer Pathway Certificate is designed to prepare students with web programming, web development, general problem-solving, and troubleshooting skills necessary to obtain entry-level work, or continue towards their AAS in Computer Information Systems.

PROGRAM OUTCOMES
Students who successfully complete the Certificate will:
1. Demonstrate the skill necessary for entry-level jobs in web development
2. Develop web development skills

CAREER CONSIDERATIONS
This Pathway Certificate is a short-term educational goal aimed towards specific areas in Computer Information Systems. This certificate will address the need for a logical pathway of success for students. A student will be able to earn the certification and then continue seamlessly on to the existing CIS program. Those who are already employed in the profession that want to upgrade their job skills in a specific area may also benefit from this certification. This certificate may lead to entry-level web developer jobs.

PROGRAM COURSE REQUIREMENTS

Year One

CIS195	Authoring for the World Wide Web I	4
CIS295	Authoring for the World Wide Web II	4
CIS275	Introduction to Database Management Systems I	4

Total Credits 12

COMPUTER INFORMATION SYSTEMS

Microsoft Networking Support Technician
Pathway Certificate

PROGRAM DESCRIPTION
The Microsoft Networking Support Technician Pathway Certificate is designed to prepare students with analyzing, designing, implementing, and supporting Windows Server computer skills, general problem-solving, and troubleshooting skills necessary to obtain entry-level work, or continue towards their AAS in Computer Information Systems.

PROGRAM OUTCOMES
Students who successfully complete the Certificate will:
1. Provide traditional technical support to users in a Microsoft desktop and server environment
2. Exhibit problem-solving and critical-thinking skills in an individual and/or team environment

CAREER CONSIDERATIONS
Students completing the courses necessary to earn the Microsoft Networking Support Technician Support certificate will possess the skills needed to analyze, design, implement, and support computers running the Windows Server in a small- to medium-sized standalone or domain-based environment; and exhibit problem-solving and critical thinking skills in an individual and/or team environment.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 140M	Introduction to Microsoft Operating Systems	4
CIS 240M	Installing and Configuring Microsoft Windows Server	4
CIS 279M	Microsoft Windows Server Administration I	4
CIS 284	Network Security Fundamentals	4

Total Credits 16

COMPUTER INFORMATION SYSTEMS

Server Administrator
Pathway Certificate

PROGRAM DESCRIPTION
The Server Administrator Pathway Certificate is designed to prepare students with developing, updating, and administrating Windows Server skills, general problem-solving, and troubleshooting skills necessary to obtain entry-level work, or continue towards their AAS in Computer Information Systems.

PROGRAM OUTCOMES
Students who successfully complete the Certificate will:
1. Be prepared for entry- or mid-level employment in Microsoft Windows Server administration
2. Develop new or upgrade existing server administration skills

CAREER CONSIDERATIONS
This Pathway Certificate is a short-term educational goal aimed towards specific areas in Computer Information Systems. This certificate will address the need for a logical pathway of success for students. A student will be able to earn the certification and then continue seamlessly on to existing CIS courses. Those who are already employed in the profession that want to upgrade their server administration skills may also benefit from this certificate. This certificate may also lead to employment in server administration.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 240M	Installing and Configuring Microsoft Windows Server	4
CIS 279M	Microsoft Windows Server Administration I	4
CIS 288M	Microsoft Windows Server Administration II	4

Total Credits 12

COMPUTER INFORMATION SYSTEMS

Computer Information Systems
Associate of Applied Science

PROGRAM DESCRIPTION
The Computer Information Systems (CIS) program is designed to prepare students for employment in the computer area as an entry-level network administrator, computer support person, web designer, or computer programmer, while developing general problem-solving and troubleshooting skills that can be applied to networking, server, computer, web, and business programming environments.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science in Computer Information Systems will:

1. Develop problem-solving skills for working with software, hardware, and networks through programming logic and hands-on lab simulations
2. Use common Microsoft Office applications
3. Demonstrate practical experience with a variety of operating systems
4. Work with typical hardware configurations
5. Demonstrate the skills necessary for entry- or mid-level employment in the Computer Information Systems field

CAREER CONSIDERATIONS
This curriculum is designed to train students in a variety of modern Internet and business-oriented computer skills. Students will initially develop software and hardware problem-solving skills using programming logic and hands-on lab situations. Students will learn to efficiently use common office applications, receive practical experience with current mainstream operating systems (OS), and work with typical hardware configurations. Advanced databases (DBMS), Internet resource design (web pages & database use) project management, Microsoft Server management, Cisco Networking and networking security are focal areas in the second year. Students will also be trained in basic business procedures, accounting and communication skills. Several of the Computer Information System (CIS) program's classes map directly to leading industry certifications such as the Microsoft Certified Systems Administrator (MCSA) and the Cisco Certified Network Administrator (CCNA) credential. The CIS program is designed to prepare students for employment in (or for a job path leading to) any one of several career opportunities as listed by the Oregon Department of Labor. The Network and Computer Systems Administrators, Computer Support Specialist, Computer Operator, Computer and Information Systems Manager, Computer Programmer, Network Administrator, Network Systems and Communications Analyst, Internet Service Technician, and Database Administrator are among those targeted job paths or job market careers. To qualify for the AAS degree a student must satisfactorily complete all required courses. If planning on entering other than fall term or desire to transfer to a four-year CIS degree program, consult with a CS/CIS faculty advisor as soon as possible.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 111	Computer Systems Configuration	4
CIS 120	Introduction to Computer Information Systems	4
CIS 122	Orientation to Programming	4
CIS 133	Introduction to Programming I	4
CIS 140M	Introduction to Microsoft Operating Systems	4
or CIS 140L	Introduction to Linux Operating System	4
CIS 151C	Networking Essentials	4
CIS 233	Introduction to Programming II	4
CIS 240M	Installing & Configuring Microsoft Windows Server	4
CIS 275	Introduction to Database Management Systems I	4
CIS 279M	Microsoft Windows Server Administration I	4
MTH 095	Intermediate Algebra (or higher)	4
PSY 101	Psychology of Human Relations	3
WR 121	Academic Composition*	4

Year One Credits 51

Year Two

CIS125D	Computer Applications – Database Software	3
CIS125S	Computer Applications – Spreadsheets	3
CIS152C	Switching and Routers	4
CIS195	Authoring for the World Wide Web I	4
CIS245	Project Management	4
CIS276	Introduction to Data Management Systems II	4
CIS280	Cooperative Work Experience: CIS	2
CIS284	Network Security Fundamentals	4
CIS285B	Advanced Network Device Security (CCNA Security)	4
CIS288M	Microsoft Windows Server Administration II	4
CIS295	Authoring for the World Wide Web II	4
SP111	Fundamentals of Public Speaking	4

Year Two Credits 44

* A grade of C or better must be attained in the courses indicated.

COMPUTER INFORMATION SYSTEMS

Cybersecurity
Associate of Applied Science

PROGRAM DESCRIPTION
The Computer Information Systems: Cybersecurity program is a two-year sequence of classes designed to prepare the student, via hands-on training, for employment in the computer area as an entry-level network administrator, computer support person, web designer, or computer programmer, while developing general problem-solving and troubleshooting skills that can be applied to networking, server, computer, web, and business programming environments. Further, this degree adds hands-on cybersecurity training in ethical hacking, computer hardware, computer forensics, cloud services, virtualization, switches, routers, and Adaptive Security Appliance (ASA) devices. At UCC, students will learn to program in a high-level programming language and to apply programming concepts in a variety of environments. Students will become proficient as a user and manager of server and desktop operating systems, switches, routers and ASAs. Students will also learn how to configure and modify the hardware components of server and desktop systems. In addition, the CIS program provides a strong foundation in basic business and project management principles and practices. Finally, the program develops verbal and written communication skills.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science in Cybersecurity will:

1. Become proficient in a variety of modern internet and business-oriented computer skills
2. Develop software and hardware problem-solving skills using programming logic and hands-on lab situations
3. Learn to efficiently use common office applications, receive practical experience with a variety of operating systems, and work with typical hardware configurations
4. Demonstrate proficiency in information technology related to computer programming; device initiation, configuration, and management, project management, and webpage design
5. Employ common cybersecurity practices to eliminate or mitigate threats that originate

CAREER CONSIDERATIONS
The Computer Information Systems: Cybersecurity program is a two-year sequence of classes designed to prepare the student, via hands-on training, for employment in the computer area as an entry-level network administrator, computer support person, web designer, or computer programmer, while developing general problem-solving and troubleshooting skills that can be applied to networking, server, computer, web, and business programming environments. Further, this degree adds hands-on cybersecurity training in ethical hacking, computer hardware, computer forensics, cloud services, virtualization, switches, routers, and Adaptive Security Appliance (ASA) devices. At UCC, students will learn to program in a high-level programming language and to apply programming concepts in a variety of environments. Students will become proficient as a user and manager of server and desktop operating systems, switches, routers and ASAs. Students will also learn how to configure and modify the hardware components of server and desktop systems. In addition, the CIS program provides a strong foundation in basic business and project management principles and practices. Finally, the program develops verbal and written communication skills.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 111	Computer Systems Configuration	4
CIS 120	Introduction to Computer Information Systems	4
CIS 122	Orientation to Programming	4
CIS 133	Introduction to Programming I	4
CIS 140M	Introduction to Microsoft Operating Systems	4
or CIS 140L	Introduction to Linux Operating System	4
CIS 151C	Networking Essentials	4
CIS 233	Introduction to Programming II	4
CIS 240M	Installing & Configuring Microsoft Windows Server	4
CIS 275	Introduction to Database Management Systems I	4
CIS 279M	Microsoft Windows Server Administration I	4
MTH 095	Intermediate Algebra (or higher)	4
PSY 101	Psychology of Human Relations	3
WR 121	Academic Composition*	4

Year One Credits 51

Year Two

CIS 125S	Computer Applications – Spreadsheets	3
CIS 145	Computer Forensics for Ethical Hackers	4
CIS 152C	Switching and Routers	4
CIS 195	Authoring for the World Wide Web I	4
CIS 245	Project Management	4
CIS 276	Introduction to Data Management Systems II	4
CIS 280	Cooperative Work Experience: CIS	2
CIS 284	Network Security Fundamentals	4
CIS 285A	Ethical Hacking	4
CIS 285B	Advanced Network Device Security (CCNA Security)	4
CIS 285C	Cloud Services Technologies	3
CIS 286A	Virtualization Technologies	3
CIS 288M	Microsoft Windows Server Administration II	4
CIS 295	Authoring for the World Wide Web II	4
SP 111	Fundamentals of Public Speaking	4

Year Two Credits 55

* A grade of C or better must be attained in the courses indicated.

COMPUTER SCIENCE

University Specific AS-CS Degree

PROGRAM DESCRIPTION

Computer Science (CS) is the study of programs, data, computing machinery, and how these interact. The CS Associate of Science (AS) degree is designed for students planning to transfer credits to a baccalaureate degree program. The CS degree is computer science-focused, lower-division, general education requirements accepted by public universities in Oregon with electives tailored for requirements at each intended transfer institution.

PROGRAM OUTCOMES

Students who complete the Engineering Associate of Science will have the knowledge, skills, and abilities to:

1. Acquire new information and adapt to changes in the computer technology field
2. Apply a logical and systematic approach to solve problems
3. Use written, oral, and visual interpersonal skills to communicate with individuals or small groups
4. Design and implement computer software applications
5. Develop an application for an N-tiered environment
6. Evaluate and compare different algorithms applicable to a given task
7. Apply theoretical foundations learned when developing software
8. Use current database technologies to create and build database objects

CAREER CONSIDERATIONS

Computer science is a foundation that allows graduates to explore a wide range of career possibilities. Popular computer science careers include programming and software development, computer hardware innovation and development, testing mathematical algorithms, managing the technological infrastructure of an organization, and digital security.

NOTES:

Majors in computer science are offered at OSU, PSU, SOU, UO, and WOU in Oregon. Please be aware that the core CS curriculum and major options vary at the above-listed schools.

For students who are sure which university they will transfer to, please see following pages for the courses specific to a university. If the university a student is interested in transferring to is not listed, please consult with a UCC faculty advisor to customize an educational planner for the specific university.

Note that each CS core course must be completed with a grade of "C" or better. Many CS programs have competitive admission. Minimum GPA and grades will not generally be high enough to guarantee admission into any transfer institution.

COMPUTER SCIENCE

Computer Science

Associate of Science OSU Applied Option

PROGRAM COURSE REQUIREMENTS

Year One

CS 160	Orientation to Computer Science	4
CS 161	Computer Science I	4
CS 162	Computer Science II	4
CIS 275	Introduction to Database Management Systems I***	4
HPE 295	Wellness & Health Assessment	3
MTH 251	Calculus I	5
MTH 252	Calculus II	4
WR 121	Academic Composition*	4
WR 122	Argument, Research, and Multimodal Comp*	4
Arts & Letters Elective**		3
Biological Science with Lab		4
Social Sciences Elective**		3
Social Sciences Elective*		3

Year One Credits 49

Year Two

CIS 195	Authoring for the Web I	4
CS 260	Data Structures	4
CS 271	Computer Architecture & Assembly Language	4
CIS 295	Authoring for the Web II	4
MTH 231	Elements of Discrete Mathematics I	4
MTH 265	Statistics for Scientists and Engineers	4
SP 111	Fundamentals of Public Speaking	4
WR 227	Technical Writing*	4
Arts & Letters Elective**		3
Biological Science with Lab or Physical Science with Lab		4 5
Physical Science with Lab		5
Social Sciences Elective**		3

Year Two Credits 47-48

* A grade of C or better must be attained in the courses indicated.

** One Arts & Letters Elective or Social Sciences Elective must meet Cultural Literacy requirement.

*** Prerequisites of required courses

Many of these courses are offered only once each year at UCC (and are Prerequisites for subsequent courses), and students should meet with a UCC Faculty or Advisor to develop a customized educational planner prior to beginning the program. Consult with a UCC faculty advisor before beginning first term at UCC as a CS transfer major.

COMPUTER SCIENCE

Computer Science

Associate of Science OSU Systems Option

PROGRAM COURSE REQUIREMENTS

Year One

CS 160	Orientation to Computer Science	4
CS 161	Computer Science I	4
CS 162	Computer Science II	4
HPE 295	Wellness & Health Assessment	3
MTH 251	Calculus I	5
MTH 252	Calculus II	4
MTH 253	Calculus III	4
MTH 261	Linear Algebra	2
WR 121	Academic Composition*	4
WR 122	Argument, Research, and Multimodal Comp*	4
Arts & Letters Elective**		3
Biological Science with Lab		4
Social Sciences Elective**		3
Social Sciences Elective*		3

Year One Credits 51

Year Two

CIS 195	Authoring for the Web I	4
CIS 295	Authoring for the Web II	4
CS 260	Data Structures	4
ENGR 271	Digital Logic Design	3
ENGR 272	Digital Logic Design Lab	1
MTH 231	Elements of Discrete Mathematics I	4
MTH 254	Vector Calculus I	4
MTH 265	Statistics for Scientists and Engineers	4
PH 211	General Physics w/Calculus	5
PH 212	General Physics w/Calculus	5
PH 213	General Physics w/Calculus	5
SP 111	Fundamentals of Public Speaking	4
Arts & Letters Elective**		3

Year Two Credits 50

* A grade of C or better must be attained in the courses indicated.

** One Arts & Letters Elective or Social Sciences Elective must meet Cultural Literacy requirement.

Many of these courses are offered only once each year at UCC (and are Prerequisites for subsequent courses), and students should meet with a UCC Faculty or Advisor to develop a customized educational planner prior to beginning the program. Consult with a UCC faculty advisor before beginning the first term at UCC as a CS transfer major.

COMPUTER SCIENCE
General ASOT-CS Degree

Computer Science
Associate of Science Oregon Transfer

PROGRAM DESCRIPTION
Computer Science (CS) is the study of programs, data, computing machinery, and how these interact. The CS Associate of Science (AS) degree is designed for students planning to transfer credits to a baccalaureate degree program. The CS degree is computer science-focused, lower-division, general education requirements accepted by public universities in Oregon with electives tailored for requirements at each intended transfer institution.

PROGRAM OUTCOMES
Students who complete the Engineering Associate of Science will have the knowledge, skills, and abilities to:

1. Acquire new information and adapt to changes in the computer technology field
2. Apply a logical and systematic approach to solve problems
3. Use written, oral, and visual interpersonal skills to communicate with individuals or small groups
4. Design and implement computer software applications
5. Develop an application for an N-tiered environment
6. Evaluate and compare different algorithms applicable to a given task
7. Apply theoretical foundations learned when developing software
8. Use current database technologies to create and build database objects

CAREER CONSIDERATIONS
Computer science is a foundation that allows graduates to explore a wide range of career possibilities. Popular computer science careers include programming and software development, computer hardware innovation and development, testing mathematical algorithms, managing the technological infrastructure of an organization, and digital security.

PROGRAM COURSE REQUIREMENTS

Year One

CS 160	Orientation to Computer Science	4
CS 161	Computer Science I	4
CS 162	Computer Science II	4
CIS 275	Introduction to Database Management Systems I***	4
MTH 251	Calculus I	5
MTH 252	Calculus II	4
WR 121	Academic Composition*	4
WR 122 or WR 227	Argument, Research, and Multimodal Comp* / Technical Writing*	4 / 4
Approved Elective		4
Arts & Letters Elective**		3
Social Sciences Elective**		3
Social Sciences Elective**		3

Year One Credits 46

Year Two

Arts & Letters Elective**		3
Arts & Letters Elective**		3
CIS 151C	Network Essentials***	4
CS 260	Data Structures	4
CS 271	Computer Architecture & Assembly Language***	4
HPE 295	Wellness & Health Assessment	3
PE 102 or higher	Physical Education*** Exclude PE199 or PE299	1-4
PH 211	General Physics w/Calculus	5
PH 212	General Physics w/Calculus	5
PH 213	General Physics w/Calculus	5
Social Sciences Elective**		3
Social Sciences Elective**		3
SP 111	Fundamentals of Public Speaking	4

Year Two Credits 47- 50

* A grade of C or better must be attained in the courses indicated.

** One Arts & Letters Elective or Social Sciences Elective must meet Cultural Literacy requirement.

*** Recommended Computer Science Elective

Many of these courses are offered only once each year at UCC (and are Prerequisites for subsequent courses), and students should meet with a UCC Faculty or Advisor to develop a customized educational planner prior to beginning the program. Consult with a UCC faculty advisor before beginning first term at UCC as a CS transfer major.

NOTES:

Majors in computer science are offered at OSU, PSU, SOU, UO, and WOU in Oregon. Please be aware that the core CS curriculum and major options vary at the above-listed schools.

Students who are unsure which university they will transfer to can start with the General ASOT-CS option. The ASOT-CS degree does not guarantee admission to Oregon universities, admission to a competitive computer science major, or junior standing in a major. Students should select a university early to ensure electives are tailored for requirements at the intended transfer institution.

Note that each CS core course must be completed with a grade of "C" or better. Many CS programs have competitive admission. Minimum GPA and grades will not generally be high enough to guarantee admission into any transfer institution.

COMPUTER SCIENCE, continued
General ASOT-CS Degree

Computer Science
Associate of Science Oregon Transfer

Approved Electives

CIS 125D	Computer Applications – Database	3
CIS 125S	Computer Applications – Spreadsheet Software	3
CIS 151C	Networking Essentials	4
CIS 195	Authoring for the Web I	4
CIS 240M	Installing & Configuring Microsoft Windows Server	4
CIS 275	Introduction to Database Management Systems I	4
CIS 276	Introduction to Database Management Systems II	4
CIS 295	Authoring for the Web II	4
CS 271	Computer Architecture & Assembly Language	4
ENGR 201	Electrical Fundamentals I	4
ENGR 271	Digital Logic Design	3
ENGR 272	Digital Logic Design Lab	1
MTH 112	Elementary Functions	4
MTH 231	Elements of Discrete Mathematics I	4
MTH 253	Calculus III	4
MTH 254	Vector Calculus I	4
MTH 261	Linear Algebra	2
PE 102	Physical Education or higher (exclude PE 199 or PE 299)	1-4
WR 122	Argument, Research, & Multimodal Composition	4
WR 227	Technical Writing	4

CRIMINAL JUSTICE

Juvenile Corrections
One-Year Certificate

PROGRAM DESCRIPTION
The Juvenile Corrections one-year certificate program is specifically designed for individuals who want to work directly with juvenile offenders in various settings. These settings may include Oregon Youth Authority (OYA) as well as other public, private, and non-profit agencies/programs. As a statewide cooperative effort among several Oregon community colleges, this program is transferable among the participating schools. In addition, required courses may be applied to an AAS, AS or other 2-year degrees either as required, technical option, or elective courses.

PROGRAM OUTCOMES
Juvenile corrections workers provide supervision, facilitate in the treatment process and crisis intervention, provide social and life skills training, maintain records and documentation, engage in support services, monitor and ensure a secure environment. The occupational outlook for juvenile corrections workers is better than average. While the certificate prepares individuals for entry-level employment, advancement in salary and responsibility may require additional education. Agencies employing certificate holders are likely to have additional job specific requirements such as age, physical abilities, drug screening, and background history checks. Beginning wage for an OYA Youth Corrections Unit Coordinator is approximately $2,800 per month; however, salary and benefit packages vary greatly depending upon the employing agency and geographical location.

CAREER CONSIDERATIONS
Juvenile corrections workers provide supervision, facilitate in the treatment process and crisis intervention, provide social and life skills training, maintain records and documentation, engage in support services, monitor and ensure a secure environment. The occupational outlook for juvenile corrections workers is better than average. While the certificate prepares individuals for entry-level employment, advancement in salary and responsibility may require additional education. Agencies employing certificate holders are likely to have additional job specific requirements such as age, physical abilities, drug screening, and background history checks.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 120	Intro to Computer Information Systems	4
CJ 101	Intro to Criminology	3
CJ 230	Intro to Juvenile Justice Systems	3
CJ 232	Intro to Corrections Casework	3
CJ 280	Coop. Work Experience	2
CJ 280	Coop. Work Experience	2
HDFS 201	Individual & Family Development	3
HS 154	Community Resources	3
HS 227	Understanding Dysfunctional Families	3
MTH 052	Intro to Algebra for the Trades	4
PSY 201	General Psychology	3
SOC 206	Social Problems and Issues	3
SOC 207	Juvenile Delinquency	3
SOC 225	Social Aspects of Addiction	3
SP 218	Interpersonal Communication	3
WR 121	Academic Composition	4

Total Credits 49

CRIMINAL JUSTICE

Police Reserve Academy

PROGRAM DESCRIPTION
The Public Safety Department offers several programs related to a career in criminal justice. For students interested in becoming a law enforcement officer, the Police Reserve Academy provides a 320-hour program designed to train police reserve officers to enter a career in law enforcement. This nine-month Academy is instructed on Saturdays from 7:00 a.m. to 5:30 p.m. between early September and mid-May of each year.

Classes are taught by personnel from throughout the criminal justice system in Douglas County, and participating law enforcement agencies in Douglas County may select candidates for their Reserve Officer Program or full-time positions from the class at any time.

PROGRAM OUTCOMES
Students who successfully complete the Criminal Justice Police Reserve Academy will:

1. Communicate effectively in the criminal justice culture: verbally, no-verbally, and in writing.
2. Balance the unique responsibilities of criminal justice work with competing family and other personal needs.
3. Work effectively on both independent assignments and team efforts within the criminal justice system.
4. Exhibit a commanding presence that is appropriate to specific criminal justice situations.
5. Locate and interpret current case law and statutes. pertaining to specific criminal justice roles; take action that is supported by current law and statutes.
6. Recognize symptoms of mental health and substance abuse issues; take appropriate action.
7. Work effectively with persons of different cultural heritage, gender, and age.
8. Acquire an understanding of cultural norms and their impact on criminal justice interactions.
9. Discuss the relationship between the criminal justice system, cultural and other diversity, and police/community dynamics.
10. Demonstrate cognitive knowledge focusing on positive criminal justice professional/citizen contacts, with the principle emphasis on the importance of a continuing dialogue between the criminal justice system and all segments of the community.

PROGRAM COURSE REQUIREMENTS

Fall

CJ J00A	Law Enforcement Skills Training	2
CJ 105	Concepts of Criminal Law	3
CJ 110	Introduction to Law Enforcement	3

Winter

CJ J00B	Law Enforcement	2
CJ 120	Introduction to Judicial Processes	3
CJ 203	Crisis Intervention Seminar (PRA only)	1
CJ 212	Report Writing for Criminal Justice	3

Spring

CJ 100C	Law Enforcement Skills Training*	2
CJ 109	Contemporary Issues in Criminal Justice*	3
CJ 112	Field Operations and Patrol Procedures*	3

Total Credits 25

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
All program participants must meet all of the following criteria.

- Not have been convicted by any state or by the federal government of a crime; the punishment for which could have been imprisonment in a federal penitentiary or state prison.
- Be a high school graduate or have passed the General Education Development test.
- Possess a valid Oregon driver's license with an acceptable driving record.

PROGRAM AND COURSE FEES
Students are required to provide their own uniforms, equipment, and supplies.

CRIMINAL JUSTICE

Criminal Justice
Associate of Applied Science

PROGRAM DESCRIPTION

An Associate of Applied Science degree is awarded upon successful completion of the 90 credit hours. Criminal Justice related majors are offered at SOU (Criminology and Criminal Justice) PSU (Administration of Justice) and WOU (Corrections and Law Enforcement). Note: Students expecting to continue on to attain a B.A. or B.S. should consider the AA/OT or AS-Criminal Justice Program- see the transfer section for more details.

The Public Safety Department offers several programs related to a career in criminal justice.

PROGRAM OUTCOMES

Students who successfully complete an Associate of Applied Science degree in Criminal Justice will:

1. Communicate effectively in the criminal justice culture: verbally, non-verbally, and in writing
2. Balance the unique responsibilities of criminal justice work with competing family and other personal needs
3. Work effectively on both independent assignments and team efforts within the criminal justice system
4. Exhibit a commanding presence that is appropriate to specific criminal justice situations
5. Locate and interpret current case law and statutes pertaining to specific criminal justice roles; take action that is supported by current law and statutes
6. Recognize symptoms of mental health and substance abuse issues; take appropriate action
7. Work effectively with persons of different cultural heritage, gender, and age
8. Acquire an understanding of cultural norms and their impact on criminal justice interactions
9. Discuss the relationship between the criminal justice system, cultural and other diversity, and police/community dynamics
10. Demonstrate cognitive knowledge focusing on positive criminal justice professional/citizen contacts, with the principle emphasis on the importance of a continuing dialogue between the criminal justice system and all segments of the community

CAREER CONSIDERATIONS

The Criminal Justice program prepares students for entry level jobs and future careers in the following areas: law enforcement, corrections, and parole and probation.v

PROGRAM COURSE REQUIREMENTS

Year One

CJ 110	Intro to Law Enforcement	3
CJ 261	Intro to Parole & Probation	3
WR 121*	Academic Composition	4
Approved Elective		2-4
CJ 120	Intro to Judicial Process	3
PSY 101** or SP 218**	Psychology of Human Relations Interpersonal Communication	3
SOC 204	Intro to Sociology	3
Two Approved Electives		6
CJ 101	Intro to Criminology	3
CJ 114	Cultural Diversity Issues in LE	3
CJ 130	Intro to Corrections	3
WR 227	Technical Writing	4
Approved Elective		3

Year Two

CJ 105	Concepts of Criminal Law	3
CJ 203	Crisis Intervention	1
MTH 052	Industrial Applications of Math	4
PSY 201	General Psychology	3
PS 203	US Government	3
SP 111	fundamentals of Public Speaking	4
Approved Elective		3
Approved Elective		3
Approved Elective		3
Approved Elective		4
Approved Elective		3
Approved Elective		3
Social Sciences Elective		3
Social Sciences Elective		3
Social Sciences Elective		3

Total Credits 90

Approved Electives

CIS 120	Intro to Computer Information Systems [1]	4
CJ 100A	Law Enforcement Skills Training [2,5]	2
CJ 100B	Law Enforcement Skills Training [5]	2
CJ 100C	Law Enforcement SkillS Training [5]	2
CJ 105	Concepts of Criminal Law	3
CJ 109	Contemporary Issues in Criminal Justice	3
CJ 112	Field Operations and Patrol Procedures [5]	3

CRIMINAL JUSTICE, continued

Criminal Justice
Associate of Applied Science

CJ 140	Introduction to Criminalistics	3
CJ 169	Terrorism & Homeland Security	3
CJ 210	Criminal Investigations	3
CJ 211	Ethics in Criminal Justice	3
CJ 212	Report Writing for Criminal Justice[5]	3
CJ 216	Law Enforcement Supervision and Management	3
CJ 226	Intro to Constitutional Law	3
CJ 230	Intro to Juvenile Justice Systems	3
CJ 232	Intro to Corrections Casework	3
CJ 240	Criminalistics II	3
CJ 243	Narcotics and Dangerous Drugs	3
CJ 275	Comparative Criminal Justice Systems	3
CJ 280	Cooperative Work Experience: Criminal Justice/Corrections [2]	1-4
CJ 280	Cooperative Work Experience: Criminal Justice/Corrections [2]	1-4
CJ 280	Cooperative Work Experience Criminal Justice/Corrections [2]	1-4
CJ 280	Cooperative Work Experience: Criminal Justice/Corrections [2]	1-4
CJ 298	Criminal Justice Independent Study [2]	1-3
CJ 298	Criminal Justice Independent Study [2]	1-3
CJ 298	Criminal Justice Independent Study [2]	1-3
CJ 298	Criminal Justice Independent Study [2]	1-3
HS 227	Understanding Dysfunctional Families [1,3]	3
SOC 207	Juvenile Delinquency	3
SOC 225	Social Aspects of Addiction	3
SPAN 122***	Spanish for Safety & Emergency Personnel	4

* A grade of C or better must be attained in these courses
** Meets Human Relations class requirement
*** seldom offered

+ Any unlisted CJ classes may be applied as approved electives.
1 Available in another term
2 Three (3) credits of CJ 298 or four (4) credits of CJ 280 can be applied to AAS degree.
3 Prerequisite: CJ 230 or CJ 261 or Instructor Approval
4 Prerequisite: CJ 140 or instructor approvaL
5 PRA Police Reserve Academy only

DENTAL ASSISTING

Dental Assisting
One-Year Certificate

PROGRAM DESCRIPTION

This one-year certificate program prepares graduates for employment in the dental setting with emphasis on current concepts of clinical chairside assisting. A dental assistant may serve as a clinical chairside assistant, receptionist, bookkeeper, office manager or laboratory technician.

For entry into Dental Assisting program, Orientation Seminar is required. Seminar will include information about the program, and paperwork that will need to be completed prior to attending classes. Questions and concerns will also be discussed.

PROGRAM OUTCOMES

UCC's Dental Assisting program is accredited by the Commission of Dental Accreditation, in association with the US Department of Education and the Dental Assisting National Board. The one-year certificate program is designed to prepare graduates for an exciting career in the dental profession. The program prepares the assistant for licensing exams including the Radiation Health and Safety Exam and the Certified Dental Assistant exam. After completion of the program and upon receipt of the Radiology Proficiency Certificate students will be eligible to receive their EFDA and EFODA certifications.

Students who successfully complete the Dental Assisting certificate will:

1. Demonstrate knowledge and skills required to perform a variety of chairside skills during comprehensive patient care and treatment
2. Apply infection control procedures
3. Recognize and respond to medical emergencies in the dental setting
4. Practice appropriate communication skills to establish professional working relationships in a team-centered dental office environment
5. Demonstrate safe working habits with the knowledge in Occupational Safety and Health Administration Hazard Communication Standard
6. Demonstrate ethical conduct, moral attitudes and principles essential for maintaining trust of professional associates, the support of the community, and the confidence of the patient.
7. Be prepared to sit for the required state and national licensure exams.

PROGRAM COURSE REQUIREMENTS

Students are eligible to be considered for admission to the Dental Assisting program after completing the Required Prerequisite Courses listed below. These courses must be completed with a grade of C or better prior to beginning the Dental Assisting program.

Required Prerequisite Courses

CIS 120	Intro to computer Information Systems	4
MTH 060	Introduction to Algebra or higher	4
PSY 101	Psychology of Human Relations	3
WR 115 (or higher)	English Composition: Intro to Expository Writing	4

Required Prerequisite Credits 15

Year One

Required Prerequisite Courses

DA 102	Advanced Clinical Experiences	4
DA 103	Dentistry Law & Ethics	1
DA 107	Dental Health Education I	1
DA 108	Dental Health Education II	1
DA 110	Health Sciences	3
DA 111	Dental terminology	2
DA 115	Dental Anatomy	3
DA 135	Oral Pathology	2
DA 139	Medical Emergencies in the Dental Office	2
DA 192	Dental Materials I	3
DA 195	Chairside Procedures I	4
DA 196	Chairside Procedures II	4
DA 198	Dental Materials II	2
DA 199	Dental Office Procedures	3
DA 210	Dental Radiology I	4
DA 211	Dental Radiology II	3
DA 280	Coop. Work Experience: Dental Assisting	1
DA 280	Coop. Work Experience: Dental Assisting	9

Total Credits 67

DENTAL ASSISTING, continued

Dental Assisting
One-Year Certificate

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Program admission occurs once a year in fall term. The application process begins in January of each calendar year.

Drug Screening

All dental students must successfully pass a drug screening test at the time of admission into the Dental Program and are subject to random drug screening throughout the program. Failure to submit to a random drug screen or having a positive drug screen will result in sanctions per the UCC Student Code of Conduct (721.3). The cost is not covered by the student fees.

Background Check

All accepted dental assisting students will be required to undergo a background check prior to entering the program. Individuals with a criminal record may not be allowed into a healthcare facility as a student. Information pertaining to background checks and disqualifying crimes can be found online through The Department of Human Services (DHS) website http://www.oregon.gov/dhs/business-services/chc/Pages/index.aspx

The program is required to deny admission or continuation in the Dental Assisting program to any student whose background poses a threat to an individual, the college, or the dental professional, or the community.

Graduation Requirements

Students must complete all courses on this advising guide with a grade of C or better to continue in and complete the program, receive their certificates, and meet the educational requirements to apply to take the national licensure exams through DANB (Dental Assisting National Board).

PROGRAM AND COURSE FEES

Packet information will be turned in prior to starting classes.
This includes:

1. Physical
2. Vaccination records, including updates
3. Background history check
4. Drug screening
5. Current HealthOcc CPR with AED

*The cost to student is not included in program fees.

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION
One-Year Certificate

PROGRAM DESCRIPTION
The Early Childhood Education program is designed to prepare students for employment in early childhood education environments. Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Early Childhood Development will be able to:

1. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development
2. Create respectful, reciprocal relationships that support and empower families and involve all families in their student's development and learning
3. Develop and use effective and responsible assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Use a whole array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS
Early Childhood Education program prepares students for entry level jobs and future careers in the following areas: Child Care Assistants and teachers; nanny and private kindergartens.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 103	Seminar/Practicum III	4
ECE 140	Intro to ECE	2
ECE 150	Creative Activities	3
ECE 178	Observing and Guiding Behavior	3
ED 154	Lit and Lang for Children	3
FN 230	Personal Nutrition	3
HDFS 225	Child Development	3
HDFS 226	Infant/Todd Development	3
HDFS 228	The Exceptional Child	3
HDFS 240	Cont. American Families	3
PSY 130	Understanding Child Behavior	2
MTH 60	Intro to Algebra (or higher)	4
WR 121	Academic Composition	4

Total Credits 48

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler's Certificate

EARLY CHILDHOOD EDUCATION

Infant Toddler Certificate

PROGRAM DESCRIPTION
The Early Childhood Education program is designed to prepare students for employment in early childhood education environments. Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Early Childhood Development will be able to:

1. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development
2. Create respectful, reciprocal relationships that support and empower families and involve all families in their student's development and learning
3. Develop and use effective and responsible assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Use a whole array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS
The Early Childhood Education program Infant/Toddler certificate prepares students for entry level jobs and future careers in the following areas: Child Care Assistants, nanny. The State of Oregon requires individuals working in a licensed child care facility to have at least 14 college credits of Early Childhood Education.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 178	Observing and Guiding Behavior	3
ED 154	Lit and Lang for Children	3
HDFS 226	Infant/Todd Development	3
HDFS 240	Cont. American Families	3

Total Credits 20

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler's Certificate

EARLY CHILDHOOD EDUCATION

Preschool Certificate

PROGRAM DESCRIPTION

The Early Childhood Education program is designed to prepare students for employment in early childhood education environments. Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Early Childhood Development will be able to:

1. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development
2. Create respectful, reciprocal relationships that support and empower families and involve all families in their student's development and learning
3. Develop and use effective and responsible assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Use a whole array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS

The Early Childhood Education program pre-school certificate prepares students for entry level jobs and future careers in the following areas: Child Care Assistants, Pre-School Assistants; nanny.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 178	Observing and Guiding Behavior	3
ECE 244	Individ Learn for PreSchoolers	3
ED 154	Lit and Lang for Children	3
HDFS 225	Child Development	3
HDFS 240	Cont. American Families	3

Total Credits 23

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler's Certificate

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD DEVELOPMENT

Associate of Science

PROGRAM DESCRIPTION

The Early Childhood Development program is designed to prepare students for employment in early childhood education environments with transfer options to colleges and universities offering Bachelor's degrees in Early Childhood Education. The UCC AS degree articulates directly to the Southern Oregon University Bachelor's Degree.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Science degree in Early Childhood Development will be able to:

1. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development
2. Create respectful, reciprocal relationships that support and empower families and involve all families in their student's development and learning
3. Develop and use effective and responsible assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Use a whole array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS

The Early Childhood Development program prepares students for entry level jobs and future careers in the following areas: Day Care assistants and teachers and Pre-School Assistants and teachers.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 103	Seminar/Practicum III	4
ECE 140	Intro to ECE	2
ECE 150	Creative Activities	3
ECE 240	Lesson and Curriculum Planning	3
ED 154	Lit and Lang for Children	3
HDFS 225	Child Development	3
HDFS 226	Infant/Todd Development	3
WR 121	Academic Composition	4
WR 122	Argument, Research, and Multimodal Comp	4
Other General Education Requirements for University Transfer		12-16

Year Two

ECE 104	Seminar/Practicum IV	4
ECE 105	Seminar/Practicum V	4
ECE 106	Seminar/Practicum VI	4
ECE 178	Observing and Guiding Behavior	3
ECE 244	Individual Learning/PreSchool	3
ECE 247	Admin of Childcare Centers	4
HDFS 240	Cont. American Families	3
HDFS 228	The Exceptional Child	3
MTH 211	Fund of Elem Math I	4
MTH 212	Fund of Elem Math II	4
Other General Education Requirements for University Transfer		18-24

Total Credits 104

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler's Certificate

Contact the intended university of transfer to determine appropriate general education requirements for transfer. The UCC Associates Degree is designed to transfer seamlessly to Southern Oregon University.

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD DEVELOPMENT
Associate of Applied Science

PROGRAM DESCRIPTION
The Early Childhood Education program is designed to prepare students for employment in early childhood education environments. Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Early Childhood Development will be able to:

1. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development
2. Create respectful, reciprocal relationships that support and empower families and involve all families in their student's development and learning
3. Develop and use effective and responsible assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Use a whole array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS
The Early Childhood Education program prepares students for entry level jobs and future careers in the following areas: Child Care assistants and teachers and Pre-School Assistants and teachers; nanny and private kindergartens.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 103	Seminar/Practicum III	4
ECE 140	Intro to ECE	2
ECE 150	Creative Activities	3
ECE 178	Observing and Guiding Behavior	3
ECE 240	Lesson and Curriculum Planning	3
ED 154	Lit and Lang for Children	3
HDFS 225	Child Development	3
HDFS 226	Infant/Todd Development	3
PSY 101	Psychology of Human Relations	3
PSY 130	Understanding Child Behavior	2
WR 121	Academic Composition	4
Electives		6

Year Two

ECE 104	Seminar/Practicum IV	4
ECE 105	Seminar/Practicum V	4
ECE 106	Seminar/Practicum VI	4
ECE 244	Individual Learning/PreSchool	3
ECE 247	Admin of Childcare Centers	4
ED 258	Multicultural Education	3
FN 230	Personal Nutrition	3
HDFS 228	The Exceptional Child	3
HDFS 240	Cont. American Families	3
HPE 295	Wellness and Health	3
MTH 60	Intro to Algebra (0r higher)	4
MUS XXX		3
SOC 205	Institutions of Social Change	3
Electives		3

Total Credits 93

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler's Certificate

EMERGENCY MEDICAL SERVICES

Emergency Medical Services
Pathway Certificate

PROGRAM DESCRIPTION
The EMS Program strives to prepare competent, entry level EMT's and Paramedics with cognitive, psychomotor, and affective learning domains. Our program is committed to providing high quality initial and prehospital continuing education. We offer quality resources, effective teaching practices, and use advanced technology. We advocate respect, sound judgment, compassion, integrity, and teamwork as a foundation for customer service oriented patient care. We strive to instill these qualities in our students.

Emergency Medical Technicians (EMT) respond to emergency and non-emergency calls to provide efficient and appropriate care to the sick and injured. EMT's can provide care within their scope of practice under the direction of a medical director. EMT's work on ambulances, fire departments, emergency rooms, urgent cares, and jails.

The Umpqua Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

PROGRAM OUTCOMES
Students who successfully complete the Emergency Medical Services Pathway Certificate will:

1. Identify roles and responsibilities in performing emergency care an operational aspects of the job
2. Demonstrate skills for basic life saving techniques and other emergency treatment
3. Demonstrate the proper use and care of all required equipment
4. Consistently demonstrate professional behavior characteristics

PROGRAM COURSE REQUIREMENTS

Year One

EMS 151	EMT Part 1	5
EMS 152	EMT Part 2	5
ES 101	Principles of Emergency Services	3

Total Credits 13

Grade of C or better must be attained in all courses or courses must be retaken.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

- Must have documented results of immunizations
- Must successfully complete a fit for duty, physical agility test, and drug screen
- Must pass a background check
- Must be a minimum of 18 years of age
- Minimal requirement: Computer with broadband internet connectivity; Windows 7 or newer OR MACOS 10.6 or newer. Video viewing and Zoom conferencing may be held at the discretion of the faculty

EMERGENCY MEDICAL SERVICES

Paramedicine
Associate of Applied Science

PROGRAM DESCRIPTION

The EMS Program strives to prepare competent, entry level EMT's and Paramedics with cognitive, psychomotor, and affective learning domains. Our program is committed to providing high quality initial and prehospital continuing education. We offer quality resources, effective teaching practices, and use advanced technology. We advocate respect, sound judgment, compassion, integrity, and teamwork as a foundation for customer service oriented patient care. We strive to instill these qualities in our students.

The Umpqua Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

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Commission on Accreditation of Allied Health Education Programs
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To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Paramedicine will:

1. Demonstrate the knowledge relevant to his or her role as an EMT or Paramedic
2. Demonstrate the psychomotor skills necessary to function in the role of EMT or Paramedic
3. Demonstrate the attitudes and personal behaviors consistent with the profession and necessary to function in the role of an EMT or Paramedic

CAREER CONSIDERATIONS

The EMS Paramedicine program prepares students for entry level jobs and future careers in the following areas: ambulance companies, fire departments, clinics, and various other industries requiring emergency medical services personnel.

PROGRAM COURSE REQUIREMENTS

Year One

BI 231, 232, 233	Anatomy & Physiology	12
EMS 151	EMT Part 1	5
EMS 152	EMT Part 2	5
EMS 170	Emergency Communications	2
EMS 171	Emergency Transport	2
EMS 180	Crisis Intervention	3
ES 101	Principles of Emergency Services	3
HPE 295	Health & Wellness	3
MED 111	Medical Terminology	3
MTH 95	Intermediate Algebra	4
SP 111	Fund Public Speaking	4
WR121	Academic Composition	4

Year Two

EMS 251	Paramedic Part 1	10
EMS 252	Paramedic Part 2	8
EMS 253	Paramedic Part 3	8
EMS 254	Paramedic Part 4	6
EMS 261	Paramedic Clinical Part 1	2
EMS 262	Paramedic Clinical Part 2	2
EMS 263	Paramedic Field Internship	4
ES 113	Emergency Services Rescue	3
PSY 101	Psych of Human Relations	3
*Approved Electives		3

*Please see an academic advisor or the program website to view the required sequencing of courses.

Grade of C or better must be attained in all courses or courses must be retaken.

Total Credits (minimum) 99

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Must have documented results of immunizations
- Must successfully complete a fit for duty, physical agility test, and drug screen
- Must pass a background check
- Minimal requirement: Computer with broadband internet connectivity; Windows 7 or newer OR MACOS 10.6 or newer. Video viewing and Zoom conferencing may be held at the discretion of the faculty.

ENGINEERING

PROGRAM DESCRIPTION

The Engineering Program includes two tracks: 1) Engineering Transfer and 2) Engineering Technology. The focus of the Engineering Technology track is to be job ready after graduation, although there are options for transfer after a third year at UCC. The transfer track closely follows the first two years of study for engineering programs at most universities in Oregon. The Engineering program has multiple educational and career pathways, and includes the following degrees and certificates.

Pathway Certificate (12 credit minimum)

- Drafting
- GIS
- Surveying
- Water Quality

Completion Certificate (45 credit minimum)

Engineering & Drafting Technician

AAS Degree (90 credit minimum)

- Civil & Surveying Technology
- Applied Surveying Option, Civil & Surveying Technology
- Applied Water Quality Option, Civil & Surveying Technology

ENGINEERING

Drafting
Pathway Certificate

PROGRAM DESCRIPTION

The Drafting Pathway Certificate provides training for entry-level careers in Computer-Assisted Drafting (CAD). All courses in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree.

PROGRAM OUTCOMES

Students who successfully complete the Pathway Certificate in Drafting will:

1. Be prepared for entry-level jobs in the area drafting
2. Gain new computer applications and skills

CAREER CONSIDERATIONS

The Drafting Pathway Certificate prepares students for entry level jobs in CAD and focuses on introductory drafting skills for architectural, civil, mechanical, and manufacturing design and construction.

PROGRAM COURSE REQUIREMENTS

Year One

DRF 112	Computer Aided Drafting (CAD) I	3
DRF 113	Computer Aided Drafting (CAD) II	3
ENGR 245	Engineering Graphics - SolidWorks	3
Approved Elective*		3-4

Total Credits (minimum) 12

*** Approved Electives (Select one of following):**

CIV 214	Virtual Design - CAD - Civil3D	3
CIV 280	Cooperative Work Experience	3
DRF 116	Structural Drafting	3
GIS 234	GIS I: Intro to GIS	4
VC 114	Intro to InDesign	3
WLD 140	Blueprint Reading & Sketching	3

ENGINEERING

Geographic information Systems
Pathway Certificate

PROGRAM DESCRIPTION
The Geographic Information Systems (GIS) Pathway Certificate provides GIS training in support of student's career and education goals in: science, business, engineering, surveying, and resource management, public safety, and urban and regional planning. The GIS courses transfer to many Oregon universities and support students and working professionals as they update their technical skills. The GIS classes in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree and the AS degree with emphasis in Surveying and Geomatics.

PROGRAM OUTCOMES
Students who successfully complete the Pathway Certificate in GIS will:
1. Collect and input data into a GIS system using: GPS unit, digitizing, geocoding Gain new computer applications and skills
2. Design and generate various cartographic/map products for planning or presentations
3. Create, manage, and update spatial data
4. Manage information in a GIS database
5. Perform routine data analysis-buffer, query, union, intersect

CAREER CONSIDERATIONS
Geographic Information Systems (GIS) technology is utilized by virtually all public agencies and private companies involved in managing resources and assets. The GIS Pathway Certificate provides technical skills in support of multiple career and educational pathways.

PROGRAM COURSE REQUIREMENTS
Year One

GIS 203	Digital World & Geospatial Concepts	4
GIS 234	GISI: Intro to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4

Total Credits 12

ENGINEERING

Surveying
Pathway Certificate

PROGRAM DESCRIPTION
The purpose of the Surveying Pathway Certificate is to provide training in basic surveying skills for entry level positions on surveying field crews and/or to support architectural design, civil design and construction. The surveying classes in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree and the AS degree with emphasis in Surveying and Geomatics.

PROGRAM OUTCOMES
Students who successfully complete the Pathway Certificate in Surveying will:
1. Be prepared for entry-level jobs on a survey field crew
2. Develop new surveying and drafting skills

CAREER CONSIDERATIONS
Surveying skills are in high demand as technology advances, the economy is expanding which drives demand for new development, and many experienced surveyors are reaching retirement age.

PROGRAM COURSE REQUIREMENTS
Year One

SUR 161	Surveying I	4
SUR 162	Plane Surveying II	4
SUR 163	Route Surveying	4
SUR 242	Land Description and Cadastre	3
MTH 112	Elementary Functiona	4

Total Credits 19

ENGINEERING

Water Quality Technician
Pathway Certificate

PROGRAM DESCRIPTION
The Water Quality Pathway Certificate provides introductory coursework for entry level positions as water and wastewater operators, and to prepare for taking the Level I certification exam. The water quality technology classes in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree.

PROGRAM OUTCOMES
Students who successfully complete the Pathway Certificate in Water Quality will:
1. Be prepared for entry-level jobs in water quality operations
2. Develop new surveying and drafting skills

CAREER CONSIDERATIONS
All community water and wastewater systems must be operated under the supervision of certified operators. There is a desirable career with low turnover. Many experienced operators are reaching retirement age.

PROGRAM COURSE REQUIREMENTS
Year One
Program Requirements

WQT 227	Wastewater Treatment	3
WQT 228	Plane Surveying II	4
WQT 260	Water Treatment	3
WQT 261	Water Distribution	3

Total Credits 13

ENGINEERING

Engineering & Drafting Technician
Pathway Certificate

PROGRAM DESCRIPTION
The one-year certificate prepares graduates for entry-level positions as engineering or drafting technicians. All courses in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree.

PROGRAM OUTCOMES
Students who successfully complete the Completion Certificate as an Engineering & Drafting Technician will:
1. Use AutoCAD, Civil3D, and SolidWorks CAD software, and ArcGIS software.
2. Interpret and prepare 2D and 3D drafting representation
3. Prepare and plot drawings to scale using drafting standards, templates, and layer management
4. Use Microsoft Office Products, including Word, Excel, PowerPoint, and Notepad, in engineering applications
5. Use of surveying equipment to perform basic field surveying and data collection
6. Work effectively on a team

CAREER CONSIDERATIONS
Engineering and drafting technicians work with and provide technical support to licensed architects, engineers and surveyors. Technicians prepare design drawings and assist with field work. Technicians utilize knowledge of building materials, engineering practices, and mathematics to complete detailed drawings and to collect or evaluate data in the field. Theory and principles of design and graphics are implemented under the direction of engineering or surveying staff.

PROGRAM COURSE REQUIREMENTS
Year One
Program Requirements

CIV 214	Virtual Design -CAD -Civil3D	3
DRF 112	Computer Aided Drafting (CAD) I	3
DRF 113	Computer Aided Drafting (CAD) II	3
ENGR 111	Engineering Orientation	3
ENGR 112A	Problem Solving & Technology	2
ENGR 112B	Problem Solving & Technology	1
ENGR 245	Engineering Graphics -SolidWorks	3
GIS 203	Digital World & Geospatial Concepts	4
GIS 234	GISI: Intro to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4
SUR 161	Plane Surveying I	4

General Education Requirements

Human Relations Elective, from Approved List on page 43		3
MTH 111	College Algebra	5
MTH 112	Elementary Functions	4
WR 121	Academic Composition	4

Total Credits 50

ENGINEERING

Civil Engineering & Surveying Technology
Associate of Applied Science

PROGRAM DESCRIPTION

The Associate of Applied Science (AAS) degree prepares graduates to be job ready after graduation in two years. Some of the courses are application based and will not transfer. However, it is possible to transfer with the AAS degree and a third year of coursework at UCC. Two quarters of calculus are included in the second-year of classes for the AAS degree. Students that are sure they will not be continuing their education in the future should consider either the **Applied Surveying Option** or **Applied Water Quality Option** for the AAS degree. The Applied Options include 24 credits of Occupational Skills Training (approximately 5 months) during the second-year of course work.

PROGRAM OUTCOMES

In addition to the learning outcomes for the Completion Certificate as an Engineering & Drafting Technician, students that complete the AAS degree in Civil Engineering & Surveying Technology will also:

1. Communicate effectively
2. Think critically to solve engineering problems
3. Visualize and interpret real world situations and translate them into drawings and designs

CAREER CONSIDERATIONS

Civil engineering and surveying are some of the broadest fields of engineering, and are part of virtually all construction-related projects. Graduates have local, state-wide, and nation-wide employment opportunities. The field of civil engineering deals with planning, design, construction, and maintenance of private and public projects. Projects include highways, bridges, dams, subdivisions, water supply and wastewater systems. Land Surveyors perform a variety of important tasks such as boundary surveys, topographic mapping and construction staking. Civil Engineering and Surveying Technology graduates work with or in support of professional architects, engineers and land surveyors.

PROGRAM COURSE REQUIREMENTS

Year One

Program Requirements

CIV 214	Virtual Design -CAD -Civil3D	3
DRF 112	Computer Aided Drafting (CAD) I	3
DRF 113	Computer Aided Drafting (CAD) II	3
ENGR 111	Engineering Orientation	3
ENGR 112A	Problem Solving & Technology	2
ENGR 112B	Problem Solving & Technology	1
ENGR 245	Engineering Graphics -SolidWorks	3
GIS 203	Digital World & Geospatial Concepts	4
GIS 234	GISI: Intro to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4
SUR 161	Plane Surveying I	4

General Education Requirements

Human Relations Elective, from Approved List on page 43		3
MTH 111	College Algebra	5
MTH 112	Elementary Functions	4
WR 121	Academic Composition	4

Year One Credits 50

Year Two

Program Requirements

CIV 280	Cooperative Work Experience	3
CWE 161	CWE Seminar I	1
ENGR 211	Statics	4
ENGR 212	Dynamics	4
ENGR 213	Strength of Materials	4
SOIL 205/206	Soil Science & Lab	4
Approved Program Electives*		4

General Education Requirements

MTH 251	Calculus I	5
MTH 252	Calculus II	4
SP 112	Fundamentals of Public Speaking	4
WR 227	Technical Report Writing	4

Year Two Credits 48

*** Approved Program Electives**
(Select at least 3 of the following):

SUR 162	Plane Surveying II	4
SUR 163	Route Surveying	4
SUR 242	Land Description & Cadastre	3
WQT 227	Wastewater Treatment	3
WQT 228	Plane Surveying II	4
WQT 260	Water Treatment	3
WQT 261	Water Distribution	3

ENGINEERING

Civil Engineering & Surveying Technology
Applied Surveying Option
Associate of Applied Science

PROGRAM DESCRIPTION

This degree option includes additional occupational skills training to prepare students with more on-the-job work experience. The option includes 24 credit hours of occupational skills training/cooperative work experience. This is the equivalent of approximately 5 months of fulltime work experience. UCC Engineering faculty advisors will assist with finding placement for occupational skills training/cooperative work experience.

PROGRAM OUTCOMES

Learning outcomes are the same as for AAS degree in Civil Engineering & Surveying Technology.

CAREER CONSIDERATIONS

The occupational skills training component of the degree option will provide students with on-the-job work experience with local employers.

PROGRAM COURSE REQUIREMENTS

Year One

Program Requirements

CIV 214	Virtual Design -CAD -Civil3D	3
DRF 112	Computer Aided Drafting (CAD) I	3
DRF 113	Computer Aided Drafting (CAD) II	3
ENGR 111	Engineering Orientation	3
ENGR 112A	Problem Solving & Technology	2
ENGR 112B	Problem Solving & Technology	1
ENGR 245	Engineering Graphics -SolidWorks	3
GIS 203	Digital World & Geospatial Concepts	4
GIS 234	GISI: Intro to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4
SUR 161	Plane Surveying I	4

General Education Requirements

Human Relations Elective, from Approved List on page 43		3
MTH 111	College Algebra	5
MTH 112	Elementary Functions	4
WR 121	Academic Composition	4

Year One Credits 50

Year Two

Program Requirements

CIV 280	Cooperative Work Experience*	24
CWE 161	CWE Seminar I	1
SUR 162	Plane Surveying II	4
SUR 163	Route Surveying	4
SUR 242	Land Description & Cadastre	3

General Education Requirements

MTH 251	Calculus I	5
MTH 252	Calculus II	4
SP 112	Fundamentals of Public Speaking	4
WR 227	Technical Writing	4

Year Two Credits 48

*Note: Each 1 credit hour of Cooperative Work Experience equals 33 hours of on-the-job training.

ENGINEERING

Civil Engineering & Surveying Technology Applied Water Quality Option
Associate of Applied Science

PROGRAM DESCRIPTION
This option includes four introductory courses in water and wastewater operations and 24 credit hours of related cooperative work. The equivalent of approximately 5 months of full-time work experience will count towards the 12 months of work experience required for Level I Certification. The coursework will help prepare for the Level I Certification exams. UCC Engineering faculty advisors will assist with finding placement at water and wastewater facilities for cooperative work experience.

PROGRAM OUTCOMES
In addition to the learning outcomes for the AAS Degree in Civil Engineering & Surveying Technology, students that complete the AAS degree in Civil Engineering & Surveying Technology will also:

1. Describe water quality operations for wastewater collection and treatment and water distribution and treatment

CAREER CONSIDERATIONS
All community water and wastewater systems must be operated under the supervision of certified operators. There is a desirable career with low turnover. Many experienced operators are reaching retirement age.

PROGRAM COURSE REQUIREMENTS

Year One

Program Requirements

CIV 214	Virtual Design -CAD -Civil3D	3
DRF 112	Computer Aided Drafting (CAD) I	3
DRF 113	Computer Aided Drafting (CAD) II	3
ENGR 111	Engineering Orientation	3
ENGR 112A	Problem Solving & Technology	2
ENGR 112B	Problem Solving & Technology	1
ENGR 245	Engineering Graphics -SolidWorks	3
GIS 203	Digital World & Geospatial Concepts	4
GIS 234	GISI: Intro to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4
SUR 161	Plane Surveying I	4

General Education Requirements

Human Relations Elective, from Approved List on page 43		3
MTH 111	College Algebra	5
MTH 112	Elementary Functions	4
WR 121	Academic Composition	4

Year One Credits 50

Year Two

Program Requirements

CWE 161	CWE Seminar I	1
WQT 227	Wastewater Treatment	3
WQT 228	Plane Surveying II	4
WQT 260	Water Treatment	3
WQT 261	Water Distribution	3
WQT 280	Cooperative Work Experience*	24

***General Education Requirements**

SP 112	Fundamentals of Public Speaking	4
WR 227	Technical Writing	4

Year Two Credits 46

*Note: Each 1 credit hour of Cooperative Work Experience equals 33 hours of on-the-job training.

ENGINEERING

Engineering
Associate of Arts Oregon Transfer

PROGRAM DESCRIPTION
The Associate of Arts Degree is conferred on students who complete a full lower division college transfer program meeting requirements set jointly by Oregon's community colleges and public universities. This degree provides for "block transfer" and all lower division general education requirements of the receiving institution are met. Students should work closely with UCC advisors and faculty, and with representatives of the institution(s) to which they may transfer for specific details. There may be special requirements for specific programs or schools, as well as requirements for admissions, foreign language, and cultural literacy.

PROGRAM COURSE REQUIREMENTS

Year One

Foundational Requirements

WRITING

WR 121	Academic Composition	4

Choose one from:

WR 122	Argument, Research, and Multimodal Comp	4
WR 227	Technical Writing	4

ORAL COMMUNICATION Choose one from:

SP 105	Listening	3
SP 111	Fundamentals of Public Speaking	4
SP 112	Persuasive Speech	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

MATHEMATICS:

MTH 105 or higher (from the approved MTH courses listed on page 43		4-5

HEALTH/WELLNESS/FITNESS:

HPE 295	Wellness & Health Assessment	3

Discipline Studies Requirements

ARTS AND LETTERS

Must take at least three courses, chosen from at least two disciplines from the approved list on page 40.

Note: Second year world languages, are included in this category. First year world languages are counted as electives.

SCIENCE/ MATH / COMPUTER SCIENCE

Must take at least four courses from at least two disciplines — including at least three biological or physical science courses with labs, from the approved list on page 40..

Note: Math credits used to meet this requirement are in addition to any used to meet the Foundational Requirement above.

SOCIAL SCIENCE

Must take al least four courses chosen from at least two disciplines from the approved list on pp. page 41..

ELECTIVES

Any courses numbered 100 or above that would bring total credits up to 90.

Note: Electives may include up to 12 credits from the approved Career and Technical Education (CTE) list on pp. 41, and a maximum of 12 credits of PE activity courses.

CULTURAL LITERACY

At least one of the Discipline Studies courses above must be designated as meeting the criteria for Cultural Literacy.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- No course substitutions are allowed.
- No course may be used to satisfy requirements in more than one area.
- All foundational requirement and discipline studies requirement courses used must be at least three credits.

ADDITIONAL PROGRAM INFORMATION

1. A minimum 90 credits with a grade of C or higher and a cumulative GPA of 2.0 or higher are needed to satisfy AA/OT requirements.
2. To complete an AA/OT at Umpqua Community College, a minimum of 24 credits must be earned through UCC and two terms of attendance must have occurred at UCC.

ENGINEERING

Engineering
Associate of Science

The AS transfer track closely follows the first two years of study for engineering programs at most universities in Oregon. Majors offered at OSU include Architectural Engineering, Electrical and Computer Engineering, Civil Engineering, Construction Engineering Management, Environmental Engineering, Mechanical, Industrial and Manufacturing, and Chemical Engineering, as well as BioMedical, Forest, Geological, Mining, Metallurgical, and Nuclear Engineering. PSU and OIT offer degrees in Civil and Environmental, Mechanical, Manufacturing, Electrical and Computer Engineering. OIT also offers majors in Geomatics (Surveying) and Renewable Energy. Many of the core classes taken during the first two years of study are the same for all engineering majors. However, it is important that students work closely with the UCC engineering faculty advisor and UCC Advising and Career Center to develop a custom educational planner for transfer to the university of choice.

PROGRAM OUTCOMES

Students who complete the Engineering Associate of Science will have the knowledge, skills, and abilities to:

1. Apply knowledge of mathematics to formulate and solve engineering problems
2. Use technology to solve engineering problems
3. Properly set up and follow a process to solve engineering problems

CAREER CONSIDERATIONS

Engineering is a broad field with more than 20 specialties. Engineering is widely considered as one of the most lucrative and in-demand career choices, with multiple options for engineering disciplines and job types.

PROGRAM COURSE REQUIREMENTS

General Education Requirements

CH 221	Chemistry I	5
MTH 251	Calculus I	5
SP 111	Public Speaking	4
WR 121	Academic Composition	4
WR 227	Technical Writing	4
Arts & Letters Approved Elective [1]		3
Social Science Approved Elective [1]		3
General Education Subtotal		**28**

Program Requirements [2]

DRF 112 [3]	CAD I	3
ENGR 111	Engineering Orientation I	3
ENGR 112A	Problem Solving & Tech	2
ENGR 112B	Problem Solving & Tech	1
MTH 252	Calculus II	4
PH 211	Physics I w/Calculus	5
PH 212	Physics II w/Calculus	5
Program Requirements Subtotal		**23**

Program Specific Electives [2]

Arts & Letters [1]		9
Arts & Letters [1]		9
Social Science [1]		6
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 226	Business Law	3
BI 211	Principles of Biology	5
BI 212	Principles of Biology	5
BI 213	Principles of Biology	5
BI 231	Human Anatomy & Physiology	4
BI 233	Human Anatomy & Physiology	4
BI 234	Microbiology	4
BI Elective [4]	BI Elective w/Lab	4
CH 222	General Chemistry II	5
CH 223	General Chemistry III	5
CH 241	Organic Chemistry	4
CH 242	Organic Chemistry	4
CH 243	Organic Chemistry	4
CIV 214	CAD - Civil3D & Design	3
CS 161	Computer Science I	4
CS 162	Computer Science II	4
CS 260	Data Structures	4
G 221	Environmental Geology	4
ECON 201	Economics - Micro	3
ECON 202	Economics - Macro	3
ENGR 201	Electrical Fund I	4
ENGR 202	Electrical Fund II	4
ENGR 203	Electrical Fund III	4
ENGR 211	Statics	4
ENGR 212	Dynamics	4
ENGR 213	Strength of Materials	4
ENGR 245	Engineering Graphics	3
ENGR 271	Digital Logic - Lecture	3
ENGR 272	Digital Logic - Lab	1
GIS 203	Digital World	4
GIS 234	GIS I Intro to GIS	4
GIS 235	GIS II Data Anal & Apps	4

ENGINEERING, continued

Engineering
Associate of Science

HPE 295	Wellness & Health	3
MFG 111	Machine Shop Practice I	3
MFG 112	Machine Shop Practice II	3
MTH 253	Calculus III	4
MTH 254	Vector Calculus I	4
MTH 256	Differential Equations	4
MTH 261	Linear Algebra	2
MTH 265	Statistics for Scientists & Engineers	4
PH 213	Physics III w/Calculus	5
PHL 202	Ethics	3
SOIL 205	Soils Science Lecture	3
SOIL 206	Soils Science Lab	1
SUR 161	Plane Surveying I	4
SUR 162	Plane Surveying II	4
SUR 163	Route Surveying	4
SUR 242	Land Description & Cadastre	3
WLD 101	Welding Process & Applications	4
WLD 131	Basic Metallurgy	3
WR 122	Argument, Research, and Multimodal Comp	4
Program Electives, Minimum Subtotal		**40**

Following is a tentative listing of courses by year. Note that many of these courses are offered only once each year at UCC (and are Prerequisites for subsequent courses), and students should meet with a UCC Advisor to develop a customized educational planner prior to beginning the program.

Year One

General Education Requirements

CH 221	General Chemistry I	5
MTH 251	Calculus I	5
SP 112	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Core Program Requirements [2]

DRF 112 [3]	CAD I	3
ENGR 111	Engineering Orientation	3
ENGR 112A	Problem Solving & Technology	2
ENGR 112B	Problem Solving & Technology	1
MTH 252	Calculus II	4

Program Specific Electives [2]

Program Elective 1	2-5
Program Elective 2	3-5
Program Elective 3	4-5
Program Elective 4	4-5

Year One Credits (minimum) 45

Year Two

General Education Requirements

Arts & Letters Approved Elective [1]		3
Social Science Approved Elective [1]		3
WR 227	Technical Writing	4

Core Program Requirements

PH 211	Physics w/Calculus I	5
PH 212	Physics w/Calculus II	5

Program Specific Electives [2]

Program Elective 5	3-5
Program Elective 6	4-5
Program Elective 7	4-5
Program Elective 8	4-5
Program Elective 9	4-5
Program Elective 10	4-5
Program Elective 11	4-5

Year Two Credits (minimum) 45

NOTES:

1. At least one Arts & Letters elective must be designated as Cultural Diversity. OSU General Ed requirements include 5 "Perspective" courses, see website info at OSU website. OIT General Ed requirements allow up to 9 cr of Humanities electives and 12 cr of Social Science Electives, see articulation agreements
2. Program electives (and number of electives) are specific to both the transfer university and engineering major. See Advisor and UCC Advising Guides listed on UCC website at: http://www.umpqua.edu/engineering Advising guides can be developed for other majors and transfer universities.
3. DRF 112 can be substituted with CS 161, CH 223, ENGR 203 or ENGR 245. See Advisor and advising guide for selected major and transfer university OSU General Ed requirements include a Biological elective plus lab. For some majors the elective is a course requirement. See OSU website.
4. OSU General Ed requirements include a Biological elective plus lab. For some majors the elective is a course requirement. See OSU website.

ENGINEERING

Surveying & Geomatics
Associate of Science

PROGRAM DESCRIPTION
This degree prepares students for transfer to the bachelor's degree program Oregon Tech. Oregon Tech (OIT) is currently the only university in Oregon that offers either a Bachelor of Science in Geomatics, Surveying Option or a Bachelor of Science in Geomatics, Geographic Information Systems (GIS) Option. OIT also offers a minor in Geomatics for Civil Engineering majors. Students interested in a 2-year AAS degree with focus in Surveying & Geomatics may want to consider an AAS in Civil Engineering and Surveying Technology.

PROGRAM OUTCOMES
Students who complete the Surveying & Geomatics Associate of Science (AS) will have the knowledge, skills, and abilities to:

1. Apply knowledge of mathematics, science, and engineering
2. Design, collect, analyze, and interpret data
3. Identify, formulate, and solve surveying problems
4. Communicate effectively

CAREER CONSIDERATIONS
The surveying and geomatics professions work with private and public projects. Projects may include property surveys, road construction, topographical maps or building layout. Geographic information systems (GIS) is a systematic approach to management, analysis, and display of geographic information. Many public agencies now use GIS for most of their mapping. Surveying, geomatics, and GIS often overlap. There is a strong job market for these skills, and virtually 100% of graduates from OIT with a degree in Geomatics are employed at graduation.

PROGRAM COURSE REQUIREMENTS

Year One

General Education Requirements

Arts & Letter Elective [1]		3
MTH 251	Calculus I	5
WR 121	Academic Composition	4
WR 122	Argument, Research, and Multimodal Comp	4

Program Requirements

CIV 214	CAD – Civil3D	3
DRF 112	CAD I	3
ENGR 111	Orientation to Engineering	3
GIS 203	Digital World	4
GIS 234	GIS I Intro to GIS	4
GIS 235	GIS II Data Anal & Apps	4
SUR 161	Plane Surveying I	4

Year One Credits (minimum) 49

Year Two

General Education Requirements

SP 111	Fundamentals of Public Speaking	4
	Social Sciences Elective	3
WR 227	Technical Writing	4

Program Requirements

MTH 243 [2]	Probability & Statistics	4
MTH 254	Vector Calculus	4
PH 211	Physics w/Calculus I	4
PH 212	Physics w/Calculus I	4
PH 213	Physics w/Calculus I	4
SUR 162	Plane Surveying II	4
SUR 163	Route Surveying	4
SUR 242	Land Descriptions & Cadastre	3

Year Two Credits (minimum) 45

NOTES:

1. At least one Arts & Letters elective must be designated as Cultural Diversity. OSU General Ed requirements include 5 "Perspective" courses, see website info at OSU website. OIT General Ed requirements allow up to 9 cr of Humanities electives and 12 cr of Social Science Electives, see articulation agreements
2. MTH 265 can be substituted for MTH 243

FIRE SCIENCE

Fire Science
Associate of Applied Science

PROGRAM DESCRIPTION
The Fire Science program is designed to prepare students with both a theoretical understanding of fire science and the practical skills necessary to succeed. This program is a combination of classroom and online study.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Fire Science will:

1. Demonstrate a basic knowledge of core content for each course completed and demonstrate practical applications based on the requirements set forth by NFPA 1001 "Standard on Fire Fighter Professional Qualifications"
2. Communicate effectively using appropriate:
   - Active Listening Skills
   - Speaking Skills
   - Writing Skills
3. Demonstrate adequate problem solving and critical thinking skills

CAREER CONSIDERATIONS
The Fire Science program prepares students for entry level jobs and future careers in firefighting, fire prevention, and fire education.

PROGRAM COURSE REQUIREMENTS

Year One

EMS 151	EMT Basic, part A	5
EMS 152	EMT Basic, part B	5
FRP 121A	Elementary Fire Science, Part A	4
FRP 121B	Elementary Fire Science, Part B	4
FRP 123	Hazardous Materials	4
FRP 132	Fire Pump Construction	3
FRP 135	Hazardous Materials Chemistry	2
FRP 230	Fire Service Hydraulics	4
FRP 280	Cooperative Work Experience	2
MTH 95	Intermediate Algebra	4
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4
WR 227	Technical Writing	4
*Approved Electives		6

Year Two

ES 101	Principles of Emergency Services	3
ES 103	OSHA for Emergency Services	2
ES 107	Legal Aspects	2
ES 109	Principles of Fire & EMS	3
ES 113	Rescue Practices	3
FRP 101	Firefighter Safety and Survival	3
FRP 111	Building Construction	3
FRP 122	Fire Prevention	3
FRP 133	Natural Cover Fire Protection	3
FRP 159	Fire Behavior	3
FRP 202	Fire Protection Systems	3
FRP 212	Firefighting Investigation	3
FRP 213	Firefighting Tactics and Strategies	3
FRP 280	Cooperative Work Experience	4
PSY 101	Psychology of Human Relations	3
WR 227	Technical Writing	4
*Approved Electives		8

*Please see an academic advisor or program website for the full list of approved electives.

Grade of C or better must be attained in all courses or courses must be retaken.

Total Credits (minimum) 96

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Minimal requirement: Computer with broadband internet connectivity; Windows 7 or newer OR MACOS 10.6 or newer. Video viewing and Zoom conferencing may be held at the discretion of the faculty.
- Be a U.S. citizen
- Pass a criminal background check. Students with a criminal record are strongly urged to research employability before entering the fire science program. Not have been convicted by any state or federal government of a crime, the punishment for which could have been imprisonment in a federal or state prison
- Be of good moral character as determined by a thorough background investigation
- Be capable of passing a series of basic physical agility tests
- Demonstrate appropriate skills in: a. Hydraulics; b. Leadership; c. Candidate Physical Ability Training
- Work effectively as a member of a firefighting team and lead in specific fire department related business, operations, and Public Information activities
- Demonstrate skills necessary for continued lifelong learning for improving personal and professional skills
- Demonstrate the cognitive and psychomotor skills to complete Oregon's Department of Public Safety Standards and Training, Firefighter 1 Task Book and approved Firefighter's 1 Skills Evaluation Sheets in addition to National Fire Protection Association, Standard on Fire Fighter Professional Qualification

Recommended:

- Students with a criminal record are strongly urged to research employability before entering the fire science program.

FORESTRY

PROGRAM DESCRIPTION

The UCC Forestry Program offers the following AS degrees: 1) Forestry, AS and 2) Renewable Materials, AS. These degrees prepare students for transfer to the bachelor's degree programs at Oregon State University (OSU) College of Forestry. The curriculum is intended to meet the requirements for the first two years of course work necessary for application to the Forestry Professional Program at OSU.

Curriculum is listed on the following pages, including program requirements for each of the four options. Students should work closely with the UCC advisors and faculty and representatives of the OSU College of Forestry when developing term x term planners for the degree.

UCC students are encouraged to apply for dual enrollment at OSU through the Degree Partnership Program (DPP). Enrollment in DPP provides UCC students direct access to OSU advisors and other resources such as eligibility to apply for OSU scholarships.

The Forestry, AS degree includes the following four options:

1. **Forest Engineering**
2. **Forest Management**
3. **Forest Restoration & Fire**
4. **Forest Operations**

The **Forest Engineering** option integrates engineering and forestry skills to provide technical support for complex forest and natural resource operations. OSU also offers a dual degree in Forest Engineering and Civil Engineering with an additional year of school work.

The **Forest Management** option is a classical forestry program aimed at active land management from an industrial forest land management perspective.

The **Forest Restoration and Fire** option includes the same foundation as the Forest Management option, but goes on to provide more scientific focus on processes that operate in the forest regardless of management objectives.

The **Forest Operations** provides a foundation in classical forestry. It also includes business courses related to ownership and management of a forestry service business.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Forestry, AS degree will have the knowledge, skills, and abilities to:

1. Identify, formulate, and solve technical problems
2. Communicate effectively
3. Function as part of a team
4. Carry out simple surveying, mapping, and geographic location activities

CAREER CONSIDERATIONS

Oregon produces more softwood lumber than any other state in the US. The employment demand continues to grow for foresters to manage forest lands and forest products.

Forest Engineering [1]
Associate of Science

PROGRAM COURSE REQUIREMENTS

Year One

General Education Requirements

Arts & Letter Elective [6]		3
CH 221	General Chemistry I	5
SP 112	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Core Program Requirements

FOR 112	Problem Solving & Technology	3
FOR 111[5]	Intro to Forestry	3
FOR 161	Plane Surveying I	4
FOR 234	GIS I	4
FOR 241	Dendrology	4

Forest Engineering Option Requirements

DRF 112	Computer Aided Drafting (CAD) I	3
ENGR 111	Engineering Orientation	3
MTH 251 [2]	Calculus I	5
MTH 252	Calculus II	4
MTH 265	Statistics for Scientists & Engineers	4

Year One Credits 53

Year Two

General Education Requirements

ECON 201	MicroEconomics	4
WR 227	Technical Writing	4

Core Program Requirements

FOR 206	Soil Science Lab	1
FOR 240	Forest Biology	4
SOIL 205	Soil Science Lecture	3

Forest Engineering Option Requirements

ENGR 211	Statics	4
ENGR 212	Dynamics	4
ENGR 213	Strength of Materials	4
MTH 254	Vector Calculus	4
MTH 256	Differential Equations	4
PH 211	Physics w/Calculus I	5
PH 212	Physics w/Calculus II	5

Year Two Credits (minimum) 46

Transfer advising guides are listed on the UCC website: http://www.umpqua.edu/forestry.

FORESTRY

Forest Management
Forest Operation
Forest Restoration & Fire
Associate of Science

PROGRAM COURSE REQUIREMENTS

Forest Management
Forest Restoration & Fire
Forest Operations

Year One (Same Courses for All Three Options)

General Education Requirements

Arts & Letter Elective [6]		3
SP 112	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Core Program Requirements

FOR 111 [5]	Intro to Forestry	3
FOR 112	Problem Solving & Technology	3
FOR 161	Plane Surveying I	4
FOR 234	GIS I	4
FOR 241	Dendrology	4

Common Option Requirements

BI 212	Principles of Biology	4
MTH 1112	College Algebra	5
MTH 112	Elementary Functions	4
MTH 243 [4]	Intro to Probability & Statistics	4

Year One Credits 47

Year Two

Forest Management
Forest Restoration & Fire
Forest Operations

General Education Requirements

CH 221	General Chemistry	5
ECON 201	MicroEconomics	4
WR 227	Technical Writing	4

Core Program Requirements

FOR 240	Forest Biology	4
SOIL 205	Soil Science Lecture	3
FOR 206	Soil Science Lab	1

Common Option Requirements

Arts & Letters or Social Sciences Elective [6]		3
MTH 241 or MTH 251	Calculus for Management Calculus I	4
PH 201 [3]	General Physics	4

Subtotal Credits 32

Forest Management
Forest Restoration & Fire

Requirements

Arts & Letters or Social Science Elective [6]		3
ATS 201	Climate Science	4
FOR 261	Recreation Resource Management	4
HPE 295	Health & Wellness	3

Subtotal Credits 14

Forest Operations

Requirements

BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 213	Principles of Accounting II	3
BA 226	Business Law	3

Subtotal Credits 12

NOTES:

1. Dual Civil Engineering/Forest Engineering Majors should also take MTH 253, MTH 261, and PH 213.
2. General education requirement for AS degree
3. PH 211 can be substituted for PH 201.
4. MTH 265 can be substituted for MTH 243.
5. NR 201 can be substituted for FOR 111.
6. One Arts & Letters elective must be Cultural Diversity. See following link for OSU Perspective requirements for General Education https://main.oregonstate.edu/baccalaureate-core/transfer-students.

FORESTRY

Renewable Materials
Associate of Science

PROGRAM DESCRIPTION

The UCC Forestry Program offers the following AS degrees: 1) Forestry, AS and 2) Renewable Materials, AS. These degrees prepare students for transfer to the bachelor's degree programs at Oregon State University (OSU) College of Forestry. The curriculum is intended to meet the requirements for the first two years of course work necessary for application to the Forestry Professional Program at OSU.

For more information about the UCC Forestry Program see the link at: www.umpqua/edu/forestry.

The following link has additional information about the programs at OSU College of Forestry: www.forestry.oregonstate.edu

Transfer advising guides are listed on the UCC website: http://www.umpqua.edu/forestry

Curriculum is listed on the following pages, including program requirements for each of the four options. Students should work closely with the UCC advisors and faculty and representatives of the OSU College of Forestry when developing term x term planners for the degree.

UCC students are encouraged to apply for dual enrollment at OSU through the Degree Partnership Program (DPP). Enrollment in DPP provides UCC students direct access to OSU advisors and other resources such as eligibility to apply for OSU scholarships.

The Renewable Materials, AS degree includes the following four options:

1. **Advanced Wood Manufacturing**
2. **Management & Marketing**
3. **Science & Engineering**
4. **Art & Design**

The **Advanced Wood Manufacturing** option This option focuses on behavior of bio-based materials and adds a strong foundation in advanced manufacturing processes such as automation, scanning and optimization systems, computer numerically controlled (CNC) machining, robotics, and 3D printing.

The **Management & Marketing** option provides the skills to manage organizations to be competitive in the global renewable materials marketplace or develop innovative and effective marketing programs for green products.

The **Science & Engineering** option is a flexible, math- and science-intensive option that allows students to design a personalized curriculum that opens doors to jobs that solve complex problems, create efficiencies, and foster intelligent use of renewable materials.

The **Art & Design** option studies renewable materials on an aesthetic level, whether as interior designers, fine artists, or entrepreneurs. Students will develop a knowledge of renewable materials and how those materials can function visually within the human space. In addition to the aesthetic aspect, students will gain an understanding of green building materials and green architecture.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Forestry, AS degree will have the knowledge, skills, and abilities to:

1. Identify, formulate, and solve technical problems
2. Communicate effectively
3. Function as part of a team
4. Demonstrate knowledge of wood and similar renewable materials and utilizing as industrial and building materials.

CAREER CONSIDERATIONS

Wood is a renewable resource that is used to make many products that our society uses every day. Oregon is a leader in the manufacturing and utilization of wood products. There are exciting new technological advances in wood manufacturing that are rapidly expanding the opportunities to utilize wood as a building material. There is a strong job demand for these skills, and there are many scholarship opportunities for students and job opportunities for graduates with this degree.

PROGRAM COURSE REQUIREMENTS

Advanced Wood Manufacturing
Management & Marketing
Science & Engineering
Art & Design

Year One

General Education Requirements

CH 104 or CH 221	Introductory Chemistry General Chemistry	4
SP 112	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Core Program Requirements

CH 105 or CH 222	Introductory Chemistry General Chemistry	4
ENGR 111	Engineering Orientation I	3
ENGR 245	Engineering Graphics: SolidWorks	3
FOR 111 [2]	Intro to Forestry	3
FOR 112 [3]	Problem Solving & Technology	3

Advanced Wood Manufacturing
Science & Engineering

Requirements

CH 106 or CH 223	Introductory Chemistry General Chemistry	4
MTH 251 [1]	Calculus I	5
MTH 252	Calculus II	4
MTH 265	Statistics for Scientists & Engineers	4

FORESTRY, continued

Renewable Materials
Associate of Science

Management & Marketing

Requirements

FOR 241	Dendrology	4
MTH 111 [1,4] or MTH 112 [4]	College Algebra Elementary Functions	5
MTH 241 [4] or MTH 251 [4]	Calculus for Management Calculus I	4
MTH 243 [5]	Intro to Probability & Statistics	4

Art & Design

Requirements

ART 115	Art & Design Foundations: 2D	4
MTH 111 [1,4] or MTH 112 [4]	College Algebra Elementary Functions	5 5
MTH 241 [4] or MTH 251 [4]	Calculus for Management Calculus I	4 4
MTH 243 [5]	Intro to Probability & Statistics	4

Year One Credits (minimum) 45

Year Two

Advanced Wood Manufacturing
Management & Marketing
Science & Engineering
Art & Design

General Education Requirements

Arts & Letter Elective [6]		3
ECON 201	MicroEconomics	4
WR 227	Technical Writing	4

Core Program Requirements

FOR 240	Forest Biology	4

Advanced Wood Manufacturing

Requirements

BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 213	Principles of Accounting II	3
ECON 202	MacroEconomics	4
HPE 295	Health & Wellness	3
PH 211	Physics w/Calculus I	5
PH 212	Physics w/Calculus II	5
PH 213	Physics w/Calculus III	5

Management & Marketing

Requirements

Arts & Letter of Social Science Elective [6]		3
BA 150	Developing a Small Business	4
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 213	Principles of Accounting II	3
BA 226	Business Law	4
ECON 202	MacroEconomics	4
HPE 295	Health & Wellness	3
VC 114	Intro to InDesign	3

Science & Engineering

Requirements

BA 226	Business Law	4
ECON 202	MacroEconomics	4
HPE 295	Health & Wellness	3
MTH 254	Vector Calculus	4
PH 211	Physics w/Calculus I	5
PH 212	Physics w/Calculus II	5
PH 213	Physics w/Calculus III	5

Art & Design

Requirements

Arts & Letter or Social Science Elective [6]		3
ART 117	Art & Design Foundations: 3D	4
ART 131	Intro to Drawing: Line & Gesture	3
ART 234	Figure Drawing	3
ART 261	Digital Photography	3
ART 291	Sculpture	3
DRF 112	CAD I	3
DRF 113	CAD II	3
HPE 295	Health & Wellness	3
VC 114	Intro to InDesign	3

Year Two Credits (minimum) 45

NOTES:

1. General education requirement for AS degree
2. NR 201 can be substituted for FOR 111.
3. ENGR 112 can be substituted for FOR 112.
4. MTH 111 is pre-req for MTH241 and MTH 112 is pre-req for MTH 251.
5. MTH 265 can be substituted for MTH 243
6. One Arts & Letters elective must be Cultural Diversity. See following link for OSU Perspective requirements for General Education https://main.oregonstate.edu/baccalaureate-core/transfer-students.

HUMAN SERVICES

Addiction Studies
Pathway Certificate

PROGRAM DESCRIPTION
This certificate is designed to provide additional academic and practical background to students working in the Alcohol/Drug/Tobacco counseling and/or individuals who wish to pursue training in the substance abuse disorder and addiction studies area.

PROGRAM OUTCOMES
Students who successfully complete this certificate in Addiction Studies will:

1. Communicate effectively and develop interpersonal skills needed to work with people from diverse backgrounds
2. Demonstrate professional interviewing and writing skills appropriate to clinical documentation
3. Assess and address needs of individuals, families and groups and develop a plan of action and link people to community resources
4. Identify drug use, misuse and etiology of addiction
5. Apply the prevention strategies, risk assessment protocols, harm reduction methods and treatment options in populations served by human service professionals

CAREER CONSIDERATIONS
The Addiction Studies certificate provides students the required and additional coursework in combination with the required 1,000 hours of supervised experience to take the Oregon Certified Alcohol and Drug Counselor (CADCI*) exam.

PROGRAM COURSE REQUIREMENTS

Year One

HS 100	Intro to Human Services	3
HS 102	Addiction Pharmacology	3
HS 150	Personal Effectiveness for HS	3
HS 154	Community Resources	3
HS 155	Counseling Skills I	3
HS 217	Group Counseling	3
HS 227	Understanding Dysfunctional Fam.	3
HS 211	HIV/AIDS & other Infect Diseases	2
HS 226	Ethics and Law	3
HS 266	Case Management for HS	3
MTH 052	Intro to Algebra for Trades	4
WR 121	Academic Composition	4
SOC 225	Social Aspects of Addiction	3
SOC 204	Intro to Sociology	3
PSY 101 or SP 218	Psychology of Human Relations Interpersonal Communications	3

Total Credits 46

*MHACBO (Mental Health & Addiction Certification Board of Oregon) proctors the CADCI exam and requirements.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

- Students must be able to verify a minimum of 2 years of sobriety time for those who are recovering from chemical dependence to take the CADCI exam.

Recommended:

- Students with a criminal record are strongly urged to research employability before entering the Human Service field. If students enter the program with a felony conviction, they should realize the impact on employment. Background checks are a requirement.

HUMAN SERVICES

Addiction Treatment
Pathway Certificate

PROGRAM DESCRIPTION
This certificate is designed to prepare students working in the Alcohol/Drug/Tobacco counseling and/or individuals who wish to pursue training in the substance abuse disorder and addiction studies area.

PROGRAM OUTCOMES
Students who successfully complete this certificate in Addiction Treatment will:

1. Communicate effectively and develop interpersonal skills needed to work with people from diverse backgrounds
2. Assess and address needs of individuals, families and groups
3. Demonstrate an understanding of drug use, misuse and etiology of addiction
4. Demonstrate knowledge of the ethical and legal standards and regulations that apply to the field of human services and substance abuse disorder treatment
5. Identify the prevention strategies, risk assessment protocols, harm reduction methods and treatment options of infectious diseases in the population service by substance abuse disorder treatment

CAREER CONSIDERATIONS
The Addiction Treatment certificate provides students the required coursework in combination with the required 1,000 hours of supervised experience to take the Oregon Certified Alcohol and Drug Counselor (CADCI*) exam.

PROGRAM COURSE REQUIREMENTS

Year One (Winter & Spring Terms)

HS 102	Addiction Pharmacology	3
HS 155	Counseling Skills I	3
HS 266	Case Management for HS	3
HS 211	HIV/AIDS & other Infect Diseases	2
HS 217	Group counseling	3
HS 226	Ethics and Law	3

Total Credits 17

*MHACBO (Mental Health & Addiction Certification Board of Oregon) proctors the CADCI exam and requirements.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

- Students must be able to verify a minimum of 2 years of sobriety time for those who are recovering from chemical dependence to take the CADCI exam.

Recommended:

- Students with a criminal record are strongly urged to research employability before entering the Human Service field. If students enter the program with a felony conviction, they should realize the impact on employment. Background checks are a requirement.

HUMAN SERVICES

Case Aide
Pathway Certificate

PROGRAM DESCRIPTION
This certificate is designed to introduce students to the field of Human Services. It provides an overview of topics essential to beginning a career in Human Services.

PROGRAM OUTCOMES
Students who successfully complete this certificate in Case Aide will:

1. Communicate effectively and develop interpersonal skills needed to work with people from diverse backgrounds
2. Expand general knowledge and skills in ways that enrich personal and professional lives
3. Develop the knowledge and skills necessary to improve personal effectiveness through improved communication skills, conflict resolution and problem-solving strategies
4. Obtain the theoretical knowledge and interview skills required of human services workers in a variety of work settings
5. Demonstrate an understanding of the concepts, ideas and skills necessary to effectively work as a case manager for any human services delivery program

CAREER CONSIDERATIONS
The Case Aide certificate provides students with the academic background for entry-level opportunities with a wide variety of human service agencies. This certificate is appropriate for students who are already working in the human service field or would like to test their interest in the field before committing to a degree Program.

PROGRAM COURSE REQUIREMENTS

Year One

HS 100	Intro to Human Services	3
HS 150	Personal Effectiveness for HS	3
HS 154	Community Resources	3
HS 155	Counseling Skills I	3
HS 266	Case Management for HS	3
SOC 204	Intro to Sociology	3

Total Credits 18

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

- Students must be able to verify a minimum of 2 years of sobriety time for those who are recovering from chemical dependence to take the CADCI exam.

Recommended:

- Students with a criminal record are strongly urged to research employability before entering the Human Service field. If students enter the program with a felony conviction, they should realize the impact on employment. Background checks are a requirement.

HUMAN SERVICES

Human Services
Associate of Science Articulated with SOU

PROGRAM DESCRIPTION
The Human Service program provides academic coursework and the foundation necessary for a student interested in transferring to SOU for the interdisciplinary Bachelor of Arts or Science in Social Sciences that focuses on the needs of human service professionals.

PROGRAM OUTCOMES
This degree aligns with the Human Services program at Southern Oregon University. Students who complete the Human Services Associate of Science will have the knowledge, skills and abilities to:

1. Communicate effectively with others
2. Be comfortable and effective working with people from diverse backgrounds
3. Assess and address needs of individuals, families, and groups
4. Develop a plan of action and link people with community resources
5. Foster commitment to the field of human services based on the belief that all humans are capable of growth and have a fundamental right to dignity, respect, and self-determination
6. Expand general knowledge and skills in ways that enrich personal and professional lives
7. Use appropriate library and information resources to research professional issues and support lifelong learning
8. Formulate questions that can be addressed with data and collect, organize, and display relevant data to answer them

CAREER CONSIDERATIONS
The Associate of Science degree is based on a signed articulation agreement with Southern Oregon University (SOU). The SOU departments of psychology and sociology/anthropology offer an interdisciplinary bachelor's degree program focusing on the needs of human service professionals, a Bachelor of Arts or Science in Social Science. The UCC Associate of Science (AS) degree is fully articulated with SOU's Human Service program and allows students to transfer directly as juniors into the program at SOU with no loss of credits to pursue a bachelor's degree. Students should contact the SOU Human Services program early in the first year of the AS program to be advised about additional requirements and procedures for admission to the school or program. Students should be aware that if they transfer before completing this degree, their courses will be evaluated individually toward the general education requirements in effect at SOU.

PROGRAM COURSE REQUIREMENTS

Year One

HS 100	Intro to Human Services	3
HS 155 [2]	Counseling Skills I*	3
HS 226	Ethics and Law	3
HS 229 [1]	Crisis Intervention &Prevention	3
HS 265 [2]	Counseling Skills II*	3
MTH 105 or MTH 111	Math in Society College Algebra	4
PSY 201	General Pscyhology*	3
PSY 202	General Psychology*	3
PSY 203	General Psychology*	3
WR 121	Academic Composition	4
WR 122	Argument, Research, and Multimodal Comp	4
*Approved electives		9

Year Two

HDFS 201 [3]	Indvid & Family Development*	3
HS 267	Cultural Competence in HS	3
Required Humanities		9
MTH 243	Intro to Prob & Stats*	5
Required Sciences		8
Required Sciences		3-4
SOC 2018	Intro to Sociology*	3
SP 211 or SP 218 or SP 219	Public Speaking Interpersonal Communication Small Group Discussion	4 3 3
*Approved Elective		

Total Credits 90

*Please see an academic advisor or program website for the full list of approved electives.

A grade of C or better must be attained in all Human Service courses or courses must be retaken.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Students with a criminal record are urged to research employability before entering the Human Service Program. If a student enters the program with a felony conviction, they should realize the impact on their Cooperative Work Experience (CWE) opportunities and employment. Most agencies have background check requirements.

HUMAN SERVICES, continued

Human Services
Associate of Science Articulated with SOU

NOTES:

- SOU Human Service Baccalaureate Graduation requirements: Minimum GPA of 2.5 is required for graduation, and no grade below C- allowed in all upper division HS major course work or lower division coursework directly applied to the SOU Human Services Program.

[1] HS 229 is accepted by SOU as an equivalent to PSY 475 Crisis Intervention Strategies; however, upper division credit for HS 229 is not given. In order for this equivalency to be valid, UCC transfer students must complete the Human Services Associate of Science Degree prior to transfer. Students receiving this equivalency must substitute an upper division psychology course for PSY 475 as suggested and approved by an advisor at SOU

[2] HS 155 and HS 265 are accepted by SOU as an equivalent to PSY 471 Introduction to Helping Skills; however, upper division credit for HS 165 and HS 265 is not given. In order for this equivalency to be valid, UCC transfer students must complete the Human Services Associate of Science Degree prior to transfer. Students receiving this equivalency must substitute an upper division psychology course for PSY 471 as suggested and approved by an advisor at SOU.

[3] HDFS 201 is accepted as an equivalent to PSY 370 Lifespan Development; however, upper division credit for HDFS 201 is not given. Students who complete the Human Service Associate of Science Degree at UCC will not be required to take PSY 471 Introduction to Helping Skills or PSY 475 Crisis Intervention Strategies at SOU; however, substitute upper division level credits in psychology must be taken as suggested and approved by an advisor.

HUMAN SERVICES

Human Services
Associate of Applied Science

PROGRAM DESCRIPTION
The Human Service program combines academic coursework with supervised fieldwork to prepare students with the skill sets to succeed in the social services field.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Human Services will:

1. Develop interpersonal skills needed to work with people with diverse backgrounds
2. Assess and address needs of individuals, families, and groups
3. Foster commitment to the field of human services based on the belief that all humans are capable of growth, and have a fundamental right to dignity, respect and self-determination
4. Expand general knowledge and skills in ways that enrich personal and professional lives

CAREER CONSIDERATIONS
The Human Service program prepares students for entry level jobs and future careers in the following areas: private human service agencies and organizations, government social service agencies, schools, and businesses.

PROGRAM COURSE REQUIREMENTS

Year One

HS 100	Intro to Human Services	3
HS 150	Personal Effectiveness for HS	3
HS 154	Community Resources	3
HS 155	Counseling Skills I	3
HS 226	Ethics and Law	3
HS 267	Cultural Competence in HS	3
SOC 204	Intro to Sociology	3
WR 121	Academic Composition	4
SP 218 or PSY 101	Interpersonal Communication Psychology of Human Relations	3
*Approved electives		12

Year Two

HS 227	Understanding Dysfunctional Fam.	3
HS 229	Crisis Intervention and Prevention	3
HS 266	Case Management for HS	3
PSY 201	General Psychology	3
PSY 202	General Psychology	3
PSY 203	General Psychology	3
WR 227	Technical Writing	3
MTH 052	Intro to Algebra for Trades	4
HS 280	Cooperative Work Experience	9
*Approved electives		15

Total Credits 90

A grade of C or better must be attained in all Human Service courses or courses must be retaken.

*Please see an academic advisor or program website for the full list of approved electives.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Working knowledge of MS Word

Recommended:
- Students with a criminal record are urged to research employability before entering the Human Service Program. If a student enters the program with a felony conviction, they should realize the impact on their Cooperative Work Experience (CWE) opportunities and employment. Most agencies have background check requirements.

MUSIC

MUSIC ARTICULATED WITH SOU
Associate of Science

PROGRAM DESCRIPTION
The Music program is designed to provide study in the areas of music and performance to prepare students for employment and with transfer options to consider. Students should contact the SOU Music Department early in the first year of their AS program to be advised about additional requirements and procedures for admission to the school or program. Students should be aware that if they transfer before completing this degree, their courses will be evaluated individually toward the general education requirements in effect at SPI. All students must pass a New Student Hearing before begin accepted as a Music Major at SOU. The student's applied level of study (MUP courses) will be set based on the audition.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Science degree in Music will:

1. Demonstrate technical proficiency at reading, writing, and performing music using standard music notation (junior entry level)
2. Achieve aural literacy, promote and model cultural awareness through identification, evaluation, and critical discussion of musical examples
3. Communicate effectively using appropriate listening speaking, and writing skills
4. Demonstrate adequate problem solving and critical thinking skills

CAREER CONSIDERATIONS
The music program prepares students for entry level jobs and future careers in the following areas: music composition, vocal performance, instrumental performance, ensemble performance, music instruction, music therapy, musical instrument repairs and sales, orchestra management, conducting, radio and broadcast work, recording technology and audio engineering, theatre and performing arts center management, artist representation, broadcast engineering, event and wedding planning and management.

PROGRAM COURSE REQUIREMENTS

Year One

MUP 101-292	Performance Studies***	1-6
Selected MUP/MUS Electives		3
MUS 111	Music Theory I	3
MUS 112	Music Theory I	3
MUS 113	Music Theory I	3
MUS 114	Aural Skills I	1
MUS 115	Aural Skills I	1
MUS 116	Aural Skills I	1
MUS 131	Class Piano*	2
MUS 132	Class Piano*	2
MUS 133	Class Piano*	2
MUS 201/202/203	Intro to Music and its Literature	6
WR 121	Academic Composition	4
WR 122	Argument, Research, and Multimodal Comp	4
Required Humanities Courses		9-12
Required Math Course		4-5

Year Two

HPE 295	Wellness and Health Assessment	3
MUP 101-292	Performance Studies***	1-6
MUS 211/212/213	Music Theory II	9
Selected MUP/MUS credits		3
MUS 224/224/226	Aural Skills II	3
MUS 214/215/216	Intermediate Piano	6
SP 111 or 218 or 219	Speech	3-4
Science with Lab		12
Social Science		6

Music Electives (Optional)
Choose enough electives to reach a minimum of 91 overall degree credits

AMUP 101-292	Performance Studies**	1-6
MUS 105	Intro to Rock Music***	3
MUS 204	Music of the World***	3
MUS 205	Intro to Jazz History***	3

Total Credits 91

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses. A Maximum of 124 lower division credits can be transferred from a community college to SOU.

* Note: MUP 101-292 can be substituted for piano credits if student demonstrates proficiency.

** MUP 101-292 can be substituted for piano credits if student demonstrates proficiency

*** Six credits from selected MUP/MUS courses required

**** May also be used for Humanities Exploration credit

NATURAL RESOURCES

Natural Resources
Associate of Science

PROGRAM DESCRIPTION
The Associate of Science degree in Natural Resources gives students a comprehensive educational foundation for careers related to natural resource science and technology.

Our Landscape Monitoring Option introduces the theory and practice of landscape monitoring, and offers broad laboratory and field training in measuring and analyzing ecological conditions at the microsite, community, and landscape levels.

The program is specifically designed for seamless transfer to the Oregon State University College of Forestry's Bachelor of Science degree in Natural Resources.

PROGRAM OUTCOMES
Students who complete the Natural Resources Associate of Science will have the knowledge, skills, and abilities to:

1. Recognize and classify common plant and animal species in the field, and use dichotomous keys to determine or verify their identity
2. Describe key ecological cycles, disturbance processes, and ecological succession in landscapes of the Pacific Northwest
3. Describe the ways in which utilization, management, and allocation of natural resources are affected
4. Recognize and describe the interrelationships between the ecological communities that produce natural resources and the social communities that consume and manage them
5. Discuss historic range of ecosystem variability, human impacts that influence ecosystem change, and the future sustainability of natural resources
6. Work safely and navigate efficiently in the field using map, compass, GPS and other orienteering and data gathering technologies
7. Demonstrate current protocols for gathering and recording data in the field and lab
8. Map and quantify a range of natural resources at multiple scales
9. Analyze numerical and spatial environmental data, and apply current theory to those findings to solve problems in natural resource management
10. Envision and plan desired future landscapes that will achieve a set of natural resource-related objectives, prescribe management actions needed to achieve those objectives, and evaluate the success of these actions
11. Communicate effectively orally, in writing, and through current presentation technologies with audiences of diverse backgrounds
12. Work collaboratively within and among professional interdisciplinary teams and diverse community groups to resolve management problems and achieve management objectives
13. Self-assess professional strengths and weaknesses, and be committed to lifelong learning and professional development

CAREER CONSIDERATIONS
This program prepares students for jobs in conservation science, wildlife biology, fisheries science, botany, forestry, ecosystem management, watershed management and other fields related to natural resource science and conservation.

PROGRAM COURSE REQUIREMENTS

Year One

BI 211	Principles of Biology	5
BI 212	Principles of Biology	5
BI 213	Principles of Biology	5
BOT 203	Field Botany	4
CH 112	Fundamentals of Chemistry	5
ENG 230	Environmental Literature	4
MTH 111	College Algebra	5
NR 201	Introduction to Natural Resources	3
NR 241	Dendrology	4
NR 251	Principles of Fish and Wildlife Cons	3
WR 121	Academic Composition	4

Year Two

BOT 204	Flowering Plants of SW OR & NCA	4
G 221	Environmental Geology	4
GIS 234	Introduction to GIS	4
MTH 243	Intro to Statistics	5
NR 221	Water Resource Science	4
NR 240	Forest Biology	4
NR 243	Historical Ecology of PNW	3
NR 255	Field Sampling of Fish and Wildlife	3
NR 261	Recreation Resource Mngmt	4
NR 295	Enviro Dispute Resolution	3
SOIL 205	Soil Science	4
SP 111	Public Speaking	4

Total Credits 97

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

Coursework from accredited high schools, colleges and universities will be accepted in accordance with college policies and with the approval of the Science Department Chair.

OCCUPATIONAL SKILLS TRAINING

Occupational Skills Training
Certificate

PROGRAM DESCRIPTION
The Occupational Skills Training (OST) one-year certificate program provides a combination of academic study and hands-on training. Students earn approximately half of their program credits through training at local business/agency sites.

Almost any occupation can be addressed provided the following conditions are met: 1) There are jobs currently available in the selected field; 2) there is an appropriate training site available in the community; 3) the occupational goal is appropriate to the program length of one year; and 4) there is no overlap with existing UCC programs (trainings may overlap for students in special circumstances as approved by program personnel).

The UCC Career and Advising Center and UCC Faculty Advisors in the areas of interest will assist students in assessing possible occupations. Customized learning goals for hands-on training are developed for each student by advisors and faculty. These goals are chosen with care to ensure students' preparation for entry-level employment in the specific occupation of choice. Student progress is evaluated by UCC faculty with input from training site supervisors. Required academic coursework includes general education courses to increase knowledge of basic skills common to all work environments. Students are also required to take elective coursework related to their chosen occupational goals. Credits earned in this program may be applied to AAS, AS, and AGS degree. The OST program by itself is not financial aid eligible

PROGRAM OUTCOMES
Students who successfully complete the Occupational Skills Training Certificate will:

1. Develop work ethic competencies to meet or exceed associated employer standards
2. Demonstrate competitive proficiency in the functional skills of their training occupation
3. Explore applicable licensing or certification required by industry
4. Achieve employment as appropriate in desired occupational field

PROGRAM COURSE REQUIREMENTS

Year One

General Education Requirements

MTH 052	Industrial Application of Math	4
WR 115 (or higher)	English Composition: Intro to Expository Writing	4
Approved Human Relations Course (see page 43)		3

Occupational Related Courses

CWE 161	CWE Seminar 1	1
Elective Courses Related to Career Direction (100 Level or Above)		7-15
Occupational Skills Training (Related to Career Direction)		0-28

Total Credits 45-60

A certificate in Occupational Skills Training will be awarded to students who complete all courses in this program with a grade of C or better.

OFFICE TECHNOLOGY

Front Office Medical
Certificate

PROGRAM DESCRIPTION
This program is designed primarily for the person with little or no previous experience. The focus is on developing the necessary skills to function as entry-level front office medical assistants or medical office support personnel. Specific duties will often vary from office to office due to office size, location, and specialty, but duties may include answering telephone calls, scheduling appointments, greeting incoming patients, preparing new and established patient records, and possibly posting charges, copays, and patient payments.

PROGRAM OUTCOMES
Students who successfully complete the Front Office Medical certificate will:

1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

CAREER CONSIDERATIONS
When finished with the Front Office Medical Assistant certificate, students will also have completed the entire first year of the AAS degree program Medical Office Administration allowing easy transition for those students wanting to further their education.

When finished with the Medical Billing and Collections Clerk Certificate, students will have completed a significant portion of the AAS degree in Medical Office Administration. Students wishing to continue their education should have an easy transition to the AAS and beyond.

PROGRAM COURSE REQUIREMENTS

Year One

BA 165	Customer Service	3
CIS 120	Intro to Computer Information Systems	4
CWE 161	CWE Seminar I	1
MED 111	Medical Terminology I*	3
MED 112	Medical Terminology II*	3
MED 140	Electronic Health Records	3
MED 220	Medical Office Procedures I*	3
MED 221	Medical Office Procedures II*	3
MED 230	Health Insurance Concepts	3
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 124A	Keyboarding Skill Enhancement	3
OA 131	Ten-Key Calculator	1
SDP 109	Elements of Supervision*	3
WR 115 (or higher)	English Composition: Intro to Expository Writing*	4
Choose One:		
BA180 [1]	Business Mathematics I	3
MED 060	Math for the Medical Assistant	3
MTH 060 [1]	Introduction to Algebra	4
Choose One:		
PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Total Credits 48

*A grade of C or better must be attained in the courses indicated.

**Please see an academic advisor or program website for the full list of approved electives.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

[1] MED060 is the best choice for students instead of MTH060 or BA180. MED060 helps the student to be best prepared for the career field

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:

- Students not knowing how to keyboard should take OA110 their first term.
- Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

OFFICE TECHNOLOGY

Medical Billing and Collections Clerk
Certificate

PROGRAM DESCRIPTION
Students gain theoretical knowledge and practical skills that will help them to succeed as entry-level outpatient medical billing and collections clerks.

PROGRAM OUTCOMES
Students who successfully complete the Medical Billing and Collections Clerk certificate will:

1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

CAREER CONSIDERATIONS
When finished with the Medical Billing and Collections Clerk Certificate, students will have completed a significant portion of the AAS degree in Medical Office Administration. Students wishing to continue their education should have an easy transition to the AAS and beyond.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 120	Intro to Computer Information Systems	4
CWE 161	CWE Seminar I	1
MED 111	Medical Terminology I*	3
MED 112	Medical Terminology II*	3
MED 114	Medical Coding for the Physician's Office	3
MED 115	Anatomy and Physiology for Medical Assistants	3
MED 140	Electronic Health Records	3
MED 220	Medical Office Procedures I*	3
MED 221	Medical Office Procedures II*	3
MED 230	Health Insurance Concepts	3
MED 231	Health Care Reimbursement and Collections	3
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 131	Ten-Key Calculator	1
SDP 109	Elements of Supervision*	3
WR 115 (or higher)	English Composition: Intro to Expository Writing*	4
Choose One:		
BA 180 [1]	Business Mathematics I	3
MED 060	Math for the Medical Assistant	3
MTH 060 [1]	Introduction to Algebra	4
Choose One:		
PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Total Credits 51

*A grade of C or better must be attained in the courses indicated.

**Please see an academic advisor or program website for the full list of approved electives.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

[1] MED060 is the best choice for students instead of MTH060 or BA180. MED060 helps the student to be best prepared for the career field

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:

- Prerequisite skills: Touch typing skills of at least 20 wpm at 95% accuracy
- Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

OFFICE TECHNOLOGY

Microsoft Office Technologist
Pathway Certificate

PROGRAM DESCRIPTION
This certificate program is designed to provide students with advanced skills in Microsoft Office applications such as Access, Excel, Outlook, PowerPoint, and Word. Students completing each course in the series will be better prepared to sit for and pass the Microsoft certification exam applicable to each Office application.

PROGRAM OUTCOMES
Students who successfully complete the Microsoft Office Technologist Certificate will:

1. Develop advanced skills in applicable Microsoft Office applications
2. Demonstrate the skills to complete the Microsoft Certification Exam for each applicable Microsoft Office application

CAREER CONSIDERATIONS
This certificate is a pathway to Executive Business Assistant AAS.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 125D	Computer Applications – Database	3
CIS 125E	Computer Applications – Email	2
CIS 125R	Computer Applications – Presentation Software	2
CIS 125S	Computer Applications – Spreadsheets	3
CIS 125W	Computer Applications – Word Processing	3

Total Credits 13

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:

- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, studentss should take Intro to Computer Information Systems (CIS 120) during the first term at UCC.

OFFICE TECHNOLOGY

Office Assistant
Certificate

PROGRAM DESCRIPTION
The Office Assistant certificate program is designed to provide basic training in office skills and business knowledge that is expected in the business world today. The curriculum prepares students for entry-level positions such as clerks, receptionists or office assistants.

PROGRAM OUTCOMES
Students who successfully complete the Office Assistant Certificate will:

1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

CAREER CONSIDERATIONS
When finished with the Office Assistant Certificate, students will have completed a significant portion of the Executive Business Assistant AAS Degree. Students wishing to continue their education should have an easy transition to the AAS and beyond.

PROGRAM COURSE REQUIREMENTS

Year One

BA 151	Practical Accounting I	4
BA 165	Customer Service	3
BA 180	Business Math I	3
CIS 120	Intro to Computer Information Systems	4
CWE 161	CWE Seminar I	1
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 123	Formatting	4
OA 124A	Keyboarding Skill Enhancement	3
OA 128	Editing for Business	3
OA 131	Ten-Key Calculator	1
OA 250	General Office Procedures	3
WR 115 (or higher)	English Composition: Intro to Expository Writing*	4
**Approved Elective		4
Choose One:		
PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Total Credits 45

*A grade of C or better must be attained in the courses indicated.
**Please see an academic advisor or program website for the full list of approved electives.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:

- Although there is not a formal application or acceptance process for this program, students should be advised that many businesses do thorough background checks and drug screens prior to employment, including cooperative work experience placements. If starting the program outside of the fall term, students should work closely with the advisor when planning their schedule.

OFFICE TECHNOLOGY

Executive Business Assistant
Associate of Applied Science

PROGRAM DESCRIPTION
This program is designed to prepare individuals for professional office positions. During the first year of preparation, emphasis is placed upon building basic office skills. The second year is primarily devoted to courses in this specialty area.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Executive Business Assistant will:
1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business	4
BA 116	Principles of Financial Services	4
BA 165	Customer Service	3
BA1 80	Business Math I	3
CIS 120	Intro to Computer Information Systems	4
CIS 125S	Computer Applications – Spreadsheets	3
CIS 125W	Computer Applications – Word Processing	3
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 123	Formatting	4
OA 124A	Keyboarding Skill Enhancement	3
OA 128	Editing for Business	3
OA 131	Ten-Key Calculator	1
WR 115 (or higher)	English Composition: Intro to Expository Writing	4
Choose One:		
BA 250	Managing a Small Business	3
SDP 109	Elements of Supervision	3

Year Two

BA 151 [1]	Practical Accounting I	4
BA 152 [1]	Practical Accounting II	3
BA 214	Business Communications*	3
BA 218	Personal Finance	3
BA 226	Business Law	4
BA 253	Social Media Marketing*	3
BA 280C	Cooperative Work Experience: Management	6
CIS 125D	Computer Applications – Database	3
CIS 125E	Computer Applications – Email	2
CIS 125R	Computer Applications – Presentation Software	2
CWE 161	CWE Seminar I	1
OA 225	Document Processing*	3
OA 245	Office Administration	1
OA 250	General Office Procedures*	3
OA 260	Principles of Office Management	3

*A grade of C or better must be attained in the courses indicated.

Total Credits 91

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

[1] BA211 and BA212 can be taken and substituted for the BA151 and BA152. Please see the Department Chair for assistance.

With carefully planning, students may be able to earn other certificates: Office Assistant, Microsoft Technologist and Financial Services.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

Recommended:

- Although there is not a formal application or acceptance process for this program, students should be advised that many businesses do thorough background checks and drug screens prior to employment, including cooperative work experience placements. If starting the program outside of fall term, students should work closely with the advisor when planning their schedule.

OFFICE TECHNOLOGY

Medical Office Administration
Associate of Applied Science

PROGRAM DESCRIPTION
This program is for those who wish to work in the healthcare field but are not interested in direct patient care. An associate of applied science in Medical Office Administration can prepare students for administrative jobs in physician offices, medical clinics, or medical centers and hospitals. In these positions, they would be responsible for assisting doctors, physicians and surgeons with clerical work. Common duties might include scheduling, answering phones, deciphering insurance regulations, coding, billing, transcribing medical documents, handling payroll, managing patient records, writing reports and preparing professional correspondence.

PROGRAM OUTCOMES
Students who successfully complete the Medical Office Administration degree will:
1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

CAREER CONSIDERATIONS
When students complete their course of study in Medical Office Administration, they will also have completed the two certificates – Front Office Medical Assistant and Medical Billing and Collections Clerk.

The Medical Office Administration AAS degree program articulates with the Bachelors of Applied Science in Management at Southern Oregon University (SOU).

Interested students should make contact with an advisor at SOU as early as possible.

PROGRAM COURSE REQUIREMENTS

Year One

BA 165	Customer Service	3
CIS 120	Intro to Computer Information Systems	4
CWE 161	CWE Seminar I	1
MED 111	Medical Terminology I*	3
MED 112	Medical Terminology II*	3
MED 140	Electronic Health Records	3
MED 220	Medical Office Procedures I*	3
MED 221	Medical Office Procedures II*	3
MED 230	Health Insurance Concepts	3
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 124A	Keyboarding Skill Enhancement	3
OA 131	Ten-Key Calculator	1
SDP 109	Elements of Supervision*	3
WR 115 (or higher)	English Composition: Intro to Expository Writing*	4
Choose One:		
MED 060	Math for the Medical Assistant	3
MTH 060 [1]	Introduction to Algebra	4
BA 180 [1]	Business Mathematics I	3
Choose One:		
PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Year Two

BA 101	Introduction to Business	4
BA 214	Business Communications	3
BA 226	Business Law	4
MED 114	Medical Coding for the Physician's Office	3
MED 115	Anatomy & Physiology for Medical Assistants	3
MED 231	Health Care Reimbursement and Collections	3
MED 260	Medical Document Processing	3
OA 123	Formatting	4
OA 128	Editing for Business	3
OA 245	Office Administration	1
OA 260	Principles of Office Management	3
OA 280C	CWE: Administrative Medical Assistant	3
Choose One:		
BA 151	Practical Accounting I	4
BA 211	Principles of Accounting I	3
Choose One:		
BA 152	Practical Accounting II	3
BA 212	Principles of Accounting II	3

Total Credits 91

*A grade of C or better must be attained in the courses indicated. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.

[1] MED060 is the best choice for students instead of MTH060 or BA180. MED060 helps the student to be best prepared for the career field

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

Recommended:

- Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PARALEGAL STUDIES

Legal Assistant
Certificate

PROGRAM DESCRIPTION
The Legal Assistant one-year certificate is designed to prepare students with basic competencies and practical skills necessary to obtain entry-level work or continue towards their AAS in Paralegal Studies.

PROGRAM OUTCOMES
Students who successfully complete the Legal Assistant Certificate will:

1. Apply professional skills to assure workplace success
2. Communicate effectively
3. Demonstrate use of current technology and processes
4. Think critically and creatively to solve problems

CAREER CONSIDERATIONS
The legal assistant one-year certificate prepares students for entry-level jobs and future careers in the following areas: law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices.

PROGRAM COURSE REQUIREMENTS

Year One

BA 180	Business Math	3
LA 100	Legal Procedures I	4
LA 101	Intro to Paralegal Studies	3
LA 102	Legal Terminology	3
LA 105	Civil Procedures	3
LA 128	Legal Procedures II	4
LA 132	Ethics for Legal Professionals	3
LA 280	Cooperative Work Experience	2
OA 128	Editing for Business	3
WR 121	Academic Composition	4
1 course from approved Human Relations (see page 43)		3
*Approved electives		10

*Please see an academic advisor for the full list of approved electives.

A grade of C or better must be attained in all LA courses or courses must be retaken.

Total Credits 45

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Working knowledge of MS Word

Recommended:

- Recommended Keyboarding speed of 45 WPM or take OA110 or OA124
- Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.

PARALEGAL STUDIES

Paralegal Studies
Associate of Applied Science

PROGRAM DESCRIPTION
The Paralegal Studies program is designed to prepare students with both a theoretical understanding of the world of law and the practical skills necessary to succeed.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Paralegal Studies will:

1. Demonstrate various skills and aspects of the paralegal profession.
2. Conduct and document online legal research with accurate methods of citation
3. Develop and edit legal documents using relevant legal terminology and current technology
4. Apply professional skills and ethical standards expected of a paralegal

CAREER CONSIDERATIONS
The Paralegal Studies program prepares students for entry level jobs and future careers in the following areas: law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices.

PROGRAM COURSE REQUIREMENTS

Year One

BA 180	Business Math	3
LA 100	Legal Procedures I	4
LA 101	Intro to Paralegal Studies	3
LA 102	Legal Terminology	3
LA 105	Civil Procedures	3
LA 128	Legal Procedures II	4
LA 132	Ethics for Legal Professionals	3
LA 280	Cooperative Work Experience	2
OA 128	Editing for Business	3
WR 121	Academic Composition	4
1 course from approved Human Relations (see page 43)		3
*Approved electives		10

Year Two

BA 101	Intro to Business	4
BA 226	Business Law	4
BA 231	Computers in Business	4
LA 204	Legal Research and Writing I	4
LA 205	Legal Research and Writing II	4
LA 208	Family Law	3
LA 210	Wills, Probate, and Estates	3
LA 217	Real Estate Law	3
LA 224	Torts, Pleading, and Estates	3
LA 226	Criminal Law	3
LA 280	Cooperative Work Experience	4
*Approved Electives		6

*Please see an academic advisor for the full list of approved electives.

A grade of C or better must be attained in all LA courses or courses must be retaken.

Total Credits (minimum) 90

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Working knowledge of MS Word

Recommended:

- Recommended Keyboarding speed of 45 WPM or take OA110 or OA124
- Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.

REGISTERED NURSING

Registered Nursing
Associate of Applied Science

PROGRAM DESCRIPTION

Nursing offers the satisfaction of making immediate differences in other people's lives. It is a dynamic, humanistic, and scientific discipline which diagnoses and treats actual or potential health problems. Nursing is a rigorous, intellectual discipline requiring people with critical and decision-making skills. A successful candidate for the nursing profession should have a genuine desire to help people, a strong commitment to career development, the ability to use scientific information and be a team player.

Program Accreditation: Oregon State Board of Nursing (OSBN) Approved to 2027 (next site survey).

PROGRAM OUTCOMES

Nursing care competencies recognize that a competent nurse provides safe care across the lifespan directed toward the goals of helping clients (individuals, families or communities), promote health, recover from acute illness and/or manage a chronic illness and support a peaceful and comfortable death. As a member of the Oregon Consortium for Nursing Education, UCC Nursing curriculum supports the following nursing competencies. A competent nurse:

1. Bases personal and professional actions on a set of shared core nursing values
2. Uses reflection, self-analysis, and self-care to develop insight
3. Engages in intentional learning
4. Demonstrates leadership in nursing and healthcare
5. Collaborates as part of a health care team
6. Practice within, utilizes, and contributes to all health care systems
7. Practices relationship-centered approach
8, Communicates effectively
9. Makes sound clinical judgements
10. Locates, evaluates, and uses the best available evidence

CAREER CONSIDERATIONS

The Nursing program prepares students for jobs and future careers in the following areas: Long Term Care, Hospital, Medical Offices, Home Health, Rehabilitation, and more.

PROGRAM COURSE REQUIREMENTS

Year One

NRS 110 [1]	Foundations of Nursing – Health Promotions	9
NRS 111	Foundations of Nursing in Chronic Illness	6
NRS 112	Foundations of Nursing Acute Care	6
NRS 221	Nursing Chronic Illness II & end of Life	9
NRS 222	Nursing in Acute Care II	9
NRS 224	Scope of Practice and Preceptorship	9
NRS 230	Clinical Pharmacology I	3
NRS 231	Clinical Pharmacology II	3
NRS 232	Pathophysiological Processes I	3

Total Credits 60

Year Two

Prerequisites*

BI 222	Intro to Genetics	3
BI 231	Human Anatomy & Physiology	4
BI 232	Human Anatomy & Physiology	4
BI 233	Human Anatomy & Physiology	4
BI 234	Microbiology	3
FN 225	Human Nutrition	4
HDFS 201	Individual and Family Development	3
MTH 095	Intermediate Algebra (or above)	4
WR 121	Academic Composition	4
WR 122	Argument, Research, and Multimodal Comp	4
or WR 227	Technical Writing	4
College level courses (numbered 100 and above) to include		
One Psychology and		
Two Socials Sciences		
AND/OR Arts & Letters electives		9

Total Credits 47

*All Required Prerequisite courses must be completed with C or better and a minimum prerequisite GPA of 3.00 is required to apply.

[1] To be admitted into NRS 110, students must complete all required prerequisite and preparatory course and be accepted into the Nursing program.

For more information regarding the program, selection process, and points contact the Nursing program: 541 440-4614.

Students who plan to continue through to OHSU must be aware that to earn the bachelor's degree, they must have two years of the same high school-level World Language, or two terms of the same college-level language, or a language proficiency examination. College-level World Language (including American sign language) credits count toward degree requirement.

Students planning to earn a bachelor's degree are encouraged to continue on to MTH 243 Probability & Statistics soon after their prerequisite math course.

Human Anatomy & Physiology must be completed within last five (5) years.

Chemistry required prior to taking Human Anatomy & Physiology

REGISTERED NURSING, continued

Registered Nursing
Associate of Applied Science

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

The application process begins in mid-November of each calendar year with the deadline for submission of applications around February 15. Students are eligible to be considered for admission to the nursing program after completing 30 credit hours of courses from the Required Prerequisite Courses listed below. The 30 credits must include BI 231 Anatomy and Physiology I and either MTH 095 (or higher) or placement into MTH 105 (or higher) by the application deadline.

Drug Screening:

All nursing students must successfully pass a drug screening test at the time of admission into the Nursing Program and are subject to random drug screening throughout the program. Failure to submit to a random drug screen or having a positive drug screen will result in sanctions per the UCC Student Code of Conduct (721.3).

Background Check:

All accepted nursing students will be required to undergo a background check prior to entering the program. Individuals with a criminal record may not be allowed into a healthcare facility as a student. Information pertaining to background checks and disqualifying crimes can be found at the OSBN web site: https://www.oregon.gov/OSBN/Pages/index.aspx. Because it is not possible to meet the objectives of the program without having clinical experience, anyone with a positive criminal or abuse history may not be eligible for acceptance into the Nursing program. The program may deny admission or continuation in the nursing program to any nursing student whose background poses a threat to an individual, the college, the nursing profession or the community.

Immunization Status and Completion of Health History:

All accepted students will be required to provide evidence of their current immunization status and a completed health history and physical exam, including specific lab tests and a hearing screening evaluation.

CPR-BLS:

Show proof of a current healthcare provider CPR card that includes adult, child and infant CPR & AED.

Graduation Requirements

These requirements apply only to nursing students admitted to the program during the current academic year. Students must complete all courses on this advising guide with a grade of C or better to continue in and complete the program, receive their degrees, and meet the educational requirements to apply to take the national licensure exam (NCLEX-RN). The OSBN screens all applicants for licensure and may deny licensure to or place on probation applicants with convictions for certain crimes. Licensure applicants with a history of chemical dependence will be required to have a drug and alcohol counselor assessment. Contact the OSBN with any questions

OHSU Connection:

Students should understand that although co-admitted to the Oregon Health Sciences University School of Nursing, those who choose to transition from the UCC Nursing Program to OHSU will have to undergo a background check for OHSU at the time of transition and ability to enroll in OHSU courses may be negatively impacted by any background history in their background.

TRUCKING AND TRANSPORTATION LOGISTICS

Professional Truck Driver
Certificate

PROGRAM DESCRIPTION

This statewide Professional Truck Driver Certificate program is designed to prepare students to take the Oregon State Commercial Driver's License test and meet the requirements of industry as well as a statewide community college certificate.

The UCC Professional Truck Driver certificate includes classroom training covering log books, trip planning, and hours of service. This is followed by road/yard training covering; behind-the wheel driving, entry-level driver training, backing, chaining up, and completion of the CDL drive test. In order to obtain the Certificate, students also take the Transportation Customer Service course and complete a minimum of 100 hours of Cooperative Work Experience which includes a sixteen hour seminar.

PROGRAM OUTCOMES

Students who successfully complete the Professional Truck Driving Certificate will:

1. Demonstrate characteristics of a professional commercial truck driver
2. Perform tractor-trailer driving techniques
3. Demonstrate the basic techniques for coupling/uncoupling
4. Use visual search, speed and space management, and proper procedures for operating at night and driving in extreme weather
5. Inspect and maintain tractor and trailers
6. Demonstrate proper communication and reporting techniques
7. Apply knowledge of cargo documentation, hours of service regulations, accident reporting, trip planning, driver wellness, and safety documentation
8. Demonstrate technical skills necessary to pass the Commercial Drivers License (CDL) skills test and enter the Trucking Industry as an entry-level tractor-trailer driver

CAREER CONSIDERATIONS

The program utilizes a career-pathway model which allows for immediate employment after two classes and with additional coursework the opportunity to complete an industry endorsed career-technical certificate of completion.

PROGRAM COURSE REQUIREMENTS

Year One

TTL 101	*Introduction to Professional Truck Driving and Logistics	4
TTL 121	Practical Applications in Professional Truck Driving and Logistics	6
TTL 141	**Transportation and Logistics Customer Service Skills	1-3
TTL 281	**Cooperative Work Experience Transportation	6

Total Credits (minimum) 17

* Required for Oregon CDL and Certificate

** Required for Certificate

Students will be issued a certificate of completion when they have successfully completed all program requirements. Pre-registration is required.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Applicants for the Truck Driver Training program must:

- Be 21 years of age unless employed or pre-approved by a trucking company
- Have a clear driving record for the past 5 years
- Complete an application packet
- Complete and pass a DOT physical and Drug Screen

VITICULTURE & ENOLOGY

Viticulture
One-Year Certificate

PROGRAM DESCRIPTION

The one-year certificate program in Viticulture prepares students for entry into the industry and is the first year of the two year AAS degree. The certificate program includes an introduction to grape growing, basic principles of soil science, vineyard practices throughout all four seasons, and supervised practical work experience. Students must be at least 18 years of age.

PROGRAM OUTCOMES

Students who successfully complete the 1 year certificate in Viticulture will:

1. Recognize the basic properties of soils and manage organic matter in soils
2. Recognize vine plant diseases and insects
3. Demonstrate the ability to prune grapevines
4. Create and institute a plan to prepare the vineyard for each season
5. Identify and treat soil problems, toxicities and deficiencies
6. Conduct soil, water, and plant tissue laboratory analysis
7. Manage mineral nutrition of grapevines
8. Identify effects of fertilizer applications
9. Demonstrate knowledge of water relations in plants and soils
10. Control erosion and implement effective irrigation practices
11. Plan and complete a fruit sampling program to include: laboratory evaluation of fruit and measurement of fruit maturity for different vineyard blocks
12. Evaluate the ripening patterns of different grape varieties and variation due to vineyard site differences

CAREER CONSIDERATIONS

The Viticulture certificate program prepares students for entry level jobs and future careers in the following areas: Vineyard Technicians/Managers/Owners & Consultants.

PROGRAM COURSE REQUIREMENTS

Year One

CH 104	Introductory Chemistry	4
or CH 221	General Chemistry	5
MTH 095	Intermediate Algebra (or higher)	4
SPAN 121	Spanish in the Workplace for Viticulture	4
VE 101	Introduction to the Wine Industry	1
VE 102	Integrated Pest Control for Grapes	4
VE 103	Vineyard Soils, Plant Nutrition & Irrigation	4
VE 110	Vineyard Practices I	4
VE 111	Vineyard Practices II	4
VE 112	Vineyard Practices III	4
VE 201	Wine Making for Viticulturists	3
VE 280	Cooperative Work Experience Viticulture & Enology	4
VITPSY 000	Viticulture Human Relations options*	3
WR 115	Introduction to Expository Writing (or higher)	4
*APPROVED HUMAN RELATIONS OPTIONS		
PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Total Credits 47-48

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

PROGRAM AND COURSE FEES

The following courses have an Online/Hybrid fee of $25 per class: VE 101, 102, 103, 110, 111, 112.

The following course has a $75 lab fee: VE 201.

VITICULTURE & ENOLOGY

Wine Marketing Assistant
One-Year Certificate

PROGRAM DESCRIPTION
The Wine Marketing Assistant Pathway Certificate includes parts both the full Viticulture and Enology one-year certificate and two-year degree that prepare students for entry level positions in wine sales and distribution. Students can continue with either the Viticulture/Enology program or augment business skills. Students completing the program will be able to demonstrate understanding of the role and function of marketing in the wine industry; familiarity with the basic chemistry of winemaking; ability to conduct sensory evaluations of wine; and knowledge of worldwide wine varieties, regions, and markets. Students must be over 18 years of age to participate in wine tastings.

PROGRAM OUTCOMES
Students who successfully complete the Wine Marketing Assistant 1 year certificate will:

1. Demonstrate knowledge of the role and function of marketing in the wine industry
2. Explain the basis chemistry of wine making
3. Conduct sensory evaluations of wine
4. Demonstrate knowledge of worldwide wine varieties, regions and markets

CAREER CONSIDERATIONS
The Wine Marketing Assistant certificate program prepares students for entry level jobs and future careers in the following areas: Retail Wine Sales, Tasting Room Management, Distributor Wine Sales.

PROGRAM COURSE REQUIREMENTS

Year One

VE 101	Introduction to the Wine Industry	1
VE 201	Wine Making for Viticulturists	3
VE 202	Sensory Evaluation of Wine	4
VE 203	Wines of Europe	3
VE 204	Wines of the Southern Hemisphere	3
VE 205	Wines of North America	3
VE 223	Wine Marketing	3

Total Credits 20

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

PROGRAM AND COURSE FEES
The following course has a $25 online fee: VE 101.

The following course has a $75 hybrid/lab fee: VE 201.

The following courses have a $125 hybrid/lab fee: VE 203, 204, 205.

The following course has a $150 hybrid/lab fee: VE 202.

VITICULTURE & ENOLOGY

Viticulture and Enology
Associate of Science

PROGRAM DESCRIPTION
The Viticulture & Enology AAS program prepares students for entry into the industry in production and sales as winemaking technicians, vineyard and winery owners, and vintners. The Viticulture & Enology AAS degree program includes an introduction to grape growing, basic principles of soil science, vineyard and winery practices throughout all four seasons, chemistry of the winemaking process, principles of wine production, and supervised practical work experience. The curriculum builds on the one year certificate in viticulture and students receive the AAS degree as well as the viticulture and wine marketing assistant certificates. Students must be at least 18 years of age to participate in wine tasting.

PROGRAM OUTCOMES
Students who successfully complete the AAS degree in Viticulture and Enology will:

1. Apply basic principles and techniques of wine sensory evaluation
2. Conduct Statistical Analysis of sensory evaluation trials and preference test trials
3. Identify and compare wine traits, types, and styles.
4. Read and interpret results of analysis performed by commercial laboratories
5. Perform basic chemical analysis and calculations for testing wine during all stages of production and take appropriate steps to mitigate defects
6. Operate and maintain winery equipment
7. Demonstrate knowledge of marketing and distribution principles for wine cluster industries

CAREER CONSIDERATIONS
The Viticulture and Enology program prepares students for jobs and future careers in the following areas: Winemaking Technicians, Vineyard and Winery Managers/Owners, and Vintners.

PROGRAM COURSE REQUIREMENTS

Year One

MTH 095	Intermediate Algebra (or higher)	4
SPAN 121	Spanish in the Workplace for Viticulture	4
VE 101	Introduction to the Wine Industry	1
VE 102	Integrated Pest Control for Grapes	4
VE 103	Vineyard Soils, Plant Nutrition & Irrigation	4
VE 110	Vineyard Practices I	4
VE 111	Vineyard Practices II	4
VE 112	Vineyard Practices III	4
VE 201	Wine Making for Viticulturists	3
VE 280	Cooperative Work Experience Viticulture & Enology	6
VITPSY 000	Viticulture human relations options*	3
WR 115 (or higher)	Introduction to Expository Writing	4

Year Two

CH 104	Introductory Chemistry	4
or CH 221	General Chemistry	5
CH 105	Introduction to Chemistry	4
or CH 222	General Chemistry	5
CH 106	Introduction to Chemistry	4
Or CH 223	General Chemistry	5
VE 202	Sensory Evaluation of Wine	4
VE 203	Wines of Europe	3
VE 204	Wines of the Southern Hemisphere	3
VE 205	Wines of North America	3
VE 209	Laboratory Analysis of Musts & Wines	4
VE 210	Science of Wine Making I	5
VE 211	Science of Wine Making II	5
VE 212	Science of Wine Making III	5
VE 223	Wine Marketing	3
VE 280	Cooperative Work Experience	6

*APPROVED HUMAN RELATIONS OPTIONS

PSY 101	Psychology of Human Relations	3
SP 105	Listening	3
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3

Total Credits 96

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

PROGRAM AND COURSE FEES
The following courses have an Online/Hybrid fee of $25 per class: VE 101, 102, 103, 110, 111, 112, 223.

The following courses have a $75 hybrid/lab fee: VE 201, 209, 210, 211, 212.

The following courses have a $125 hybrid/lab fee: VE 203, 204, 205.

The following course has a $150 hybrid/lab fee: VE 202.

WELDING

Aluminum Only
Pathway Certificate

PROGRAM DESCRIPTION
Aluminum is the metal of the future. It is 1/3 the weight of steel, has an excellent strength to weight ratio, is virtually corrosion resistant, and is 100% recyclable. These material properties and many more are making Aluminum the choice metal for future engineering applications around the world. This material is not difficult to weld, it's just different, and should not be treated like steel. In this series of courses, the student will learn the differences in metallurgy, filler metal selection, process applications, fabrication techniques, and weld procedure development. Graduates will have the knowledge and skills that are required to achieve entry-level positions as aluminum welders and fabricators. Basic tools and PPE for fabrication and welding are required; a list of tools are available from the welding instructors. The Welding Department seeks to maximize the ability of its graduates to compete in the job market by offering relevant and up-to-date course in welding technology.

PROGRAM OUTCOMES
Students who successfully complete the Welding Certificate will:
1. Apply fundamentals of welding, including the basics of common joining processes, cutting and gouging, measurement, fabrication, repair, material identification, and visual acceptance criteria
2. Interpret and apply basic elements of blueprints such as line type identification, symbols, notes, 2D and 3D interpretation, dimensioning and measurement
3. Exhibit "soft skills" such as: timeframe awareness, follow-through and completion of work, positive interactions with fellow classmates, good communication, positive attitude, and good work ethics
4. Demonstrate a knowledge and understanding of safe working conditions, as well as, safety in handling materials, equipment, and personal protective equipment
5. Identify basic components of welding systems and welding processes, proper machine setup, and demonstrate troubleshooting when visual acceptance criteria of a weldment has not been met
6. Apply knowledge of Weld Procedure Specifications or WPS's as they relate to material identification, thermal and electrical properties, applications, as well as, understanding which materials will need special procedures for preheat and post heating, filler metal selection, process selection, and other essential variables involved in the fabrication of a weldment
7. Apply knowledge of national standards and guidelines set forth by AWS, ASME, API, OSHA, and other governing organizations that will affect their work

CAREER CONSIDERATIONS
The Welding program prepares students for entry level jobs and future careers in the following areas: welders, welder operators, and fabricators.

PROGRAM COURSE REQUIREMENTS
Year One

MTH 052	Intro Algebra for the Trades	4
WLD 101	Processes & Applications	4
WLD 140	Blueprint Reading	3
WLD 150	GTAW – I	3
WLD 160	Aluminum Arc Welding & Fab - I	3
WLD 261	Aluminum Arc Welding & Fab - II	3
WLD 262	Aluminum Arc Welding & Fab - III	3

Total Credits 23

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
Recommended:
- A construction background or prior welding experience are helpful but not a requirement.
- Students with a criminal record are strongly urged to research employability before entering the Human Service field. If students enter the program with a felony conviction, they should realize the impact on employment. Background checks are a requirement.

WELDING

Welding
One-Year Certificate

PROGRAM DESCRIPTION
The welding program focuses on skills sets required to meet or exceed industry standards and the American Welding Society (AWS). Basic tools and PPE for fabrication and welding are required, a list of tools are available from the welding instructors. The Welding Department seeks to maximize the ability of its students to compete in the job market by offering relevant and up to date courses in welding technology.

To achieve this goal, the department emphasizes current technology trends in both the welding shop and classroom environment. Welding courses are offered during the day and in the evening. In addition, courses are adapted to meet the diverse needs of the student, potential employers, and respond to changes and advancements in the welding industry.

The UCC Welding program is an Educational Institutional Member of the American Welding Society, and offers AWS - SENSE curriculum and certificates.

PROGRAM OUTCOMES
Students who successfully complete the Welding Certificate will:
1. Apply fundamentals of welding, including the basics of common joining processes, cutting and gouging, measurement, fabrication, repair, material identification, and visual acceptance criteria
2. Interpret and apply basic elements of blueprints such as line type identification, symbols, notes, 2D and 3D interpretation, dimensioning and measurement
3. Exhibit "soft skills" such as: timeframe awareness, follow-through and completion of work, positive interactions with fellow classmates, good communication, positive attitude, and good work ethics
4. Demonstrate a knowledge and understanding of safe working conditions, as well as, safety in handling materials, equipment, and personal protective equipment
5. processes, proper machine setup, and demonstrate troubleshooting when visual acceptance criteria of a weldment has not been met
6. Apply knowledge of Weld Procedure Specifications or WPS's as they relate to material identification, thermal and electrical properties, applications, as well as, understanding which materials will need special procedures for preheat and post heating, filler metal selection, process selection, and other essential variables involved in the fabrication of a weldment
7. Apply knowledge of national standards and guidelines set forth by AWS, ASME, API, OSHA, and other governing organizations that will affect their work

CAREER CONSIDERATIONS
The Welding program prepares students for entry level jobs and future careers in the following areas: welders, welder operators, and fabricators.

PROGRAM COURSE REQUIREMENTS
Year One

MFG 108	Starrett: PMI	2
MTH 052	Intro Algebra for the Trades	4
SP 105	Listening	3
WLD 101	Processes & Applications	4
WLD 111	SMAW	4
WLD 112	SMAW – I	3
WLD 113	SMAW – II	3
WLD 114	SMAW – III	3
WLD 121	GMAW	3
WLD 122	GMAW – Pulse	3
WLD 131	Basic Metallurgy	3
WLD 140	Blueprint Reading	3
WLD 141	FCAW – GS	3
WLD 142	FCAW – S	3
WLD 150	GTAW – I	3
WLD 160	Aluminum Arc Welding & Fab – I	3
WR 115	Intro Expository Writing	4

Total Credits 51

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
Recommended:
- A construction background or prior welding experience are helpful but not a requirement.
- Students with a criminal record are strongly urged to research employability before entering the welding program. If students enter the program with a felony conviction, they should disclose this information to their welding advisor and any Cooperative Work Experience (CWE) employer.

WELDING

Welding
Associate of Applied Science

PROGRAM DESCRIPTION

The second year AAS degree in welding focuses on advanced skills sets required for the pressure piping and boiler fabrication. Industry standards set forth by AWS (American Welding Society), API (American Petroleum Institute), and ASME-Section IX (American Society of Mechanical Engineers) will be covered. Basic tools and PPE for fabrication and welding are required, a list of tools are available from the welding instructors. The Welding Department seeks to maximize the ability of its students to compete in the job market by offering relevant and up to date courses in welding technology.

To achieve this goal, the department emphasizes current technology trends in both the welding shop and classroom environment. Welding courses are offered during the day and in the evening. In addition, courses are adapted to meet the diverse needs of the student, potential employers, and respond to changes and advancements in the welding industry.

The UCC Welding program is an Educational Institutional Member of the American Welding Society, and offers AWS - SENSE curriculum and certificates.

PROGRAM OUTCOMES

Students who successfully complete the Welding Certificate will:

1. Apply fundamentals of welding, including the basics of common joining processes, cutting and gouging, measurement, fabrication, repair, material identification, and visual acceptance criteria
2. Interpret and apply basic elements of blueprints such as line type identification, symbols, notes, 2D and 3D interpretation, dimensioning and measurement
3. Exhibit "soft skills" such as: timeframe awareness, follow-through and completion of work, positive interactions with fellow classmates, good communication, positive attitude, and good work ethics
4. Demonstrate a knowledge and understanding of safe working conditions, as well as, safety in handling materials, equipment, and personal protective equipment
5. Identify basic components of welding systems and welding processes, proper machine setup, and demonstrate troubleshooting when visual acceptance criteria of a weldment has not been met
6. Apply knowledge of Weld Procedure Specifications or WPS's as they relate to material identification, thermal and electrical properties, applications, as well as, understanding which materials will need special procedures for preheat and post heating, filler metal selection, process selection, and other essential variables involved in the fabrication of a weldment.
7. Apply knowledge of national standards and guidelines set forth by AWS, ASME, API, OSHA, and other governing organizations that will affect their work

CAREER CONSIDERATIONS

The Welding program prepares students for entry level jobs as pipe fitters, pipe welders, and fabricators.

PROGRAM COURSE REQUIREMENTS

Year One

MFG 108	Starrett: PMI	3
MTH 052	Intro Algebra for the Trades	4
SP 105	Listening	3
WLD 101	Processes & Applications	4
WLD 111	SMAW	4
WLD 112	SMAW – I	3
WLD 113	SMAW – II	3
WLD 114	SMAW – III	3
WLD 121	GMAW	3
WLD 122	GMAW – Pulse	3
WLD 131	Basic Metallurgy	3
WLD 140	Blueprint Reading	3
WLD 141	FCAW – GS	3
WLD 142	FCAW – S	3
WLD 150	GTAW – I	3
WR 115	Intro Expository Writing	4

Year Two

DRF 112	Computer Aided Drafting - I	3
WLD 123	Advanced Welding – III	3
WLD 251	GTAW - II	3
Program Option		3-credit min.
MFG 111	Machine Shop Practices – I	4
WLD 124	Advanced Welding – IV	3
WLD 252	GTAW – III	3
WLD 222	Pipe Welding & Fitting – I	3
Program Option		3-credit min.
DRF 113	Computer Aided Drafting – II	3
MFG 112	Machine Shop Practices – II	3
WLD 161	Welding Problems	4
WLD 223	Pipe Welding & Fitting – II	3
WLD 240	Blueprint Reading – II	3
Program Option		3-credit min

Total Credits (minimum) 97

WELDING, continued

Welding
Associate of Applied Science

Program Options

CWE:

This program option presents CWE or Cooperative Work Experience for the second year welding student. This traditional program option would allow the welding student to do on the job training with a local welding manufacturing facility. Qualified students will work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Prerequisite: Instructor approval and satisfactory completion of first year welding certificate program 1 credit = 33 hours of lab

Year Two (suggested)

FALL		
WLD 280	CWE: Welding	3
WINTER		
WLD 280	CWE: Welding	3
SPRING		
WLD 280	CWE: Welding	3

ALUMINUM:

This program option was designed to develop a student's knowledge and manipulative skills in the use of Aluminum and Aluminum alloys. Course work related to this program option will focus on materials and processes related to aluminum and aluminum manufacturing industries. Students interested in this program option will concentrate on the understanding of traditional, nontraditional, and advanced welding and fabrication methods for aluminum only.

Year Two (suggested)

FALL		
WLD 160	Aluminum Arc Welding I	3
WINTER		
WLD 261	Aluminum Arc Welding II	3
SPRING		
WLD 262	Aluminum Arc Welding III	3

ENGINEERING:

This program option will present an opportunity for welding students that may have the desire and skills to do more project planning and design related to the welding and manufacturing industries. Course work for to this program option will contain more Auto CAD courses in engineering such as; Structural and Civil 3D Auto CAD. This option will allow the welding students to take CAD courses in the place of some of their CWE credits.

Year Two (suggested)

FALL		
WLD 280	CWE: Welding	3
WINTER		
CIV 214	Computer Aided Drafting - Civil3D and Virtual Design	3
SPRING		
DRF 116	Computer Aided Drafting - Design	3

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:

- A construction background or prior welding experience are helpful but not a requirement.
- Students with a criminal record are strongly urged to research employability before entering the welding program. If students enter the program with a felony conviction, they should disclose this information to their welding advisor and any Cooperative Work Experience (CWE) employer.

COURSE DESCRIPTIONS

Course Numbering

Courses numbered 100 or higher are taught at the college undergraduate level. Numbers 100-199 are considered freshman level, while 200-299 are at the sophomore level. Courses numbered 199 or 299 are generally experimental to evaluate student response. Courses numbered below 100 generally do not carry transfer credit.

Courses numbered 198 or 298 are independent study. Independent study is used for individualized advanced studies on a particular topic, studies in areas not considered in other courses to meet special interests, or to meet program requirements.

Independent study affords an opportunity for students with previous study in a subject area to pursue further investigations for credit. Prerequisite: Instructor, Department Chair, and Dean approval of study plan. 12 credits maximum total credit. appointment call 541-440-7662.

APPLIED ECONOMICS (AEC)

AEC 121: Discovering Agriculture and Resource Economics (1)

Explore issues, opportunities, and challenges in the dynamic and diverse employment field of agricultural and resource economics. 1 lecture hrs/wk. F

AEC 211: Management in Agriculture (4)

Economic and business principles applied to the management of agribusiness firms, including farms and ranches; goal-setting and management information; planning and decision-making tools; acquiring, organizing, and managing land, labor, and capital resources. Registration-Enforced Prerequisite: ECON 201. 4 lecture hrs/wk. F,

AEC 221: Marketing in Agriculture (3)

Organization and functions of domestic and international markets; market channels for various agricultural commodities; role of agribusiness, cooperatives, and government in marketing decisions. Registration-Enforced Prerequisite: ECON 201.3 lecture hrs/wk. W

AGRIBUSINESS (AG)

AG 111: Computer Applications in Agriculture (3)

Computer use in agriculture and agribusiness; practical experience with computer programs applicable to all agricultural disciplines. 3 lecture hrs/wk. W

AG 120: Intro to Agribusiness (3)

An introduction to agricultural business methods, basic approaches to management, finance, agricultural law and economics and the marketing and selling of agricultural products. 3 lecture hrs/wk. S

ANTHROPOLOGY (ANTH)

ANTH 150: Introduction to Archaeology (3)

This course offers an introduction to the archaeology and prehistory of the world and archaeological method and theory. We will review the basic field and lab techniques that archaeologists use to investigate the past, the theoretical paradigms that guide the archaeological process, and the origins of human behavior from the earliest fossils and artifacts to the ancient civilizations of the Old and New Worlds. Registration-Enforced Prerequisite: WR 121 with a grade of C or better. 3 lecture hrs/wk. S

ANTH 221: Cultural Anthropology (3)

Preliterate and modern societies are studied, compared, and contrasted to discover common human themes. Both evolutionary and institutional approaches are used; that is, we look at hunters and gatherers, bands, tribes, and state societies as well as institutions such as the family, political organization, economics, technology, and religion. This is the first term of a three-term sequence. 3 lecture hrs/wk. Prerequisite: Writing 121. F

ANTH 222: Cultural Anthropology (3)

A continuation of the major themes explored in ANTH 221/223, including social organization, cultural adaptation and change, the family, values, economics, politics, and religion. May be taken independently of ANTH 221/223. 3 lecture/hrs/wk. Prerequisite: WR 121. W

APPRENTICESHIP (APR)

APR 101: Intro to Trades & Technology (4)

This course provides an introduction to the necessary skills required for working in the trades. Students explore current trends in apprenticeship and basic requirements to enter individual programs. Students will become familiar with licensing and certification in a chosen trade. General topics include: industry opportunities and basic concepts in safety, trade vocabulary, trade calculations, hand and power tools, blueprint reading, and basic rigging. 3 lecture, 3 lab hr/wk.

APR 111: Machine Shop Practices 1 (3)

Introduces the student to semi-precision and precision measuring and layout procedures, the use of bench tools, saws, drill presses and their accessories. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 6 lecture/lab hrs/wk.

APR 112: Machine Shop Practices II (3)

The student learns the operation of turning lathe including setup, turning tapers, threads (National, Acme, Square) and forms. Use of accessories is stressed such as chucks, steady rests, follower rests and grinders. Registration-Enforced Prerequisite: APR 111. 6 lecture/lab hrs/wk.

APR 113: Machine Shop Practices III (3)

The student learns the operation of horizontal and vertical milling machines, their setup, basic operation and use of accessories such as digital readouts, rotary table, dividing head, gear and cam millings and the use of indicators, wigglers and edge finders. Registration-Enforced Prerequisite: APR 112. 6 lecture/lab hrs/wk.

APR 115: Computer Aided Drafting 1 (3)

This is a beginning course, which introduced computer aided drafting (CAD). The AutoCAD 2011 software is used to set up drawings and perform basic drawing and editing commands. Emphasis is on two-dimensional drawings, and engineering architectural aspects of computer drafting. This is an online enhanced course, meaning students are required to use online resources to pass this class. 2 lecture, 2 lecture lab hrs/wk/. F

APR 120: Industrial Safety (3)

This course will present training in OR-OSHA standards and related general safety and health provisions. Oregon Safety Law and subjects listed in OAR 437, Division 3 and OAR 437, Division 2 training and accident prevention measures are included, as well as safety committee procedures. 3 lecture hrs/wk.

APR 121 – Hydraulics 1 (3)

An introductory course covering the basic principles of hydraulics for the future industrial hydraulics technician. Included in the class are pressure, force and area relationships, fundamentals of reservoir design, fluids and fluid flows, and the fundamentals of hydraulic pumps. Common industrial circuits are developed and studied with the use of lab trainers. Students will disassemble, inspect and reassemble both components and circuits in structured lab sessions. Registration-Enforced Prerequisite: MTH 052 or MTH 60. 3 lecture hrs/wk.

APR 122 – Hydraulics II (3)

This is the second in a series for the industrial apprentice and is continuation of Hydraulics 1. The focus is on pressure relief valves, hydraulic activators and flow controls. Each component is studied in structured classroom sessions, while lab activities are directed at disassembly, inspection and circuitry involving the specific component. Student will be using lab trainers to examine the operation of circuits using these components. Registration-Enforced Prerequisite: APR 121, 3 lecture hrs/wk.

APR 123 – Hydraulics III (3)

This is the third course in a series for the industrial apprentice and is a continuation of Hydraulics 2. Each student will study contamination control, hydraulic actuators, flow controls and hydraulic accessories. Circuits using those components are fabricated, discussed and studied during structured lab sessions. Registration-Enforced Prerequisite: APR 122, 3 lecture hrs/wk.

APR 130: Mechanical Principles and Drive Designs (3)

This course will familiarize the student with the proper identification, interchanging, application, failure analysis, and selection of all types of bearings. Drive designs will also be taught in relation to belts and roller chain. 3 lecture hrs/wk.

APR 131: Basic Metallurgy (3)

Covers the principles related to metals, their structure and physical properties. The testing of various metals, their uses and the results of heat treating are explored. Laboratory time is provided for experiments and demonstrations to correlate with classroom activities. 2 lecture/3 lab hours. F

APR 140: Beginning Welding for Apprentices (1)

This course covers welding processes, safety, equipment, and essential variables of operation. This is an outcome-based course utilizing a lab format in which students successfully demonstrate their skill level. 3 lab hrs/wk. W, S

APR 141: Intermediate Welding for Apprentices (1)

This course will build upon skills learned in APR 140, with a continuing emphasis on the fundamentals and mechanics, welding 6processes, safety, equipment, and essential variables of operation. This is an outcome-based course utilizing a lab in which students demonstrate and build their skill level. Registration-Enforced Prerequisite: APR 140. 3 lab hrs/wk. W, S

APR 142: Advanced Welding for Apprentices (1)

This course will build upon the skills learned in APR 140 and APR 141, with a continuing emphasis on the fundamentals and mechanics, welding processes, safety, equipment, and essential variables of operation. This is an outcome based course utilizing a lab in which students demonstrate and build their skill level. Registration-Enforced Prerequisite: APR 141. 3 lab hrs/wk. W, S

APR 143: Pipe Welding (1)

This course covers multiple welding processes for pipe welding applications. Safety, equipment, and essential variables of operation will be emphasized, as well as the fundamentals and mechanics of pipe welding. This is an outcome based course utilizing a lab in which students demonstrate and build their skill level. Registration-Enforced Prerequisite: APR 142. 3 lab hrs/wk. W, S

APR 145: Blueprint Reading and Sketching (1)

A basic course in sketching and reading of shop drawings. A study is made of three-view drawings, pictorial drawings, dimensioning, tolerancing, lines, notes and symbol interpretation. 3 lecture hrs/wk. W

APR 151: Basic Electronics and Electricity (4)

This course covers information on basic DC and AC electrical theory, definitions, basic component identification and analysis of series, parallel and combination circuits. Emphasis is placed on practical application, troubleshooting and problem solving. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 3 lecture, 2 lecture/lab hrs/wk.

APR 153: Electrical Applications and Techniques (3)

This course covers basic application techniques and components generally found in the industrial and commercial environments. Focus is on electrical safety and related industry safety standards. The National Electrical Code Book is utilized where applicable to reinforce code rules and proper application of associated articles. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 3 lecture hrs/wk.

APR 155: Electrical Best Practices (2)

The course includes techniques in conduit bending and installation, conductor installation, cable installation and conductor termination, including hands-on instruction. It covers tools available for installation, fasteners and panelboard mounting. The material presented will stress workmanship and professionalism, and will include a review of NEIS publications. 2 lecture hrs/wk.

APR 157: Introduction to the National Electrical Code (2)

This course is an introduction to the National Electrical Code and examines the structure, language and basic content of the Code. It will examine the basic wiring methods outlined in chapters 1, 2 and 3 of the National Electrical Code and evaluate methods and techniques necessary for a safe and reliable installation. 2 lecture hrs/wk.

APR 159: Electrical Blueprint Reading (2)
This course will provide the apprentice with the knowledge and understanding of how to read, draw, and interpret electrical drawings, symbols, schematics, prints, and schedules. One-line drawings, controller operational sequencing/troubleshooting, and applicable sections of the National Electrical Code are included. 2 lecture hrs/wk.

APR 160: Residential Wiring (3)
This course is an introduction to basic residential wiring and calculations. Topics include circuit layout, wiring design, wiring installation, service installation, and service and branch circuit calculations. Design techniques are reinforced through the use of testing equipment and installation practice. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 3 lecture hrs/wk.

APR 163: Commercial Wiring (3)
This course is an introduction to basic commercial wiring and calculations. It will give the student background in all aspects of commercial work, including services. Design techniques are reinforced through the use of testing equipment and installation practice. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 3 lecture hrs/wk.

APR 165: AC Electronics and Electricity (4)
This course covers the theory and application of magnetism, electromagnetism, the generation of electromotive force, AC and DC motor principles, transformer theory, types and applications. Focus is on alternating current principles and the theories involving the proper wiring of AC circuits. The student will be introduced to electrical control circuits and the operation of a transistor. Registration-Enforced Prerequisite: APR 151. 3 lecture, 2 lecture/lab hrs/wk.

APR 167: Electric Motors and Transformers (3)
This course investigates the electric motors and transformers, and helps the student differentiate between winding styles, frame sizes, NEMA motor type designations, and other criteria. Motor sizing and starting characteristics and methods are discussed. Troubleshooting and maintenance are covered. NEC requirements for motor and transformer installation are included. Registration-Enforced Prerequisite: APR 153. 3 lecture hrs/wk.

APR 169: Electrical Code Study II (2)
This course is an in-depth study of grounding, over-current and electrical safety as found in Articles 240 and 250, along with safety-oriented excerpts found elsewhere in the National Electrical Code. 2 lecture hrs/wk.

APR 228: Rigging Fundamentals (3)
This course introduces the uses of slings and common rigging hardware along with basic inspection techniques, hitch configurations, and load-handling safety practices. Components of wire rope, wire rope inspection, proper installation of wire rope, maintenance guidelines, and end terminations and preparations will also be taught. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 2 lecture, 2 lecture/lab hrs/wk.

APR 229: Basic Pneumatics (3)
This course will help students understand fundamental concepts of a pneumatic system. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 3 lecture hrs/wk.

APR 251: Electrical Sensors and Control (3)
This course covers the basic concepts of open and closed loop control systems common to motion and process control. Process controls including pressure, temperature, flow, and levels of gases, liquids, and solids are studied. Various measurement methods are covered, and the operation of mechanical and electronic measurement sensors are explained. Introduction to AC and DC variable speed drives, as well as the fundamental operation of programmable logic controllers, PLC programming, basic numbering systems, and application examples are covered. Registration-Enforced Prerequisite: APR 167. 3 lecture hrs/wk.

APR 253: Electrical Code Study III (2)
This course is an in-depth overview of Chapter 3 in the National Electrical Code. It includes the study of general rules for wiring and calculating ampacity, as well as specific wiring methods and the codes involved in their installation. 2 lecture hrs/wk.

APR 255: Motor Controls I (2)
This course will teach basic electromechanical motor control theory, including input devices, logic, and pertinent sections of the National Electrical Code. The course will teach various common motor control circuits and will include hands-on training. Registration-Enforced Prerequisite: APR 151. 1 lecture, 2 lecture/lab hrs/wk.

APR 257: High Voltage Applications (2)
This course will outline hazards associated with high voltage work, along with applicable safety codes and practices. NFPA 70E will be discussed. Methods for routing, handling and terminating high voltage cable will be reviewed, along with applicable references from the NEC. Registration-Enforced Prerequisite: APR 153. 2 lecture hrs/wk.

APR 259: Solid State and Digital Applications (4)
This course covers information on thyristors, digital and analog IC's, sensors and transducers. Digital circuit fundamentals are studied with an emphasis on troubleshooting and problem solving. Students will use test equipment to analyze digital integrated circuits. An overview of computer interfacing will be presented. Registration-Enforced Prerequisite: APR 165. 3 lecture, 2 lecture/lab hrs/wk.

APR 261: Electrical Code Study IV (2)
This course includes instruction on calculations required for wiring to Code, i.e., conduit and box fill, ampacity, motor and transformer calculations, service size, voltage drop and available short-circuit current. 2 lecture hrs/wk.

APR 263: Communications, Alarms and Controls (2)
This course will examine NEC requirements for low voltage installations, and will also cover the theory of operation of communications circuits, control and communications cable types, and termination and splicing techniques for various systems. Registration-Enforced Prerequisite: APR 151. 2 lecture hrs/wk.

APR 265: Motor Controls II (2)
This course will teach basic motor speed control theory, including input devices, logic, and motion control device theory. It will introduce variable frequency drives and PLC's as well as other speed control methods. The course will include hands-on training. Registration-Enforced Prerequisite: APR 255. 1 lecture, 2 lecture/lab hrs/wk.

APR 267: Advanced Code Study (3)
This course is an examination of the contents of Chapters 5, 6 and 7 of the National Electrical Code covering special occupancies and special equipment. It also examines the Oregon Specialty Codes as well as federal codes such as OSHA, UL, IEEE, UBC and others. Registration-Enforced Prerequisite: APR 157 or APR 169 or APR 253 or 261. 3 lecture hrs/wk.

APR 269: Journeyman Exam Preparation (3)
This course is refresher instruction with regular drills designed to improve the student's ability to find and interpret National Electrical Code references. Registration-Enforced Prerequisite: APR 157 or APR 169 or APR 253 or 261. 3 lecture hrs/wk.

ART (ART)

ART 101: Introduction to the Visual Arts (4)
Study of the visual elements and principles of art, their nature, function and relationship in painting, sculpture, architecture and graphics. Through thematic examination of both historical and contemporary art the student will acquire a vocabulary to describe formal properties of art, techniques of art making, and social, psychological, spiritual and physical uses of art. 4 lecture hrs/wk. F

ART 115: Art and Design Foundations 1:2D (4)
Introduction to working with the elements of two-dimensional art and design, organizational principles, concept, and process. Principles and elements of design will be explored through traditional and contemporary media. This is an essential course for majors in Art, Art Education, Pre-Architecture, Graphic Design, and Product Design. No prerequisites. Open to non-majors. 2 lecture, 4 lecture/lab hrs/wk. W

ART 117: Art and Design Foundations in 3D (4)
Introduction to working with the elements of three-dimensional art and design, organizational principles, concept, and process. Principles and elements of design will be explored through traditional and contemporary media. Course includes lectures, readings, demonstrations, and hands-on projects to help students identify, practice, and gain proficiency in 3D design (including color). Students will also be introduced to the work of contemporary artists, techniques that focus on idea generation and problem solving, and (studio) critique. This is an essential course for majors in Art, Art Education, Pre-Architecture, Graphic Design, and Product Design. No prerequisites. Open to non-majors.2 lecture, 4 lecture/lab hrs/wk. S

ART 120: Artists' Books (3)
In this course, students will learn to construct a variety of basic folded and stitched book structures and pop-up techniques. Curriculum will focus on design process development, conceptual development and typographic layout. Students will learn the history of the book form throughout the world, the history of movable books, and the history of artists' books and fine press books. Contents and expected learning proficiencies of this course vary from term to term. 2 lecture, 3 lab hrs/wk. W

ART 131: Intro to Drawing I: Line and Gesture (3)
This course serves as an introduction to visual language through a variety of modes of drawing and the manipulation of tools and materials in the drawing medium. The concepts of basic composition are explored including placement and scale of subject matter, pictorial balance, volume and spatial depth. Different modes of drawing include the exploration of gesture, contour, cross contour, and negative space. Critical thinking skills are exercised in individual and group critiques addressing the integration of form with content. Discussions and presentations of drawing ideology expand the student's perception of themselves as artists within a historical and contemporary context. This course is for those interested in Art and non majors seeking elective credit. 2 lecture, 3 studio (lab) hrs/wk. F

ART 132: Intro to Drawing II: Form and Space (3)
This course is the second drawing course where the study of visual language is explored through the manipulation of a wider variety of drawing tools and surfaces. A more in-depth study of drawing modes introduced in ART 131 continues in this course, with the addition of advanced concepts of perspective, shading, and conceptual development. Critical thinking skills are exercised in individual and group critiques addressing the integration of form with content. Discussions and presentations of drawing ideology expand the student's perception of themselves as artists within a historical and contemporary context.2 lecture, 3 studio (lab) hrs/wk. W

ART 134: Illustrating Nature (3)
This course is designed to introduce basic art techniques to those wishing to learn how to illustrate what they see in the natural world. Students will learn about sketching basics, simple color techniques, and basic photography. Most lectures, demonstrations, and lab work will be done in the field, illustrating from life. This is an excellent course to take in conjunction with botany and other natural science courses. 2 lecture, 3 lab hrs/wk. F

ART 197: Artist's Survival/Practical Issues (3)
This class is designed for students in the Fine Arts, Art Education, Pre-Architecture, Desktop Marketing and Graphic Design. Through lectures, demonstrations and discussions, participants will learn and apply professional practices relevant to emerging artists' careers. Students will learn to write artist's statements and resumes, portfolio preparation, networking strategies, gaining exposure and representation for art work, creating publicity, basic marketing and exhibition strategies, presenting and installing art work, business concerns, art market dynamics, and about art collecting. Field trips to galleries and/or guest lectures will supplement classroom activities. Students may have opportunities to gain practical experience in the UCC gallery, through internships and/or through Service Learning Projects. 3 lecture hrs/wk. S

ART 204: History of Western Art I: the Ancient World (4)
This course explores the history of art and architecture in the ancient Mediterranean and Near East from the origins of art in the Paleolithic Era, through its expressions in the cultures of Egypt and Mesopotamia, to the art and architecture of Greece and Rome, and

the Late Antique period- the transition between the ancient and medieval worlds. Emphasis is placed on the ways in which ancient cultures represented the human form, and examines the role of art within emerging cultures and civilizations, the relationship of art to social, political and philosophical contexts, and connections of past art and culture to the present.

Recommended prerequisite: WR 095 with a grade of C or better or appropriate test scores and RD 090 with a grade of C or better or appropriate test scores. 4 lecture hrs/wk. F

ART 205: History of Western Art II: Medieval through Baroque (4)

This course focuses on the major monuments, artists and artistic developments in Western Europe during the medieval and renaissance periods. Spanning the years from 400 AD to 1550 AD, the course begins with Rome's fall, and goes on to consider Rome's legacy, the rise of the Byzantine Empire, and the spread of Christianity and Islam. It continues with the development of Carolingian, Ottonian, Romanesque and Gothic cultures in Western Europe. The term finishes with a treatment of the Renaissance, culminating in the works of Leonardo, Raphael, Michelangelo, Holbein and Durer.

Students will examine artworks and artistic movements in the context of political, economic, religious, intellectual and social history, in an attempt to better understand the creation, function and reception of art.

Recommended prerequisite: WR 095 with a grade of C or better or appropriate test scores and RD 090 with a grade of C or better or appropriate test scores. 4 lecture hrs/wk. W

ART 206: History of Western Art III: Baroque to Modern (4)

This class will focus primarily on major artists and developments in western European painting, sculpture, and architecture from the Renaissance to the twentieth century. In addition to the nature and development of individual, regional and period styles, we will consider shifting relationships between the arts and political, religious, social, and economic developments.

Students will examine artworks and artistic movements in the context of political, economic, religious, intellectual and social history, in an attempt to better understand the creation, function and reception of art.

Recommended prerequisite: WR 095 with a grade of C or better or appropriate test scores and RD 090 with a grade of C or better or appropriate test scores. 4 lecture hrs/wk. W

ART 234: Figure Drawing (3)

An introduction to drawing the human figure. Measurement, shading, and interpretation with various media are presented. 2 lecture, 3 studio (lab) hrs/wk. S

ART 250: Ceramics (3)

Clay forming methods and techniques with emphasis on wheel throwing. Glazing and firing ceramics. History and evolution of ceramics. Raku firing included. 2 lecture, 3 studio (lab) hrs/wk. F, Su

ART 251: Ceramics (3)

Review of clay forming methods for beginners. Wheel throwing and formulation of glazes. Surface treatment, decoration and glaze application. Raku firing included. 2 lecture, 3 studio (lab) hrs/wk. W

ART 252: Ceramics (3)

Continuation of the review of clay forming methods and glazes for nonprofessionals. Advanced glaze and clay formulation, kiln design and firing procedures, and advanced wheel throwing. 2 lecture, 3 studio (lab) hrs/wk. S

ART 253: Intro to Ceramic Handbuilding (3)

This course introduces students to handbuilding techniques in clay. The class will explore all the basic ways of forming art objects in clay without the use of the potter's wheel. This will include coil construction, soft-slab construction, hard-slab construction, pinching, tile and mold making. Students will learn to use the various tools involved in these techniques such as the slab roller and extruder. Following lectures and demonstrations, students will experiment with these processes and fabricate ceramic art objects using them. Students will also learn glazing and other surface decoration methods for finishing. 2 lecture, 3 lab hrs/wk. S

ART 254: Ceramic Handbuilding II (3)

This course is the second in a series of three classes on the art of ceramic handbuilding. The course will continue to explore the various ways to form art objects in clay without the use of the potters' wheel. The emphasis in this class will be on slab construction with an increased consideration of content in the ceramic projects. Glaze formulation and testing will also be emphasized. 2 lecture, 3 lab hrs/wk. W

ART 255: Ceramic Handbuilding III (3)

This course is the third in a series of three classes on the art of ceramic handbuilding. The course will continue to explore the various ways to form art objects in clay without the use of the potters' wheel. The emphasis in this third class will be on advanced construction techniques. Content and form will be explored in all assignments. This course will also cover mold making for ceramics and non-high fire surface decoration techniques. 2 lecture, 3 lab hrs/wk. S

ART 261: Black and White Photography (3)

This is a studio course in black and white photography with an emphasis on proper exposure, composition, and content. Students will learn to control their camera settings and digital and chemical darkroom workflow. Students must have the use of a film or digital single lens reflex camera.2 lecture, 3 studio (lab) hrs/wk. F (not offered every year)

ART 263: Color Photography (3)

This is a studio course in color photography with an emphasis on proper exposure, composition, and content. Students will learn to control their camera settings and digital workflow. Students must have the use of a digital single lens reflex camera. 2 lecture, 3 studio (lab) hrs/wk. W (not offered every year)

ART 270: Introduction to Printmaking (3)

Students will learn the basics of relief printing on wood and linoleum. Course covers single- and multiple-color reduction cuts and multiple block techniques. Color registration and stencil use will also be covered. All printing will be done by hands on Japanese paper using water-soluble inks. 2 lecture, 3 studio (lab) hrs/wk. F (not offered every year)

ART 280: Cooperative Work Experience: Art (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. Su, F, W, S

ART 281: Painting (3)

Introductory course for beginning students, employing acrylic media. Emphasis on basic technical skills of painting, physical properties and manipulation of materials, painting concepts and art historical context. Develops understanding of composition and color necessary for intermediate-level painting courses. Students complete several painting compositions. 2 lecture, 3 studio (lab) hrs/wk. W

ART 291: Sculpture (3)

History and techniques of sculptural form. Modeling, carving and construction in clay and plaster, human and organic figure study. 2 lecture, 3 studio (lab) hrs/wk. F

ART 292: Sculpture (3)

Sculptural techniques in wood and stone. Introduction to welding and brazing techniques. Mold making, wax sculpture, and casting bronze. 2 lecture, 3 studio (lab) hrs/wk. W

ART 293: Sculpture (3)

Sculptural techniques cast in bronze. Jewelry and sculpture casting. Study of traditional and contemporary form and technique. 2 lecture, 3 studio (lab) hrs/wk. S

ART 294: Watercolor (3)

Students will explore the use of various water media, with particular emphasis on transparent watercolor. This class introduces the basic technical skills of painting with water media, the physical properties and manipulation of the materials, visual theory of composition and color knowledge. Students complete a number of painting assignments. In-class instruction and demonstrations will be supplemented with work on location. Prior experience with drawing and/or Basic Design is helpful. 2 lecture, 3 studio (lab) hrs/wk. S

ART 299: Special Studies in Art (1-2)

Offers private, one-on-one studio instruction in a specific medium. This course provides an opportunity for the student to acquire additional depth and personal achievement in any area of art beyond what is supplied by usual course. 3-6 lab hrs/wk.

ATMOSPHERIC SCIENCE (ATS)

ATS 201: Climate Science (4)

Earth's climate is influenced by the interactions of physical, chemical, and biological processes on land and in the atmosphere, ocean, and cryosphere. This introductory course surveys aspects of the Earth's energy budget, the greenhouse effect, characteristics and budgets of important greenhouse gases, as well as the influence of various other physical, chemical, and biological (including human) processes. Past, present, and potential future climate changes are assessed and compared using a variety of observations and climate models. Future climate impacts projected to result from the human influence on Earth's climate will be explored along with technical and policy alternatives for mitigation and adaptation. The certainty (or uncertainty) of each aspect will be considered. Registration-Enforced Prerequisite: MTH 095. 3 lecture/3 lab hrs/wk.

AUTOMOTIVE (AUT)

AUT 100: Orientation to Automotive Technology (1)

Orientation to Automotive Technology is required for all students entering the Automotive Program. Students will be accepted into the program based on successful completion of the application process. User name and passwords will be issued for automotive classes. Shop and environmental safety course will be assigned to be completed before students are able to work in the auto shop lab. 11 lecture hrs/week. (3-day class) F

AUT 101: Basic Automotive Skills I (3)

First of a three-part series; a basic automotive series of classes designed to ready students for a college level Automotive Program. This class focuses on using proper tools and equipment as well as the operating concepts of a few of the major systems used in an automobile. 6 lecture/lab hrs/wk. (2019-2020)

AUT 102: Basic Automotive Skills II (3)

Second of a three-part series; a basic automotive series of classes designed to ready students for a college level Automotive Program. This class continues its focus on the operating concepts of the majority of the major systems used in an automobile not covered in the first class of the series. 6 lecture/lab hrs/wk. (2019-2020)

AUT 103: Basic Automotive Skills III (5)

Third of a three-part series; a basic automotive series of classes designed to ready students for a college level Automotive Program. This class adds electronics and diagnostics to the previous two classes in the series. (This complies with Job Corps TARS). Soft skills necessary for employment are taught and reinforced such as use of a time clock, completing repair orders (including concern, cause, and correction), and completing parts order slips. 10 lecture/lab hrs/wk. (2019-2020)

AUT 151: Internal Combustion Engines (6)

The operating principles and function of each of the major parts of the reciprocating piston internal combustion engine are presented and discussed. Service, overhaul, and troubleshooting techniques as they relate to each component are also covered. Instructor-Enforced Prerequisite: AUT 170. 7.5 lecture, 15 lab hrs/wk. (5-week course) F

AUT 155: Automotive Brakes (6)

A course designed to teach students the principles of automotive brakes. Basic concepts and terminology, fundamental principles, diagnosis and overhaul techniques are an integral part of this course. Special emphasis is placed on the study, diagnosis and repair of braking systems found on late-model domestic and import vehicles. The student should acquire knowledge of brake systems and troubleshooting procedures for both disc and drum brakes. Students will be taught to properly use industry-standard

equipment to service disc and drum brake components and systems to manufacturer standards. Computer-controlled systems integrated into the automotive brake system will be studied. Instructor-Enforced Prerequisite: AUT 170. 7.5 lecture, 15 lab hrs/wk. (5-week course) W

AUT 161: Power Trains (5)

Power Trains details the theory, operation, diagnosis and service of modern drive train components. This includes information on the latest clutches, manual transmissions and transaxles, solid and independent rear axle assemblies, drive shafts, drive axles, U-joints and CV joints. Basic drive train components such as gears, bearings, and seals are identified and explained. This course also includes detailed explanations of the operation of electronically controlled systems. Scan tool use and code retrieval to aid in diagnosis are also covered. Instructor-Enforced Prerequisite: AUT 170. 6.5 lecture, 13.5 lab hrs/wk. (5-week course) F

AUT 168: Automotive Electricity I (5)

This is the first of three courses focusing on electrical and electronic systems for automotive students. Electrical theory, circuits, and devices such as batteries, starters, alternators and test meters will be covered. All concepts discussed in the classroom will be reinforced in lab. The integration of applied mathematics, chemistry, physics, and other scientific concepts is a large portion of this course. Practical skills established include: component identification, wiring techniques, test equipment usage, safety practices, and appropriate work habits. Instructor- Enforced Prerequisite: AUT 100. 7.5 lecture, 15 lab hrs/wk. (5-week course) W

AUT 169: Automotive Electricity II (5)

In part one of this sequence the topic of study was centered on basic electrical principles. The identification of different types of circuits and how they work, including the application of Ohm's law to demonstrate the relationship between current, voltage and resistance was also covered. A continuance of the battery and starting systems will carry over briefly as a review and will be discussed when the topics apply to the concepts at hand. In this course, we will take those concepts one step further and apply them directly to the work that student will do anytime they diagnose an electrical problem. Drawing from their prior learning in part one of this sequence, they will apply that knowledge in detail toward the diagnosis of electrical systems utilizing all resources available. Instructor-Enforced Prerequisite: AUT 168. 7.5 lecture, 15 lab hrs/wk. (5-week course) S

AUT 170: Automotive Electricity III (5)

This is the final course covering the basics concepts, components and diagnosis of automotive electrical circuits. In the previous course the use of Electrical Wiring Diagrams (EWD's), component location, vehicle testing and the six step diagnostic process were covered. Building upon the previous topics this course presents the construction, operation, diagnosis & service of advanced electronic circuits, control units, and network communication protocols. Features of the Electronic Control Unit (ECU) to be covered include: memory, customization, initialization, and their effect on circuit diagnosis. This section also introduces the fundamentals of multiplexing, computer signals, waveforms, oscilloscopes, and advanced DVOM usage. Communication protocols that will be covered include: BEAN, LIN, CAN, and AVC-LAN as well as the diagnostic processes for locating shorts or opens in various multiplexed circuits. Instructor--Enforced Prerequisite: AUT 169. 7.5 lecture, 15 lab hrs/wk. (4-week course) S

AUT 250: Suspension and Alignment (5)

A study of automotive suspension systems including history and development. Fundamentals of front and rear suspension, steering geometry, diagnosing suspension and steering problems, and overhaul techniques are covered in this course. Rebuilding and repair of the different types of front and rear suspensions including strut types are practiced. This course provides a detailed study of wheel balancing including radial force variation, computer controls for steering and suspension systems including inputs, logic, and actuators, and four wheel alignment. Wheel alignment factors and procedures, Steering and Handling concerns and diagnostics are also covered in detail. Instructor-Enforced Prerequisite: AUT 170. 6.5 lecture, 13.5 lab hrs/wk. (5-week course) S

AUT 259: Electronic Engine Controls I (5)

Electronic Engine Controls I is the first course of a three-part engine performance series. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused to meet the requirements of T-TEN course 852. The course will consist of three instructional units: Engine operation and control fundamentals, input sensors, and Electronic ignition systems. Approximately one fourth of the class will be classroom and three-fourths will consist of lecture/lab activities. Instructor-Enforced Prerequisite: AUT 151, AUT 170. 6.5 lecture, 13.5 lab hrs (5-week course) F

AUT 260: Electronic Engine Controls II (5)

Electronic Engine Controls II is the second course of a three-part engine performance series. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused heavily throughout the course. The course will consist of four instructional units: Fuel Systems, Other ECU Outputs, No Start Diagnosis, and OBD II Systems and Misfire. Approximately one-fourth of the class will be classroom and three-fourths will consist of lecture/lab activities. Instructor-Enforced Prerequisite: AUT 259. 3 lecture, 6 lab hrs/wk. (5-week course) F

AUT 263: Automatic Transmissions (6)

Instruction in automatic transmissions, including principles of operation, troubleshooting and overhaul procedures. Instruction includes hydraulically operated transmissions, torque converters and transaxles common to the automotive field. Instructor-Enforced Prerequisite: AUT 289. 7.5 lecture, 15 lab hrs/wk. (5-week course) W

AUT 280: Cooperative Work Experience: Automotive (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

AUT 286: Climate Control Systems (5)

This course covers the automotive heating, ventilation, and air conditioning systems and the engine cooling system. Lecture sessions are devoted to the purpose, operational theory, and diagnostic processes common to each of the above areas. Lab sessions are provided to develop student skills in servicing, trouble-shooting, and repairing each component within the specific system. Students will work on both components and live vehicles as part of the learning process. Instructor-Enforced Prerequisite: AUT 289. 6.5 lecture, 13.5 lab hrs/wk. (5-week course). S

AUT 289: Electronic Engine Controls III (5)

Electronic Engine Controls III is the third course of a three-part engine performance series. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. The course will consist of one Snap-on level two certification and three instructional units. Fuel Injection System Diagnosis, EVAP Emission Systems, and Other Emission Systems. Approximately one-fourth of the class will be classroom and three-fourths will consist of lecture/lab activities. Instructor-Enforced Prerequisite: AUT 260. 7.5 lecture, 15 lab hrs/wk. (4-week course) W

AUTOMOTIVE T-TEN (TTEN)

TTEN 100: Intro to Toyota (5)

Introduction to Toyota is required for all students entering UCC's T-TEN program. Students will be accepted into the program based on successful completion of UCC's T-TEN application process. User name and passwords will be issued needed for automotive classes. Shop and environmental safety course will be assigned to be completed before students are able to work in the auto shop lab. The policies and procedures needed for the student's dealer internships will be covered. Instructor approval required. 11 lecture, 22 lab hrs/wk. (3-week course) F

TTEN 150: Suspension and Alignment - Toyota (5)

A study of automotive suspension and steering systems including diagnosis and repair. Fundamentals of front and rear suspension, steering geometry, diagnosing suspension and steering problems, and overhaul techniques are covered in this course. Rebuilding and repair of the different types of front and rear suspensions including strut types are practiced. This course provides a detailed study of wheel balancing including radial force variation, computer controls for steering and suspension systems including inputs, logic, and actuators, and four wheel alignment. Wheel alignment factors and procedures, Steering and Handling concerns and diagnostics are also covered in detail. Instructor approval required. 11.5 lecture, 23 lab hrs/wk. (3-week course) F

TTEN 151: Internal Combustion Engines – Toyota (6)

The operating principles and function of each of the major parts of the reciprocating piston internal combustion engine are presented and discussed. Service, overhaul, and troubleshooting techniques as they relate to each component are also covered. Diagnosis and service of engine cooling and lubrication systems are covered. Diagnostic procedures for engine concerns are practiced. Instructor approval required. 11 lecture, 22 lab hrs/wk. (4-week course) S

TTEN 155: Automotive Brakes - Toyota (6)

A course designed to teach students the principles of automotive brakes. Basic concepts and terminology, fundamental principles, diagnosis and overhaul techniques are an integral part of this course. Special emphasis is placed on the study, diagnosis and repair of braking systems found on late model vehicles. The student should acquire knowledge of brake systems and trouble-shooting procedures for disc and drum brakes. Students will be taught to properly use industry standard equipment to service disk and drum brake components and systems to manufacture standards. Diagnosis and service of computer controlled systems integrated into the automotive brake system will be studied. Instructor approval required. 13 lecture, 27 lab hrs/wk. (3-week course) S

TTEN 168: Automotive Electricity I - Toyota (6)

This is the first of two courses focusing on electrical and electronic systems for T-TEN students. Electrical theory, circuits, and devices such as batteries, starters, alternators and test meters will be covered. All concepts discussed in the classroom will be reinforced in lab. The integration of applied mathematics, chemistry, physics, and other scientific concepts is a large portion of this course. Practical skills established include: component identification, wiring techniques, test equipment usage, safety practices, and appropriate work habits. Instructor approval required. 11 lecture, 22 lab hrs/wk. (4-week course) F

TTEN 169: Automotive Electricity II - Toyota (6)

In part one of this sequence the topic of study was centered on basic electrical principles. The identification of different types of circuits and how they work, including the application of Ohm's law to demonstrate the relationship between current, voltage and resistance was also covered. A continuance of the battery and starting systems will carry over briefly as a review and will be discussed when the topics applied to the concepts at hand. In this course we will take those concepts one-step further and apply them directly to the work that a student will do anytime they diagnose an electrical problem. Drawing from their prior learning in part one of this sequence, a student will apply that knowledge in detail toward the diagnosis of electrical systems utilizing all resources available. Instructor approval required. 11 lecture, 22 lab hrs/wk. (4-week course) F

TTEN 259: Electronic Engine Controls I - Toyota (6)

Electronic Engine Controls I is the first course of a two part engine performance series for T-TEN students. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused to meet the requirements of T-TEN course 852. The course will consist of six instructional units; Basic Engine Operation, Engine Controls Basics, Air Induction Systems, Ignition Systems, Fuel Systems, Fuel Trim. Approximately one fourth of the class will be classroom and three fourths will consist of lecture/lab activities. Instructor approval required. 11 lecture, 22 lab hrs/wk. (4-week course) S

TTEN 260: Electronic Engine Controls II - Toyota (6)

Electronic Engine Controls II is the second course of a two part engine performance series for T-TEN students. The series is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. Toyota curriculum is infused to meet the requirements of T-TEN course 852. Toyota course 874

curriculum is also infused in the series. The course will consist of four instructional units; No Start Diagnosis, OBDII Systems and Misfire, Engine Control System Diagnosis, and Emissions Systems. Approximately one fourth of the class will be classroom and three fourths will consist of lecture/lab activities. Instructor approval required. 11 lecture, 22 lab hrs/wk. (5-week course) S

TTEN 261: Power Trains - Toyota (5)

Power Trains details the theory, operation, diagnosis and service of modern Toyota drive train components. This includes information on the latest clutches, manual transmissions and transaxles, solid and independent rear axle assemblies, drive shafts, drive axles, U-joints, CV joints and four wheel drive systems. Basic drive train components such as gears, bearings and seals are identified and explained. This course also includes detailed explanations of the operation of electronically controlled systems. Scan tool use and code retrieval to aid in diagnosis are also covered. Instructor approval required. 11 lecture, 22 lab hrs/wk. (3-week course) W

TTEN 263: Automatic Transmissions - Toyota (6)

Provides a comprehensive introduction to automatic transmission theory, service, and diagnostics; including electronic control, hydraulic circuits, torque converters, holding devices, and planetary gear systems. Practical hands-on labs reinforce theories. Students practice component disassembly and reassembly with a variety of Toyota automatic transmissions and transaxles. Students complete all NATEF required tasks related to Automatic Transmission & Transaxles (A2). Instructor approval required. 11 lecture, 22 lab hrs/wk. (4-week course) W

TTEN 280: Cooperative Work Experience (Toyota) (1-13)

Qualified students work at Toyota Dealership's that provide experience required for the T-TEN major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit=33 hours of lab. F, W, S, Su

TTEN 286: Climate Control - Toyota (5)

This course covers Toyota's heating, ventilation, and air conditioning systems and the engine cooling system. Lecture sessions are devoted to the purpose, operational theory, and diagnostic processes common to each of the above areas. Lab sessions are provided to develop student skills in servicing, trouble-shooting, and repairing each component within the specific system. Students will work on both components and complete vehicles as part of the learning process. Instructor approval required. 11 lecture, 22 lab hrs/wk. (3-week course) W

BUSINESS ADMINISTRATION (BA)

BA 101: Introduction to Business (4)

A one-term survey of modern business concepts including: entrepreneurship, marketing, management, human relations, accounting/finance, and investment. 4 lecture hrs/wk. F, W, S, Su

BA 106A: Business Leadership I (1)

This is one in a series of three courses designed to introduce students to leadership. Within the scope of topics, students will examine traits and characteristics of business leaders. Behavior, influence, conflict, resolution, and team leadership will also be examined. 1 lecture hr/wk. F

BA 106B: Business Leadership II (1)

This is one in a series of three courses designed to introduce students to leadership. Within the scope of topics, students will examine traits and characteristics of business leaders. Optimism, ethics, motivation, praise, networking, and negotiating will also be examined. 1 lecture hr/wk. W

BA 106C: Business Leadership III (1)

This is one in a series of three courses designed to introduce students to leadership. Within the scope of topics, students will examine traits and characteristics of business leaders. Goals, vision, communication, change, coaching, team leadership, leader/follower relations, and delegation will also be discussed. 1 lecture hr/wk. S

BA 116: Principles of Financial Services (4)

This is a one-term course which is designed for students interested in a financial services career. Students gain knowledge of the financial services field and are provided with a basic understanding of products, services, regulations, accounts, cash and checks, and the lending function for banks and credit unions. The course is also relevant for students seeking careers in areas which deal with or interact with financial services companies. 4 lecture hrs/wk. W

BA 128: Accounting Applications I (2)

Accounting Applications I is the first course of a three-term sequence designed to introduce the student to computerized accounting applications and provide extensive hands-on experience in the application of accounting practice and methodology using Microsoft Excel. The course will focus on providing experience with the basic operation of the personal computer in a Windows environment and helping the student gain proficiency in the utilization of spreadsheets and accounting software for solving a variety of financial problems and exercises. Registration-Enforced Corequisite: BA 211 or instructor permission. 1 lecture, 2 lecture/lab hrs/wk. F

BA 129: Accounting Applications II (2)

The second course of a three-term sequence designed to introduce the student to computerized accounting applications and provide extensive hands-on experience in the application of accounting practice and methodology. This course will focus on gaining proficiency in the utilization of spreadsheets and accounting software for solving a variety of accounting problems and exercises. Registration-Enforced Prerequisite: BA 128 with a grade of C or better. Registration-Enforced Corequisite: BA 212 or instructor permission. 1 lecture, 2 lecture/lab hrs/wk. W

BA 130: Accounting Applications III (2)

Accounting Applications III is the third in a three-term sequence designed to provide the student with extensive hands-on experience in the application of accounting practice and methodology with an emphasis on internal accounting. Students will complete numerous accounting applications involving progressively more complex and difficult material in a computerized managerial accounting environment. The course will

focus on gaining an understanding of and proficiency in the use of spreadsheets and software for solving a variety of accounting problems and exercises. Registration-Enforced Prerequisite: BA 129 with a grade of C or better. Registration Enforced Corequisite: BA 213 or instructor permission. 1 lecture, 2 lecture/lab hrs/wk. S

BA 150: Developing a Small Business (4)

Developing a Small Business is an introductory course designed to introduce students to the important elements and steps involved in starting a small business. Topics discussed are concepts and concerns including entrepreneurship, risks involved with small business, entrepreneurial myths, the feasibility of the small business idea, developing a business plan, marketing strategies, financial projections, human resource considerations, and building a company image. Registration-Enforced Prerequisite: BA 101. 4 lecture hrs/wk. W

BA 151: Practical Accounting I (4)

The first course of a two-term sequence designed to introduce the student to the full cycle of accounting and bookkeeping functions and provide students with a sound basic knowledge of accounting terms, concepts, and procedures. Practical applications of bookkeeping and accounting will be emphasized through various assignments and exercises. 4 lecture hrs/wk. F

BA 152: Practical Accounting II (3)

The second course of a two-term sequence designed to introduce the student to the full cycle of accounting and bookkeeping functions. This course builds on the concepts presented in the first term, providing expanded coverage of operating activities, financial reporting, and accounting for selected balance sheet and income statement items. Accounting concepts are applied using accounting software. Registration-Enforced Prerequisite: BA 151 with a grade of C or better or instructor permission. 2 lecture, 2 lecture/lab hrs/wk. W

BA 165: Customer Service (3)

Provides students with the basic concepts and current trends in the customer service industry. Special areas of emphasis include problem solving, development of a customer service strategy, creating customer service systems, coping with challenging customers, customer retention, and measuring satisfaction. 3 lecture hrs/wk. Su, F, S

BA 177: Payroll Accounting (4)

This course introduces the student to the accounting processes and federal and state laws associated with payroll operations. Using the information learned, the student will calculate payroll transactions and complete the required forms meeting state and federal regulations. A payroll project will introduce the computer as a tool to eliminate many of the repetitive operations that are common to payroll accounting. Registration-Enforced Prerequisite: BA 211 or BA 151 or instructor approval. Minimum grade of C for Accounting Technology majors. 3 lecture, 2 lecture/lab hrs/wk. F

BA 180: Business Mathematics I (3)

Business Mathematics I introduces the student to the mathematics of buying and selling, simple interest, payroll, and banking records. The course will review decimals, fractions, and percents. Registration-Enforced Prerequisite: MTH 020 with a grade of C or better or placement test score. 3 lecture hrs/wk. F, W, S

BA 181: Business Mathematics II (3)

Business Math II is the second course in the Business Math series. In this course, students will learn to calculate present and future value of money, compounding interest amounts, payments, and annual percentage rates. They will also have the opportunity to analyze stock and bond tables, compute depreciation, prepare basic financial reports, and explore business statistics concepts. Students will be required to use a business financial calculator as part of this course. Registration-Enforced Prerequisite: BA 180 with a grade of C or better. 3 lecture hrs/wk. S

BA 206: Management Fundamentals (3)

This is a basic course in management with emphasis on the application of sound managerial practices and techniques. Managerial functions including planning, organizing, leading, and controlling are studied in the framework of this course. Registration Enforced Prerequisite: BA 101 with a grade of C or better. 3 lecture hrs/wk. F

BA 207: Introduction to E-Commerce (3)

This course provides students with a firm grounding in the technologies, strategies and impact of e-commerce. Broadly defined, e-commerce refers to the use of information technologies, in particular the Internet, in providing support to all types of activities that take place both within and between organizations. Registration-Enforced Prerequisite: BA 101, CIS 120. 3 lecture hrs/wk. S

BA 211: Principles of Accounting I (3)

Principles of Accounting I, the first of a three-term accounting sequence, serves as an introduction to the accounting environment and accounting cycle. Topics covered include transaction analysis, journalizing, posting, adjusting, closing, and financial statement preparation. The course also covers accounting for certain balance sheet items including cash, inventory, accounts, and notes receivable. Prerequisite: Second-year standing for students planning to transfer to a 4-year university and earn their bachelor's degree in business administration. Accounting Technology (A.A.S. degree) majors should enroll in their first year and be concurrently enrolled in Accounting Applications I (BA 128). 3 lecture hrs/wk. F, W

BA 212: Principles of Accounting II (3)

Principles of Accounting II is the second of a three-term accounting sequence and serves as a continuation of BA 211. Topics covered include accounting for fixed assets, introduction to payroll accounting, debt and equity financing, and the statement of cash flows. The course concludes with an introduction to financial statement analysis. Registration-Enforced Prerequisite: BA 211 with a grade of C or better or instructor permission. Accounting Technology and Entry Management majors need to be concurrently enrolled in Accounting Applications II (BA 129). 3 lecture hrs/wk. W, S

BA 213: Principles of Accounting III (3)

Principles of Accounting III is the third course in a three-term accounting sequence. The course builds on concepts presented in BA 211 and BA 212, focusing on the role of providing accounting

information to managers for use in the internal decision-making process. Topics covered include costing goods and services, analysis of variable costs vs. fixed costs, cost-volume-profit relationships, and standard costs and variances. Registration-Enforced Prerequisite: BA 212 with a grade of C or better or instructor permission. Accounting Technology majors need to be concurrently enrolled in Accounting Applications III (BA 130). Registration-Enforced Prerequisite: BA 212 with a grade of C or better or instructor permission Accounting Technology majors need to be concurrently enrolled in Accounting Applications III (BA 130). 3 lecture hrs/wk. S

BA 214: Business Communications (3)

This course covers strategies of effective business communication. Students will learn and practice a variety of types of business communication. Registration-Enforced Prerequisite: WR 115 or above. 3 lecture hrs/wk. Su, F, W

BA 215: Cost Accounting (4)

This course provides a thorough understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to various cost systems and as they are used to provide cost information for management use in decision making, planning, controlling, and performance evaluation. Topics covered include cost concepts and behavior, budgeting, flexible budgets and performance analysis, standard costing, performance measurement, differential cost analysis, capital budgeting, financial statement analysis, and profitability analysis. Registration-Enforced Prerequisite: BA 213 with a grade of C or better or instructor permission. 3 lecture, 3 lab hrs/wk. F

BA 218: Personal Finance (3)

Personal Finance will introduce students to concepts related to personal financial planning. Topics covered will include budgeting, evaluating loans, determining property insurance needs, planning for retirement, making personal investment decisions, and completing time value of money calculations. Students will be required to use a business financial calculator in this course. 3 lecture hrs/wk. W

BA 222: Financial Management (3)

This is a first course in corporate finance covering a wide range of topics and issues. Theory will be introduced and practical application will be demonstrated in support of learner outcomes surrounding the financial decision-making process. Registration-Enforced Prerequisite: BA 211 and BA 212. Minimum of C grade for Accounting Technology majors. 3 lecture hrs/wk. S

BA 223: Principles of Marketing (3)

This course is an introduction to marketing as it relates to contemporary living and society's changing needs. The basic components of marketing such as consumer behavior, marketing research, distribution, promotion, customer relationships, social responsibility, and price planning and their inter-relationships are discussed. Course topics include retail, international, service, and non-profit marketing. Case studies, videos, projects, field trips, and guest speakers are used to enhance student learning. Registration-Enforced Prerequisite: BA 101 with a grade of C or better or instructor permission. 3 lecture hrs/wk. S

BA 226: Business Law (4)

Business Law will introduce students to basic law concepts. Students will learn to identify sources of law in the United States, explore the differences between civil and criminal law, recognize the components of legally enforceable contracts, review the Uniform Commercial Code, explore agency relationships, and compare and contrast different business formats. Prerequisite: BA 101 or instructor approval. 4 lecture hrs/wk. W, S

BA 228: Computerized Accounting Systems I (2)

Computerized Accounting Systems I is the first in a three-term sequence designed to introduce second-year accounting students to computer based accounting systems. In this course, computers are used to apply the basic principles and procedures of accrual accounting. Computer accounting applications include general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory, and job costs. Prerequisite: Second year standing in A.A.S. accounting program or instructor approval. Registration-Enforced Corequisite: BA 235. 1 lecture, 2 lecture/lab hrs/wk. F

BA 229: Computerized Accounting Systems II (2)

Computerized Accounting Systems II is the second in a three-term sequence designed to introduce second-year accounting students to computer based accounting systems. The emphasis of this course is on the conversion of manual accounting systems to computerized accounting systems. The course utilizes an extended practice set that requires students to maintain a manual accounting system, convert the manual system to a computerized system, maintain the computerized system, and prepare year-end reports using the computerized system. Students become familiar with the special complexities and decisions required during the conversion process and how these decisions affect subsequent procedures. Registration-Enforced Prerequisite: BA 228 with a grade of C or better. Registration-Enforced Corequisite: BA 236. 1 lecture, 2 lecture/lab hrs/wk. W

BA 230: Computerized Accounting Systems III (2)

Computerized Accounting Systems III is the third in a three-term sequence. The focus of this class is on the special requirements of a computerized accounting system used by a non-profit/governmental entity. Students will work through a comprehensive accounting practice set for a fictitious city using commercially available software. Additionally, students will prepare a governmental-style Comprehensive Annual Financial Report using a computerized spreadsheet. Registration-Enforced Prerequisite: BA 229 with a grade of C or better. Registration-Enforced Corequisite: BA 237. 1 lecture, 2 lecture/lab hrs/wk. S

BA 231: Computers in Business (4)

Computers in Business is designed for business students as a second course in using computers. Assignments will build on what was learned in previous computer and business classes. Students will produce professional-style documents using a popular suite of software applications. A final integrative project will be prepared and presented as a group project. Must be a 2nd year major in one of the following AAS programs: Accounting, Entry Management, Marketing, or Paralegal: or instructor approval. 4 lecture hrs/wk. F, S

BA 232: Introduction to Business Statistics (3)

This course is a balance between descriptive statistics (tables, charts, frequency distribution, etc.) and inferential statistics, primary tools in business decision making. It is mostly a "how to do it" and "what does it mean" approach of problem solving with little emphasis on the actual theory of statistics. This course will begin with an overview of statistics and foundational concepts. The remainder of the course will include such topics as organization of data, probability, probability of various distributions, sampling distributions and estimations, large sample estimation, and ending on an overview of linear regression analysis. Registration-Enforced Prerequisite: BA 181 or MTH 065 or equivalent. 3 lecture hrs/wk. S

BA 233: Accounting for Managers (4)

This course is designed to provide the non-financial manager with an understanding of accounting and the manner in which it can be used to make financial decisions. Topics covered include: basic business math skills in calculating interest and payroll as well as the mathematics of buying and selling, measuring and reporting of accounting data, analyzing and interpreting accounting information, understanding financial systems and controls, using computer applications of accounting, and performing cost analysis. 4 lecture hrs/wk. Su, W

BA 235: Intermediate Accounting I (3)

Intermediate Accounting I is the first of a three-term sequence designed to introduce second-year accounting students to more complex accounting and reporting issues than those seen in the Accounting Principles courses. The first two terms of Intermediate Accounting focus on accounting for profit oriented business entities, while the third term is exclusively oriented toward accounting and reporting for governmental and not-for-profit entities. Registration-Enforced Prerequisite: BA 213 with a grade of C or better. Registration-Enforced Corequisite: BA 228. 3 lecture hrs/wk. F

BA 236: Intermediate Accounting II (3)

Intermediate Accounting II is the second of a three-term sequence designed to introduce second-year accounting students to more complex accounting and reporting issues related to accounting for profit oriented business entities. Topics covered include inventory management and valuation, fixed asset management, depreciation, and current and long-term liabilities. Registration-Enforced Prerequisite: BA 235 with a grade of C or better. Registration-Enforced Corequisite: BA 229. 3 lecture hrs/wk. W

BA 237: Intermediate Accounting III (3)

Intermediate Accounting III is the third of a three-term sequence. The focus of this class is on the specialized accounting requirements of Governmental and Not-For-Profit entities. This course explores the peculiarities of fund accounting, the measurement focus of governmental versus private enterprise accounting, and reporting requirements of governmental and other not-for-profit entities. Registration-Enforced Prerequisite: BA 236 with a grade of C or better. Registration-Enforced Corequisite: BA 230. 3 lecture hrs/wk. S

BA 238: Professional Selling (3)

Professional Selling is a basic course dealing with the fundamentals of trust-based selling. Areas specifically studied include understanding the sales industry and selling occupations; promoting self-leadership, building trust, and conducting sales dialogue; prospecting, qualifying, communicating, and relationship building; buyer motivation; creating value; handling resistance; earning commitment; customer concerns; and sales management. 3 lecture hrs/wk. F

BA 239: Advertising (3)

This course is an introduction to effective advertising procedures in today's business world. The course emphasizes the importance of modern, persuasive techniques advertisers use to move goods and services to the consumer. The course explores the historical development of advertising, the importance of consumer research, and the various constraints on advertising. Advertising preparation and the total campaign are studied from the standpoint of copy, layout, various media, budgets and finally buyer motivation. 3 lecture hrs/wk. S

BA 240: Introduction to Auditing (3)

Introduction to Auditing is an introductory course in auditing procedures and practices. It includes the audit process and environment, the audit profession, professional standards, financial statement examination, substantive testing procedures, and work-paper preparation. Registration-Enforced Prerequisite: BA 235 or instructor permission. 3 lecture hrs/wk. W

BA 249: Retailing (3)

Designed to acquaint students with the nature and scope of retailing. Topics studied include: history of retailing, managing retail operations, including financial planning, merchandise buying and handling, store location, design and layout. Retailing is examined as a major economic force in this country and as a significant area for career opportunities. 3 lecture hrs/wk. W

BA 250: Managing the Small Business (3)

An introductory course in the fundamental elements of managing a small business. 3 lecture hrs/wk. S

BA 253: Social Media Marketing (3)

Social Media Marketing covers the basics of social media marketing, creating online conversations through social media outlets, social media strategy, branding through social media sites, value in the organization's content, and aligning offline marketing strategies with social media. Instructor-Enforced Prerequisite: BA101, BA231, BA223 or instructor approval. 3 lecture hrs/wk. S

BA 256: Tax Accounting I (3)

Tax Accounting I is the first of a two-term sequence and introduces federal income taxation of individuals. Students will study issues affecting preparation of the individual return leading to the completion of the 1040EZ, 1040A, 1040 (long form), and supporting schedules. In addition, Turbo Tax software will be used to prepare tax returns. Registration-Enforced Prerequisite: BA 213 with a grade of C or better or instructor permission. 3 lecture hrs/wk. W

BA 257: Tax Accounting II (3)

Tax Accounting II is a continuation of Tax Accounting I. This course continues coverage of federal income taxation of individuals and provides an introduction to tax laws affecting individuals involved with partnerships and corporations. Students will complete a variety of practical applications both manually and using computerized tax return preparation software. Registration-Enforced Prerequisite: BA 256 with a grade of C or better or instructor permission. 3 lecture hrs/wk. S

BA 280: Cooperative Work Experience: Business (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su,

BA 280A: Cooperative Work Experience: Accounting (1-13)

BA 280B: Cooperative Work Experience: Marketing (1-13)

BA 280C: Cooperative Work Experience: Management (1-13)

BIOLOGY (BI)

BI 101,102,103: General Biology (4,4,4)

A non-majors course designed to provide students with the scientific principles that describe and explain life processes and living systems. Laboratory experiences reinforce principles and concepts covered in class. Note that the order of topic presentation in this sequence may not match the order at other institutions. Please see an advisor.

BI 101: The principles of evolution, natural selection and speciation, origin of life, diversity of life, classification and diversity of groups of organisms including viruses, bacteria, protists, fungi, plants and animals; principles of ecology, including populations, communities, ecosystems, and the biosphere, and animal behavior. F

BI 102: Plant structure and function, with emphasis on flowering plants; animal structure and function, with emphasis on human biology. W

BI 103: Chemistry of life; cell structure, function, metabolism, division; heredity and molecular genetics. S

Courses need not be taken in sequence. 3 lecture, 3 lab hrs/wk.

BI 211, 212, 213: Principles of Biology (5,5,5)

Designed for science and pre-professional medical majors.

BI 211: Chemistry of life; origins of life; population genetics and natural selection; diversity of prokaryotes and eukaryotes; ecology of biomes, communities and populations; conservation biology. Registration-Enforced Prerequisite/Corequisite: CH 104, CH 112 or CH 221. F

BI 212: Cell structure and function; cellular metabolism; cell division; heredity; molecular genetics and biotechnology; molecular evolution. Registration-Enforced Prerequisite: either BI 211, FOR 111 or NR 201; AND either CH 104, CH 112 or CH 221; all with a grade of C or better, or instructor approval. W

BI 213: Plant structure and function: animal structure, function and behavior. Registration-Enforced Prerequisite: BI 212. S

Courses must be taken in sequence. Except Forestry students who may take BI 212 separately. 4 lecture, 3 lab hrs/wk.

BI 222: Introduction to Genetics (3)

Focusing primarily on human genetics, this course includes cell division and gamete formation; patterns of inheritance and gene expression; DNA replication, gene transcription, and translation; mutations and their consequences; population genetics and human evolution; the genetics of immunity and cancer; biotechnology and gene therapy; and reproductive technologies and genomics. Registration-Enforced Prerequisite: CH 104, CH 112, or CH 221; previous biology course recommended. 3 lecture hrs/wk. W, F, S, Su

BI 231, 232, 233: Human Anatomy & Physiology (4,4,4)

An introductory course on the structure and function of the various systems in the human body. Designed to meet the needs of nursing students and students in other allied health programs. This course will cover the organization of the body, homeostasis, cell biology tissues, integument, the skeletal system and the muscular system. BI 231, 232, 233 must be taken in sequence or with consent of instructor.

BI 231: Organization of the body, homeostasis, cell biology, tissues, integument, the skeletal system, the muscular system. Registration-Enforced Prerequisite: CH 104 or CH 112. F, W

BI 232: Nervous system, special senses, endocrine system, blood and cardiovascular system. Registration-Enforced Prerequisite: BI 231. W, S

BI 233: Lymphatic system, immune system, respiratory system, digestive system, nutrition, metabolism, urinary system, reproductive systems, genetics. Registration-Enforced Prerequisite: BI 232. S, Su

3 lecture, 3 lab hrs/wk.

BI 234: Microbiology (4)

Structure, physiology, metabolism, genetics, growth and control of prokaryotes, eukaryotes, and viruses; human disease, immunity and disease agents; the role of micro-organisms in nature. Laboratories emphasize aseptic techniques, microscopic observation, metabolic differentiation and identification of bacteria. Registration-Enforced Prerequisite: CH 104, CH 112 or CH 221, previous course in biology recommended. 3 lecture, 3 lab hrs/wk. F, W, S, Su

BI 280: Cooperative Work Experience: Biology (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

BOTANY (BOT)

BOT 203: General Field Botany (4)

This course provides an overview of plant systematics with emphasis on identification of southwestern Oregon native trees, shrubs and herbs. Additional topics will include discussions of local plant evolution, plant communities, fire ecology, and pollination ecology. Field trips are offered. 3 lecture, 3 lab hrs/wk. S

BOT 204: Flowering Plants of Southwestern Oregon and Northern California (4)

This is a hybrid course taught partly online and partly during a six-day field tour of Southwestern Oregon and Northern California. Resources for learning botanical terminology, plant evolution, diversity and classification, common plant family characteristics, and regional plant communities will be delivered online. The use of cameras and field notebooks for documenting plant identification, location and habitat will be emphasized. The field tour will highlight the use of botanical keys to identify native flowering trees, shrubs, and wildflowers while touring through regional plant communities. Students should be reasonably fit and prepared to hike several miles over the course of the tour on easy to moderately difficult trails, and to camp at improved campsites or motels each night. This is an extended spring term course and grades will be awarded after the tour during the following summer term. A fee is required to cover transportation, food and lodging. 33 lecture hrs. online, 33 lab hrs. on the tour. S

CHEMISTRY (CH)

CH 104, 105, 106: Introductory Chemistry (4,4,4)

Introductory Chemistry Sequence. Serves as preparation for CH 221-223 for those lacking high-school chemistry or preparation beyond MTH 095. Sequence required for some bachelor's degrees granted at other institutions (i.e. Dental Hygiene at O.I.T.) Some AAS degree programs require only CH 104 — see specific programs for details. Students must be proficient in elementary algebra.

CH 104: measurement and dimensional analysis, properties of matter, elements and compounds, nomenclature, periodic table and trends, chemical equations, stoichiometry, atomic structure. Registration-Enforced Prerequisite: MTH 065 or higher. F

CH 105: bonding, gas laws, liquids, solutions, acids, bases, ionization, neutralization, chemical equilibrium, nuclear chemistry, oxidation-reduction. Registration-Enforced Prerequisite: CH 104. W

CH 106: organic and biochemistry. Registration-Enforced Prerequisite: CH 105. S

Courses must be taken in sequence. 3 lecture, 3 lab hrs/wk.

CH 112: Fundamentals of Chemistry (5)

This is a one-term entry-level chemistry course designed for individuals not previously exposed to chemistry. Basic knowledge and skills are developed in Inorganic, Organic, and Biochemistry for general application in a wide range of professions. Registration-Enforced Prerequisite: MTH 065 or higher or math placement test score. 4 lecture, 3 lab hrs/wk. F, W, S, Su

CH 221, 222, 223: General Chemistry (5,5,5)

Sequence designed for science and pre-medical majors and engineering majors.

CH 221: Topics include atomic structure, stoichiometry, thermodynamics, periodic trends, bonding, molecular structure. Registration-Enforced Corequisite: MTH 111 or higher and Registration-Enforced Prerequisite: CH 104, CH 112, GS 105, or instructor approval. Instructor approval will be granted for students that have taken high school chemistry if copy of high school transcripts or other documentation of successful course completion is provided to UCC Science Department. 4 lecture, 3 lab hrs/wk. F

CH 222: States of matter, solution chemistry, kinetics, and equilibrium. Registration-Enforced Prerequisite: CH 221. W

CH 223: Gas laws, electrochemistry, nuclear chemistry, coordination chemistry, descriptive inorganic, introduction to organic chemistry. Registration-Enforced Prerequisite: CH 222. S

Courses must be taken in sequence, or with consent of instructor. 3 lecture, 1 recitation hrs, 3 lab hrs/wk.

CH 241, 242, 243: Organic Chemistry (4,4,4)

Sequence designed for science and pre-professional medical majors.

CH 241: molecular structure and bonding, functional groups, acids-bases, alkanes, stereochemistry, addition reactions, free-radicals, alkenes and alkynes. Registration-Enforced Prerequisite :CH 223. F

CH 242. addition reactions, free-radicals, alcohols and ethers, conjugated systems, spectroscopy, aromatics. Registration-Enforced Prerequisite: CH 241. W

CH 243: aldehydes and ketones, carboxylic acids and derivatives, amines, phenols, macromolecules. Registration-Enforced Prerequisite: CH 242. S

Courses must be taken in sequence, or with consent of instructor. 3 lecture, 3 lab hrs/wk.

CH 280: Cooperative Work Experience: Chemistry (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 100 Introduction to Windows and PCs (3)

This course is designed as an introductory computer course for students with limited to no previous computer experience in all fields. Course content includes using Microsoft Windows, basic word processing, a web browser, internet skills, file management, and email. Students will also be exposed to a Learning Management System (LMS). 3 lecture hrs/wk. F, W, S, Su

CIS 111: Computer Systems Configuration (4)

This is an introduction to computer hardware. The course is designed to supplement the Computer Information Systems training to the extent that the student can install, configure, troubleshoot and do simple repairs of computing hardware systems. Students will be exposed to the tools and equipment used in a hardware oriented laboratory environment. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 3 lecture, 3 lecture/lab hrs/wk. F

CIS 120: Intro to Computer Information Systems (4)
This course is designed as an introductory digital literacy course for students in all fields. Course content includes an overview and history of the field, basic computer architecture, auxiliary storage and file organization, data communications, with "hands-on" work using modern business application software packages on the microcomputer including word processing, spreadsheets, database, graphics, and communications as tools used in data processing. CIS majors are urged to enroll in CIS 122 in the Fall, concurrent with this course. Registration-Enforced Prerequisites: CIS 100 with a grade of C or better, computer placement test score or instructor approval. 4 lecture hrs/wk. F, W, S, SU

CIS 122: Orientation to Programming (4)
This course is an introduction to problem solving and programming. Students will be introduced to an integrated Development Environment, tools and techniques of problem solving and the basic elements of well-structured programming. Visual C# or another modern programming language will be introduced. CIS 120 should be taken prior to or concurrent with this course. Registration-Enforced Prerequisite: MTH 095 or equivalent; placement into WR 121 or higher. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 125A: Computer Application for Auto Technicians (3)
This course is an introduction to computers and computer applications focused on the needs of the Automotive Tech student. Course work will include an overview of the use of computers in parts inventory, management and customer service applications. It will look at using the computer as a word processor to assist in creating professional documents in support of a small business. The course will also look at using spreadsheets as basic business management tools and as computation tools for automotive applications. A final module will cover the use of the computer as a basic communications tool to access industry supported bulletin boards and databases. Prerequisite: Automotive major. 2 lecture, 2 lecture/lab hrs/wk.

CIS 125D: Computer Applications – Database (3)
This course will serve as an introduction to development and use of a modern database application. Course work will focus on proper design fundamentals used for database creation. Emphasis will be on using available DBMS tools for data entry forms and report generation. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. S

CIS 125E: Computer Applications – Email (2)
This course serves as an introduction to email software. The course is lab-oriented and will focus on learning the functions of a modern email program. In addition, this course will go beyond the basics, covering concepts such as advanced message options; calendar and contact management; data files; and basic email client security. Prerequisite: Basic keyboarding skills or instructor approval. 1 lecture, 2 lecture/lab hrs/wk. F

CIS 125H: Writing Web Pages (2)
This course will be an introduction to the HTML language. Students will learn to write web pages. Topics will include: HTML commands, hyperlinks, use of graphics, and a basic introduction to Javascript. Prerequisite: Experience with current Windows operating system or instructor approval. 1 lecture, 2 lecture/lab hrs/wk. F

CIS 125R: Computer Applications – Presentation Software (2)
This course will serve as an introduction to presentation software. It is lab-oriented and will focus on using a modern presentation software application to create, modify, customize and preview slide show presentations. Students will manage presentations, work with text and visual elements; manipulate program features to enhance slide shows. Import and export of files from Microsoft Word and Excel, and the use sound and video clips in presentation; and create hyperlinks to other slides, presentations, applications, or the Internet. Students will learn to implement design principles to create professional-looking presentations. 1 lecture, 2 lecture/lab hrs/wk. F

CIS 125S: Computer Applications – Spreadsheets (3)
This course is a continuation of topics covered in CIS 120. This course is lab-oriented and will focus on the functions of a modern spreadsheet program. In addition, advanced formulas and functions, data presentation, and data management features of an integrated suite will be covered. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. W

CIS 125W: Computer Applications – Word Processing (3)
This course will serve as an introduction to microcomputers and their applications in business. The course is lab-oriented and will focus on using a modern word processor. Terminology and concepts regarding microcomputers and their peripherals will also be covered. Emphasis is placed on developing confidence in use of computer hardware and software. Prerequisite: Keyboarding skills or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. S

CIS 133CS: Introduction to Programming I – Visual C# (4)
This course is a continuation of CIS 122. Students will learn and apply programming concepts using a high-level programming language. This course will emphasize all phases of program development for the business environment including program design, development, documentation, test, implementation and maintenance. Particular attention will be directed toward the use of structured programming techniques. The course will provide an introduction to writing programs to handle data files and interactive applications. Object orientation and design concepts will be introduced in this course. Registration-Enforced Prerequisite: CIS 122 and CIS 120, or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 135: Applications Development for Computers (3)
Students will learn to use a mainstream suite of applications. Applications will include, but not be limited to, word processing, database (DBMS), spreadsheet, and graphic presentations. The suite will be used to develop a representative business situation where the ultimate goal is integration of the various applications for correspondence, financial records, inventory management, and company presentations. Focus will be on determining, projecting, and meeting business needs within the confines of the application suite. Top down programming methods will be applied to the business situation and needs assessment as the primary method used to understand the business and its goals. Prerequisite: CIS 120 or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. (not regularly offered)

CIS 140L : Introduction to Linux Operating Systems (4)
This course is a lab-oriented study of operating systems preparing students for an industry-based certification such as Comp TIA's Linux+ examination. The course includes the installation and administration of a desktop operating system as well as management, troubleshooting, and optimizing techniques. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. Su

CIS 140M: Introduction to Microsoft Operating Systems (4)
This course is a lab-oriented study of Microsoft desktop operating systems and prepares students for a Microsoft industry-based desktop certification. Topics include installation, management, and administration techniques as well as troubleshooting and optimization techniques using physical and virtual machine technology. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 140W: Introduction to Windows (2)
An introduction to the Windows operating system, the class will focus on working with windows, menus, dialog boxes, properties, shortcuts, Windows Explorer, Windows accessory applications and other Windows topics. 1 lecture, 2 lecture/lab hrs/wk. S

CIS 145: Computer Forensics for Ethical Hackers (4)
This course introduces students to the technologies and theory of computer forensics. This course is designed for system administrators, system engineers, and operators responsible for cybersecurity. Students will learn the application of computer investigation and analysis techniques to gather potential legal evidence, which is often available due to computer crime or misuse, theft of trade secrets, theft of or destruction of intellectual property, and fraud. Students will learn the basic principles and skills required to identify an intruder's footprints, properly gather applicable evidence, and safeguard it for law enforcement. Technologies covered may vary by term, depending on industry trends. Registration-Enforced Prerequisites: CIS 111 and CIS 140M or CIS 140L. 3 lecture, 2 lecture/lab hr/wk. S

CIS 151C: Networking Essentials (4)
This course serves as an introduction to networking and Cisco networking technologies. Instruction includes, but is not limited to, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-are networks (WANs), the Open System Interconnection (OSI) and TCP/IP models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Emphasis is applied to the use of decision-making and problem-solving techniques to resolve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools and equipment and applicable safety, building and environmental codes and regulations. This is the first of a four-course sequence that prepares students for the CCNA (Cisco Certified Network Administrator) certification. Registration enforced prerequisite: CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 152C: Introduction to Basic Switching and Routers (4)
This course serves as the second in a series of four courses and focuses on providing students with classroom and hands-on experience in current and emerging network technologies. Instruction includes, but is not limited to, logical and physical network models, local area networks (LANs), wide area networks (WANs), transmission control protocol/Internet protocol (TCP/IP) addressing, switches, switch configuration, routers, router configuration, routing and routing protocols, switch and router image management, and network troubleshooting. Emphasis is applied to understanding the nature and components of networks that make up LANs, WANs and the Internet. Students will become familiar with the use of command-line tools and protocols used to configure network devices, and will learn how to troubleshoot a switch- and-router-based network topology. Registration-Enforced Prerequisite: CIS 151C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 153C: Intermediate Routing & Switching (4)
This course serves as the third in a series of four courses and focuses on providing students with classroom and hands-on experience in current and emerging networking technologies. Instruction includes, but is not limited to, a review of logical and physical reference models, local area network (LAN) switching and routing. Ethernet and virtual LANS (VLANS), LAN design, routing and switching protocols, router and switch image management, and network troubleshooting techniques. Registration-Enforced Prerequisite: CIS 152C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. Su

CIS 154C: Wide Area Network Protocols (4)
This course serves as the last course in a series of four courses and focuses on providing students with classroom and hands-on experience in current and emerging networking technologies. Instruction, includes, but is not limited to, a review of local area network (LAN) switching, virtual LANs, LAN design, routing protocols, access lists, wide area networks (WANs), logical and physical reference models, device management, and WAN protocols. Registration-Enforced Prerequisite: CIS 153C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. Su

CIS 195: Authoring for the World Wide Web I (4)
Techniques and tools for designing and publishing on the World Wide Web; hypertext and HTML; site and page design; media integration; issues raised by Internet publishing. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 233CS: Introduction to Programming II – Visual C# (4)
Continues Visual C# programming sequence utilizing arrays, objects, relational database access and data structures. Structured design techniques emphasized throughout. Registration-Enforced Prerequisite: CIS 133CS and CIS 275 or instructor approval (CIS 275 may be taken concurrently).3 lecture, 2 lecture/lab hrs/wk. S

CIS 240M: Installing and Configuring Microsoft Windows Server (4)
This course serves as the first in a series of three courses centered around managing Microsoft servers in a domain environment. Instruction includes, but is not limited to installation in a physical and virtual environment; virtualization techniques; deployment;

Active Directory objects and management; command-line commands; IP management and implementation; DHCP; DNS; local and network storage; file and print services; group policy objects; and Windows security. Registration-Enforced prerequisites: CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 244: Systems Analysis and Design (4)

This course is designed to provide the CIS student with a basic understanding of the importance of the Systems Analysis function in today's computer-focused businesses and institutions. It will enable students to better appreciate the importance of the role of the Systems Analyst, the Programmer, the User and the Manager in the development and implementation of modern, computer-based, information systems. The students will participate in a series of activities including group discussions, case studies, interviews, research reports, role playing and structured walk-throughs. Throughout the course, emphasis will be placed on human interaction situations with particular focus on teaming. A secondary goal of this course will be to introduce students to many of the styles and structures of technical documentation that they will be expected to use in their subsequent employment. These documentation techniques will be taught in the context of the systems analysis project. Prerequisite: Second year CIS major or instructor approval. 4 lecture hrs/wk. (not currently offered)

CIS 245: Project Management (4)

Project Management - Information Systems Study practical approaches for managing, planning, organizing and implementing Information Systems projects using modern management techniques. Complete hands-on projects requiring management of project resources, scope, time-line, cost, scheduling, human and other resources. Use Microsoft Project and other project monitoring tools. Registration-Enforced Prerequisite: CIS 122 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 275: Introduction to Database Management Systems I (4)

Students will be introduced to database management systems (DBMS). Topics include database theory and practice, administration, table creation, database normalization and structured query language (SQL). Students will use the tools of the DBMS to develop applications that include input screens, queries, reports and batch processes to automate a typical business computer application. Students will begin to learn and modify computer-generated programs to customize an application. Registration-Enforced Prerequisite: CIS 133VB, CIS 133CS or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 276: Introduction to Database Management Systems II (4)

A continuation of the concepts and software expertise developed in CIS 275. Students will cover advanced SQL and database administration techniques and program on an enterprise level database. Registration-Enforced Prerequisite: CIS 275 and CIS 233CS or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 279M: Microsoft Windows Server Administration I (4)

This course is the second in a series of three courses centered around managing Microsoft servers in a domain environment. Instruction includes, but is not limited to, server image management; DNS; Active Directory; virtualization; user and password management; group policy objects; remote access; file, Windows, and network security, including AAA; file services; update management; and performance monitoring and management. This course will help students prepare for a current Microsoft Certified Professional Exam. Registration-Enforced Prerequisite: CIS 240M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 280: Cooperative Work Experience: Computer Information Systems (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

CIS 284: Network Security Fundamentals (4)

This course serves as an introduction to network and information technology security and prepares the student for further study in the field. Instruction includes, but is not limited to, threat migration; cryptography; authentication and role-based security; encryption and device security; the public key infrastructure; messaging security; ports and protocols; and business continuity concepts. This course will help students prepare for a current industry-recognized security certification exam. Registration-Enforced Prerequisite: CIS 240M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 285A: Ethical Hacking (4)

This course focuses on hacking techniques and technologies, with an emphasis on the ethics and legality of hacking. Course content will include coverage in topics such as scanning, testing, and hacking of systems such as PCs, switches, and web servers. Students will also learn about the attack process, intrusion detection, intrusion prevention, social engineering, DDoS and other attacks, buffer overflows, and virus creation. All activities are performed in a safe environment and no actual network is harmed. Registration-Enforced Prerequisite: CIS 152C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 285B: Advanced Network Device Security (CCNA Security) (4)

This course is a Cisco Networking Academy course, mapped to the Cisco Certified Network Administrator Security (CCNA Security) industry credential. This course will expose students to the array of security features that can be implemented using Cisco switches and routers. Instruction will include, but is not limited to, authentication methods, common network attacks and how to safeguard against them, communication security (remote access, e-mail, the web, directory and file transfer, and wireless data), infrastructure security (network devices and media), and the proper use of perimeter topologies such as demilitarized zones (DMZs),

Extranets, and Intranets to establish network security. Cryptography basics are also introduced, including the differences between asymmetric and symmetric algorithms, and the different types of Public Key Infrastructure (PKI) certificates and their usage. Operational/organizational security is discussed as it relates to physical security, and disaster recovery. Registration-Enforced

Prerequisite: CIS 152C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 285C: Cloud Services Technologies (3)

This course introduces students to the technologies and theory of Infrastructure as a Service (IaaS) using common cloud providers such as Microsoft Windows Azure and/or Amazon Web Services (AWS). Students will learn cloud computing, cloud storage and content delivery, cloud database types and uses, cloud networking (private and hybrid uses), cloud security, cloud deployment and management; and Enterprise IT applications. Registration-Enforced Prerequisite: CIS 288M or instructor approval. 3 lecture hrs/wk. S

CIS 286A: Virtualization Technologies (3)

This course introduces students to the technologies and theory of operating system virtualization. This course is designed for system administrators, system engineers, operators responsible for creating and implementing virtualization. Students will learn installation, configuration, and management of Hyper-V and Hyper-V Manager; and/or VMware vSphere, which consists of VMware ESXi and VMware vCenter Server. This course is based on the current versions of Hyper-V, ESXi, and vCenter Server. Technologies covered will vary by term, depending on industry trends. Registration-Enforced Prerequisite: CIS 288M or instructor approval. 3 lecture hrs/wk. S

CIS 288M: Microsoft Windows Server Administration II (4)

This course is the third in a series of three courses centered around managing Microsoft servers in a domain environment. Instruction includes, but is not limited to, server image management; Active Directory; group policy object management; virtualization; user and password management; group policy objects; remote access; file, Windows, and network security, including AAA; and performance monitoring and management. This course will help students prepare for a current Microsoft Certified Professional Exam. Registration-Enforced Prerequisite: CIS 240M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 289M: Microsoft Windows Server Administration III (4)

This course serves as the fourth in a series of four courses centered around managing Microsoft servers in a domain environment. Instruction includes, but is not limited to advanced network and file services; dynamic access control; network load balance; failover clustering; disaster recover; AD Certificate Services; and AD Federation Services. This course will help students prepare for a current Microsoft Certified Professional Exam. Registration-Enforced Prerequisite: CIS 240M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. (not currently offered)

CIS 295: Authoring for the World Wide Web II (4)

Designing, developing, publishing, and maintaining dynamic websites; Web security and privacy issues; emerging Web technologies. Prerequisite: CIS 195 and CIS 275 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 297: Capstone Project (4)

(This course is currently not being offered.) Student will develop an individual "real-world" project to demonstrate the ability to apply the concepts covered in the Computer Information Systems (CIS) curriculum. With guidance from a faculty advisor, students will analyze, design, program and document a database, web-based or network system. Emphasis will be placed on working effectively with clients, professional work habits, and documentation. Registration-Enforced Prerequisite: Instructor approval; 1 lecture, 9 lab hrs/wk.

CIVIL ENGINEERING (CIV)

CIV 214: CAD-Civil3D and Virtual Design (3)

This course uses Autodesk Civil 3D program to produce virtual design and drawings for civil engineering projects. Drafting practices are used to prepare site plans, layout building sites, and develop construction drawings of infrastructure. Design and building information models are used for making estimates of quantities and cost, and for determination of constructability problems. Registration-Enforced Prerequisite: DRF 112. 2 lecture, 2 lecture/lab hrs/wk. S

CIV 280: Cooperative Work Experience: Engineering (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year, except for students taking Occupational Skills Training (OST) which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

CIV 297: Continuing Professional Development for Professional Land Surveyors and Engineers. (1-3)

This course will cover a variety of topics to meet the needs of Professional Land Surveyors and Engineers. The course content and material will be structured to meet the requirements of the Oregon State Board of Examiners for Engineers and Land Surveyors as defined in OAR 820. The primary venue for this course will be Internet based. Prerequisite: Licensure by the Oregon State Board of Examiners for Engineers and Land Surveyors or Instructor approval. Credit will be assigned for each individual at the rate of one credit hour per ten hours of lecture. F, W, S, Su

CRIMINAL JUSTICE (CJ)

CJ 100A: Law Enforcement Skills Training (2)

A variety of topics including: First Aid & CPR, Tactical Communication, Special Event Ops, Radio Communications, Search & Handcuffing, Confrontational Simulation, Chemical Agents. Corequisite: CJ 105 and CJ 110. Prerequisite: Acceptance into Police Reserve Academy. 4 lecture/lab hrs/wk. F

CJ 100B: Law Enforcement Skills Training (2)

A variety of topics including: Emergency Vehicle Ops, Control Holds, Expandable Baton, Traffic Control, Crowd Control, Tactics & Strategies in Buildings and Open/Wooded Areas. Corequisite: CJ 120 and CJ 212. Prerequisite: Acceptance into Police Reserve Academy. 4 lecture/lab hrs/wk. W

CJ 100C: Law Enforcement Skills Training (2)

A variety of topics including: Vehicle Stops, Defensive Tactics, Bicycle Patrol, Firearms. Corequisite: CJ 109 and CJ 112. Prerequisite: Acceptance into Police Reserve Academy. 4 lecture/lab hrs/wk. S

CJ 101: Introduction to Criminology (3)
This course is designed as an introduction to the study of crime and criminal behavior. One segment covers concepts of crime and criminology, the nature and extent of crime, and victims and victimization. A second segment covers theories of crime causation, including choice and trait theories, social structure, social process, and social conflict theories, and developmental theories. A third segment covers crime typologies, including violent crimes, property crimes, enterprise crimes (white-collar, organized, and cyber crimes), and public order crimes. The final segment looks at the criminal justice system, including various functions of the system as well as different models applied to the field. 3 lecture hrs/wk. S. Available online F.

CJ 105: Concepts of Criminal Law (3)
This class is designed to introduce students to the basic concepts underlying criminal law. Topics covered will include the origins of criminal law, the basic requirements of a criminal act, the limitations of criminal liability, types and classifications of criminal law, and procedural defenses. Additional topics covered include constitutional limits on law, inchoate crime, and criminal culpability levels. 3 lecture hrs/wk. F. Available online Su.

CJ 109: Contemporary Issues in Criminal Justice (3)
This course provides an intermediate look at modern criminal justice practices, operations, and issues. The Criminal Justice student and prospective law enforcement employee will develop a view of criminal justice careers from both theoretical and practical perspectives. This course will cover contemporary issues in operations and policies that include philosophies, criminal justice organization, management and supervision, crime control, and efficiency. 3 lecture hrs/wk. S (offered alternate years)

CJ 110: Introduction to Law Enforcement (3)
A study of law enforcement that emphasizes police work at the community level. Students will review the history and evolution of law enforcement, the criminal justice system and the future of law enforcement. Particular areas of study include criminal law, responsibilities of law enforcement, community relations, accountability and corruption, values and judgement and careers in law enforcement. 3 lecture hrs/wk. F

CJ 112: Field Operations and Patrol Procedures (3)
To introduce the student to the nature and purpose of patrol activities for the law enforcement officer. Includes tactics and strategies, routine and emergency procedures, types of patrols, crime prevention, and community policing. Prerequisite: Acceptance into Police Reserve Academy. 3 lecture hrs/wk. S

CJ 114: Cultural Diversity Issues in Criminal Justice (3)
This course looks at the relationship between the criminal justice system, cultural and other diversity, and police/community dynamics. Focusing on positive police/citizen contacts, the principle emphasis will be on the importance of a continuing dialogue between law enforcement and all segments of the community. Students will acquire an understanding of cultural norms and their impact on criminal justice interactions. Other relevant issues such as hate crimes and racial profiling will be covered. 3 lecture hrs/wk. S

CJ 120: Introduction to Judicial Process (3)
This course presents an examination of the responsibilities of each segment of the justice system. These segments include law enforcement, the judicial process and the courts, duties and responsibilities of corrections agencies, and the functions of related administrative agencies at the local, state, and federal levels. Past, present, and future relationships of these systems will be analyzed. 3 lecture hrs/wk. W

CJ 130: Introduction to Corrections (3)
This course provides an overview of the American corrections system including its history, processes, purposes and goals. Course study will introduce the student to institutional and penal systems that include detention facilities, jails, prisons, and work release facilities. This course provides both a practical and theoretical perspective of the need and purpose for offender confinement and post-conviction jurisdiction within a free society. Supervision and management of confined and released offenders, juvenile and adult, will be reviewed. 3 lecture hrs/wk. S

CJ 140: Introduction to Criminalistics (Forensic Science) (3)
This is an introductory course in forensic science. Forensic science or criminalistics applies the knowledge and technology of science for the definition and enforcement of laws, and to the solution of criminal offenses. Course study will include development of the principles and techniques used to compare and identify physical evidence collected at crime scenes. The course will explore services performed by evidence collection teams as well as activities of forensic scientists in the crime labs. 3 lecture hrs/wk. W

CJ 169: Terrorism and Homeland Security (3)
This course examines the basic history, evolution and effects of terrorism on both domestic and international levels. Through historical and objective analysis the course is intended to provide a basic foundation for the root cause of terrorism and how terrorism is confronted by political, diplomatic, law enforcement and military intervention. This course provides a basic understanding of the various threats from terrorism, and the ability of terrorists to advance a political agenda, raise funds, and use the media to promote their vision ideology. 3 lecture hrs/wk. W, Su

CJ 203: Crisis Intervention (1)
An overview of the techniques and approaches to crisis intervention for entry-level criminal justice professionals. Covers initial intervention, defusing and assessment, resolution and/or referral, with emphasis on safety. Includes personal effectiveness, recognition of threat levels, voluntary compliance, verbal and non-verbal communication, active listening, and mediation. 1 lecture hr/wk. W

CJ 210: Criminal Investigations (3)
This course concentrates on the fundamentals of criminal investigation. The responsibilities of the preliminary crime scene investigator will be thoroughly studied. Areas of specific review will include: crime scene management; the collection, preservation, and recordation of recovered evidence; interview techniques; surveillance operations; follow-up investigations; report writing; and court procedures. 3 lecture hrs/wk. S

CJ 211: Ethics in Criminal Justice (3)
This course examines the major concepts of ethics and its relationship to criminal justice system functions. The course will focus on the values, morality and ethics that guide today's criminal justice professional. Supplementing the text will be case studies from Oregon Department of Public Safety Standards and Training and other current sources. 3 lecture hrs/wk. W

CJ 212: Report Writing for Criminal Justice (3)
The fundamentals of writing law enforcement reports including definitions, type, needs, and objectives. Emphasis will be on preliminary crime reports, arrest reports, evidence reports, and administrative reports. Students will obtain the necessary knowledge to investigate, interview, and distill general information into documented facts. Prerequisite: Acceptance into Police Reserve Academy. 3 lecture hrs/wk. W

CJ 216: Law Enforcement Supervision & Management (3)
This course provides an in-depth examination of the role and responsibilities of the first-level supervisor and manager/ command officer in the specialized field of law enforcement. Principles of effective leadership, team-building and specific operational issues related to law enforcement are also addressed. 3 lecture hrs/wk. F

CJ 226: Intro to Constitutional Law (3)
This course provides an examination of the role of the U.S. Constitution in the development of criminal law and procedures. Emphasis is placed on relevant historic and political factors that have influenced constitutional criminal procedures, and the practical effect that case law has on the methods and extent to which the criminal justice community performs its duties. 3 lecture hrs/wk. W (Available online only)

CJ 230: Introduction to Juvenile Justice System (3)
This course provides an introductory perspective of the historical and contemporary aspects of juvenile corrections. Topics covered include the components of the juvenile justice system and its philosophy, functions and goals, the role of law enforcement, the courts, community based corrections, and custodial facilities. Included is an overview of the ongoing debate over the Balanced and Restorative Justice approach in the juvenile justice system, especially as it relates to safety/ security issues and public concern. 3 lecture hrs/wk. S

CJ 232: Introduction to Corrections Casework (3)
Introductory overview of casework in corrections settings. Includes introduction to behavior modification theories and methods, contemporary counseling methods, assessment processes, and the development of officer/client relations. Emphasizes observation skills, perception issues, information gathering, interpersonal communication skills, and interviewing strategies and techniques as part of corrections casework. Registration-Enforced prerequisite: CJ 230 or CJ 261 or instructor approval. 3 lecture hrs/wk. Su

CJ 240: Criminalistics II (3)
This is a course in forensic science and criminalistics. Forensic science applies the principles and technology of various scientific disciplines to the definition and enforcement of laws and to the solution of criminal offenses. Criminalistics is the collection of disciplines of forensic science commonly practiced in the modern crime lab and in laboratory services applied at crime scenes. This course will build upon basic principles of evidence processing and analysis covered in earlier coursework and integrate them with more advanced and individualizing techniques in forensic science. These include bloodstain pattern analysis, forensic toxicology, trace evidence processing and analysis, DNA, arson investigations and computer forensics. Registration-Enforced Prerequisite: CJ 140, 3 lecture hrs/wk. S

CJ 243: Narcotics and Dangerous Drugs (3)
This course covers the full range of psychoactive drug use, from legal medicinal use to criminal recreational use, from casual use to addiction. Emphasis is on the sociological perspective, explaining the drug phenomenon supported by recent data from a wide range of sources. 3 lecture hrs/wk. F

CJ 261: Introduction to Parole & Probation (3)
This course provides introductory perspectives of parole, probation, and community corrections. The course investigates the purposes of parole and probation as alternatives to incarceration of criminal offenders. Issues related to sentencing recommendations, terms and conditions of probation, day treatment options, group homes, and criteria for violating status are examined. 3 lecture hrs/wk. F

CJ 275: Comparative Criminal Justice Systems (3)
Using a topical approach, this course compares the criminal justice systems in other nations with that in the United States. Underlying sources of law will be covered as well as practices and policies used by different nations in their criminal justice systems. This course will give students a better understanding of the similarities and differences of each system. 3 lecture hrs/wk. F

CJ 280: Cooperative Work Experience: Criminal Justice * (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, SU

CJ 280: Cooperative Work Experience: Law Enforcement/ Corrections * (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab.
*Students may select - either CJ 280 Cooperative Work Experience: OR CJ 298 Criminal Justice Independent Study. F, W, S, SU

CJ 298: Independent Study: Criminal Justice (1-6)
Independent study on subjects outside the course curriculum or in-depth studies of a particular aspect of course content. Affords an opportunity for students with previous study in a subject area to pursue further investigations for credit. Registration-Enforced Prerequisite: Instructor, Department Chair, and Dean approval of study plan. 6 credits maximum total credit. F, W, S, Su

COMPUTER SCIENCE (CS)

CS 133U: Programming for Engineers (3)

An introduction to problem analysis and programming in either C++ or Java. This course is intended as an introduction to programming for those with little or no previous experience. The course is designed for engineering majors and emphasis will be on programming engineering and mathematics problems. Prerequisite: MTH 095. 2 lecture, 2 lecture/lab hrs/wk. (not currently offered)

CS 160: Orientation to Computer Science (4)

This course explores the discipline and profession of computer science. It provides an overview of computer hardware architecture, the study of algorithms, software design and development, data representation and organization, ethics and the history of computing and its influences on society. The student is exposed to both low-level and high-level programming languages. May be offered online. Registration-Enforced Prerequisite: MTH 095. 3 lecture, 2 lecture/lab hrs/wk. F

CS 161: Computer Science I (4)

This is an introduction course to computer science. Topics covered are: Algorithms, programming concepts, programming in a structured language, and computer applications. The C++ or the Java language will be introduced. Prerequisite: MTH 111 or equivalent. 3 lecture, 2 lecture/lab hrs/wk. W

CS 162: Computer Science II (4)

This course is a continuation of CS 161 and introduces the student to the use of a variety of data structures. Topics include: string operations, records, stacks, queues, trees, recursion, sorting, linked lists, searching data structures. Programs will be written either in C++ or Java. Prerequisite: CS 161. 3 lecture, 2 lecture/lab hrs/wk. S

CS 260: Data Structures (4)

This course is intended primarily for students seriously interested in computer science. Students will demonstrate the usage of using advanced data structures, including linked lists and tree structures using pointers, and advanced structure programming methods through a variety of programming projects. Course may be offered online. Registration-Enforced Prerequisite: CS 162 and MTH 111 or higher or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CS 271: Computer Architecture & Assembly Language (4)

This course serves as an introduction to the functional organization and operation of digital computers. Coverage of topics includes assembly language; addressing, stacks, argument passing, arithmetic operations, decisions, macros, modularization, linkers and debuggers. Registration-Enforced Prerequisite: CS 162 or instructor approval. 3 lecture, 2 lab hrs/wk. S

COOPERATIVE WORK EXPERIENCE (CWE)

CWE 161 Seminar I (1)

CWE 161 is intended to help students develop career preparation skills. This process will involve researching job markets, preparing resumes and cover letters, building an employment portfolio, and conducting an informational interview with an employer in a field of their choosing. 1 lecture hr/wk. F, S

CWE 162: CWE Seminar II (1)

This course is planned for students enrolled in business programs. Students will work with a local organization or business to research and complete a project in specific areas of business such as personnel, inventory control, advertising, finance, or marketing. Prerequisite: CWE 161; instructor approval. 1 lecture hr/wk. W

CWE 163: CWE Seminar III (1)

This course is a continuation of CWE Seminar II, with emphasis on managerial skills. The student is required to develop a marketing plan or business plan for a business organization of their choosing. Students will be expecting to select a business, prepare the plan, present an oral presentation, and submit a final written document. Prerequisite: CWE 162; instructor approval. 1 lecture hr/wk. S

DENTAL ASSISTING (DA)

DA 102: Advanced Clinical Experiences (4)

In Advanced Clinical Experiences, students will demonstrate competence in several dental procedures. Each skill listed on the DANB EFDA check-off list will be discussed in detail. The intention of this course is to prepare students to become Oregon Expanded Functions Exam certified, as well to provide them with the necessary knowledge to complete the Oregon Expanded Functions Clinical Check-offs. Ergonomics is also covered with a special emphasis on practicing good body mechanics while performing expanded functions. Dental sealants are also covered. Cavity Classifications are reviewed and discussed in relation to matrix systems. Prerequisite: currently enrolled in Dental Assisting program. Registration-enforced prerequisite: DA 195, DA 196, 3 lecture, 3 lab hours/work. S

DA 103: Dentistry, Law & Ethics (1)

This course introduces the Dental Assisting student to the dental office environment and the dental specialties. Identifies, describes and compares the role of each member of the dental team. Specific emphasis is placed on the students' exploration of the application of ethics in dentistry. The laws that cover dental professionals are covered broadly. Those laws that pertain specifically to dental assistants are covered in depth with particular attention to the Oregon Dental Practice Act. Prerequisite: currently enrolled in Dental Assisting program. 1 lecture/hr. F

DA 107: Dental Health Education I (1)

Dental Health Education I develops the basic concepts of preventive dentistry including the study of plaque-related diseases, fluoride therapy, and brushing and flossing techniques. The student will learn measures that are effective in improving oral health and preventing oral disease. Nutrition will be discussed and the students will apply the concepts they have learned to the health of patients they will treat in the future. Prerequisite: currently enrolled in Dental Assisting program. 1 lecture/hr. F

DA 108: Dental Health Education II (1)

Must be taken in sequence. This course builds on the concepts in DA 107, reinforcing preventative dentistry concepts. Students will prepare an oral health presentation as a team. The concluding project of the class will take place at a local elementary school where students will apply the skills they have acquired in oral hygiene instruction. Prerequisite: currently enrolled in Dental

Assisting program and DA 107. 1 lecture/hr. F

DA 110: Health Sciences (3)

Dental Health Sciences introduces the student to the history of dentistry. Embryology, and developmental disorders in the oral cavity are discussed. The concepts of oral histology as well as tooth morphology are developed. Students will be able to understand the connection between patient diagnosis, charting and treatment. Prerequisite: currently enrolled in Dental Assisting program. 3 lecture hr/week. F

DA 111: Dental Terminology (2)

This course provides students with a working knowledge of dental terminology. The course will include: spelling, pronunciation, and definition of terms as well as the use of a dental dictionary and related references. Students will be prepared for a career in the dental profession by providing them with the terminology to excel in both career orientated testing and while working as a Dental Assistant. Prerequisite: currently enrolled in Dental Assisting program. 2 lecture hr/week. W

DA 115: Dental Anatomy (3)

The Dental Anatomy course presents the study of landmarks, tooth numbers, surfaces and morphology. Students learn the basic structure and function of human anatomy with special emphasis on the head and neck. Study models and diagrams are used to facilitate hands on learning. This course prepares students to apply the fundamentals of general and dental anatomy to informed decision making, and to professional communication with colleagues and patients. Prerequisite: currently enrolled in Dental Assisting program. 3 lecture hr/week. W

DA 135: Oral Pathology (2)

The study of diseases and conditions affecting the gingiva, dentition, tongue and oral cavity is the focus of this course. Oral manifestations of infectious diseases and injuries are also covered as well as ongoing discussions pertaining to the legal and ethical roles dental assistants encounter while assisting dentists and hygienists when pathological conditions are presented. Prerequisite: currently enrolled in Dental Assisting program. 2 lecture hr/week. S

DA 139: Medical Emergencies in the Dental Office (2)

Students learn the signs and symptoms of medical emergencies that may occur in a dental office. The role each member of the dental team plays during a dental emergency is examined. Special emphasis is placed on the responsibilities of the dental assistant supporting the dentist and staff in the event of a medical emergency. Introduction to pharma-cological agents used to treat dental clients and dental office emergencies. The principles and techniques of acquiring patient vital signs are explained and practiced. Treatment provisions for the medically compromised and other special needs patients are defined and explored. Prerequisite: currently enrolled in Dental Assisting program. 2 lecture hr/week. W

DA 192: Dental Materials I (3)

This course covers the composition, clinical properties, preparation, use and storage of materials used in dentistry. Students will produce negative impressions and pour positive models. The proper techniques for mixing and dispensing various impression materials, dental cements, liners, bases and restorative products are illustrated and applied. Prevention of cross contamination is established. Prerequisite: currently enrolled in Dental Assisting program. 2 lecture, 3 lab hrs/week. F

DA 195: Chairside Procedures I (4)

The Chairside Procedures I course introduces students to the science of dentistry. This course prepares students to control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. This course instructs students on proper moisture control techniques as well as an introduction to dental hand instruments, rotary instruments and hand pieces. The students are introduced to basic procedures including amalgam and composite. Dental unit waterlines and ergonomically safe practices are also covered. Prerequisite: currently enrolled in Dental Assisting program. 3 lecture, 3 lab hrs/week. F

DA 196: Chairside Procedures II (4)

Chairside Procedures II helps prepare the student for the unlimited diversity of clinical responsibilities in both general and specialized settings. Students will be provided with a level of knowledge that will enable them to operate as competent chairside assistants. Dental specialties will be discussed as well as the instrumentation and principle procedures specific to each discipline. Post-operative instructions for common procedures will be presented and practiced in both the didactic and clinical setting. Prerequisite: currently enrolled in Dental Assisting program and DA 195. 3 lecture, 3 lab hrs/week. W

DA 198: Dental Materials II (2)

In this course students will apply the principle and secondary uses, advantages, disadvantages and limitations of various dental materials. Students will refine their impression taking and model pouring skills as well as fabricate custom trays. Preparation of articulation, occlusal bite, and presentation of models as a diagnostic tool will be completed by the students. Materials and procedures specific to: Orthodontics, Endodontics, Prosthodontics, and Aesthetic specialties are covered. Prerequisite: currently enrolled in Dental Assisting program and DA 192 and DA 196. 1 lecture, 3 lab hrs/week. W

DA 199: Dental Office Procedures (3)

The business office in today's modern dental practice functions as a highly technological facility with skilled personnel. This course enables students to acquire the abilities to succeed in today's contemporary dental practice. Telephone management, appointment scheduling and recall procedures are covered. The financial aspects of running a business are explored and applied. Students will experience a hands on computer application to help them synthesize the basics of dental front office management including all aspects of insurance forms and billing. Marketing, communication and resume skills are presented and refined. Prerequisite: currently enrolled in Dental Assisting program. 3 lecture hrs/week. S.

DA 210: Dental Radiology I (4)

This course provides instruction in terminology and the basic physics of X-ray production. Radiological health measures for both patient and operator are studied. Examination and operation of the

dental X-ray unit is taught. Darkroom basics and film mounting are covered as well as film grading and criteria. Students are instructed in bitewing, paralleling, and bisecting the angle radiographic techniques. Instruction is provided in anatomy and landmarks as well as common exposure errors. Infection control in regards to exposing and developing dental radiographs is discussed. Prerequisite: currently enrolled in Dental Assisting program. 3 lecture, 3 lab hrs/week. F

DA 211: Dental Radiology II (3)

This course provides the basis for various occlusal film projections, intra-oral periapicals and panoramic radiographs. Dental X-ray film composition and processing is discussed as well as clinical grading review. The needs of patients with special circumstances are addressed as well as legal and ethical issues pertaining to dental radiography. The history of radiology is presented as well as a discussion on digital radiography. Throughout the course emphasis is placed on preparing students for the DANB RHS (Dental Assisting National Board Radiation Health and Safety) written and clinical exams. 2 lecture, 3 lab hrs/week. W

DA 214: Dental Radiology License Prep Course (1)

This elective radiology techniques course will provide a review for various occlusal film projection, intra-oral periapicals and panoramic radiographs. Taking dental X-rays, film processing and clinical grading is reviewed as it pertains to the understanding of completion of course work and licensing the Dental Assisting student with standards set by the licensing agency DANB. 3 lab hrs/wk. S

DA 280: Cooperative Work Experience: Dental Assisting

This course provides the student with Dental Assisting work experience in community businesses. The student will have the opportunity to integrate theory and practice gained in the classroom with practical experience in the professional world. In this course a student may develop skills, explore career options and network with professionals and employers while earning credit toward a certificate. Prerequisite: Currently enrolled in the Dental Assisting program; instructor approval. 10 credits CWE, W (1 cr), S (9 cr)

DRAFTING (DRF)

DRF 112: Computer Aided Drafting I (3)

This is a beginning level course, which introduces computer aided drafting (CAD). The AutoCad 2011 software is used to set up drawings and perform basic drawing and editing commands. Emphasis is on two-dimensional drawings and engineering architectural aspects of computer drafting. This is an online enhanced course, meaning students are required to use online resources to pass this course. 2 lecture, 2 lecture/lab hrs/wk. F

DRF 113: Computer Aided Drafting II (3)

Advanced two-dimensional, computer-aided drafting (CAD) commands and skills, integrated with engineering graphics. Orthographic and multi-view drawings are created using AutoCAD software. Emphasizes plotting final drawings to scale and following drafting standards, including standards for dimensioning, text, line weights, and title blocks. Registration-Enforced Prerequisites: CIV 112 or DRF 112, with a grade of C or better. 2 lecture, 2 lecture/lab hrs/wk. W

DRF 116: Computer Aided Drafting – Structural Drafting (3)

This is an advanced level drafting course which introduces structural drafting processes for the computer aided drafter. AutoCad software is used to set up drawings and create basic structural drawings. Emphasis is on two-dimensional drawings and structural engineering computer drafting. Registration-Enforced Prerequisites: CIV 113 or DRF 113, with a grade of C or better. 2 lecture, 2 lecture/lab hrs/wk. S

DRF 280: Cooperative Work Experience:Drafting (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

ECONOMICS (ECON)

ECON 115: Introduction to Economics (3)

Introduction to Economics is a course that focuses on the definition of economics and the application of economic analysis. This analysis will be conducted within the students own life, within business applications, product and labor markets, national monetary and fiscal policy, and international trade. Current issues will be used whenever possible to illustrate fundamental concepts. Reference and use of current internet and other research sites will be utilized to provide the students with an option for lifelong research into economics. 3 lecture hrs/wk. W

ECON 201: Microeconomics (4)

A more advanced study into the social science of economics. These courses are designed for students seeking a transfer degree. The courses are taught in sequence and require students to be comfortable with general writing, general math concepts, basic graphing, and have access to a computer with internet capability. The courses require students to be comfortable with general writing, general math concepts, basic graphing, and have access to a computer with internet capability. Recommended but not required prerequisites: ECON 115, WR 121, WR 122, and MTH 111 or any equivalent courses.

ECON 201 provides an overview of microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly, and government policy influences on economics. Students will be introduced to the use of microeconomic applications including the use of economic graphs to address problems in current economic policy. 4 lecture hrs/wk. F, S

ECON 202: Macroeconomics (4)

ECON 202 provides an overview of macroenomic issues: the determination of output, employment, unemployment, interest rates, and inflation. Monetary and fiscal policies are discussed, important policy debates such as, the sub-prime crisis, social security, the public debt, and international economic issues are critically explored. The course introduces basic models or macroeconomics and illustrates principles with the experience in the U.S. economic system along with contrast and comparison

to various international models. Discussion and demonstration of increase in individual skills with an emphasis on advanced progression, participation and advanced skill development. Registration-Enforced Prerequisite: ECON 201. 4 lecture hrs/wk. W

ECON 280: Cooperative Work Experience: Economics (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S

EARLY CHILDHOOD EDUCATION (ECE)

ECE 101: Early Childhood Education Seminar & Practicum I (4)

Discussion centered on ECE lab activities, behavior management and problem-solving techniques. Practical work experience will provide the student with a variety of experience working with children in early childhood programs under the close supervision of the instructional staff. Students work with children individually and in small groups and supervising children in outdoor activities. Prerequisites: Oregon Childcare Registry enrollment required. Instructor approval required to ensure students have completed the background history check, MMR vaccination verification and a food handler's certificate before coursework can begin. NOTE: Students registered on the Oregon Registry Step 7 may begin from ED 103 through to their desired level of Practicum. 2 lecture, 6 practicum hrs/wk. F, W, S

ECE 102: Early Childhood Education Seminar & Practicum II (4)

Classroom time with ECE seminar instructor concerning practicum experiences — guidance of young children. Students will gain experience working with young children in an organized group setting, and will assist with supervision of the various daily activities in an ECE program. Prerequisites: ED 101, Oregon Childcare Registry enrollment, including background check, food handler card and MMR vaccine. NOTE: Students registered on the Oregon Registry Step 7 may begin from ECE 103 through to their desired level of Practicum. 2 lecture, 6 practicum hrs/wk. F, W, S

ECE 103: Early Childhood Education Seminar & Practicum III (4)

Classroom time with ECE seminar instructor concerning practicum experiences — guidance of young children. Practical experience working with young children in the ECE lab. Activities and projects carried out will be student planned and implemented — more responsibility for student. Prerequisite: ED 102, Oregon Childcare Registry enrollment, including background check, Infant/Child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hrs/wk. F, W, S

ECE 104: Early Childhood Education Seminar & Practicum IV (4)

Classroom time with ECE seminar instructor concerning practicum experiences - guidance of young children. Practical experience working with young children in the ECE lab. Activities and projects carried out will be student planned and implemented — more responsibility for student. Prerequisite: ED 102, Oregon Childcare Registry enrollment, including background check, Infant/Child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hrs/wk. F, W, S

ECE 105: Early Childhood Education Seminar & Practicum V (4)

Discuss one's own teaching style and the relationship of a teacher to children and parents. Practical experiences working with children. Explore interpersonal skills in order to function as a team member in planning and carrying out a comprehensive program for children. Prerequisite: ED 104, Oregon Childcare Registry enrollment, including background check, Infant/Child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hrs/wk. F, W, S

ECE 106: Early Childhood Education Seminar & Practicum VI (4)

Review state and local regulations and agencies that deal with young children. Plan to implement programs that provide positive learning experiences for the individual child and groups. Assist with administrative and supervisory tasks. Prerequisite: ED 105, Oregon Childcare Registry enrollment, including background check, Infant/Child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hrs/wk. F, W, S

ECE 140: Introduction to Early Childhood Education (2)

Focus on the historical and philosophical development of the field, programs, and major approaches to early childhood education and current trends in the field. Emphasis will be focused on early childhood education as a career. Students will become aware of professional organizations concerned with young children. 2 lecture hrs/wk. F

ECE 150: Creative Activities for Children (3)

Introduces creative activities suitable for preschool children in fields of art, music, dramatics, rhythms, games, finger plays, carpentry and water play. Development of the student's creative imagination will be stressed. Oregon Childcare Registry enrollment required, including a background check. 3 lecture hrs/wk. S

ECE 178: Observing and Guiding Behavior (3)

Students will identify the guidance needs of young children and learn techniques and strategies to meet these needs. Exercises are designed to develop observation, recording and guidance skills. Students will be observing an early childhood education center. Oregon Childcare Registry enrollment required, including background check and verification of MMR vaccination. 3 lecture hrs/wk. S

ECE 240: Lesson & Curriculum Planning (3)

Development of fundamental goals for facilitating growth and development of children in early childhood learning and care programs; planning daily and weekly program activities; emphasis on stimulating learning through a variety of materials and methods; building relations between home and early childhood learning and care programs. 3 lecture hrs/ wk. W

ECE 244: Individual Learning for Preschoolers (3)

Introduces students to methods of developing individualized learning materials in settings for preschool children. Designed specifically for people working with Early Childhood Education programs. Oregon Childcare Registry enrollment required, including background check and verification of MMR vaccination. 3 lecture hrs/wk. S

ECE 247: Administration of Child Care Centers (3)

Administration of Child Care Centers (3) Overall view of administration and operation of child care centers: Site location and development, regulatory agencies and license requirements, policy formation and development, planning space and equipment, staff selection and management, boards and advisory committees, funding sources and legal responsibilities. 3 lecture hrs/wk. W, alternate years.

EDUCATION (ED)

ED 100: Introduction to Education (3)

An introductory course in the field of education. Students will be introduced to essential understandings of current practices in K-12 schools today. The class is an opportunity for students considering a career in education to reflect on key issues and gain practical experience in classrooms. Instructor approval required to ensure students have completed the background history check, and MMR vaccination verification before coursework can begin. 1 lecture hr/wk. 6 practicum hrs/wk. F, S

ED 154: Literature and Language for Children (3)

This course provides an overview of literature and language development in young children. Quality children's literature, a rationale for the purpose of such literature, ways to implements its use, and ways to evaluate its appropriateness for young children are addressed. Lectures and demonstrations, reading and evaluations of children's books, and practical experiences with children and literature are included. Registration-Enforced Prerequisite: WR 121. 3 lecture hrs/wk. W

ED 200: Foundation of Education (3)

This course will examine historical, philosophical, political, legal, and economic aspects of K-12 public education. Current issues and trends will also be explored. 3 lecture hrs/ wk. W

ED 229: Learning & Development (3)

This class introduces the participant to theories of behavior, motivation and human development as applied to classroom practice and teaching/tutoring techniques. It also examines ways to personalize learning for a diverse student population. 3 lecture hrs/wk. Su

ED 235: Educational Technology (3)

This course trains students in the preparation and use of media and technology in school settings. Students will develop an understanding of the role of media in learning and methods for incorporating media in instruction. Prerequisite: CIS 120 or Instructor approval. 3 lecture hrs/wk. F for incorporating media in instruction. Prerequisite: CIS 120 or Instructor approval. 3 lecture hrs/wk. F

ED 258: Multicultural Education (3)

Introduces the philosophy, activities, and materials applied in developing a culturally-sensitive multicultural classroom and curriculum. 3 lecture hrs/wk. S

ED 280: Cooperative Work Experience: Education or Practicum (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S

EMERGENCY MEDICAL SERVICES (EMS)

EMS 151: EMT Part 1 (5)

Term one of a two-term series. Designed to train personnel to respond to emergency situations to render proper treatment in case of sudden emergencies, accidents or disasters. Course focuses on the recognition and treatment of shock, fractures, poisonings, burns, stroke and heart attack. Prerequisite: Completion of placement testing for reading at RD 90 or higher, writing skills at WR 115 or higher, and math at MTH 20 or higher. Must have a high school diploma, GED, or equivalent by the time of application for certification. Must meet standards as set by the Oregon State EMS Office for certification which includes health, driving, immunizations, and background check. Meets or exceeds intent of National Registry. 4 lecture, 2 lecture/lab hrs/wk. Fee: $350. S. Program Coordinator Approval Required for Admission. F, S

EMS 152: EMT Part 2 (5)

Term two of two-term series. After successful completion of EMS 152 the student can apply for certification at the state and national level for EMT Basic. Failure of this course will require retaking the full sequence of EMT Basic courses. Registration-Enforced Prerequisite: Successful completion of EMS 151. 4 lecture, 2 lecture/lab hrs/wk. Fee: $350. W, Su

EMS 170: Emergency Communication (2)

Communication systems, radio types, HEAR system, codes and correct techniques. 20 lecture hrs (1 wk). S

EMS 171: Emergency Transport (2)

Ambulance operations, laws, maintenance, safety, emergency response driving and route planning. Fee: $75. 20 lecture hrs (1 wk). S

EMS 175: Introduction to Emergency Medical Services (3)

Organization, funding and role of ambulance and rescue services in medical care; personnel, history and trends, evaluation, planning, disaster response, training, leadership, career development. 3 lecture hrs/wk. F, S

EMS 180: Crisis Intervention (3)

Intervention in behavioral crises of: sudden death, suicide, rape, murder, vehicle accidents, disease, trauma, and child abuse. Resources, supporting behavioral patterns, and handling emotional stress of the individual. Coping with emotional conflict within oneself. Prerequisite: EMS 151. 3 lecture hrs/wk. W

EMS 251: Paramedic Part 1 (10)

Term one of a four-term series, plus specialty courses, in Paramedic education. The course begins with foundational competencies in medical terminology, patient assessment, airway and ventilation, pathophysiology of shock, intravenous access and limited pharmacology. Delivery of currently accepted protocols and procedures is applied to patients presenting the signs and symptoms consistent with emergencies in the above categories. Prerequisite: BI 231, BI 232, BI 233, WR 121, MTH 095, EMS 151, EMS 152, EMS 170, EMS 175, EMS 180, and MED 111 with a grade of C or better. Oregon Basic EMT or EMT Intermediate certification, current immunizations. 8 lecture, 4 lecture/lab hrs/wk. Fee: $400. Program Coordinator Approval Required for Admission. F

EMS 252: Paramedic Part 2 (8)

Term two of a four-term series, plus specialty courses, in Paramedic education. This course continues with objectives covered in EMT 251. This course will also cover Patient Assessment and Traumatic Injuries. Corequisite: EMS 261. Registration-Enforced Prerequisite: EMS 251. 6 lecture, 4 lecture/lab hrs/wk. Fee: $400. W

EMS 253: Paramedic Part 3 (8)

Term three of a four-term series, plus specialty courses, in Paramedic education. This course continues with objectives covered in EMS 251 & EMS 252. This course will also cover endocrine, abdomen, genitourinary, and environmental problems, anaphylaxis, toxicology, drug and alcohol abuse and infectious diseases. Corequisite: EMS 262. Registration-Enforced Prerequisite: EMS 252. 6 lecture, 4 lecture/lab hrs/wk. Fee: $400. S

EMS 254: Paramedic Part 4 (6)

Term four of a four-term series, plus specialty courses, in Paramedic education. This course continues with objectives covered in EMS 251, EMS 252, & EMS 253. This course will also cover patients with special needs, social issues, and chronic illnesses. This course also covers assessment-based management, clinical decision making, system status management, and crime scene awareness. A comprehensive final written and practical exam is included. Corequisite: EMS 263. Registration-Enforced Prerequisite: Completion of EMS 253. 4 lecture, 4 lecture/lab hrs/wk. Fee: $400. Su

EMS 261: Paramedic Clinical & Field Experience Part I (2)

Begin in-hospital clinical experience including direct patient care responsibilities necessary for completion of the educational goals and objectives. Patients are in a hospital/clinical setting with disease and injury conditions comparable to those the student will experience in the pre-hospital care situations. Begins field experience designed to expose student to disease and injury conditions. This segment begins the required 250 hours of clinical experience and number of pre-hospital calls necessary to fulfill the State curriculum. Department permission required. Corequisite: EMS 252. Prerequisite: Completion of EMS 251. Fee: $200. 6 practicum hrs/wk. W

EMS 262: Paramedic Clinical & Field Experience Part 2 (2)

Continue in-hospital clinical experience including direct patient care responsibilities necessary for completion of the educational goals and objectives. Patients are in a hospital/clinical setting with disease and injury conditions comparable to those the student will experience in the pre-hospital care situations. Continue field experience designed to expose student to disease and injury conditions. Department permission required. Corequisite: EMS 253. Prerequisite: Completion of EMS 252 & EMS 261. Fee: $200. 6 practicum hrs/wk. S

EMS 263: Paramedic Field Internship (4)

Field internship is the final phase of the student's paramedic education. The student will work on an emergency ambulance as a third team member where they will be evaluated by a Paramedic preceptor. The student will apply the didactic knowledge, psychomotor skills, and clinical instruction in delivering advanced patient care in the field setting. Department permission required. Corequisite: EMS 254. Prerequisite: Completion of EMS 253 & EMS 262. Fee: $200. 12 practicum hrs/wk. Su

EMS 280: Cooperative Work Experience: Emergency Medical Services (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S

EMS 298: Independent Study: EMS (1-3)

Independent study on subjects outside the course curriculum or in-depth studies of a particular aspect of course content. Affords an opportunity for students with previous study in a subject area to pursue further investigations for credit. Registration-Enforced Prerequisite: Instructor, Department Chair, and Dean approval of study plan. 6 credits maximum total credit.

ENGLISH (ENG)

ENG 104,105,106: Intro to Literature (4,4,4)

In the Introduction to Literature series, students are introduced to the conventions and characteristics of short fiction (ENG 104), drama (ENG 105) and poetry (ENG 106). In ENG 105, students get the opportunity to attend a play in Ashland. Through active reading, critical thinking, engaged discussion, and effective writing, students will learn to interpret, analyze, critically evaluate, and appreciate a variety of literature. The changing historical, political, and cultural contexts in which the works were produced will be examined, as will the remarkable diversity of writers and subject matter, including issues of race, ethnicity, class, gender, and sexual orientation. The courses also introduce students to literary theory, including technical terms and their application. The three courses need not be taken in sequence. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, W, S

ENG 107,108,109: World Literature (4,4,4)

ENG 107 examines the literature of Greece, Rome, the Bible and the European medieval period. ENG 108 covers the Renaissance, Neoclassical, Romantic, and Modern periods of Western literature as well as some contemporaneous literatures worldwide. ENG 109 deals exclusively with non-Western literatures, including those from Asian, African, and non-Western cultures worldwide. Courses need not be taken in sequence. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, W, S (offered in even years)

ENG 201, 202: Shakespeare (4,4)

The Shakespeare sequence (ENG 201 and 202) provides an introduction to Shakespeare's dramatic work and poetry. It proceeds chronologically: ENG 201 focuses on selected comedies, tragedies, histories, and poems from Shakespeare's early to middle career; ENG 202 focuses on selected comedies, tragedies, romances, and poems from Shakespeare's middle to late career. Students will learn to interpret Shakespeare's work using a variety of critical strategies, including literary, historical, sociological, psychological, and philosophical approaches. Courses may be taken out of sequence. Available to both first-year and sophomore students. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. ENG 201- F, Su; ENG 202 - F, S (offered in odd years)

ENG 204, 205, 206: Survey of English Literature (4,4,4)

Class discussion emphasizes the content and meaning of the selections read. ENG 204: Principal works of the Old English, Middle English, and Renaissance periods in English literature. ENG 205: Selections from the principal English writers of the seventeenth, eighteenth, and early nineteenth centuries. ENG 206: Works of representative novelists, essayists, and poets from the Romantic period to the present day. Intercultural aspects of each era are emphasized. Courses may be taken out of sequence. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, W, S (offered in even years)

ENG 230: Environmental Literature (4)

This course aims to explore the ways in which ideas about the physical or "natural" environment have been shaped into American literature. The course will survey a variety of important texts in this tradition and introduce students to different eras and genres, including early environmental thinkers, policy documents, progressive and radical writers, as well as gendered discourse. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. W (offered in odd years)

ENG 250: Intro to Mythology (4)

This is a survey of global myth and sacred texts, with emphasis on, but not limited to, those myths emerging within the confines of early Western civilizations. The course emphasizes an understanding of both the impetus for and development of sacred stories in a particular cultural context, and also the resulting influence of myth on the social, political, psychological and philosophical development of a particular people. The course examines the dominant themes of global myth in a comparative context. The course also examines the transition of stories emerging in oral tradition to those that become later literary texts. The course emphasizes both a scholarly and multicultural examination of global myth. 4 lecture hrs/wk. Su, W (offered in even years)

ENG 253, 254, 255: Survey of American Literature (4,4,4)

This series of courses is a survey of American literature spanning pre-Columbian America to present day with emphasis on literary and cultural values. The classes will cover a range of subjects, including representations of gender, class and race in American literature, using a variety of critical and analytical approaches. Courses need not be taken in sequence. Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, W, S in odd years (offered in odd years)

ENG 260: Intro to Women's Literature (4)

This course introduces students to a wide range of works—poetry, short fiction, a novel, essays — by women writers in English traditions from the nineteenth and twentieth centuries. While learning to appreciate the aesthetic qualities of diverse literary works, the class will focus on ways these works illuminate a variety of issues pertinent to women, including the ways in which women are impacted by the patriarchal, often misogynistic, views of the dominant culture of their time. Students will be introduced to feminist theory and literary criticism to help illuminate the role of gender and sexism in shaping identity and experience. We will also consider the ways that other markers of identity — such as class, race, ethnicity, and sexual orientation — intersect with gender, resulting in different forms and degrees of inequality and discrimination. Active reading, critical thinking, engaged discussion, and effective writing and speaking are emphasized. Recommended Prerequisite: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F (offered in even years)

ENG 288: Cultural Diversity in Contemporary American Literature (4)

A study of cultural diversity as demonstrated and recorded in American literature from 1965 to present day. This course emphasizes literary and cultural values through the study of the poetry and fiction of contemporary writers. The course will focus on those writers who offer first-hand views of life within traditionally marginalized cultural groups including women, GLBT, African-Americans, Latin-Americans, Asian-Americans and Native Americans. Critical and analytical approaches will be stressed. 4 lecture hrs/wk. S (offered in even years)

ENGINEERING (ENGR)

ENGR 111: Engineering Orientation I (3)

Engineering as a profession, historical development, ethics, curricula and engineering careers. Introduction to problem analysis and solution, data collection, accuracy and variability. Registration-Enforced Prerequisite: MTH 065. 3 lecture hrs/wk. F

ENGR 112A: Problem Solving and Technology (2)

ENGR 112A is part of one of a two course (ENGR 112B). Systematic approach to engineering problem-solving using computers, spreadsheets, logical analysis, flow charting, input/output design and introductory computer programing. ENGR 112A: Windows, Microsoft Office, Spreadsheets. Registration-Enforced Prerequisite: ENGR 111 1 Lecture, 2 Lecture/Lab hrs/wk. W

ENGR 112B: Problem Solving and Technology (1)

ENGR 112B is the second of two courses (ENGR 112A). Systematic approach to engineering problem-solving using computers, spreadsheets, logical analysis, flow charting, input/output design and introductory computer programing. ENGR 112B: Structured programing MatLab. Registration-enforced prerequisite: ENGR 111, ENGR 112A. 2 Lecture/Lab hrs/wk. S

ENGR 201: Electrical Fundamentals I (4)

Introduces students to basic circuit elements and circuit analysis techniques. Covers Ohm's and Kirchhoff's Laws, network theorems, node voltage analysis and mesh current analysis. Operational amplifiers, inductors, capacitors, RC and RL transient response are also covered. Circuit simulation, math analysis software, and laboratory experiments are incorporated to solidify classroom theory and practice. Corequisite: MTH 251. 3 lecture, 3 lab hrs/wk. F

ENGR 202: Electrical Fundamentals II (4)

Covers RLC circuits, transformers, AC power, and three-phase power. Explores steady state sinusoidal analysis and phasor techniques. Introduces the Laplace Transform. Also incorporated is circuit simulation, math analysis software, and laboratory experiments to solidify classroom theory and practice. Corequisite: MTH 252. 3 lecture, 3 lab hrs/wk. W

ENGR 203: Electrical Fundamentals – Signals and Controls (4)

Covers transient circuit analysis-RL, RC, RLC. Introduces LaPlace Transform and its use in circuit analysis, the transfer function, Bode diagram and two port networks. Registration-Enforced Prerequisites: ENGR 202. 3 lecture, 2 lecture/lab hrs/wk. S

ENGR 211: Statics (4)

Analysis of forces induced in structures and machines by various types of loading. Corequisite: MTH 251. 4 lecture hrs/wk. F

ENGR 212: Dynamics (4)

Kinematics, Newton's laws of motion, and work-energy and impulse-momentum relationships applied to engineering systems. Prerequisite: ENGR 211, MTH 251. 4 lecture hrs/wk. W

ENGR 213: Strength of Materials (4)

Properties of structural materials; analysis of stress and deformation in axially loaded members, circular shafts, and beams and in statically indeterminate systems containing these components. Prerequisite: ENGR 211. 4 lecture hrs/wk. S

ENGR 245: Engineering Graphics (3)

This course is an introduction to technical graphics as used for the communication of concepts in design and manufacturing, with practical applications using solid modeling software to capture design intent and to generate engineering drawings. SolidWorks is the computer software used for the course. Registration-Enforced Prerequisites: CIV 112 or DRF 112, with a grade of C or better. 2 lecture, 2 lecture/lab hrs/wk. S

ENGR 271: Digital Logic Design (3)

Provides an introduction to digital logic and state machine design. Covers logic design, including logic gates, gate minimization methods and design with standard medium scale integration (MSI) logic circuits. Includes basic memory elements (flip-flops) and their use in simple-state machines. Registration-Enforced Prerequisites: ENGR 201. 3 lecture hrs/wk. S

ENGR 272: Digital Logic Design Lab (1)

A lab to accompany ENGR 271 Digital Logic Design. Illustrates the topics covered in ENGR 271 using computer-aided design, verification tools and photocopying hardware. Registration-Enforced. Prerequisite: ENGR 201. 2 lecture/lab hrs/wk. S

EMERGENCY SERVICES (ES)

ES 101: Principles of Emergency Services (3)

This course provides an overview to fire protection and emergency services. This course compares the function of public and private EMS and fire protection services. This course introduces the student to local government laws and regulation affecting the fire service, fire service nomenclature and specific fire protection functions. This course will also introduce the students to basic fire chemistry and physics, firefighting strategy and tactics life safety initiatives, and fire protection systems. 3 lecture hrs/wk. F, S

ES 103: Occupational Safety and Health for Emergency Services (2)

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk and hazard evaluation and control procedures for emergency services operations. 2 lecture hrs/wk. W

ES 107: Legal Aspects of Emergency Services (2)

This course addresses federal, state and local laws that regulate emergency services and includes a review of national standards and consensus standards. 2 lecture hrs/wk. S

ES 109: Principles of Fire and Emergency Service Administration (FESA) (3)

This course introduces the student to the organization management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. 3 lecture hrs/wk. W.

ES 113: Emergency Medical Services Rescue (3)

Covers the elementary procedures of rescue practices, systems, components, support and control or rescue operations including basic rescue tools. Introduces techniques and tools of patient extraction emphasizing application to traffic accidents and low angle rescue. 3 lecture/lab hrs/wk. Su

FILM ARTS (FA)

FA 256: American Film History (4)

American Film History is an introductory course designed to bring American film into clear focus as an art form, a business, and a cultural phenomenon. The course explores how feature films work technically, artistically, and culturally. The course will probe the deeper meaning of American movies — the hidden messages of genres, the social and psychological effects of Hollywood film style, and mutual influence of society and popular culture. 4 lecture hrs/wk. F

FOOD & NUTRITION (FN)

FN 225: Human Nutrition (4)

A study of the biochemical nature of food nutrients; the

physiological means of digestion, absorption, and transport; and the metabolic pathways involved in their disposition by the body. Includes fundamental chemical and biological concepts relevant to nutrition, diet-assessment procedures, and the relationship between diet and health, body composition, and physical fitness/ athletic performance. Basic biology and chemistry preferred. 4 lecture hrs/wk. F, W, S

FORESTRY ENGINEERING (FOR)

FOR 111: Introduction to Forestry (3)

Introduction of forest resources in the world; forests and human well-being; where and how forests grow; environmental and human values; products, characteristics, and uses; basic elements of use, planning and management. Interpretation of forestry literature; professional origins in the U.S. Field trips required. 2 lecture, 3 lab hrs/wk.

FOR 112: Problem Solving and Technology (3)

Systematic approaches to problem solving using computers Emphasizes applications with Microsoft office products and spreadsheets. Registration-enforced prerequisite: ENGR111 or FOR111 or NR201. 3 lecture hrs/wk. W

FOR 161: Surveying I (4)

Course includes the fundamental concepts of plane surveying including the theory of measurements; systematic and random errors; distance and angle measurement using total stations and differential leveling. Course also includes calculation of bearings, azimuths, coordinates, area, and traverse adjustments with an introduction to horizontal and vertical curve computations. Registration-Enforced Corequisite: MTH 112, with grade of C or better or instructor approval. 2 lecture, 4 lecture/lab hrs/wk. S

FOR 201 - Introduction to Natural Resources (3)

Introductory course for Natural Resources majors. Overview of the underlying principles and complexities involved in managing natural resources of the Pacific Northwest. Investigation of major natural resource issues of the region. Development of critical thinking and collaboration skills useful in seeking solutions. This course is cross listed as both FOR 201and NR 201. 3 lecture hrs/wk.

FOR 206: Soil Science Lab (1)

Laboratory exercises and field trips designed to develop student competency in soil processes, description, analysis, and assessment with a particular emphasis on the role of soils in managed and unmanaged forest ecosystems. Registration- Enforced Prerequisite/ Corequisite: SOIL 205. 3 lab hrs/wk. S

FOR 234: GIS I Introduction to Geographic Information Systems (4)

This course is designed as an introduction to Geographic Information Systems and the spatial concepts it promotes. An understanding of digital geographic information and the intelligence behind it will be understood. ArcGIS is the software program used for spatial data input, analysis, and display. 3 lecture, 2 lecture/lab hrs/wk. W

FOR 240 - Forest Biology (4)

Forest Biology is a basic course that provides a broad foundation in biology that is relevant to many natural resource issues. This course examines forest biology at multiple levels of organization, from molecules to the globe; principles of ecosystem dynamics in managed and unmanaged forest communities, landscapes and bioregions; coevolution of competition, predation, decomposition, and mutualism; energy flow, nutrient cycles and feedback controls; the effects of disturbance and succession on carbon storage, biodiversity, and habitat stability through time. Registration-Enforced Prerequisite: completed course in Biology or Natural Resources or instructor approval. This course is cross listed as both FOR 240 and NR 240. 3 lecture, 3 lab hrs/wk. F

FOR 241 - Dendrology (4)

Identification of the principal forest trees of North America, emphasizing trees and shrubs of the Pacific Northwest. Other topics include the ranges over which these species grow, their structure and function, important ecological characteristics, and principal uses. We will also survey forested biomes of the world. Field trips required on and off campus. This course is cross listed as both NR 241 and FOR 241. Registration-Enforced Prerequisite: previous course in Biology or Natural Resources or Instructor's consent. This course is cross listed as both FOR 241 and NR 241. 3 lecture hrs/wk. S.

FOR 261 - Recreation Resource Management (4)

Overview of recreation resource management including study of land and water resources used for outdoor recreation. The planning and management of natural and cultural resources for long-term resource productivity, with a focus on rural and wildlife areas of the forest, range and coast. This course is cross listed as both FOR 261 and NR 261. 4 lecture hrs/wk. S, W

FOR 280: Cooperative Work Experience: Forestry (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year, except for students taking Occupational Skills Training (OST) which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

FRENCH (FR)

FR 101: First-Year French (4)

Through active classroom participation the student will develop the basic skills of speaking, listening, reading and writing in French. The course emphasizes the learning of French within a culturally-authentic context, while introducing the student to the diversity of the French-speaking world. Registration-Enforced Prerequisite: WR 115 with a grade of C or better. 4 lecture hrs/wk. F (Not offered 2019-2020)

FR 102: First-Year French (4)

Students will further develop the basic skills of speaking, listening, reading and writing. The course emphasizes oral communication and listening comprehension within a culturally-authentic context. Students will deepen their awareness of the French-speaking world. Registration-Enforced Prerequisite: WR 115 and FR 101 with a grade of C or better. 4 lecture hrs/wk. W (Not offered 2019-2020)

FR 103: First-Year French (4)

Students will practice active communication while strengthening speaking, reading, writing, and listening skills within a culturally-authentic context. Through the study of literature and other media, students will deepen their awareness of the French-speaking world. Registration-Enforced Prerequisite: WR 115 and FR 102 with a grade of C or better. 4 lecture hrs/wk. S (Not offered 2019-2020)

FR 201: Second-Year French (4)

This course promotes intensive development of oral and written French language skills. Students will review and expand on first-year structural patterns and vocabulary by integrating listening, speaking, reading, and writing skills. In-depth exploration of cultures is offered through the use of authentic materials from the French-speaking world. Conducted in French. Registration-Enforced Prerequisite: FR 103 with a grade of C or better or equivalent. 4 lecture hrs/wk. F (Not offered 2019-2020)

FR 202: Second-Year French (4)

This course continues an in-depth development of oral and written French language skills with further emphasis on vocabulary and complex grammatical concepts. In-depth exploration of cultures is offered through the use of authentic materials from the French-speaking world. Conducted in French. Registration-Enforced Prerequisite: FR 201 with a grade of C or better or equivalent. 4 lecture hrs/wk. W (Not offered 2019-2020)

FR 203: Second-Year French (4)

This course promotes continued development of French language skills through in-depth oral activities and discussions of themes, analysis of current events relating to the French-speaking world; and the use of written materials as a means of communication. In-depth exploration of cultures is offered through the use of authentic materials from the French-speaking world. Registration-Enforced Prerequisite: FR 202 with a grade of C or better or equivalent. 4 lecture hrs/wk. S (Not offered 2019-2020)

FR 211, 212, 213: Conversational French (3,3,3)

This course provides students with an opportunity for intensive speaking and listening practice to improve oral/aural communication skills in French. Students will learn new vocabulary and expressions through reading and listening activities from culturally authentic sources representative of the Francophone world. Students will apply these concepts to communicate in conversations, interviews, and role-play skits with other students. Prerequisite: FR 203 or equivalent. 3 lecture hrs/wk. F, W, S (Not offered 2019-2020)

FIRE PROTECTION TECHNOLOGY (FRP)

FRP 101: Fire Fighter Safety & Survival (3)

The course is designed for entry-level fire fighters as well as company and chief fire officers. Emphasis is placed on reducing future injuries and deaths through improving safety behaviors through a study of case reviews, group exercises, and individual research work. Meets or exceeds intent of: NFPA 1021-3-7, 3-7.1, NFPA 1521 5.1-5.14. 3 lecture hrs/wk.

FRP 111: Building Construction for Fire Suppression (3)

This course provides the components of building construction related to firefighter life and safety. The elements of construction and deign to structure are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. 3 lecture hrs/wk.

FRP 121A: Elementary Fire Science Part 1 (4)

Elementary Fire Science covers basic firefighting skills of a firefighter including the following: Principles of Fire Behavior, Fire Streams, Ventilation, Breathing Apparatus, Search and Rescue Practices, Ropes and Knots, Portable Fire Extinguishers, Ladders, Fire Hose, Salvage Covers, Small Hand Tools, and Firefighter Safety. This class is part 1 or a two-part class leading to NFPA/DPSST firefighter certification. 3 lecture, 2 lecture/lab hrs/wk. F

FRP 121B: Elementary Fire Science Part 2 (4)

Elementary Fire Science Part 2 covers advanced firefighting skills of a firefighter including the following: Exterior and interior structural fire attack, Search and Rescue Practices, Understand the Mayday procedures. Demonstrate controlling vehicle fires, working in an ICS management system. The student will use Principles of Fire Behavior, Fire Streams, Ventilation, Breathing Apparatus, Search and Rescue Practices, Ropes and Knots, Portable Fire Extinguishers, Ladders, Fire Hose, Salvage Covers, Small Hand Tools, and Firefighter Safety learned in part 1 of this class. This class is part 2 of a two part course leading to NFPA/ DPSST firefighter certification. 3 lecture, 2 lecture/lab hrs/wk. F

FRP 122: Fundamentals of Fire Prevention (3)

This course explores the fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; and life safety education; fire investigation. 3 lecture hrs/wk. F

FRP 123: Hazardous Materials Awareness/Operations (4)

Hazardous Materials is designed for entry-level firefighters, as well as industrial fire brigade or safety team members. This course covers how to recognize and handle emergencies involving hazardous materials, within the scope of an Awareness and Operations level responder. It includes: hazard recognition, responding, intervening, and stabilizing the situation. 4 lecture hrs/ wk. F

FRP 132: Fire Pump Construction and Operation (3)

Theory of pump operation, types and features of various pumps, practical operation of fire pumps and accessories. Includes drafting, hydrant and tanker operations, and "rule-of-thumb" fire ground hydraulic calculations. Students should also receive actual practice using local department's apparatus. Meets or exceeds intent of: NFPA 1001-5.1, 5.2, NFPA 1002-4.1, 4.2, 4.3, 5.1, 5.2, 8.1, 8.2, 10.1, 10.2 Annex B.1. Registration-Enforced Prerequisite: Second-year standing or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. S

FRP 133: Natural Cover Fire Protection (3)

Studies causes, prevention, fire behavior, standing orders, and fire suppression methods of natural cover fires. Focuses on urban interface fire problems. Meets or exceeds intent of: NWCG-S-130, S-190, I-100, L180. 3 lecture hrs/wk.

FRP 135: Hazardous Materials Chemistry (2)

This course explores basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. 1 lecture, 2 lecture/lab hrs/wk. W

FRP 151A, B, C: CPAT Training (3)

This is a sequential course that progresses from A to C through the academic year. New students must attend these classes in order unless they have instructor approval. Classes consist of daily physical training including jogging, running, weight lifting, stretching, and drills that familiarize the student with CPAT events. Each part has a time requirement that decreases through the sequence until a desired time is achieved. 9 lab hrs/wk.

FRP 159: Fire Behavior and Combustion (2)

This course explores the theories and fundamentals of how and why fires start, spread and how fires are controlled. 1 lecture, 2 lecture/lab hrs/wk. F

FRP 163: NFPA Fire Instructor I (2)

This course provides the student with the basic understanding to be an effective instructor. The class will teach principles of adult learning. The class will describe how to manage a classroom including how to prepare course outlines and lesson plans. The class will discuss training aids and devices. The class will also describe how to evaluate students. This class leads to NFPA/DPSST certification as Fire Instructor I. Prerequisite: Second-year standing with fire protection agency or instructor approval. 2 lecture hrs/wk. F

FRP 201A: Fire Rescue Practices – Rough Terrain (1)

Introduction to techniques and equipment of vertical rescue operations and Fire Rescue Practices, for fire department rescuers using advance rope and raising practices as per the NFPA 1670 standards. Meets or exceeds intent of: NFPA 1670 6.1-6.4. 12 lecture, 8 lab hours (1 weekend). S

FRP 201B: Fire Rescue Practices – Swift Water (1)

This course is designed to provide students with knowledge and skills to function safely under emergency conditions present during water rescue operations. The students will use advanced rope and water rescue practices as per the NFPA 1670 standards. Meets or exceeds intent of: NFPA 1670 9.1-9.4. 12 lecture, 8 lab hours (1 weekend). Su

FRP 201C: Fire Rescue Practices – Vehicle Extrication (1)

Elementary procedures of rescue practices, systems, components, support, and control of rescue operations. The students will use extrication techniques as per the NFPA 1670 standards. Meets or exceeds intent of: NFPA 1670 8.1-8.4. 12 lecture, 8 lab hours (1 weekend). W

FRP 201D: Swift Water Advance (2)

Advance Fire Rescue Practices, for SR 1 rescuers using advance rope and water rescue practices as per the NFPA 1670 standards. Meets or exceeds intent of: NFPA 1670. 15 lecture, 25 lab hours (1 weekend). Su

FRP 202: Fire Protection Systems (3)

This course provides information relating to the features of design and operation of fire alarm systems, waterbased fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. 3 lecture hrs/wk. W

FRP 212: Fire Investigation (3)

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause. Preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Prerequisite: Second-year standing or instructor approval. 3 lecture hrs/wk. W.

FRP 213: Fire Fighting Tactics & Strategy (3)

This course provides the principles of fire ground control through utilization of personnel, equipment and extinguishing agents. This course explores fire service history, fire related laws, fire codes and national standards that effect developing and implementing firefighting tactics and strategies. Prerequisite: Second-year standing or instructor approval. 3 lecture hrs/wk. W

FRP 230: Fire Service Hydraulics (4)

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. 3 lecture; 2 lecture/lab hrs/wk. F

FRP 263: NFPA Fire Instructor II (2)

Provides the fire service instructor with the knowledge and necessary skills needed to prepare class outlines and basic instructional materials needed to teach formalized classes. Areas covered include lesson plan preparation, selection and use of audio/visual aids, the learning/teaching process, student evaluation, and one practice teaching session. Meets or exceeds intent of: NFPA 10415.1-5.5. Prerequisite: FRP 163. 2 lecture hrs/wk.

FRP 270: NFPA Fire Officer I A (4)

Designed to meet National Fire Protection Association Standard 1021 (NFPA). This is the first of a two-part series that explores a contemporary look at the duties and responsibilities of first-level supervisors and covers first-level supervisory functions associated with human resource management, community and government relations, fire administration, inspection and investigative emergency service delivery and safety. Registration-Enforced Prerequisite: Instructor approval required. 4 lecture hrs/wk. F, W, S

FRP 271: NFPA Fire Officer I B (4)

Designed to meet National Fire Protection Association Standard 1021 (NFPA). This is the second part of the requirements of Fire Officer I and further explores the duties and responsibilities of first level supervisors and covers first level supervisors and covers first level supervisory functions with human resource management, community and government relations, fire administration, inspection and investigative emergency service delivery and safety. Registration-Enforced Prerequisite: FRP 270. 4 lecture hrs/wk. F, W, S

FRP 280: Fire Related Skills (6 terms at 1 credit/term)

Orientation to fire incident related experience courses, engine company organization, engine configuration, small tools and minor equipment carried, basic hose practices, basic hose lays, use of

protective breathing apparatus, response, district maps, phantom box areas, communication procedures, fire apparatus driving practices. Completion of FRP 280 (6 credits) meets Department of Public Safety Standards and Training (DPSST) NFPA Fire Fighter I. 10-12 lab hrs/wk each. Registration-Enforced Prerequisite: Instructor approval required. F, W, S, Su

FRP 290: NFPA Fire Officer II A (4)

Designed to meet National Fire Protection Association Standard 1021 (NFPA). This is the first of a two-part series that explores a contemporary look at the duties and responsibilities of second-level supervisors. This course covers second-level supervisory functions associated with human resource management, community and government relations, fire administration, inspection and investigation emergency service delivery and safety. Registration-Enforced Prerequisite: FRP 271. 4 lecture hrs/wk. F, W, S

FRP 291: NFPA Fire Officer II B (4)

Designed to meet National Fire Protection Association Standard 1021 (NFPA). This course is the second part of the requirements of Fire Officer II and further explores the duties and responsibilities of second-level supervisors. This course covers second-level supervisory functions associated with human resource management, community and government relations, fire administration, inspection and investigation emergency service delivery and safety. Registration-Enforced Prerequisite: FRP 290. 4 lecture hrs/wk. F, W, S

GEOLOGY (G)

G 140: Volcanoes, Earthquakes and other Geologic Disasters (3)

As Will Durant observed, "Civilization exists by geological consent, subject to change without notice." This course will investigate large natural events that impact society on a yearly basis, such as earthquakes, tsunami, volcanoes, landslides, sinkholes and floods. This course will investigate both the geologic principles as well as the societal impacts of these events. Emphasis will be given to destructive solid-earth phenomena. 3 lecture hrs/wk. W

G 180: Regional Field Geology (4)

This course is a field study of geology features and history in a selected region. Consists of on-campus meetings and a multi-day field trip to illustrate the geologic setting, stratigraphy, structure, topography, age, origin, specific events through geologic time, and features unique to the region. 3 lecture, 3 lab hrs/wk. S

G 201, 202, 203: General Geology (4,4,4)

An introduction to the study of the earth, physical processes affecting the earth, and events of earth history that have shaped it. G 201: Earth materials, rocks and minerals, volcanism, geophysics and seismology, plate tectonics. G 202: Surficial processes, weathering, mass wasting, erosion. Landforms of deserts, coasts, rivers, glaciers. Environmental topics; mining, climate change, fossil fuels, ground and surface water use, and waste disposal. G 203: History of the earth and the fossil record as recorded in the sedimentary sequence. MTH 060 recommended. Optional field excursions to areas of geologic interest. May be started any term. 3 lecture, 3 lab hrs/wk. F, W, S

G 221: Environmental Geology (4)

This course will emphasize the occurrence and distribution of geologic hazards, such as earthquakes, volcanoes, flooding, and slope failure and geologic resources, such as water, air, minerals and energy. The interactions between humans and the geologic environment, including mitigation strategies, will also be covered. 3 lecture, 3 lab hrs/wk. F

GERMAN (GER)

GER 101,102,103: First-Year German (4,4,4)

Survey of German grammar with the aim of mastering all the grammatical forms. Development of speaking ability. Reading and understanding of simple texts. Must be taken in sequence, but entrance permitted at any level. Recommended Prerequisite: WR 095 with a grade of C or better or placement test scores of 70 or above in writing; AND RD 090 with a grade of C or better or placement scores or 85 or above in Reading. 4 lecture hrs/wk. F, W, S (Not offered 2019-2020)

GER 201, 202, 203: Second-Year German (4,4,4)

Systematic discussion of selected grammatical difficulties. Intermediate composition. Reading and discussion of contemporary literary texts. Studies German-speaking countries in general, their people and customs, and their cultural contribution to the Western Hemisphere. Prerequisite: GER 103 or equivalent. 4 lecture hrs/wk. F, W, S (Not offered 2019-2020)

GER 211, 212, 213: Conversational German (3,3,3)

Continuation of the audio-lingual method of GER 201-3. Review of grammar patterns. Expansion of conversational and written skills plus vocabulary through oral discussion and written exercises. Writing German essays on historic and current issues in Germany. Reading and discussion of select German literature. Participate in community activities with students in GER 101-203. Prerequisite: GER 203 or equivalent. 3 lecture hrs/wk. F, W, S (Not offered 2019-2020)

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

GIS 203: Digital World and Geospatial Concepts (4)

Introduction to geospatial technologies such as GPS, smartphones, mobile devices, and online mapping and navigation tools used in GIS, remote sensing, and geovisualization. Introduction of how present day information systems attempt to represent the features and attributes of our natural world in digital form. Examination of how these systems can be used to portray and solve geospatial problems. Introduction to the concept, vocabulary, and use of GIS. Concepts and applications in government, business, and the environment. 3 lecture, 2 lecture/lab hrs/wk. F

GIS 234: GIS I Introduction to Geographic Information Systems (4)

This course is designed as an introduction to Geographic Information Systems and the spatial concepts it promotes. An understanding of digital geographic information and the intelligence behind it will be understood. ArcGIS is the software program used for spatial data input, analysis, and display. 3 lecture, 2 lecture/lab hrs/wk. W

GIS 235: GIS II Data Analysis and Applications (4)

Applications-based course. Develop and conduct geospatial analyses using various spatial data structures, techniques and models. Students acquire, clean, integrate, manipulate, visualize and analyze geospatial data through laboratory work. Import feature and non-feature data into a GIS. Data Conversion. Use of hand-held GPS/GIS units. Use and create web-based GIS applications and services. 3 lecture, 2 lecture/lab hrs/wk. S

GIS 280: Cooperative Work Experience: Geographic Information Systems (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year except for students taking Occupational Skills Training (OST), which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

GENERAL SCIENCE (GS)

GS 104: Physical Science (4)

Elementary concepts of physics including motion, forces, energy and momentum, and thermodynamics. Should not be taken for credit if student has completed six or more hours of college-level courses in physics. Registration-Enforced Prerequisite: MTH 060. 3 lecture, 3 lab hrs/wk. F, W, S

GS 105: Physical Science (4)

Elementary concepts of chemistry including atomic structure, bonding, states of matter, solutions, chemical reactions, nuclear and organic chemistry. Should not be taken for credit if student has completed six or more hours of college-level courses in chemistry. Registration-Enforced Prerequisite: MTH 060. 3 lecture, 3 lab hrs/wk. W

GS 106: Physical Science (4)

Elementary concepts of earth science including rock and mineral formation, plate tectonics, earthquakes, volcanoes and other surface processes. Should not be taken for credit if student has completed six or more hours of college-level courses in geology. Registration-Enforced Prerequisite: MTH 060. 3 lecture, 3 lab hrs/wk. S

GS 107: Beginning Astronomy (4)

Introductory course in Astronomy for non-science majors featuring the scientific method; study of planetary and lunar motion including phases of the moon and eclipses; the sun, moon, planets, asteroids, comets, and meteors. Students will learn about the night sky and constellations; formation and destruction of stars; our galaxy and other galaxies; and cosmology. Lab required with either at home night sky observing or optional on-campus observing. Required use of campus observatory either online or on-site for lab projects. Class is completely online with optional and highly recommended use of campus observatory. 3 lecture, 3 lab hrs/wk. Su

GS 112: Making Sense of Science (4)

A course for non-science majors on the processes and methods of scientific inquiry and how scientific knowledge is perceived differently from other types of knowledge. Students will develop skills to analyze and evaluate societal issues that involve scientific knowledge. Laboratory work, student collaboration and peer review are designed to simulate the processes involved in scientific inquiry within a scientific community. 3 lecture hrs/3 lab hrs/wk. S

HUMAN DEVELOPMENT (HD)

HD 100: College Success (3)

This three-credit College Success, first-year experience (FYE) course is designed to introduce first-time students to the college environment. The course will seek to foster a sense of community among first year students, familiarize students with the college environment, and develop an appreciation of learning. Along the way, students will be engaged in activities intended to orientate them to the college, provide them with resources, and help them develop skills necessary to succeed at UCC and beyond. 3 lecture hrs/wk. F, W ,S, Su

HD 107: Practicing Success (2)

This course supports and aids Practicing Success students in planning, prioritizing and in developing overall positive study habits. Students will gain the skills to function as an accomplished college student, learning about available resources, applying goal setting and test strategies, practicing homework skills, and supporting the practice of other students. Much of the work is hands-on, and in-class participation is an integral part of the class format and grading. Registration-Enforced Requisites: RD 090, WR 095, and HD 136. 2 lecture hrs/wk. F,W,S

HD 136: Strategies for Success (3)

This course is designed to help students create greater success in college and in life. Students will explore empowering strategies by writing a guided journal, participating in small group and class activities, and completing a final course project. Making these strategies their own through application, they will have the ability to improve the outcomes of their lives academically, professionally, and personally. This course is required for all students in the Practicing Success cohort. 3 lecture hrs/wk. F, W, S

HD 208: Career and Life Planning (3)

Career Planning is designed to help students make occupational decisions based on self-evaluation and on information and analysis of current career information. Career planning is an on-going dynamic process not a one time decision. This class will focus on the development of a "Life Plan," an integration of information about students and their life goals, and which careers are suitable for this plan. People in the class are at various stages of career planning; some are taking initial steps in the process while others have a solid plan in place. Prerequisite: RD 080, WR 095. 3 lecture hrs/wk. F, W, S

HEALTH (HE)

HE 252: First Aid (3)

Immediate and temporary care for a wide variety of injuries and illnesses, control of bleeding, care for poisoning, and proper

methods of transportation, splinting and bandaging. 2 lecture, 2 lec/lab hrs/wk. F, S, Su

HE 280: Cooperative Work Experience: Health (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

HEALTH AND PHYSICAL EDUCATION (HPE)

HPE 295: Wellness & Health Assessment (3)

A foundation course including lecture and physical activity designed to expose the student to the inter-relation of health and physical fitness. Course covers both assessment and improvement of the following: physical fitness, nutritional status, and the ability to cope with stress. The interacting role of the three components in achieving optimal health will be explored with particular emphasis on the cardiovascular system. 2 lecture, 2 lec/lab hrs/wk. F, W, S, Su

HOSPITALITY & RESTAURANT MANAGEMENT (HRM)

HRM 176: Responsible Alcohol Service and Bar/Beverage Management (2)

The course is designed to prepare the student for a management position in an establishment that serves alcoholic beverages. Topics include: a basic overview of wine, beer and spirits and their effects on the human body, the legal aspects of alcohol service, professional/responsible bar service, staffing, purchasing, receiving, storage and cost control, checking identification, handling difficult situations and mixology. 2 lecture hrs/wk.

HRM 177: Hospitality/Restaurant Management and Human Relations (2)

This course is designed to prepare the student for a management position in the Hospitality/Restaurant industry. Topics include: leadership roles within the industry, facilitating an effective work force, hiring, training, scheduling, performance evaluation, operation standards, employee compensation and benefits, professional development, and maintaining a safe and healthy work environment. 2 lecture hrs/wk.

HRM 178: Hospitality/Restaurant Marketing and Customer Service (2)

The course is designed to provide the student with an understanding of the basic principles of industry-specific customer service and marketing techniques. Topics include: customer-centric service, professionalism, service standards, operation work-flow, the marketing process, market environment, customer behavior, advertising and public relations. 2 lecture hrs/wk.

HRM 230: Principles of Hospitality/Restaurant Industry Cost Controls (3)

The course is designed to prepare the student for a management position in the Hospitality/Restaurant industry. Topics include: cost and sales concepts, the control process and cost-volume profit relationships. In-depth instruction will be given on the topics of food, beverage and labor control. The use of spreadsheet software (MS Excel) will be implemented in exercises designed to simulate real occupational situations. Registration-Enforced Prerequisite: BA 231. 3 lecture hrs/wk.

HUMAN DEVELOPMENT & FAMILY STUDIES (HDFS)

HDFS 201: Individual and Family Development (3)

Using a lifespan development approach, this course studies individual development, dynamics, and relationships, both within the family and as a part of the larger environment. Prerequisite: WR 115 or placement into/completion of WR 121. 3 lecture hrs/wk. F, W, S

HDFS 225: Child Development (3)

Students will explore inherited and environmental factors which influence the developing child. Physical, social, emotional, and intellectual growth of children from birth through middle childhood. 3 lecture hrs/wk. F

HDFS 226: Infant and Toddler Development (3)

Students will explore developmental issues concerning children from birth to 30 months; designing and evaluating activities and programs to enhance development. 3 lecture hrs/wk. S

HDFS 228: The Exceptional Child (3)

Students will build understanding of the exceptional child: the emotionally disturbed, the mentally accelerated, the challenged learner, the physically handicapped, and the culturally and economically disadvantaged. 3 lecture hrs/ wk.

HDFS 240: Contemporary American Family (3)

Study of the American family from a sociological perspective, emphasizing the family as an influence in socialization and development; theories for analyzing the family, alternative family forms, cross-cultural and historical comparisons. 3 lecture hrs/wk. W

HUMAN SERVICES (HS)

HS 100: Introduction to Human Services (3)

An overview of the scope and development of human services, including models of service delivery, historical context, clientele, the helping process, career opportunities, and professional ethics. 3 lecture hrs/wk. F

HS 102: Addiction Pharmacology (3)

An overview of drug use, misuse and addiction, including drug chemistry, physiological effects upon the body and specific treatment formats and techniques. Consideration of current drug use and the psychological/behavioral aspects of client misuse and addiction will be examined along with the impact of culture and genetics. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. 3 lecture hrs/wk. W

HS 108: Understanding Behavior and Emotional Issues in Older Population (3)

This class is an introduction to the issues of aging. Although designed for human service workers in various fields, others

working with the public in any field of study may find their skills in working with the elderly enhanced. The class is interdisciplinary in its approach, including the review of articles related to biological sciences, medicine, nursing, psychology, sociology, and social work. As the population in the United States ages, it is vital that we recognize the importance of effectively relating to older clients, patients and consumers. 3 lecture hrs/wk. S

HS 110: Substance-Related Peer Recovery Mentor (3)

This course is designed to help students interested in becoming a Certified Peer Recovery Mentor (CPRM) obtain the skills, resources, and evidence-based practices that are essential for Peer Delivered services in an Addiction Treatment environment. The course will provide opportunities to explore recovery tools consistent with current evidence-based practices while using a developmental cross-cultural perspective for professional development. 3 lecture hrs/wk. F

HS 144: Creating Effective Programs (1)

Developing, maintaining, evaluating, and sustaining effective service delivery programs. The use of evidence-based practices from identification and implementation through fidelity evaluation will be included. Students will be exposed to various "logic" models for planning and evaluating programs. 1 lecture hrs/wk. W

HS 150: Personal Effectiveness for Human Services Workers (3)

This course develops knowledge and skills to improve personal effectiveness. Readings, surveys, interviews, and in class exercises to improve skills in self-awareness, values clarification, individual working and communication styles, conflict resolution, and problem-solving strategies. 3 lecture hrs/wk. F

HS 154: Community Resources (3)

An overview of the diversified field of human services via classroom presentations and field trips to local human services agencies/organizations in order to understand their purpose and philosophy, scope of services, methods of operation, funding services, populations served, and career opportunities. 3 lecture hrs/wk. W, S

HS 155: Counseling Skills I (3)

This course will provide students with theoretical knowledge and interviewing skills required of human service workers in a variety of work settings including substance abuse counselors. Students will learn the basic processes used for information gathering, problem-solving, and information or advice giving. They will learn about and practice the skills associated with conducting an effective interview. Students will be sensitized to the issues common to interviewing people of differing cultural backgrounds. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. 3 lecture hrs/wk. W

HS 211: HIV/AIDS & Other Infectious Diseases (2)

The epidemiology of HIV/AIDS, hepatitis, tuberculosis, and sexually transmitted diseases that frequently infect people who use drugs or who are chemically dependent. Students will examine prevention strategies, risk assessment protocols, harm reduction methods, and treatment options. The legal and policy issues that impact infected individuals as well as the larger community will be explored. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. 2 lecture hrs/wk. S

HS 217: Group Counseling Skills (3)

An introductory course designed to prepare students to describe, select, and appropriately use strategies from accepted and culturally appropriate models for group counseling with clients having a variety of disorders including substance abuse. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. Registration-Enforced Prerequisite: HS 155 or instructor approval. 3 lecture hrs/wk. F

HS 226: Ethics and Law (3)

How to deal with and apply ethical and legal standards. Federal and state laws and regulations that apply to the field of human services and substance abuse treatment. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. 3 lecture hrs/wk. S

HS 227: Understanding Dysfunctional Families (3)

Dynamics of dysfunction in family systems. Students will engage in class discussion, research, and perform skills necessary to recognizing the symptoms of family dysfunction, intervention strategies, and local community resources to assist families with whom they may be working. 3 lecture hrs/wk. F, W

HS 229: Crisis Intervention and Prevention (3)

Crisis counseling, early intervention, and nonphysical methods for preventing or controlling destructive behavior. How to recognize an individual in crisis, assess their needs, and prevent an emotionally or physically threatening situation from escalating. 3 lecture hrs/wk. W

HS 265: Counseling Skills II (3)

This course builds on the skills covered in HS 155: Counseling Skills I. In addition to reviewing the basic processes and skills used for interviewing clients, students will explore and practice new technical skills. These include the skills of confrontation, focusing the interview, eliciting and reflecting meaning, strategies for change, skill integration and determining personal style. Cross-cultural counseling issues will also be included. (Formerly titled Casework Interviewing.) Prerequisite: HS 155 or Instructor approval. 3 lecture hr/wk. Su

HS 266: Case Management for Human Service Workers (3)

Concepts, ideas, and skills necessary to effectively work as a case manager for any human services delivery program. Identifying participant (client) strengths and strategies for the case manager to provide an environment for change that encourages movement from one stage into another is the primary focus of the course. Classroom practice in all areas of case management will allow for student skill development. (Not recommended for first-year students.) 3 lecture hrs/wk. W

HS 267: Cultural Competence in Human Services (3)

Understanding how cultural differences impact service delivery in human service programs. Personal, community, and institutional bias will be discussed. Practice in delivery and adaptation of counseling strategies cross-culturally will be included. 3 lecture hrs/wk. S

HS 280: Cooperative Work Experience: Human Services (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 11 credits per year. Registration-Enforced Prerequisite: Instructor approval. 3-39 lab hrs/wk. 1 credit = 33 hours of lab. F, W, S, Su

HISTORY (HST)

HST 104: World History (3)

The emergence of organized civilizations in Europe, the Near East, Asia, the Americas, and Africa. The growth of complex civilizations, the rise to predominance and decline of major civilizations. 3 lecture hrs/wk. F

HST 105: World History (3)

Focuses on the world after 1000. Study of the Crusades, Renaissance, Reformation, new political and economic developments in 17th and 18th centuries; commercial and cultural developments in Europe, India, Japan, Africa, the Americas, and China. 3 lecture hrs/wk. W

HST 106: World History (3)

The growth of the early modern world focusing on the impact of new forms of government and the emergence of a technological world. An examination of political revolutionary events, nationalism and colonialism. A review of the world at war, the late 20th and early 21st centuries, and the prospects for the future. 3 lecture hrs/wk. S

HST 201: History of United States (3)

The American heritage; European colonization; the Colonial Period and internal development; the American Revolution, early national period. 3 lecture hrs/wk. F

HST 202: History of United States (3)

The American Nation; problems, turmoil, and the Civil War; Reconstruction; America reshaped by industrial development, imperial foreign policy, and domestic era of progress. 3 lecture hrs/wk. W

HST 203: History of United States (3)

America in the 20th Century; World War I & II, the Depression, the Cold War, domestic change and Asian war in the 1960s, the politics and domestic history of the 70's to present, and the international role of the U.S. since 1945. 3 lecture hrs/wk. S

JOURNALISM (J)

J 205: Introduction to Public Relations (3)

An introductory course in the theory and practice of Public Relations as a function of modern business, industry and government. Emphasis is on research and program development which utilizes public opinion, persuasion and media relations techniques in helping organizations deal with the various public to which it must respond. Registration-Enforced Prerequisite: WR 115 with a grade of C or better. 3 lecture hrs/wk. S

J 211: Introduction to Mass Communication (3)

Survey of news and opinion media; how the media functions; rights and responsibilities, problems, and criticism; effects of media on society; relation of advertising to media and society; propaganda and the media. 3 lecture hrs/wk. S

J 215: Journalism Production (1-3)

Provides students with practical experience in the processes and production of student media. Experiences may include editorial, photojournalism, or web advertising, and/or graphic design aspects of the student newspaper. Variable credit granted by the instructor depending upon each student's production. 3-9 lab hrs/wk. F, W, S

J 251: Writing for the Media (3)

Introduction to the process and practice of writing for mass media channels. Discussion of rights and responsibilities of the public communicator. 3 lecture hrs/wk. F

J 280: Cooperative Work Experience: Journalism (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Preregistration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

LEGAL ASSISTANT/PARALEGAL (LA)

LA 100: Legal Procedures I (4)

Introductory online course focusing on the responsibilities of legal support personnel. Students will identify professional responsibility, unauthorized practice of law, and required ethical standards and behavior. Students will format legal documents using MS Word with emphasis on correct formatting using Oregon Revised Statutes (ORS) and supplemental Local Court Rules (SLCR). Instructor enforced prerequisites: working knowledge of MS Word and accurate keyboarding speed of 45 wpm. Registration-enforced prerequisites: WR 115 or higher. 4 lecture hrs/wk. F, W

LA 101: Introduction to Paralegal Studies (3)

Identify the roles and duties of paralegals including regulations, confidentiality, and conflicts of interest. Develop workplace success skills including tracking billable hours, professionalism, and etiquette. Identify sources of American Law and the civil and criminal law systems. Identify state and and local court rules. Learn the different levels of federal, state, and municipal court systems. 3 lecture hrs/wk. W,S

LA 102: Legal Terminology (3)

This course emphasizes developing an understanding of legal terminology through study in all areas of law and on using legal terminology in many different ways. Focus will be on legal definitions, usages, spelling, and pronunciations. 3 lecture hrs/wk. W, S

LA 105: Civil Procedure (3)

This course will focus on the various stages of the civil litigation process, including the initial client interview, process leading to the filing of a civil lawsuit, its resolution by settlement or trial, and a brief review of the appellate process. Emphasis will be on the actual preparation of the documents, with a major focus on

the discovery phase of the civil litigation process. This course will demonstrate how each stage of civil litigation builds, relates to, and is dependent upon the others. Registration-Enforced Prerequisites: LA 128, with a grad of C or better. 3 lecture hrs/wk. S, Su

LA 128: Legal Procedures II (4)

This is a transcription course to help students learn the importance of correctly preparing legal documents using MS Word to apply Oregon Revised Statutes (ORS) and Supplemental Local Court Rules (SLCR). This course will help students develop perspective and capacity for decision making to adapt knowledge and skills. Registration-Enforced Prerequisite LA 100, OA 128 and LA 102. 2 lecture, 4 lecture/lab hrs/wk. W,S

LA 132: Ethics for Legal Professionals (3)

This course covers the study of ethics as it relates to the legal profession. Students will study the concepts of ethics and being ethical, explore the differences between morality and rules of ethics, and study the rules of professional responsibility as they pertain to legal support staff (and lawyers). Discussions and opinions of ethical issues in real-world situations will help facilitate the learning process on this topic. Students will enhance their legal vocabulary as it is used in ethics and study the Oregon Rules of Ethics and their practical application. Registration-Enforced Prerequisites: LA 100 and LA 102, with a grade of C or higher. 3 lecture hrs/wk. S, Su

LA 204: Legal Research and Writing I (4)

Introduction to the techniques of legal research and writing with emphasis on understanding, locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform basic legal research and writing assignments using techniques covered in this course. Registration-Enforced Prerequisite: LA 105 with a grade of C or better. 2 lecture, 4 lecture/lab hrs. F

LA 205: Legal Research and Writing II (4

Advanced course to cover topics in legal research and writing, including more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, student should be able to perform legal research and writing assignments including memorandum of law, persuasive writing, motions, and legal correspondence using techniques covered in this course. Registration-Enforced Prerequisites: LA 204 with a grade of C or better. 2 lecture, 4 lecture/lab hrs/wk. W

LA 208: Family Law (3)

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include court jurisdiction, prenuptial, divorce, annulment, marital property, custody, parenting time, and child support. Registration-Enforced Prerequisites: LA 105 with a grade of C or better. 3 lecture hrs/wk. F

LA 210: Wills, Probate, and Estates (3)

An introduction to estates, trusts, probate, and the laws of testate and intestate succession. Covers procedures in probate court, including opening, administration, and closing of probate estates. Identify various tax laws governing trust estates and the passing of estate property through probate proceedings. Registration-Enforced Prerequisites: LA 105 with a grade of C or better. 3 lecture hrs/wk. F

LA 217: Real Estate Law for Paralegals (3)

This course introduces paralegals to the principles of business law as applied to real estate. The topics covered include ownership rights and limitations, transfer and reservation of ownership rights, brokerage relationships, laws of agency, contracts, fair housing, owner/tenant relationships, and other topics illustrated by case law and practice. Registration-Enforced Prerequisites: LA 105 with a grade of C or better. 3 lecture hrs/wk. S

LA 224: Torts Pleading and Practice (3)

Introduces the theory and practical application of the law of torts. The fundamentals of drafting legal documents normally associated with torts are addressed with application of state and local rules of civil procedure. Registration-Enforced Prerequisite: LA 105 with a grade of C or better. 3 lecture hrs/wk. W

LA 226: Criminal Law for Paralegals (3)

Introduces criminal law and procedure with an emphasis on the legal assistant's role in the criminal justice system. Learn procedural rules, including the right to counsel, search and seizure, interrogation, and self-incrimination. Cover the stages of prosecution, pre-trial motions, jury selection, document preparation, trial practice, verdict, sentencing and judicial review, and sources of criminal law. Registration-Enforced Prerequisite: LA 105 with a grade of C or better. 3 lecture hrs/wk. S

LA 280: Cooperative Work Experience: Legal Assistant (1-12)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su (A maximum of 12 credits may be applied towards a Paralegal Associate Degree.)

LIBRARY (LIB)

LIB 127: Library and Internet Research (3)

This course is designed to take students through the research process as they learn to search, find, access, and utilize information efficiently from a variety of library and Web resources. Upon successful completion of this course, students gain transferable research skills for academic and career success, personal interests, and lifelong learning. As this course focuses on critical thinking, students learn to evaluate, select, and interpret information sources. Students are introduced to information issues that affect their local and global communities as they learn to share information ethically according to Copyright and Creative Commons licenses and apply a standard citation style format to their work. Students take an active role by clearly and effectively contributing what they have learned to a larger community or scholarly conversation. 3 lecture hrs/wk. F, W, S

MEDICAL OFFICE (MED)

MED 060: Math for the Medical Assistant (3)

This course is designed to provide students with math skills required to work in allied health fields. The course includes ratio and proportion calculations, an introduction to the metric and apothecary systems of measure, metric-household-apothecary conversions, use of a 24-hour clock, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, insurance co-pay and deductible calculations, interpretation of physician drug orders, and a brief introduction to statistics as it applies to the allied health field. 3 lecture hrs./wk. S

MED 100: Intro to Healthcare Careers (2)

This course is designed to give students an opportunity to research career path options and learn about a variety of careers in healthcare. Students will learn the educational requirements and physical and professional demands of the various careers through research and from the perspedtive of practicing professionals.

MED 111: Medical Terminology I (3)

Medical Terminology I is the first course in a two-course sequence designed to introduce students to medical terminology through the study of medical word roots, prefixes, and suffixes within the context of body systems. Students will also learn abbreviations as well as pathology and procedure terminology within the context of body systems. Focus is placed on constructing words and defining words given the word elements. 3 lecture hrs/wk. F, W, Su

MED 112: Medical Terminology II (3)

Medical Terminology II is the second course in a two-course sequence designed to introduce students to medical terminology through the study of medical word roots, prefixes, and suffixes within the context of body systems. Students will also learn abbreviations as well as pathology and procedure terminology within the context of body systems. Focus is placed on constructing words and defining words given the word elements. Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W, S, Su

MED 114: Medical Coding for the Physician's Office (3)

This course covers theoretical and practical fundamentals of outpatient billing, including Current Procedural Terminology (CPT), International Classification of Diseases, 9th or 10th Revision, Clinical Modification (ICD-9 or ICD-10) and CMS Healthcare Common Procedural Coding System (HCPCS), Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W

MED 115: Anatomy and Physiology for Medical Assistants (3)

This course includes basic concepts of anatomy and physiology, integrated disease-related information, clinical applications, and terminology. Students will gain in understanding of body structure and function and disease process as it relates to work in a clinic or doctor's office. The course will cover recognition of systems and reporting criteria. Registration-Enforced- Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W

MED 140: Electronic Health Records (3)

This course reinforces theoretical concepts with hands-on exercises using electronic health records that simulate real-world situations in the clinical setting. The course covers exam notes, prescriptions, lab orders and results, as well as the history, theory, and potential benefits of electronic health records. Prerequisites: CIS 120 and MED 220 or instructor approval. 2 lecture, 2 lec/lab hrs/wk. S

MED 182: Health Care Delivery Systems (3)

Explains the past, present, and future influences on the delivery of health care. Covers provider organizations and settings in health care, financing of health care, causes and characteristics of health care utilization in the United States, regulation and monitoring of health care systems and ethical issues associated with health care technology. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 3 lecture hrs/wk. F

MED 220: Medical Office Procedures I (3)

The course is an introductory course in current office procedures. Subjects taught include the medical office environment, current practices and problems, medical ethics and law, and patient relations and communications. Registration-Enforced Prerequisite or Corequisite: MED 111. 3 lecture hrs/wk. F

MED 221: Medical Office Procedures II (3)

This is an intermediate course in medical office procedures. Students are exposed to a variety of subjects, all of which pertain to medical assisting: medical records, drug and prescription records, health care reimbursement issues and regulations, and coding. Registration-Enforced Prerequisite: MED 220 with a grade of C or better. 3 lecture hrs/wk. W

MED 230: Health Insurance Concepts (3)

This course is designed to give students a good working knowledge of health insurance for medical offices and clinics, i.e., non-hospital settings. Topics include the CMS-1500 and the rules and regulations governing Medicare, Medicaid, Workers' Compensation, Blue Cross Blue Shield, and managed care programs. Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W

MED 231: Health Care Reimbursement and Collections (3)

This course provides students with health care reimbursement, accounting and collection processes for medical offices and clinics. Students will be presented with how to file insurance claims and what to do after the insurance. These topics include how to request an appeal or review, managing the accounts receivable and how to collect the balance due from the patient. Compliance and HIPAA regulations. Registration Enforced-Prerequisite: MED 230. 3 lecture hrs/wk. S

MED 260: Medical Document Processing (3)

A beginning medical transcription course. The types of reports and medical specialties will vary. Students will be required to use correct punctuation and spelling in documents. Students will begin using a variety of medical reference books. Registration-Enforced Prerequisites: OA 123, OA 128 and MED 112, all with a grade of C or better. 1 lecture, 4 lecture/lab hrs/wk. S

MACHINE MANUFACTURING TECHNOLOGY (MFG)

MFG 104: Principles of Lean Manufacturing (1)

This course provides foundations and practices related to lean manufacturing and is targeted to employees of business, government, and agencies in this community that are interested in lean. Lean manufacturing processes address societies' needs to maximize the use of resources in order to compete effectively in the global economy. Lean is a re-generation of Total Quality Management with new principles that use data for decision-making for system improvement. Instructor approval required. 1 lecture hr/wk.

MFG 108: Starrett: PMI - Precision Measurement Instruments (2)

This course covers, safety, equipment, and essential variables of operation for the Starrett Precision Measurement Instruments Certification. This course will involve the use of tape measures, scales, and rules, slide calipers, gauge measurement, angle measurement, micrometer measurement, dial indicator and bore measurement. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. 4 lecture/lab hrs./wk.

MFG 111: Machine Shop Practices I (3)

Introduces the student to semi-precision and precision measuring and layout procedures, the use of bench tools, saws, drill presses and their accessories. Registration-Enforced Prerequisite: MFG 108 and MTH 052 or MTH 060. 6 lecture/lab hrs/wk.

MFG 112: Machine Shop Practices II (3)

The student learns the operation of the turning lathe including setup, turning tapers, threads (National, Acme, Square) and forms. Use of accessories is stressed such as chucks, steady rests, follower rests and grinders. Registration-Enforced Prerequisite: MFG 111. 6 lecture/lab hrs/wk.

MFG 113: Machine Shop Practices III (3)

The student learns the operation of horizontal and vertical milling machines, their setup, basic operation and use of accessories such as digital readouts, rotary table, dividing head, gear and cam milling and the use of indicators, wigglers and edge finders. Registration-Enforced Prerequisite: MFG 112.

MFG 121: Hydraulics I (3)

An introductory course covering the basic principles of hydraulics for the future industrial hydraulics technician. Included in the course are pressure, force and area relationships, HP, GPM, and velocity relationships, fundamentals of reservoir design, fluids and fluid flows, and fundamentals of hydraulic pumps. Common industrial circuits are developed and studied with the use of lab trainers. Students will disassemble, inspect, and reassemble both components and circuits in structured lab sessions. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 3 lecture hrs/wk.

MFG 122: Hydraulics II (3)

This is the second in a five-course series for the industrial apprentice and is a continuation of Hydraulics I. The focus is on pressure relief valves, hydraulic actuators and flow controls. Each component is studied in structured classroom sessions, while lab activities are directed at disassembly, inspection and circuitry involving the specific component. Students will be using lab trainers to examine the operation of circuits using these components. Registration-Enforced Prerequisite: MFG 121. 3 lecture hrs/wk.

MFG 123: Hydraulics III (3)

This is the third in a five-course series for the industrial apprentice and is a continuation of Hydraulics II. Each student will study contamination control, hydraulic actuators, flow controls, and hydraulic accessories. Circuits using those components are fabricated, discussed, and studied during structured lab sessions. Registration-Enforced Prerequisite: MFG 122. 3 lecture hrs/wk.

MFG 124: Hydraulics IV (3)

This is a continuation of Hydraulics I, II, and III with an emphasis on the symbols, hydraulic schematics, and troubleshooting of hydraulic circuits. The class will be divided into two different sessions. The first session will be devoted to studying symbols and schematics, while the second session will work with circuits on lab trainers. Specific class sessions will be devoted to developing the skills and knowledge necessary to successfully pass the National Fluid Power Certification Exam. Registration-Enforced Prerequisite: MFG 123. 3 lecture hrs/wk.

MFG 125: Hydraulics V (3)

This is the fifth course in a series for practicing industrial maintenance millwrights desiring instruction in industrial hydraulics. This course is an introduction to proportional and servo valves used in modern hydraulics systems. Students will work with simulators, lab trainers, program cards and related hydraulic and electronic components. Because an understanding of electricity and basic electronics is needed in this course, two sessions will be devoted to the study of these concepts using electrical training simulators. Some diagnostic and troubleshooting skills relative to the adjustment and programming of both proportional and servo systems will be presented. Registration-Enforced Prerequisite: MFG 124. 3 lecture hrs/wk.

MATHEMATICS (MTH)

MTH 020: Pre Algebra (4)

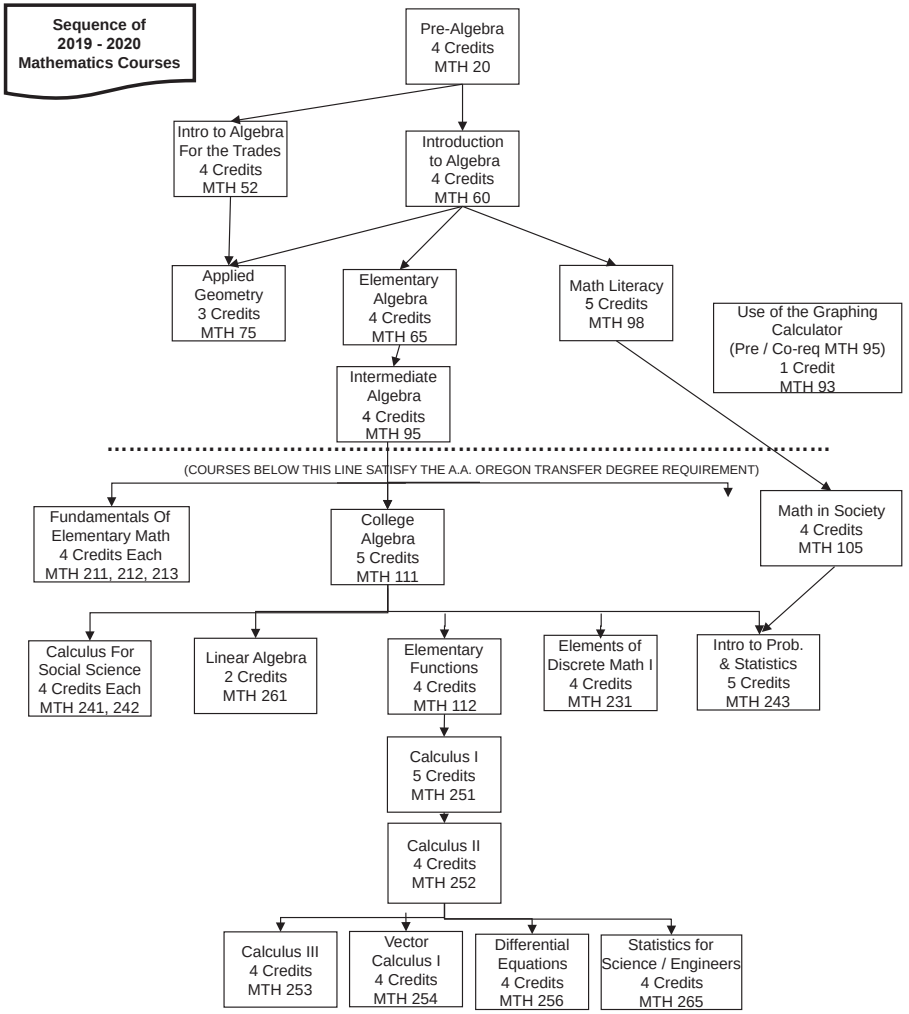
This course is a continued study of arithmetic concepts, as well as an introduction to algebra. Topics include basic operations with fractions, ratio and proportion, decimals, percent, integers and a brief look at algebraic expressions/equations. Problem solving is emphasized. Successful completion prepares the student for Math 060, Introduction to Algebra. 4 lecture hrs/wk. F, W, S, Su

MTH 052: Industrial Applications of Math (4)

This is an introductory algebra and geometry class in professional-technical mathematics. Topics covered include signed numbers, algebraic equations and formulas, ratio and proportion, perimeters, areas, volumes. This course does not serve as a prerequisite for MTH 065. Registration-Enforced Prerequisite: MTH 020 with a C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. W

Umpqua Community College Sequence of Mathematics Courses

(students may begin in the course indicated by placement test scores)



MTH 060: Intro to Algebra (4)

This course is intended for students who wish to start at the very beginning of algebra. The course emphasizes basic concepts, definitions, and procedures along with practical applications and problem-solving skills. This course introduces basic operations with integers, exponents, scientific notation, algebraic expressions, linear equations, geometry, ration and proportion, unit conversions, percent, operations with polynomials, and factoring polynomials. Registration-Enforced Prerequisite: MTH 020 with a C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. F, W, S, Su

MTH 065: Elementary Algebra (4)

This course in algebra is intended for the student who has familiarity with beginning algebra and geometry concepts. The course emphasizes basic concepts, definitions, and procedures along with practical applications and problem-solving skills. This course includes graphing lines, solving systems of equations in two variables using elimination or substitution, factoring polynomials, and solving quadratic equations by factoring. Registration-Enforced Prerequisite: MTH 060 with a grade of C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. F, W, S, Su

MTH 075: Applied Geometry (3)

Industrial applications of basic algebra and geometry. Emphasis on formulas, ratio-proportion, applied geometry, trigonometry, area, volumes. Registration-Enforced Prerequisite: MTH 052 or MTH 060 with a grade of C or better, placement by approved measure, or instructor permission. 3 lecture hrs/wk. S

MTH 095: Intermediate Algebra (4)

This course is intended for students with prior exposure to algebra topics including linear equations in one and two variables, polynomials and factoring. The course emphasizes basic concepts, definitions, and procedures along with practical applications and problem-solving skills. Although fundamental concepts are stressed, the pace of the course is faster than an introductory course. This course covers unit conversions, an introduction to functions, rational expressions and equations, radical expressions and equations, and quadratic expressions and equations. Registration-Enforced Prerequisite: MTH 065 with a grade of C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. F, W, S

MTH 098: Math Literacy (5)

MTH 098 provides algebra, quantitative reasoning, and problem-solving skills needed in MTH 105 and in other college courses in programs not requiring calculus or trigonometry. For students who do not need calculus or trigonometry, MTH 098 is an alternative to MTH 065/095 as a pathway to MTH 105. Registration-Enforced Prerequisites: MTH 060 with a grade of C or better, or placement by approved measure into MTH 065 and higher. 4 lecture hrs/wk. W

MTH 105: Math in Society (4)

Math in Society is a rigorous mathematics course designed for students in Liberal Arts and Humanities majors. This course provides a solid foundation in quantitative reasoning, symbolic reasoning, and problem solving techniques needed to be a productive, contributing citizen in the 21st century. Applications of mathematics will be explored with a major emphasis on the integration of mathematics with other subjects, communicating mathematics effectively orally and in writing, and reasoning quantitatively. Registration- Enforced Prerequisite: MTH 095 or MTH 098 with a grade of C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. W, S

MTH 111: College Algebra (5)

This course is intended for students requiring college-level algebra. This course is a study of functions and their uses. Primary topics are basic properties of functions, operations involving functions, and basic analysis and graphing of quadratic, polynomial, rational, exponential, and logarithmic functions. Additional topics include solving equations involving each function type, obtaining models from descriptions and data, and solving systems of equations. Applications, modeling, and problem-solving are stressed throughout the course. The use of computers or graphic calculators is an integral part of the class. Registration-Enforced Prerequisite: MTH 095 with a grade of C or better, placement by approved measure, or instructor permission. 5 lecture hrs/wk. F, W, S, Su

MTH 112: Elementary Functions (4)

The study of Trigonometry and its applications in the world around us. Topics include: trigonometric functions, radian measure, graphs of trig functions, solutions of right and oblique triangles, identities, conic sections, special formulas, inverse trig functions, polar coordinates, complex numbers, DeMoivre's Theorem. Instructor-Enforced Prerequisite: MTH 111 or equivalent with a grade of C or better, or instructor permission. 4 lecture hrs/wk. F, W, S, Su

MTH 211: Fundamentals of Elementary Mathematics I (4)

The first of a three-term sequence of mathematics for prospective elementary and middle school teachers. Topics include mathematical patterns, problem solving, sets, natural numbers, whole numbers, one-to-one correspondence, numeration systems, tests of divisibility, prime and composite numbers, greatest common divisor, least common multiple, computer literacy activities, and elementary school activities in mathematics. Registration-Enforced Prerequisite: MTH 095 with a grade of C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. F

MTH 212: Fundamentals of Elementary Mathematics II (4)

The second of a three-term sequence of mathematics for prospective elementary and middle school teachers. Topics include: fractions, integers, decimals, percent, ratio, elementary probability and statistics, beginning algebra concepts, irrational numbers, scientific notation, computer literacy activities, and elementary school activities in mathematics. Registration-Enforced Prerequisite: MTH 211 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. W

MTH 213: Fundamentals of Elementary Mathematics III (4)

The third of a three-term sequence of mathematics for prospective elementary and middle school teachers. Topics include; two and three dimensional geometric figures, measurement, areas, perimeters, volumes, congruency and similarity of geometric figures, computer literacy activities, and elementary school activities in mathematics. Registration-Enforced Prerequisite: MTH 212 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. S

MTH 231: Elements of Discrete Mathematics I (4)

Introductory course in discrete mathematics, designed to introduce basic non-calculus mathematics required in the study of computer science. Topics include elementary logic, set theory, functions, mathematical induction, matrices, and combinatorics. Instructor-Enforced Prerequisite: MTH 111 or MTH 105T or equivalent with a grade of C or better, or instructor permission. 4 lecture hrs/wk. W

MTH 241: Calculus for Management & Social Science I (4)

This is the first of two courses in elementary calculus designed especially for business and social science majors. The student will gain an understanding of differential calculus numerically, algebraically, and graphically, and will be able to use it to analyze and solve problems. Throughout the course, applications to business, economics, and social science will be stressed. Computers and graphing calculators will be used to learn and demonstrate the mathematical concepts. Registration-Enforced Prerequisite: MTH 111 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. W

MTH 242: Calculus for Management & Social Science II (4)

This is the second of two courses in elementary calculus designed especially for business and social science majors. The student will gain an understanding of integer calculus numerically, algebraically, and graphically, and will be able to use it to analyze and solve problems. Throughout the course, applications to business, economics, and social science will be stressed. Computers and graphing calculators will be used to learn and demonstrate the mathematical concepts. Registration-Enforced Prerequisite: MTH 241 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. S

MTH 243: Introduction to Probability & Statistics (5)

Introductory course in probability and statistics, designed to acquaint the student with some basic theory and applications. Calculators will be used throughout the course. Basic topics include probability models, random variables, probability distributions, sampling distributions, descriptive statistics, and methods of estimation. Registration-Enforced Prerequisite: MTH 105 or above with a grade of C or better, or instructor permission. 5 lecture hrs/wk. F,W,S, Su

MTH 251: Calculus I (5)

This course deals entirely with differential calculus. The course (1) develops the main ideas of calculus forming a sound theoretical basis (proving some of the theorems and deriving the various formulas and methods, (2) presents applications of the calculus, (3) provides the necessary background for MTH 252, and (4) uses technology to teach and demonstrate the mathematical concepts of calculus. Registration- Enforced Prerequisite: MTH 112 or with a grade of C or better, or instructor permission. 5 lecture hrs/wk. F, W

MTH 252: Calculus II (4)

This course is a continuation of MTH 251. The course (1) presents a blend of theory and applications of integral calculus and (2) provides the necessary background for MTH 253, and (3) uses computers to learn and demonstrate the mathematical concepts of the calculus. Registration-Enforced Prerequisite: MTH 251 with a grade of C or better, or instructor permission. 4 lecture hrs/ wk. W, S

MTH 253: Calculus III (4)

This is the third quarter of a four-quarter sequence for math majors and engineering students. Topics include improper integrals, conic sections, polar coordinates, parametric equations, and infinite series. Computers and graphing calculators will be used to learn and demonstrate the mathematical concepts. Instructor-Enforced Prerequisite: MTH 252 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. S

MTH 254: Vector Calculus I (4)

The study of multivariate calculus with a vector approach. Topics include; vectors, vector calculus, functions of several variables, gradients, differentials, and multiple integration. Registration-Enforced Prerequisite: MTH 252 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. F

MTH 256: Differential Equations (4)

Methods of solving ordinary differential equations. Topics include; study of first, second, and higher order differential equations with applications. Registration-Enforced Prerequisite: MTH 252 with a grade of C or better. 4 lecture hrs/wk. W

MTH 261: Intro to Linear Algebra (2)

This class is designed as a companion course to MTH 253 to satisfy entry requirements into Oregon State University's School of Engineering, but can also be taken as an introduction to Linear Algebra. Linear Algebra deals with the study of linear systems, matrices and linear transformations. Topics include: the algebra of matrices, the systematic solution of linear systems by reduction methods, linear transformations and eigenvalues. Applications to various fields of interest will be emphasized throughout the course. Registration-Enforced Prerequisite: MTH 111 with a grade of C or better, or instructor permission. 2 lecture hrs/wk. S

MTH 265: Statistics for Scientists and Engineers (4)

This course covers probability and inferential statistics applied to scientific and engineering problems. Includes random variables, expectation, sampling, estimation, hypothesis testing, regression, correlation and analysis of variance. This course satisfies the OSU requirement of ST 314 for engineering programs. Registration-Enforced Prerequisite: MTH 252 with a grade of C or better. 4 lecture hrs/wk. S

MTH 280: Cooperative Work Experience: Mathematics (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

MUSIC PERFORMANCE (MUP)

MUP 101-292: Performance Studies (1-2)

Individual instruction in the performance techniques of voice, brass, woodwinds, piano, and strings. 100: Technical stylistic aspects of artistic performance; first level of lower division study for music majors. 200: Second level of lower division study for music majors. Special fee assessed. 1-2 lecture hrs/wk.

MUP 114: General Ensemble (1)

Formation of traditional chamber groups such as woodwind, quartet, quintets, brass ensemble, strings quartets, other duets and trios. Groups will meet weekly to rehearse and will give a concert at the end of each term. 2 lecture/lab hrs/wk. F, W, S

MUP 121: Symphonic Choir (1)

The Vintage Singers is a small ensemble; entry is by audition with instructor. Students should have exceptional musical skills and considerable background in serious formal choral music. There are extra rehearsals and performances. 2 lecture/lab hrs/wk. F, W

MUP 151: Music Theatre (3)

The students perform in the cast of the Oregon Musical Theatre Festival. The student must participate as a singing cast member, as a principle character or member of the chorus. 6 lecture/lab hrs/wk. Su

MUP 158A, 158B, 158C - 192A, 192B, 192C MUP 258A, 258B, 258C - 292A, 292B, 292C Performance Studies (1-2)

Individual instruction in the performance techniques of voice, brass, woodwinds, piano, and harpsichord. 100: Technical stylistic aspects of artistic performance; first level of lower division study for music majors. 200: Second level of lower division study for music majors. Special fee assessed. 1-2 lecture hrs/wk.

MUP 189A, 189B, 189C: Chamber Choir (2)

Study of vocal jazz and popular music. The Umpqua Singers is a vocal jazz ensemble with emphasis on the performance of contemporary music. Entry by audition only. 6 lab hrs/wk. F, W, S

MUP 195A, 195B, 195C: Concert Band (1)

The UCC Concert Band provides music and non-music majors an opportunity for woodwind, bass, and percussion students to study, rehearse and perform all types of concert band literature. 2 lecture/lab hrs./wk. F, W, S

MUP 196A, 196B, 196C: Chamber Orchestra (1)

The Umpqua Chamber Orchestra is open to strings; brass and woodwinds selected on basis of music to be performed. 2 lecture/lab hrs/wk. F, W, S

MUP 197A, 197B, 197C: Concert Choir (1)

The UCC Chamber Choir is for majors and non-majors in music and offers varied selection of choral music experiences. Entry by permission of the instructor. 3 lab hrs/wk. F, W, S

MUP 295: Jazz Band (1)

This Big Horn Jazz Band is open to students and community musicians. All types of jazz band literature will be rehearsed and performed, from swing to jazz-rock. By instructor approval. 2 lecture/lab hrs/wk. F, W, S

MUP 297A, 297B: Concert Choir (1)

The Roseburg Concert Chorale is a non-audition community choir that performs two major concerts each year. 2 lecture/lab hrs/wk. F, W

MUSIC (MUS)

MUS 100A, 100B, 100C Musical Fundamentals (3)

An introduction to the elements of music for the non-music major and pre-music major. The course includes beginning piano music notation, scales, rhythm and ear training. No previous musical training is required. 3 lecture hrs/wk. F, W, S, Su

MUS 105: Intro to Rock Music (3)

This course will examine the sociological and musical perspectives of the sixty years of rock music. The effects of rock music on our society, politics, and economics will be explored. The class will incorporate recorded and live music, videos, lecture, and group discussion. Students will be required to do reading, listening, and a significant amount of writing. This course meets Humanities requirements. 3 lecture hrs/wk.

MUS 111, 112, 113: Music Theory (3,3,3)

Basic theory. A study of patterns, melody, harmony, and form in music. Fundamental knowledge for composers and performers. Completing the two-year sequence satisfies the Theory requirement for music majors at state colleges. Prerequisite: ability to play simple piano music from score. (Class piano or individual piano lessons must be taken concurrently with Music Theory until adequate pianistic skills are acquired.) Registration-Enforced Corequisite: MUS 114, 115, 116. 3 lecture hrs/wk. F, W, S

MUS 114, 115, 116: Aural Skills I (1,1,1)

The study of ear training and sight singing. Stresses music terminology, rhythm, intervals. Registration-Enforced Corequisite: MUS 111,112,113. 1 lecture hr/wk. F, W, S

MUS 117, 118, 119: Intro to Music & Technology (2)

Recording, arranging, music notation, digital and analog synthesis. Students will learn how to create sound in a digital environment, edit sound recordings, and create music manuscripts. Minimum piano keyboard skills or music reading ability required. 2 lecture hrs/wk. F, W, S

MUS 131, 132, 133: Class Piano (2,2,2)

First year class piano for music majors with little or no previous instruction. Students learn basic fundamentals of reading music and playing the piano. Class piano or individual piano lessons must be taken concurrently with Music Theory until adequate pianistic skills are acquired. Registration-Enforced Corequisites for MUS 131: MUS 111 and MUS 114; for MUS 132: MUS 112 and MUS 115; for MUS 133: MUS 113 and MUS 116. 2 lecture hrs/wk. F, W, S

MUS 134, 135, 136: Class Voice (2,2,2)

Class Voice is open to all students who wish to learn basic vocal skills in a class setting. Emphasis will be on breathing techniques, posture, voice placement, vowel production and easy literature. 2 lecture hr/wk. F, W, S

MUS 137, 138, 139 Beginning Class Guitar (2,2,2)

An introduction to guitar technique for the beginning guitar

student. The course teaches the fundamentals of guitar playing, music theory and ear training as it relates to the guitar, and appreciation of traditional and contemporary guitar performers. 2 lecture hrs/wk. F, W, S

MUS 161: Jazz Improvisation: Instrumental (3)

The objective of this course is to teach the participant how to improvise or improve the existing improvisational skill. Presentations and discussions will cover a variety of improvisational styles including jazz, rock, country, and classical. Class time will include listening, observing, and performing. Written assignments will consist of transcriptions. 3 lecture hrs/wk. Su

MUS 201, 202, 203: Intro to Music & Its Literature (3,3,3)

Cultivation of understanding and intelligent enjoyment of music through a study of its elements, forms, and historical styles. This course is designed for general campus students and the transfer music major. No previous musical experience is required. 3 lecture hrs/wk. F, W, S

MUS 204: Music of the World (3)

This course will allow the student to study a variety of musical styles from around the world. Special emphasis will be placed on examining the relationship between a culture or society and the music that it creates. No previous musical experience will be necessary and students will be taught a range of basic skills to evaluate, analyze, and critically assess what they hear. Different genres, styles, and aesthetics will be covered, including the music of Africa, South America, and Indonesia. Additionally, Native American and African American musical heritages will be discussed. 3 lecture hrs/wk. W, S

MUS 205: Intro to Jazz History (3)

This course provides the student with listening skills and historical overview of jazz from its origin to the present. Emphasis on in-class listening and discussion of the music. No musical background is needed to take this class. The course meets Arts & Letters requirements. 3 lecture hrs/wk.

MUS 211, 212, 213: Music Theory II (3,3,3)

Second year theory examines the structure and elements of music through analysis of the styles of major composers. Prerequisite: MUS 111, 112, 113. Corequisite: MUS 224, 225, 226. Class piano or individual piano lessons must be taken concurrently with Music Theory until adequate pianistic skills are acquired. 3 lecture hrs/wk. F, W, S

MUS 214, 215, 216: Intermediate Piano (2,2,2)

Second year of class piano. Offers theory and practice in piano techniques such as modulation, transportation, chord, reading, and extemporaneous playing. Prerequisite: MUS 131,132,133 or equivalent skills. 2 lecture hrs/wk. F, W, S

MUS 224, 225, 226: Aural Skills II (1,1,1)

The study of ear training and sight singing. Stresses music terminology, rhythm, intervals. Corequisite: MUS 211, 212, 213. 1 lecture hr./wk. F, W, S

MUS 280: Cooperative Work Experience: Music (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

NATURAL RESOURCES (NR)

NR 141: Tree and Shrub Identification (3)

Identification of the principal forest trees of North America, emphasizing trees and shrubs of SW Oregon and N California. Introduction to the forested regions of the world, and to the structure and function of woody plants. This is a hybrid course -- during spring term, students must enroll in the online NR 141 course. A six-day field tour of Southwestern Oregon and Northern California will follow in early summer. The use of cameras and field notebooks for documenting tree and shrub identification, location and habitat will be emphasized. Students should be reasonably fit and prepared to hike several miles over the course of the tour on easy to moderately difficult trails, and to camp at improved campsites each night. This is an extended spring term course and grades will be awarded after the tour during the following summer term. A fee is required to cover transportation, food and camping. 11 lecture hours online; 44 lecture/lab hrs. on the tour. S

NR 201: Introduction to Natural Resources (3)

Introductory course for Natural Resources majors. Overview of the underlying principles and complexities involved in managing natural resources of the Pacific Northwest. Investigation of major natural resource issues of the region. Development of critical thinking and collaboration skills useful in seeking solutions. 3 lecture hrs/wk. F

NR 221: Water Resource Science (4)

This course will cover the basic physics principles which determine the hydrological properties of natural water resources; the role these properties play in shaping the local ecology; and methods used to measure, monitor, and model these properties for the purposes of water resource management and restoration. Registration-Enforced Prerequisite: MTH 111. 3 lecture, 3 lab hrs/wk. W

NR 240: Forest Biology (4)

Forest Biology is a basic course that provides a broad foundation in biology that is relevant to many natural resource issues. This course examines forest biology at multiple levels of organization, from molecules to the globe; principles of ecosystem dynamics in managed and unmanaged forest communities, landscapes and bioregions; coevolution of competition, predation, decomposition, and mutualism; energy flow, nutrient cycles and feedback controls; the effects of disturbance and succession on carbon storage, biodiversity, and habitat stability through time. Registration-Enforced Prerequisite: completed course in Biology or Natural Resources or instructor approval. 3 lecture, 3 lab hrs/wk. F

NR 241: Dendrology (4)

Identification of the principal forest trees of North America, emphasizing trees and shrubs of the Pacific Northwest. Other topics include the ranges over which these species grow, their structure and function, important ecological characteristics, and

principal uses. We will also survey forested biomes of the world. Field trips required on and off campus. This course is cross listed as both NR 241 and FOR 241. 3 lecture, 3 lab hrs/wk. S

NR 242: Ecosystems of Southwest Oregon and Northern California (4)

This is a hybrid course taught partly online and partly during a 6-day bus tour of Southwestern Oregon and Northern California. Resources for learning the distributions, unique species compositions, population interactions, nutrient and energy cycles, disturbance processes, and ecological histories of the landscapes of this region will be presented online. The bus tour begins immediately after the spring term ends. Students should be reasonably fit and prepared to hike several miles over the course of the tour on easy to moderately difficult trails. and to camp at improved campsites or motels each night. This is an extended spring course and grades will be awarded after the tour during the following summer term. A fee is required to cover transportation, food and lodging. Recommended Prerequisite: Course in Biology, Natural Resources or instructor approval. 33 lecture hrs. online, 33 lecture/lab hrs. on the tour. S

NR 243: Historical Ecology of Pacific Northwest Landscapes (3)

Students will learn about changes in the landscape of the Pacific Northwest from the end of the last ice age to the present with an emphasis on Southwestern Oregon and Northern California. Students will examine the changing uses of the environment by a succession of cultures, and their effects on landscape structure and function by using a range of tools to analyze archaeological, historical and ecological data to reconstruct historic landscapes. Instructor-Enforced Prerequisite: WR 121. 3 lecture hrs/wk. W

NR 251: Principles of Fish and Wildlife Conservation (3)

History of conservation and natural resource use; ecological and biological principles, and social and economic limitations of conservation; principles and practices of wildlife and fisheries management; role of research in management. Recommended Prerequisite: a previous course in Biology or Natural Resources. 3 lecture hrs/wk. W

NR 255: Field Sampling of Fish and Wildlife (3)

Introduction to sampling design and methods for quantifying aquatic and terrestrial resources in the Pacific Northwest with geographic emphasis on southwestern Oregon and northern California. Students will learn and apply standard field protocols used by the US Forest Service, the Bureau of Land Management, the Oregon Department of Fish and Wildlife, the Oregon Department of Environmental Quality, and other state and national land and resource management agencies. Registration-Enforced Prerequisite: any NR (Natural Resources) or BI (Biology) course. 2 lecture hrs/3 lab hrs/wk. S

NR 261: Recreation Resource Management (4)

Overview of recreation resource management including study of land and water resources used for outdoor recreation. The planning and management of natural and cultural resources for long-term resource productivity, with a focus on rural and wildlife areas of the forest, range and coast. 4 lecture hrs/wk. S

NR 295: Environmental Dispute Resolution (3)

This course examines natural resource-based conflicts on public and private lands, and presents strategies to resolve them. Analysis of root causes of environmental gridlock, including important values people hold towards the environment and development, and the tendency of groups and individuals to rely on traditional and well-understood methods for dispute resolution such as the courts and electoral and legislative processes. Course will focus on why disputants and the interested public find themselves increasingly frustrated by gridlock and dismayed at gridlock's effects on both environmental quality and local and regional economies, and how these frustrations are leading to the use of alternative resolution methods. 3 lecture hrs/wk. W

NURSING (NRS)

NRS 101: Nursing Assistant (9)

A mandatory attendance course (164 hrs) designed to provide basic nursing skills for employment as a Certified Nursing Assistant once a student has successfully passed the CNA written and practical examination administered by the Oregon State Board of Nursing. The course consists of classroom instruction during weeks 1-7. The first 7 weeks includes lecture, observation, demonstration, and return demonstration of basic nursing skills, followed by 3 weeks of supervised clinical instruction. Course restrictions: Conviction of a felony and/or drug usage or distribution may result in the Oregon State Board of Nursing withdrawing the privilege of writing the Certified Nursing Assistant examination. Prerequisites: A student must be 16 years of age. A copy of the applicant's placement test scores indicating reading skills at RD 090 OR higher, WR 090 or higher, and MTH 020 or higher. Alternatively, a copy of the applicant's transcripts (Official or Unofficial) that confirms that the applicant has completed courses at or above these placement scores. Background Checks: Students are required to complete and pass an Oregon State Background History check. On the first day of class, students must show evidence that they have mailed their fingerprints to the Oregon State Police that begins the process of a background clearance check. Failure to do so will result in the student being dropped from the class.

NOTE: Students having questions relating to the past backgrounds should refer to both the OSBN (Oregon State Board of Nursing) at http://tinyurl.com/mspo898 or DHS (Department of Human Services) at http:/www.oregon.gov/business-services/chc/pages/index.aspAll students are required to have a TB screening test, the first injection of the three-part immunization series for Hepatitis B, and students born after 1956 must also provide official written proof of immunity against measles, (rubella and rubeola). prior to the first day of clinicals. Students are required to complete and pass an Oregon State Background History Check prior to class start. 9 credits - 80 lecture, 80 clinical hrs F, W, S, Su

NRS 110: Foundations of Nursing in Health Promotion (9)

This course introduces the learner to the framework of the Oregon Consortium Nursing Education (OCNE) curriculum. The emphasis is on health promotion across the life span including self-health as well as client health practices. To support self and client health practices, students learn to access and read research literature about healthy lifestyle patterns, risk factors for disease/

illness, and interventions to promote health behavior change. Students learn to conduct age-appropriate and culturally sensitive assessments about client health practices and risks, recognize roles of a multidisciplinary team, give and receive feedback about performance, and use reflective thinking about their practice as nursing students. Screening of healthy school aged children, teaching the family experiencing a normal pregnancy, interventions to prevent substance abuse and motivational interactions with healthy, community-dwelling older adults are exemplars. Prerequisite: Acceptance into the nursing program. 5 lecture/seminar; 10 clinical hrs. and 2 hrs independent study/wk. F

NRS 111: Foundations of Nursing in Chronic Illness I (6)

This course introduces assessment and common interventions (including technical procedures) for clients with chronic illnesses common across the life span in major ethnic groups within Oregon. The client and family's "lived experience" of the illness, coupled with clinical practice guidelines and extant research evidence is used to guide clinical judgments in care to the chronically ill. Roles of multidisciplinary team in care of the chronically ill and legal aspects of delegations are explored. Cultural, ethical, health policy, and health care delivery system issues are explored in the context of the chronic illness care. Case exemplars include children with asthma, adolescent methamphetamine abuse, adult-onset diabetes, and older adults with dementia. Prerequisite: NRS 110. 3 lecture/seminar hrs, 9 clinical hrs/wk. W

NRS 112: Foundations of Nursing in Acute Care I (6)

This course introduces assessment and common interventions (including relevant technical procedures) for care of patients during an acute episode of disease/illness. Common disease/illness trajectories and their clinical practice guidelines and/or standard procedures are considered in relation to their impact on providing culturally sensitive, client-centered care. Prerequisite: NRS 110. 3 lecture/seminar hrs, 9 clinical hrs/wk. S

NRS 221: Foundations of Nursing in Chronic Illness II and End-of-Life (9)

This course builds on Foundations of Nursing in Chronic Illness I. The evidence base related to family care giving and symptom management is a major focus and basis for nursing interventions with patients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Complex skills associated with symptom management, negotiating in interdisciplinary teams, and the impact of cultural beliefs are included in the context of client and family-centered care. Exemplars include patients with chronic mental illness and as well as other chronic conditions and disabilities affecting functional status and family relationships. Includes classroom and clinical learning experiences. 5 lecture/seminar, 12 clinical hrs/wk. F

NRS 222: Foundations of Nursing in Acute Care II (9)

This course builds on Nursing in Acute Care I focusing on more complex and/or unstable patient care situations some of which require strong recognitional skills, rapid decision making, and some of which may result in death. The evidence base supporting appropriate focused assessments, and effective, efficient nursing interventions is explored - life span factors, cultural variables, and legal aspects of care frame, the ethical decision-making employed in patient choices for treatment or palliative care within the acute care setting. Case scenarios incorporate prioritizing care needs, delegation and supervision, family and patient teaching for discharge planning. Exemplars include acute psychiatric disorders as well as acute conditions affecting multiple body systems. Includes classroom and clinical learning experiences. 5 lecture/seminar, 12 clinical hrs/wk. W

NRS 224: Scope of Practice & Preceptorship for AAS Completion (9)

This course is designed to formalize the clinical judgments, knowledge and skills necessary in safe, registered nurse practice. The preceptorship model provides a context that allows the student to experience the nursing work world in a selected setting, balancing the demands of job and life long learner. Faculty/preceptor/student analysis and reflection throughout the experience provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework. Includes seminar, self-directed study and clinical experience. Required for AAS and eligibility for RN Licensure. 2 lecture/seminar hrs/wk, 220 clinical hours. S

NRS 230: Clinical Pharmacology I (3)

This course introduces the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout their lifespan. Students will learn to make selected clinical decisions regarding using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. Drugs are studied by therapeutic or pharmacological class using an organized framework. Prerequisite: Admission into Nursing program; BI 231, 232, 233 Anatomy and Physiology sequence; Corequisite: NRS 111. 3 lecture/seminar hrs/wk. W

NRS 231: Clinical Pharmacology II (3)

This sequel to Clinical Pharmacology I continues to provide the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout their lifespan. Students will learn to make selected clinical decisions regarding using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I. Prerequisite: NRS 230. Corequisite: NRS 112. 3 lecture/ seminar hrs/wk. S

NRS 232: Pathophysiological Processes I (3)

This course introduces pathophysiological processes that contribute to many different disease states across the lifespan and human responses to those processes. Students will learn to make selective clinical decisions regarding using current, reliable

sources of pathophysiology information, selecting and interpreting focused assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. Registration-Enforced Prerequisite: BI 231, 232, 233, Anatomy and Physiology sequence; Corequisite: NRS 111. 3 lecture/seminar hrs/wk. W

NRS 233: Pathophysiological Processes II (3)

This sequel to Pathophysiological Processes I continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. Students will learn to make selected clinical decisions regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. The course addresses material not covered in Pathophysiological Processes I. Registration-Enforced Prerequisite: NRS 232. Corequisites: NRS 112. 3 lecture hrs/wk S

NRS 280: Cooperative Work Experience: Nursing (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

OFFICE ADMINISTRATIVE ASSISTANT (OA)

OA 110: Alphabetic Keyboarding (2)

This course teaches alphabetic keyboarding skills to students with no previous keyboarding experience. Students will develop touch keyboarding skill on the alphabetic keyboard and will develop proofreading skills. 4 lecture/lab hrs/wk. F

OA 115: Administrative Office Professional (3)

This course introduces students to the administrative office professional career. Multiple aspects of the office environment are covered, including time management, customer service, communication, meeting and travel planning, stress management, technology, working with others, and career exploration. Students create a growth plan with the objective of moving towards an entry-level career. 3 lecture hrs/wk. F

OA 116: Records Management (2)

In this course, students gain proficiency in alphabetic, subject, geographic, and numeric filing methods. Students will also learn basic records management concepts, such as classification, records life cycle, the records management plan, storage and retrieval, and security. 1 lecture, 2 lecture/lab hrs/wk. F

OA 123: Formatting (4)

A course that builds and improves upon basic keyboarding skills acquired in OA 124 and introduces the basics of word processing. Students will format business documents including letters, memos, tables, and simple reports. Document production timings and straight-copy timings are used to measure skill improvement. Registration-Enforced Prerequisite: OA 124 or instructor permission; Instructor-Enforced Prerequisite: Keyboarding speed 35 wpm or more. 3 lecture, 2 lecture/lab hrs/wk. F, W

OA 124A: Keyboarding Skill Enhancement (3)

An individualized speed-building course for students who already know the keyboard without looking. The course is designed to build speed while maintaining accuracy and using correct touch-typing technique. Computer software provides skill building exercises and progress assessments. Instructor enforced. 6 lecture/lab hrs/wk. W

OA 128: Editing for Business (3)

A comprehensive, activity-oriented course designed to sharpen proofreading and editing skills. Reviews and applies the rules governing punctuation, sentence structure, grammar, and correct word usage in order to create professional business documents. The course will also provide a spelling review. Instructor-enforced prerequisites: Basic keyboarding and word processing skills. 2 lecture, 2 lecture/lab hrs/wk. F, W

OA 131: Ten-Key Calculator (1)

Introductory course designed to familiarize a student with the functions of the ten-key calculator and to develop speed and accuracy when operating the machine by touch. Students will also develop speed and accuracy on the computer keypad. 2 lecture/lab hrs/wk. F

OA 225: Document Processing (3)

Covers the preparation of business documents from pre-recorded dictation using transcription equipment and word processing software. Reviews pre-transcription skills for spelling, word usage, grammar, and punctuation, which are essential for successful completion of this course. 2 lecture, 3 lab hrs/wk. W

OA 245: Office Administration (1)

This is a professional development course designed for the Office Technology AAS students. It should be taken the term prior to graduation. Students will engage in activities and assignments that will make them better prepared for meeting the expectations of the workplace. Registration-Enforced Corequisite or Prerequisite: OA 123 and CWE 161. 1 lecture hr./wk. W

OA 250: General Office Procedures (3)

An advanced office procedures course in which the student learns to employ acceptable techniques in handling typical administrative level secretarial duties such as planning and organizing meetings, making travel arrangements, helping with reports, and making decisions. Prerequisite: OA 115, OA 116, OA 124, CIS 120. 2 lecture, 3 lab hrs/wk. S

OA 260: Principles of Office Management (3)

This course is designed to familiarize students with principles used in setting up and managing an office: including organization, problem-solving, communicating, human resources, office systems, and office environments; assists in developing techniques for planning, organizing, and simplifying work. 3 lecture hrs/wk. S

OA 280C: Cooperative Work Experience: Administrative Medical Assistant (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. Prerequisite: Second year standing; instructor approval. 3-39 lab hrs/wk. 3 3 hrs lab = 1 credit. F, W, S, Su

OA 280D: Cooperative Work Experience: Clinical Medical Assistant (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. Registration-Enforced Prerequisite: MED 124 with a grade of C or better; Instructor-Enforced Prerequisite: proof of the following prior to enrollment: Hep B and MMR vaccinations and a PPD test; proof of a clean background history check. 3-39 lab hrs/wk. 33 hrs lab = 1 credit. F, W, S, Su

PHYSICAL EDUCATION & OUTDOOR RECREATION (PE)

PE 185OA: Advanced OCR (1)
3 lab hrs/wk. F, W, S

PE 185OC: Physical Conditioning OCR (1)
3 lab hrs/wk. F, W, S

PE 185OS: OCR Strategy (1)
3 lab hrs/wk. F, W, S

PE 185AB: Advanced Baseball (1)
3 lab hrs/wk. F, W, S

PE 185BA: Advanced Basketball Women – Tm (1)
3 lab hrs/wk. F, W, S

PE 185BB: Advanced Basketball Men – Tm (1)
3 lab hrs/wk. F, W, S

PE 185BM: Physical Conditioning – Mens Basketball (1)
3 lab hrs/wk. F, W, S

PE 185BS: Basketball Strategy Women – Tm (1)
3 lab hrs/wk. F, W, S

PE 185BT: Basketball Strategy Men – Tm (1)
3 lab hrs/wk. F, W, S

PE 185BW: Physical Conditioning – Women's Basketball (1)
3 lab hrs/wk. F, W, S

PE 185FA: Fitness Center – Aerobic (1)
3 lab hrs/wk. F, W, S, Su

PE 185FB: Fitness Center – Basic (1)
3 lab hrs/wk. F, W, S. Su

PE 185FS: Fitness Center – Strength (1)
3 lab hrs/wk. F, W, S, Su

PE 185G: Beginning Golf (1)
3 lab hrs/wk. F, S

PE 185L: Beginning Bowling (1)
3 lab hrs/wk. F, S

PE 185PB: Physical Conditioning, Baseball (1)
3 lab hrs/wk. F, W, S

PE 185QB: Beginning Swim (1)
3 lab hrs/wk. F, S

PE 185QF: Swim Fitness (1)
3 lab hrs/wk. F, S

PE 185QI: Intermediate Swim for Fitness (1)
3 lab hrs/wk. F, S

PE 185SB: Baseball Strategies (1)
3 lab hrs/wk. F, W, S

PE 185TA: Advanced Track and Field (1)
3 lab hrs/wk. F, W, S

PE 185TC: Physical Conditioning Track and Field (1)
3 lab hrs/wk. F, W, S

PE 185TI: Intermediate Tennis (1)
3 lab hrs/wk. F, S

PE 185TN: Beginning Tennis (1)
3 lab hrs/wk. F, S

PE 185TS: Track and Field Strategies (1)
3 lab hrs/wk. F, W, S

PE 185V: Beginning Volleyball (1)
3 lab hrs/wk. F, W, S

PE 185VA: Advanced Volleyball – Tm (1)
3 lab hrs/wk. F, W, S

PE 185VS: Volleyball Strategy – Tm (1)
3 lab hrs/wk. F, W, S

PE 185VW: Physical Conditioning – Women's Volleyball (1)
3 lab hrs/wk. F, W, S

PE 185W: Weight Training (1)
3 lab hrs/wk. F, W, S

PE 185 WC: Physical Conditioning Wrestling (1)
3 lab hrs/wk. F, W

PE 185 WJ: Walk, Jog, and Run (1)
3 lab hrs/wk. F, W, S

PE 185 WS: Wrestling Strategy (1)
3 lab hrs/wk. F, W, S

PE 185 WT: Advanced Wrestling (1)
3 lab hrs/wk. F, W, S

PE 185 XA: Advanced Cross Country (1)
3 lab hrs/wk. F, W, S

PE 185 XC: Physical Conditioning Cross Country (1)
3 lab hrs/wk. F, W, S

PE 185 XS: Cross Country Strategy (1)
3 lab hrs/wk. F, W, S

PE 185Y: Yoga (1)
3 lab hrs/wk. F, W, S

PE 185YI: Yoga Intermediate (1)
3 lab hrs/wk. F, W, S

PE 291: Lifeguarding (2)
Teaches students to become a certified Lifeguard, specific to pool settings and non-surf open water. First Aid and CPR will be included. 5 two-hour classroom sessions, 6 five-hour pool sessions. Instructor-Enforced Prerequisites: minimum 15 years of age, Intermediate level swimmer. 1 lecture, 3 lab hrs/wk. S

PHYSICS (PH)

PH 201, 202, 203: General Physics (5,5,5)
Algebra-based physics including topics: mechanics, fluids, waves, thermodynamics, electricity and magnetism, light and optics.

PH 201: Units, vectors, motion, dynamics, energy, and momentum. Registration-Enforced Prerequisite or Corequisite: MTH 111 or equivalent. F

PH 202: Rotation, gravitation, equilibrium, fluids, and thermodynamics. Registration-Enforced Prerequisite: PH 201. W

PH 203: Waves, sound, electricity and magnetism, light, and optics. Registration-Enforced Prerequisite: PH 202. S

Recommended for pre-professional health care programs. Courses must be taken in sequence, or with consent of instructor. 4 lecture, 3 lab hrs/wk.

PH 211, 212, 213: General Physics w/Calculus (5,5,5)
Calculus-based physics including mechanics, gravitation, fluids, harmonic motion, electricity and magnetism, light and optics, and thermodynamics.

PH 211: Units, vectors, motion, dynamics, energy, and momentum. Registration-Enforced Prerequisite or Corequisite: MTH 251. F

PH 212: Rotation, rotational dynamics, equilibrium, elasticity, fluids, oscillations, and waves. Registration-Enforced Prerequisite: PH 211. Registration-Enforced Prerequisite or Corequisite: MTH 252. W

PH 213: Sound, electric forces and electric fields and potentials, capacitance, electronics, magnetism, light and optics, and thermal physics. Registration-Enforced Prerequisite: PH 212. S

Note: PH 201-203 recommended for pre-professional health care programs. Courses must be taken in sequence, or with consent of instructor. 4 lecture, 3 lab hrs/wk.

POLITICAL SCIENCE (PS)

PS 201, 202, 203: U.S. Government (3,3,3)
A three-term course that includes the fundamental institutions vocabulary, theories, and analytical methods of political science. Students use the Internet to study national interest groups, U.S. Supreme Court cases, Oregon's state legislative process and more. The courses do not need to be taken in sequence.

PS 201 focuses on the culture, values and political participation practices that sustain and continuously modify American politics. Topics include political ideologies and political parties. 3 lecture hrs/wk. F

PS 202 focuses on the national policy-making process, especially the role of the judicial branch. Topics include civil rights and civil liberties. PS 201 and 202 should be taken in sequence. 3 lecture hrs/wk. W

PS 203 concerns state and local governments and current policy issues. Guest speakers add experiential perspectives to the reading and Internet research. This course can be taken separately, without taking PS 201 or 202, or as the third course in the sequence. Successful completion of WR 121 is recommended prior to taking this course. 3 lecture hrs/wk. S

PS 205: International Relations (3)
This course is a one-term survey of contemporary international political and economic issues in historical perspective. The course emphasizes reading, group discussion, short essays, and some Internet research. It is especially relevant to career preparation for business, political science, and secondary education majors, as well as for international relations majors.

Students should not attempt to take this course until they have successfully completed WR 121, 122, and 123. 3 lecture hrs/wk. S (Not offered every year).

PS 280: Cooperative Work Experience: Political Science (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

PSYCHOLOGY (PSY)

PSY 101: Psychology of Human Relations (3)
The purpose of this course is to enhance students' understanding of the variety and complexity of human interactions. The focus is on the practical application of psychology in everyday situations; topics include self-concept, perception, personality development, cultural diversity, conflict resolution, emotions, stress, interpersonal communication, workplace success, and behavioral change. 3 lecture hrs/wk. F, W, S, Su

PSY 130: Understanding Children's Behavior (2)
An introduction to the basic principles of understanding child behavior using the psychology of Adler and Dreikurs as a reference. Discussion and practice of ideas presented including methods of discipline; effective communication; conflict resolution; sexuality; developing healthy self-concepts; and a more democratic approach to living. 2 lecture hrs/wk. S (Not offered every year)

PSY 201: General Psychology (3)
Studies human behavior through the topics of genes, brain function, nervous and endocrine systems, body rhythms,

consciousness, sensation, perception, and scientific methodology. Recommended Prerequisite: Placement by approved measure into WR 115. 3 lecture hrs/wk. F, W, S, Su

PSY 202: General Psychology (3)
The study of human behavior through the topics of learning, memory, thinking, intelligence, motivation, emotion, and human development. May be taken concurrently with PSY 203. 3 lecture hrs/wk. W, S, Su

PSY 203: General Psychology (3)
The study of human behavior through the topics of health and stress, personality, socio-cultural forces, psychological disorders, and approaches to treatment. May be taken concurrently with PSY 202. 3 lecture hrs/wk. S, Su

PSY 211: Media Literacy (3)
Survey of news and opinion media, how the media functions, rights and responsibilities, problems, and criticism; effects of media on society; relation of advertising to media on society; relation of advertising to media; propaganda and the media. 3 lecture hrs/wk. (Cross-listed J 211. Not offered every year.)

PSY 231: Human Sexuality (3)
Introduces the biological, social, and psychological components of human sexual functioning. Topics such as physiology, attitudes, emotions, and myths are considered, emphasizing relationship perspectives. The focus is on recognizing the range of human sexual behaviors over time, across cultures, and within groups. 3 lecture hrs/wk. S

PSY 239: Abnormal Psychology (3)
This course bridges the gap between mental health concepts introduced in PSY 203, General Psychology, and the more in-depth analysis of psychopathology issues covered in the typical upper division psychology class. The following topics will be presented: defining "abnormal"; a brief historical and cross-cultural overview of abnormal behavior; basic data regarding the incidence and classification of emotionally disturbed persons; and an introduction to common treatments for psychological difficulties. Registration-Enforced Prerequisite: PSY 201, 202, and 203 or instructor permission. 3 lecture hrs/wk.

PSY 280: Cooperative Work Experience: Psychology (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

READING (RD)

RD 090: College Textbook Reading (3)
This course develops the analytical reading skills necessary for college-level work. Emphasis is on development of methods for analyzing and critically evaluating college material, development of college-level vocabulary, and development of personal, strategic methods of reading. Registration-Enforced Corequisite: Enrollment in Practicing Success cohort. 3 lecture hrs/wk. F, W, S

RD 115: Critical Reading Strategies (3)
This course is designed to develop Critical Reading Skills for success in reading College level textbooks. Some of the skills covered are vocabulary, synthesizing long readings, inference, and analyzing arguments. Students will apply these critical reading skills to successfully comprehend and evaluate college level textbooks and the internet. Registration-Enforced Prerequisite: RD 090 with a grade of C or better or placement test. 3 lecture hrs/wk. F, W, S

SUPERVISION (SDP)

SDP 109: Elements of Supervision (3)
An introductory course dealing with the problems and skills of the first-level supervisor. Attention is given to management communications, motivating employees, effective leadership styles, training, and organizing and decision-making techniques. 3 lecture hrs/wk. F, S

SDP 113: Human Relations for Supervisors (3)
This course analyzes the mutual relationships of organizational employees, customers, and other outside persons. Studies and provides critical thinking about teamwork, coaching, counseling, and mutual respect, personal integrity, and acceptance of others. Students will gain insight into the human and organizational factors that influence the workplace beyond the traditionally measured outcomes of performance, production, and profitability. 3 lecture hrs/wk. F

SDP 201: Coaching in the Workplace (3)
This course is designed to help supervisors and other team leaders define the effective coach, build a coaching foundation, and plan a coaching strategy. Employee personality types, trust building, and healthy coach-employee relationships will be addressed. Effective questioning strategies as information-gathering tools will also be addressed. 3 lecture hrs/wk. S

SDP 204: Labor and Management Relations (3)
This course provides students with the history of labor and management relations as a way to understand the current collective bargaining process. The role of collective bargaining is examined in order to understand how the strategic goals of both labor and management influence the process. The history of collective bargaining, the role of each participant, and critical thinking skills related to modern labor and management roles are emphasized. 3 lecture hrs/wk. W.

SDP 205: Management and Leadership Dynamics (3)
This is a course designed to provide students with current supervisory, leadership and management information using actual companies and hiring managers. Using business cases studies, classroom lectures from actual business owners and managers, along with current workplace analysis, students will gain insights and understanding for the dynamic nature of supervision and management. Students will have the opportunity to study, understand, and consider the various styles of workplace leadership which exist and from whom they may seek future job opportunities. 3 lecture hrs/wk. S (offered every other year) S

SDP 208: Human Resources for Supervisors (3)
This course prepares students for real issues and current challenges

in human resource management. Problem-solving and decision-making skills are developed and emphasized. 3 lecture hrs/wk. W

SDP 215: Equal Employment Opportunity (3)

This course reviews the United States Equal Employment Opportunity (EEO) laws, regulations, and guidelines that affect first-line supervisors. Beginning with a Title VII of the 1964 Civil Rights Act and moving through to the 2008 Genetic Information Nondiscrimination Act , the course covers all eight federal non-discrimination laws. The role of the U.S. Equal Employment Opportunity Commission (EEOC) is reviewed along with the EEOC website. Case studies provide context to the laws and guidelines. Students achieve the knowledge necessary to maintain an EEO compliant workplace. 3 lecture hrs/wk. W.

SDP 223: Employee Development and Performance Management (3)

This course will examine the modern role of employee performance management that has replaced the historical concept of employee reviews and job=based measurement standards. Students will analyze the supervisor's role in the total employee development process. An emphasis is placed on the use of employee development within the organizational strategic plan, performance measurement, along with a study of reward systems and legal issues. Upon completion of the course, students will be prepared to construct an employee development plan. 3 lecture hrs/wk. S.

SOCIOLOGY (SOC)

SOC 204: Introduction to Sociology (3)

Sociological theories and theorists, as well as research and scientific methods, are examined along with the problem of how societies teach their children to become members of the group, and how adults cope with life's passage. Social structure, social patterns, deviance and social control, and the impact and meaning of culture, are also explored. While the primary focus of the course is our own society, several other societies are studied for comparison. The first term of a three-term sequence; each may be taken independently. 3 lecture hrs/wk. F, W

SOC 205: Institutions and Social Change (3)

An analysis of the major institutions in society including family, religion, law and politics, and economics is offered during this term. The focus is on modern American society, but other societies will be explored and used for comparison. 3 lecture hrs/wk. F, S

SOC 206: Social Problems and Issues (3)

Social issues and social problems are explored using a critical thinking approach. Examples are from sociologists and journalists, and include problems such as poverty, drugs, crime, urban affairs, public health, gender issues. 3 lecture hrs/wk. F, S

SOC 207: Juvenile Delinquency (3)

The concepts and theories of delinquency: childhood development, delinquency, and status offenses, the nature and extent of delinquency, and individual, sociological, and developmental views of delinquency. The social, community, and environmental influences on delinquency. Effect of the family, peers, schools and drug use on delinquency. The juvenile system: history and development of juvenile justice, police work with juveniles, the juvenile court process, and juvenile corrections. Primary, secondary, and tertiary delinquency prevention efforts also will be defined. NOTE: This course is enhanced with online components. Students will need regular access to an Internet-connected computer. 3 lecture hrs/wk. W

SOC 213: Race, Class, & Ethnicity (3)

Ways societies tend to divide themselves into ranks of more and less privileged members. Includes racial and ethnic groups, aging in our own and other societies, and sex and gender roles in their contemporary and historical contexts. Prerequisite: SOC 204 or 205 recommended. 3 lecture hrs/wk. S

SOC 225: Social Aspects of Addiction (3)

This course examines specific problems related to the social implications of addiction. The basic facts and effects on individuals, their families, and society are explored. Personal pathologies that are precursors to drug and alcohol addiction will be reviewed including mental illness, abusive background, and suicidal ideations. 3 lecture hrs/wk. S

SOC 280: Cooperative Work Experience: Sociology (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33. F, W, S, Su

SOIL SCIENCE (SOIL)

SOIL 205: Soil Science (3)

This course will provide information and experience in soil development, physical properties of soil, soil organisms, naming of soils, and how land management practices affect soil quality and sustainability. 3 lecture hrs/wk. S

SOIL 206: Soil Science Lab (1)

Laboratory exercises and field trips designed to develop student competency in soil processes, description, analysis, and assessment with a particular emphasis on the role of soils in managed and unmanaged forest ecosystems. Registration-Enforced Prerequisite/Corequisite: SOIL 205. 3 lab hrs/wk. S

SPEECH (SP)

SP 105: Listening (3)

Because listening is important in our personal as well as professional relationships, students find this course particularly interesting and relevant. In this course, students will examine the effects of listening style on personal relationships and public interactions. Both theoretical and applied perspectives will be examined. However, the emphasis will be on skill application. Through exercises and assignments, students will also have an opportunity to assess their own listening strengths and weaknesses with opportunities to improve proficiency. Recommended Prerequisites: WR 095 with a grade of C or better or placement scores of 70 or above in writing; AND RD 090 with a grade of C or

better or placement scores of 85 or above in reading. 3 lecture hrs/wk. W, S, Su

SP 111: Fundamentals of Public Speaking (4)

Preparation and delivery of effective extemporaneous communications. Primary emphasis on content, organization, audience adaptation, delivery, and listening. Recommended Prerequisites: WR 095 with a grade of C or better or placement by approved measures; AND RD 090 with a grade of C or better or placement by approved measure. 4 lecture hrs/wk. F, W, S, Su

SP 112: Persuasive Speech (3)

Study of theories and practices of persuasion. Includes preparation and delivery of persuasive messages to individuals and groups. Emphasis on becoming a responsible persuader and a critical consumer of persuasion. Recommended Prerequisites: WR 095 with a grade of C or better or placement by approved measure; AND RD 090 with a grade of C or better or placement by approved measure. 3 lecture hrs/wk. W, S

SP 218: Interpersonal Communication (3)

An investigation of the theory and practice of interpersonal communication through participation in group discussions, readings, and written exercises. Attention to perception, language, sharing, listening, decision making, conflict, non-verbal, and male/female communication. Emphasis is on developing attitudes and skills applicable to work, social, civic and intercultural situations. Registration-Enforced Prerequisites: WR 095 with a grade of C or better or placement by approved measure; AND RD 090 with a grade of C or better or placement by approved measure. 3 lecture hrs/wk. W, S

SP 219: Small Group Discussion (3)

Study of theory and practice of small group communication by participation in group discussions, readings, and written exercises. Attention to organization and conduct of problem-solving groups and learning. Emphasis is on: (1) learning how to enhance group communication, to deal effectively with conflict and to apply problem-solving techniques to a task-oriented group setting, and (2) developing attitudes and skills applicable to leadership and participation in work and civic committees. Recommended Prerequisites: WR 095 with a grade of C or better or placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or placement by approved measure. 3 lecture hrs/wk. W, S

SP 237: Gender Communication (3)

An examination of similarities and differences in male and female communication styles and patterns. Particular attention given to the implications of gender as social construct upon perception, values, stereotyping, language use, nonverbal communication, and power and conflict in human relationships. Discussion of influence of mass communication upon shaping and constructing male and female sex roles. Course fulfills block transfer and cultural diversity requirements and is transferable to state four-year university. 3 lecture hrs/wk. F

SP 280: Cooperative Work Experience: Speech (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

SPANISH (SPAN)

SPAN 101- First Year Spanish (4)

Students will begin to build the basic skills of listening, speaking, reading and writing in Spanish, with a special focus on communicating. Students will be introduced to the diversity of the Spanish-speaking world. Registration-Enforced Prerequisite: WR 115 with a grade of C or better. 4 lecture hrs/wk. F, W

SPAN 102: First-Year Spanish (4)

Students will further develop the basic skills of speaking, listening, reading and writing. The course emphasizes oral communication and listening comprehension within a culturally authentic context. Students will deepen their awareness of the Spanish-speaking world. Registration-Enforced Prerequisite: WR 115 and SPAN 101 with a grade of C or better. 4 lecture hrs/wk. W, S

SPAN 103: First-Year Spanish (4)

Students will practice active communication while strengthening speaking, reading, writing, and listening skills within a culturally authentic context. Through the study of literature and other media, students will deepen their awareness of the Spanish-speaking world. Registration-Enforced Prerequisite: WR 115 and SPAN 102 with a grade of C or better. 4 lecture hrs/wk. S, Su

SPAN 111: Conversational Spanish (2)

An intensive conversational Spanish, with reading and written exercises designed to help students acquire an accurate and fluent use of Spanish. Registration-Enforced Prerequisite: WR 115 and SPAN 101 or equivalent. 2 lecture hrs/wk. W (not currently offered)

SPAN 120: Spanish in the Workplace: (4)

These courses offer introductory Spanish language skills and cross-cultural communication as applied to several workplace environments. Issues pertinent to the workplace such as health, safety, problem-solving and teamwork are emphasized. 4 lecture hrs/wk. (not currently offered)

SPAN 121: Spanish in the Workplace for Viticulture (4)

This course will introduce students to basic grammar concepts and vocabulary pertinent to the field of Viticulture and Enology. Topics will be presented and discussed in a culturally authentic context exploring the realities of the industry in the United States today. Through active classroom participation, students will practice basic Spanish phrases needed to explain the purpose, procedures, and evaluation of planting, harvesting, and pruning. In addition, students will learn vineyard specific vocabulary and phrases to effectively carry out safe protocols. 4 lecture hrs/wk. W (not currently offered)

SPAN 122: Spanish in the Workplace for Safety and Emergency Personnel (4)

This course will introduce students to basic Spanish grammar concepts and vocabulary pertinent to Safety and Emergency Personnel. Topics will be presented and discussed in an

authentic context exploring the cultural interactions within these occupations. Great emphasis will be placed on understanding cultural differences between the Hispanic and the non-Hispanic community. 4 lecture hrs/wk. (not currently offered)

SPAN 201: Second-Year Spanish (4)

This course promotes intensive development of oral and written Spanish language skills. Students will review and expand on first-year structural patterns and vocabulary by integrating listening, speaking, reading, and writing skills. In-depth exploration of cultures is offered through the use of authentic materials from the Spanish-speaking world. Conducted in Spanish. Registration-Enforced Prerequisite: SPAN 103 with a grade of C or better. 4 lecture hrs/wk. F

SPAN 202: Second-Year Spanish (4)

This course continues an in-depth development of oral and written Spanish language skills with further emphasis on vocabulary and complex grammatical concepts. In-depth exploration of cultures is offered through the use of authentic materials from the Spanish-speaking world. Conducted in Spanish. Registration-Enforced Prerequisite: SPAN 201 with a grade of C or better. 4 lecture hrs/wk. W

SPAN 203: Second-Year Spanish (4)

This course promotes continued development of Spanish language skills through in-depth oral activities and discussion of themes, analysis of current events relating to the Spanish-speaking world; and the use of written materials as a means of communication. In-depth exploration of cultures is offered through use of authentic materials from the Spanish-speaking world. Conducted in Spanish. Registration-Enforced Prerequisite: SPAN 202 with a grade of C or better. 4 lecture hrs/wk. S

SPAN 211: Conversational Spanish (2)

This course provides students with an opportunity for intensive speaking and listening practice to improve oral/aural communication skills in Spanish. Students will learn new vocabulary and expressions through reading and listening activities from culturally authentic sources representative of the Hispanic world. Students will apply these concepts to communicate in conversations, interviews, and role-play skits with other students. 2 lecture hrs/wk. F, W, S

SURVEYING (SUR)

SUR 161: Surveying I (4)

Course includes the fundamental concepts of plane surveying including the theory of measurements; systematic and random errors; distance and angle measurement using total stations and differential leveling. Course also includes calculation of bearings, azimuths, coordinates, area, and traverse adjustments with an introduction to horizontal and vertical curve computations. Registration-Enforced Corequisite: MTH 112, with grade of C or better or instructor approval. 2 lecture, 4 lecture/lab hrs/wk. S

SUR 162: Plane Surveying II (4)

Digital theodolites and data collectors, instrument testing and observational error analysis. Theory of leveling. Solar observation and computation. E.D.M. use and calibration. Field labs including solar observations, traversing, leveling, and horizontal curve layout. Introduction to COGO software. Registration-Enforced Prerequisite: SUR 161, with grade of C or better. 2 lecture, 6 lab hrs/wk. F

SUR 163: Route Surveying (4)

Laboratory intensive project overview including horizontal and vertical control for preliminary location and construction surveys for a secondary road. Instruction in basic elements of horizontal and vertical route alignment and layout. Determination of earth work quantities. CAD drafting of plan, profile and cross-sections. Registration-Enforced Prerequisite: SUR 162 with a grade of C or better. 2 lecture, 6 lab hrs/wk. W

SUR 242: Land Descriptions & Cadastre (3)

Real property descriptions and land record systems. Emphasis on interpreting and writing land descriptions, research in land records and multi-purpose cadastre. Registration-Enforced Prerequisite: SUR 161 with a grade of C or better. 3 lecture hrs/wk. S

SUR 280: Cooperative Work Experience: Surveying (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year, except for students taking Occupational Skills Training (OST), which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

THEATRE ARTS (TA)

TA 141: Acting 1 (3)

Acting 1 focuses on developing an actor's repertoire of warming up the body, mind, and voice and providing the actor with the tools to analyze a script, audition for a role, rehearse and then present a personalized performance. By articulating the actor's critical voice through production reviews and exploring the actor's own connection to characters, the inexperienced student emerges from Acting 1 with the confidence and basic skills needed to audition for and take part in a show. 3 lecture hrs/wk. F

TA 142: Acting 2 (3)

Acting 2 continues the beginning acting series with further development of an actor's repertoire of using the body, mind, and voice to create dramatic characterization. Text structure and dialogue analysis are cultivated in the actor to assist characterization rooted in the given circumstances of the story within a variety of theatre styles. Emotional connection to circumstances and subtext explorations bring the actor to more truthful performances. The actor continues to develop a critical voice by reviewing productions. Required for theatre major transfers and open to non-majors. Registration-Enforced Prerequisite: TA 141. 3 lecture hrs/wk. W

TA 143: Acting 3 (3)

Acting 3 continues the beginning acting series with further development of an actor's resources of using the body, mind, and voice to create dramatic characterization by exploring the Stanislavski method. With a focus on the inner life of a character and the technique involved to replicate a performance time

an again, this course polishes the process for a characterization and bridges into more complex scene work with multiple scene partners. The actor continues to develop a critical voice by reviewing productions. Required for theatre major transfers and open to non-majors. Registration-Enforced Prerequisite: TA 142. 3 lecture hrs/wk. S

TA 211: Introduction to Set Design (3)

An introduction to the principles and practices of scenic design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved to make perspective drawings, renderings, and model buildings. Students prepare set designs that effectively communicate their artistic concepts and practical applications. 2 lecture, 3 lab hrs/wk. S

TA 213: Introduction to Lighting Design (3)

An introduction to the principles and practices of lighting design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved with basic stage lighting. Students learn about lighting instruments, how color affects the audience and players, and how to effectively communicate their designs. 2 lecture, 3 lab hrs/wk. W (offered every other year)

TA 241: Advanced Acting-Classics (3)

Advanced Acting-Classics explores acting in classical styles, from ancient Greek works to Moliere and Shakespeare. Textual analysis and research of the time periods. Develop connections to the material that cultivate a truthful performance with complex psychology and appropriate physically. The actor continues to develop a critical voice to reviewing productions. Open to non-majors. Registration-Enforced Prerequisites: TA 141, 142, and 143. 3 lecture hrs/wk. F

TA 242: Advanced Acting-Clowning (3)

Advanced Acting-Clowning explores the art of performance through physical expression. Actors find their inner comedian through clown exercises, makeup use, and skits. By developing their sense of play through improvisation, situational comedy, and spontaneity, students will emerge with a strong sense of playfulness and confidence. Open to non-majors. 3 lecture hrs/wk. W

TA 243: Advanced Acting-Community Based Drama (3)

Advanced Acting-Community Based Drama cultivates actors who are active in their communities by exploring issues that need public awareness. By interviewing people in the area who relate to a chosen topic for the term, actors develop their own performance pieces through a process that involves writing, interpreting, exploring text, and crafting a presentation for the public. Students learn about American theatre companies who specialize in this type of theatre. Open to non-majors. 3 lecture hrs/wk. S

TA 253: Performance (2)

Rehearsal and performance in a UCC theatre production. Students engage in a staged theatrical process, from auditions to rehearsing to performing the show. Students gain insight on professional standards in theatre, as well as the expectations from the current performance industry. Students must audition at the beginning of the quarter to be approved for this course. Prerequisite: Instructor approval. 6 lab hrs/wk. F, W, S

TA 256: Musical Theatre Workshop (3)

A studio course introducing the techniques used in contemporary American musical theatre to tell a story with a song. Students work on songs from the standard musical theatre repertoire and engage in workshops that focus on communicating the story, character motivation, finding intention in the music, and freeing the sound from the body with relaxation. Open to non-majors; previous singing experience not required. 3 lecture hrs/wk. W

TA 257: Musical Theatre Dance (3)

A theatre course introducing the techniques and basic moves used in musical theatre dance. Students work on songs from standard musical theatre repertoire, learning signature dance moves from musical theatre choreographers. Students engage in workshops that focus on communicating a story physically, character motivation as an individual and within a group dance, finding intention in the music, flexibility and toning of the body, and presence on stage. 3 lecture hrs/wk. S

TA 261: Introduction to Costume Design (3)

An introduction to the principles and practices of costume design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved to make perspective drawings, renderings, and costume plots. Students prepare costume designs that effectively communicate their artistic concepts and practical applications. 2 lecture/3 lab hrs/wk. F

TA 265: Production (1-2)

Participate as a technical or production team member for a UCC theatre production. Students explore appropriate positions such as stage manager, production assistant, lighting crew, costume or set construction, stage crew, or design assistants. Positions are selected by the Director of Theatre; students must submit interest before the end of Week 1 of each quarter. Required for all Theatre Arts majors, to be repeated up to three times for transfer credits. 3-6 lab hrs/wk. F, W, S

TA 271: Introduction to Theatre (4)

An examination of theatre arts, how it has evolved, and its value to communities. The course explores theatre's evolution with society and the effects it has in contemporary settings. From script to performance, the course dissects the many elements of theatre artistry, process and production. 4 lecture hrs/wk. F

TA 272: Movement (3)

A studio course introducing physical expression and storytelling with the body. Actors develop physical dexterity, strength and control while exploring various techniques used in contemporary theatre. Studies include styles from Laban, Grokowski, Decrous, and Loui. Actors work through presentations of movement pieces that culminate in a performance at the end of the term. 3 lecture hrs/wk. F

TA 280: Cooperative Work Experience: Theatre (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the

opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

TRUCK DRIVING (TTL)

TTL 101: Introduction to Professional Truck Driving and Logistics (4)

This course is part of the statewide Professional Truck Driver Certificate program. Introduction to logistics and commercial vehicle operation, covering control systems, coupling procedures, cargo handling and pre-trip inspections. Covers regulations and requirements for CDL, speed management, road conditions, and accident scene management.

Safety is a key component. Prerequisite: Although applicants can take the class at age eighteen, however, drivers must be 21 to cross state lines. All applicants must have a clear driving record for the past five years; complete and pass a DOT physical and Drug Screen. 40 lecture hrs/wk. 1 week course.

TTL 121: Practical Applications in Professional Truck Driving and Logistics (6)

This course is part of the statewide Professional Truck Driver Certification program. Demonstration of skill development related to safe commercial vehicle operation. In-depth coverage of logistics business processes and communication skills development. Covers delivery basics, including backing, visual search, shifting, turning, space and speed management. 40 lecture/lab hrs/wk. (3 week course.)

TTL 141: Transportation and Logistics Customer Service Skills (1-3)

This course is part of the statewide Professional Truck Driver Certification program. Focusing on building the necessary skills for outstanding customer service, effective listening, conflict resolution and communication, identifying internal and external customers, learning how to reduce/eliminate potentially unproductive interactions, and create positive experiences for all customers. 10 - 30 lecture hrs/wk. 1 week course.

TTL 281: CWE: Transportation (6)

The Transportation Cooperative Work Experience (CWE) ensures that additional truck driving experience necessary for excellent and reliable driving skills is completed. This workshop covers work processes and procedures at the specific company site where a driver is employed. This course requires students to complete a 16-hour seminar, drive on the road for at least 100 hours with a driver trainer and pass all assessments distributed throughout the session with at least a 95% passing rate.

VISUAL COMMUNICATIONS (VC)

VC 114: Introduction to InDesign (3)

This course is an introduction to using InDesign, the graphic design industry standard for publication design. InDesign is a very complex application and contains many different tools, some of which are quite difficult to use. Students will become familiar with the features of this program, and gain a basic understanding of how InDesign interfaces with the entire Adobe design software platform. This class is a foundation course for all Visual Communications studies. 2 lecture, 3 lecture/lab hrs/wk. F.

VC 130: Introduction to Photoshop (3)

Adobe Photoshop is an indispensable image editing software application. This course is an introduction to using Photoshop for image creating and editing. This course provides an introduction to basic image editing. It is a foundation level course for the Visual Communications Certificate program. 2 lecture, 3 lab hrs/wk. W

VC 139: Introduction to Illustrator (3)

This course is designed for the beginning student who wants to learn how to use the popular digital drawing program Adobe Illustrator. This class will be taught bi-platform (Mac OS and Windows) and will focus on learning the nuts and bolts of the software, not on artistic design. Students will learn basic Illustrator skills - how to use the toolbox, the panels, and the menus; how to create simple shapes, work with objects, use layers, work with type, and the use of paths, special effects, color, and fills. This class is a prerequisite for ART 221, Illustration for Designers. 2 lecture, 3 lab hours/wk. S

VITICULTURE & ENOLOGY (VE)

VE 101: Introduction to the Wine Industry (1)

Current and historical importance of the grape and wine industry in Oregon and throughout the world as it applies to the development of a vineyard for wine production, including career opportunities and college-transfer opportunities. 1 lecture hr/wk. F, W, S, Su

VE 102: Integrated Pest Control for Grapes (4)

Theory and practice of integrated pest control in grape growing, including biology of diseases and common insects, rodents, birds, and animals. 3 lecture, 3 lab hrs/wk. S

VE 103: Vineyard Soils, Plant Nutrition & Irrigation (4)

Basic principles of soil science, mineral nutrition and plant/water relationships for grape production. 3 lecture, 3 lab hrs/wk. Su

VE 110: Vineyard Practices I (4)

Vineyard practices for the fall season, including ripening patterns of different grape varieties and pruning vines. Emphasis on practical application of viticulture theory. 3 lecture, 3 lab hrs/wk. F

VE 111: Vineyard Practices II (4)

Vineyard practices for winter season, including growth cycles, frost damage, field trials, sales contracts, labor relations and the relationship of pruning to wine quality Emphasis on practical applications of viticulture theory. 3 lecture, 3 lab hrs/wk. W

VE 112: Vineyard Practices III (4)

Vineyard practices for the spring and summer seasons, including mildew control, grape sampling and advanced pruning. Emphasis on practical applications of viticulture theory. 3 lecture, 3 lab hrs/wk. S

VE 201: Winemaking for Viticulturists (3)

The science of winemaking from the vineyard to the winery.

Students will produce their own wine. Students must be at least 18 years of age. Laboratory materials fee. 2 lecture, 2 lecture/lab hrs/wk. F

VE 202: Sensory Evaluation of Wine (4)

Introduction to wine sensory evaluation, including statistical analysis of trials; study of wine styles; sensory testing techniques; identification of wine traits. Sensory evaluation of representative wines. Laboratory materials fee. Must be at least 18 years of age. 3 lecture, 2 lecture/lab hrs/wk. W

VE 203: Wines of Europe (3)

This course is an overview of the wines of Europe, whose history is a major influence in modern winemaking practices. Students will become familiar with the major wine producing countries; the regions within those countries; their laws, traditions, and wine styles; as well as the grape varieties, soils, and climate conditions that make each region and the wine it produces unique in the world marketplace. While a stand-alone class, this course is the first of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. F

VE 204: Wines of the Southern Hemisphere (3)

This course is an overview of the wines of the southern hemisphere, including Chile, Argentina, Australia, New Zealand, and South Africa. Students will become familiar with the major wine producing countries; the regions within those countries; their laws, traditions, and wine styles; as well as the grape varieties, soils, and climate conditions that make each region and the wine it produces unique in the world marketplace. Students will also examine the contribution each country has made to modern global winemaking practices and the current global wine market. While a stand-alone class, this course is the second of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. W

VE 205: Wines of North America (3)

This course is an overview of the wines of North America, including the United States, Canada, and Mexico. Students will become familiar with the major wine producing regions within those countries; their laws, traditions, and wine styles; as well as the grape varieties, soils, and climate conditions that make each region and the wine it produces unique in the world marketplace. Students will also examine the contribution each region has made to modern global winemaking practices and the current global wine market. While a stand-alone class, this course is the culmination of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry, as well as a full understanding of the domestic industry in which they would currently work. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. S

VE 209: Laboratory Analysis of Musts and Wines (4)

Winery laboratory practices, including basic principles, techniques and common methods of analysis for musts and wines. Laboratory methods used to determine when to add amendments to wines and how to stabilize and clarify wines. Laboratory materials fee. 3 lecture, 3 lab hrs/wk. F

VE 210: Science of Winemaking I (5)

Wine production theory and hands-on practice of harvest activities including: winery materials, safety, equipment sanitation, crushing, pressing and fermentation. 4 lecture, 3 lab hrs/wk. F

VE 211: Science of Winemaking II (5)

Wine production theory and hands-on practice of basic cellar activities including: racking, fining, filtration, oak science, barrel management, and barrel alternatives. 4 lecture, 3 lab hrs/wk. W

VE 212: Science of Winemaking III (5)

Wine production theory and hands-on practice of cellar finishing and bottling activities including: additions, filtration, blending, bottling equipment, bottling materials, bottling sanitation and quality control, evaluation of wine flavor and aroma, and regulatory compliance. Students must be at least 18 years of age. 4 lecture, 3 lab hrs/wk. S

VE 223: Wine Marketing (3)

Wine marketing methods, including packaging, distribution, advertising and promotion. 3 lecture hrs/wk. S

VE 280: Cooperative Work Experience: Viticulture/Enology (1-13)

Course content is dependent upon the nature of the job position and season. Acceptable practicum activities include vineyard and winery operations, tasting room operations, winery sanitation, racking, bottling, chemical analyses, marketing, hospitality and tourism. 33 hours = 1 credit. Prerequisite: instructor approval. F, W, S, Su

WELDING (WLD)

WLD 100A: Metals and Welding Intro Course-A (3)

Covers general metal working, welding and cutting processes, safety, equipment, and sheet metal work. This is an outcome-based course utilizing a lecture/lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. This course is designed for High School Connections. 6 lecture/lab hrs./wk.

WLD 100B: Metals and Welding Intro Course-B (3)

Further development of knowledge in general metal working and safety. This course also covers SMAW and GMAW welding, OFC and PAC cutting processes, equipment, and essential variables of operation. This is an outcome based course utilizing a lecture/lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. This course is designed for High School Connections. Registration-Enforced Prerequisite: WLD 100 A or instructor approval. 6 lecture/lab hrs./wk.

WLD 100C: Metals and Welding Intro Course-C (3)

Further development of knowledge in general metal working and safety. This course also covers FCAW and GTAW welding, OFC and PAC cutting processes, equipment, and essential variables

of operation. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. This course is designed for High School Connections. Registration-Enforced Prerequisite: WLD 100 B or instructor approval. 6 lecture/lab hrs./wk.

WLD 101: Welding Processes and Applications (4)

Covers welding processes, safety, equipment, and essential variables of operation. This is an outcome based course utilizing a lecture/lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. 8 lecture/lab hrs/wk.

WLD 111: Shielded Metal Arc Welding (4)

Covers uses, safety, nomenclature, equipment operation, set-up and shutdown procedures and welding-related math and science for S.M.A.W. and O.A.C. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 101. 8 lecture/lab hrs/wk.

WLD 112: Shielded Metal Arc Welding: Mild Steel I (3)

Develops knowledge and manipulative skills in the use of E7018 mild steel electrodes when performing various welds in flat and horizontal positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 101. 1 lecture, 4 lecture/ lab hrs/wk.

WLD 113: Shielded Metal Arc Welding: Mild Steel II (3)

Develops knowledge and manipulative skills in the use of E7018 mild steel electrodes when performing various welds in vertical and overhead positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Instructor-Enforced Prerequisite: Welder Continuity Log. Registration-Enforced Prerequisite/ Corequisite: WLD 101. 1 lecture/4 lecture/ lab hrs/wk.

WLD 114: Shielded Metal Arc Welding: Mild Steel III (3)

Develops knowledge and manipulative skills in the use of E6011 mild steel electrodes when performing various welds in flat, horizontal, and vertical positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/Corequisite: WLD 101. 1 lecture/4 lecture/lab hrs/wk.

WLD 121: Gas Metal Arc Welding (3)

Develops knowledge and manipulative skills welding with solid wire on ferrous and non-ferrous materials using short circuit globular, and spray transfer modes in flat, horizontal, vertical, and overhead positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/Corequisite: WLD 101. 1 lecture/4 lecture/lab hrs/wk.

WLD 122: Gas Metal Arc Welding-Pulse (3)

Develops knowledge and manipulative skills using the Gas Metal Arc Welding- Pulse transfer process on common mild steel and aluminum joints in all positions. Covers safety, users, nomenclature, equipment operation and set up and shut down procedures. This is an outcome based course utilizing a lecture/ lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 101. 1 lecture/4 lecture/lab hrs/wk.

WLD 123: Advanced Welding III (3)

Designed to provide the advanced welding student additional lab time to develop welding skills and techniques. The use of shop prints will be encouraged. Registration-Enforced Prerequisite: WLD 142. Instructor approval. 9 lab hrs/wk. F, W, S

WLD 124: Advanced Welding IV (3)

Designed to provide the advanced welding student additional lab time to develop welding skills and techniques. The use of shop prints will be encouraged. Registration-Enforced Prerequisite: WLD 142. Instructor approval. 9 lab hrs/wk. F, W, S

WLD 131: Basic Metallurgy (3)

Covers the principles related to metals, their structure and physical properties. The testing of various metals, their uses and the results of heat treating are explored. Laboratory time is provided for experiments and demonstrations to correlate with classroom activities. 2 lecture, 3 lab hrs/wk. F

WLD 140: Blueprint Reading and Sketching (3)

A basic course in sketching and reading of shop drawings. A study is made of three-view drawings, pictorial drawings, dimensioning, tolerancing, lines, note and symbol interpretation. 3 lecture hrs/wk. W

WLD 141: Flux-Cored Arc Welding I (Gas Shielded) (3)

Develops knowledge and manipulative skills in the gas shielded flux-cored arc welding process in flat, vertical, horizontal, and overhead positions. Covers safety, users, nomenclature, equipment operation and set-up and shut-down procedures. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 101. 1 lecture/4 lecture/lab hrs/wk.

WLD 142: Flux-Cored Arc Welding II (Self Shielding) (3)

Develops knowledge and manipulative skills in the self-shielding arc welding process in flat, vertical, horizontal, and overhead positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 101. 1 lecture/4 lecture/lab hrs/wk.

WLD 150: GTAW I - Gas Tungsten Arc Welding I (3)

Develops knowledge and manipulative skills using the Gas Tungsten Arc Welding process on mild steel, stainless steel, and aluminum. This class will cover AWS code requirements for structural and mechanical type joint configurations. This class will cover all joint configurations and all positions, as well as, cover safety, users, nomenclature, equipment, operation, setup, and

shut down procedures. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, video, and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 101. 1 lecture, 4 lecture/lab hrs/wk. S

WLD 160: Aluminum Arc Welding & Fabrication I (3)

Develops knowledge and manipulative skills in the use of layout techniques, material handling, and identification of Aluminum and Aluminum alloys. Develops knowledge and skills in electrode selection and application when performing various welds in the flat and horizontal positions. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration-Enforced Prerequisite/ Co-requisite: WLD 101. 1 lecture/4 lab hrs./wk. S

WLD 161: Welding Problems (4)

A review and application of the welding, layout, and fabrication processes covered during the year. A study and practice of production welding methods, electrode consumption, and method selection is included. Fabrication and assembly projects are selected to present typical and pattern development in fabrication and production problems. Prerequisite: Satisfactory completion of first and second terms. 1 lecture, 9 lab hrs/wk. F, W, S

WLD 222: Pipe Welding and Fitting I (3)

Develops knowledge and manipulative skills utilizing multiple welding processes and electrodes on mild steel, stainless steel and aluminum. This class is designed to better prepare the entry level welder for pipe welding. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This course will build upon topics covered in the first year of welding instruction. This is an outcome based course utilizing the lecture/lab format. The course includes classroom discussions, video and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 142. 1 lecture hr/4 lecture/lab hrs/wk. W

WLD 223: Pipe Welding and Fitting II (3)

Develops knowledge and manipulative skills utilizing multiple welding processes and electrodes on mild steel, stainless steel and aluminum. This class is designed to better prepare the entry level welder for pipe welding. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This course will build upon topics covered in the first year of welding instruction. This is an outcome based course utilizing the lecture/lab format. The course includes classroom discussions, video and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 222. 1 lecture, 4 lecture/lab hrs/wk. S

WLD 240: Blueprint Reading - II (3)

Develops knowledge and manipulative skills utilizing advanced print reading and sketching. Reading and interpretation of shop drawings, piping, hydraulic and numeric lines, valves, gates and electrical symbols will be studied as will as welding symbols, line types and notation. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessels. This is an outcome based course utilizing the lecture/lab format. The course includes classroom discussions, video and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 140. 1 lecture, 4 lecture/lab hrs/wk.

WLD 251: Gas Tungsten Arc Welding, GTAW II (3)

Develops knowledge and manipulative skills using the Gas Tungsten Arc Welding process on mild steel, stainless steel and aluminum. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing the lecture/lab format. The course includes classroom discussions, video and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 150. 1 lecture, 4 lecture/lab hrs/wk.

WLD 252: Gas Tungsten Arc Welding, GTAW III (3)

Develops knowledge and manipulative skills using the Gas Tungsten Arc Welding process on mild steel, stainless steel and aluminum. This class will cover API 1104 and ASME Section IX Boiler and Pressure Vessel Code requirements and joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing the lecture/lab format. The course includes classroom discussions, video and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 251. 1 lecture, 4 lecture/lab hrs/wk. W

WLD 261: Aluminum Arc Welding & Fabrication II (3)

Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. Develops knowledge and skills in electrode selection and application when performing various welds in the Horizontal, Vertical and Over Head positions. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration-Enforced Prerequisite/Corequisite: WLD 160 1 lecture/4 lab hrs./wk. F

WLD 262: Aluminum Arc Welding & Fabrication III (3)

Develops knowledge and manipulative skills in the use traditional and advanced welding techniques for Aluminum and Aluminum alloys. This class is designed to better prepare the entry level welder for Aluminum welding. This class will cover AWS D1.2 Structural welding code standards for aluminum welding code requirements. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 261 1 lecture/ 4 lab hrs./wk. W

WLD 280: Cooperative Work Experience: Welding (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

WATER/WASTEWATER QUALITY (WQT)

WQT 227: Wastewater Treatment (3)

This course covers the fundamentals of wastewater treatment facilities, including operation and maintenance of facilities. Course will help students prepare for the Level I Wastewater Treatment Operator Certification exam. Registration-Enforced Prerequisite: MTH 052. 3 lecture hrs/wk. W

WQT 228: Wastewater Collection (3)

Course introduces the basics of design, operation, and maintenance of wastewater systems. Course includes pipe sizing, pipe slopes and flow velocities, general system components, and installation, inspection, testing and repair techniques. Field trips may be made to existing facilities and work under construction. Registration-Enforced Prerequisite: MTH 052. 3 lecture hrs/wk. W

WQT 260: Water Treatment (3)

This course covers the fundamentals of water treatment facilities, including operation and maintenance of facilities. Registration-Enforced Prerequisite: MTH 052. 3 lecture hrs/wk. S

WQT 261: Water Distribution (4)

This course covers the fluid mechanics for pressure systems and operation and maintenance of water distribution systems. The fundamental properties of fluids, hydrostatic pressure, fluid flow and energy distribution are covered for closed systems. The solution of practical, applied problems is emphasized. Operators and engineering technicians learn to analyze and solve problems when they occur and perform mathematical calculations commonly associated with operating a distribution system. Registration-Enforced Prerequisite: MTH 052. 4 lecture hrs/wk. F

WQT 280: Cooperative Work Experience: Water Quality Treatment (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year, except for students taking Occupational Skills Training (OST), which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

WRITING (WR)

WR 080, 081, 082: Writing Skills Lab (1)

This course offers supplementary instruction to students enrolled in UCC courses requiring written assignments at, or above, the WR 115 level. Tutorial and practice software and one-on-one tutoring will be used for individual skill development. Upon completion of WR 080 students may repeat the course two times by registering for WR 081 and WR 082. Registration-Enforced Corequisite: WR 115 or above. F, W, S

WR 095: College Writing Fundamentals (3)

Students will apply the steps in the process of writing, including pre-writing, composing, and revising, to develop paragraphs and essays. They will also improve sentence skills necessary for communicating their ideas most fully and flexibly. Students will use the word processor as a writing tool. Successful completion of this course prepares a student for WR 115. This course is required for all students in the Practicing Success cohort or Transition Writing cohort. 3 lecture hrs/wk. F, W, S

WR 115: Introduction to Expository Writing (4)

Designed for students who need improvement in writing skills. Special emphasis will be placed on sentence construction, grammar, usage, spelling, vocabulary, and paragraph and essay development. Students will write essays based on selected rhetorical modes, including a selection of the following: narrative description, definition/concept, comparison/contrast, process analysis, classification/division, and cause/effect. The final essay in WR 115 is a persuasive essay that introduces students to the basics of argumentation and academic discourse. Students will also learn the basics of MLA format and documentation. Registration-Enforced Prerequisite: WR 095 with a grade of C or better or placement by approved measure; RD 080 with a grade of C or better or placement by approved measure. In addition, basic knowledge of how to use a computer for word processing is necessary for success in this course. 4 lecture hrs/wk. F, W, S, Su

WR 121: Academic Composition (4)

Writing 121 focuses on rhetorical reading, thinking, and writing as means of inquiry. Students will gain fluency with key rhetorical concepts and utilize these in a flexible and collaborative writing process, reflecting on their writing process with the goal of developing metacognitive awareness. They will employ conventions, including formal citations, appropriate for a given writing task, attending to the constraints of audience, purpose, genre, and discourse community. Students will compose in two or more genres, with a focus on argumentation. They will produce at least 3,000 to 3,500 words of revised, final draft copy. Students will produce at least one essay that integrates research and demonstrates an understanding of the role of an enthymeme in an academic essay of at least 1,000 words. Registration-Enforced Prerequisite: WR 115, RD 90 each with a grade of C or better, or appropriate placement test scores or placement by multiple measures; and basic computer word processing skills. 4 lecture hrs/wk. F, W, S, Su

WR 122: Argument, Research, and Multimodal Composition (4)

WR 122 continues the focus of WR 121 in its review of rhetorical concepts and vocabulary, in the development of reading, thinking, and writing skills, along with metacognitive competencies understood through the lens of a rhetorical vocabulary. Specifically, students will identify, evaluate, and construct chains of reasoning, a process that includes an ability to distinguish assertion from evidence, recognize and evaluate assumptions, and select sources appropriate for a rhetorical task. Students will employ a flexible, collaborative, and appropriate composing process,working in multiple genres, and utilizing at least two modalities. They will produce 3500-4500 words of revised, final draft copy. Students will produce at least two argumentative essays, demonstrating competence in both research and academic argumentation. Registration-Enforced Prerequisite: WR 121 with a grade of C or better. 4 lecture hrs/wk. F, W, S, Su

WR 227: Technical Writing (4)

WR 227 prepares students to produce instructive, informative, and persuasive technical documents. Grounded in rhetorical theory, WR 227 focuses on producing ethical, reader-centered content that is clear, concise, and accurate. Students will engage in current best practices and learn strategies for effective communication in the digital and networked global workplace. Writing faculty strongly encourages students to complete WR 122 before enrolling in WR 227; however, the Registration-Enforced Prerequisite is the successful completion of WR 121 (4 credits) with a grade of C or better. 4 lecture hrs/wk. F, W, S, Su

WR 241: Creative Writing: Short Fiction (4)

WR 241 is a creative writing course that requires students to write and revise a body of original short fiction. The elements of fiction writing [theme, characterization, setting, point of view, symbolism and figurative language] are introduced, and students gain a working knowledge of terminology and techniques associated with creative writing. Class activities will include writing exercises, lectures [by guest writers when available], reading discussions, writing workshops and review of publications. Registration-Enforced Prerequisite: WR 121. 4 lecture hrs/wk. F (odd numbered years)

WR 242: Creative Writing: Poetry (4)

In WR 242, students compose and revise a portfolio of original poetry. This creative writing course introduces students to the craft of poetry [including the concepts of theme, style, tone, metaphor/allusion, point of view, symbolism and figurative language], and students gain a working knowledge of terminology and techniques associated with creative writing. Class activities include writing exercises, lectures [by guest writers when available], reading discussions, writing workshops and review of publications. Registration-Enforced Prerequisite: WR 121. 4 lecture hrs/wk. W (even numbered years).

WR 243: Creative Writing: Mixed Genre (4)

WR 243 is a creative writing course that requires students to write and revise a body of creative work, to research potential markets for that work, (including anthologies, literary journals, and web-based venues), and submit creative work to several markets. Students may choose to focus on creating poetry or prose in this course. The elements of writing [theme, characterization, setting, point of view, symbolism and figurative language] are reinforced, and preparing creative work for potential publication (formatting and revision) will be detailed. Class activities will include writing exercises, lectures [by guest writers when available], reading discussions, writing workshops and review of publications. Registration-Enforced Prerequisite: WR 121. 4 lecture hrs/wk. S (even numbered years)

ACADEMIC SUPPORT

The Woolley Center

The Harold Woolley Adult Basic Education Center is the hub of activity for a variety of adult basic skills development programs throughout the county. The center serves learners reviewing basic subjects such as reading, math or writing skills, and students who are working toward their General Educational Development (GED) tests. Students receive help with the transition to college and the workplace.

The Woolley Center provides an orientation for new students, which includes goal setting and study skill components. Our skilled instructors utilize a wide range of instructional materials. For more information about attending the Woolley Center or other sites in Douglas County and to sign up for orientation, call 541-440-4603.

Adult Basic Skills

Adult Basic Education, Adult High School Diploma, GED and English Language Acquisition (ELA).

Adult Basic Education

For adults who would like to develop basic reading, writing or math skills, UCC offers Adult Basic Education classes at several locations in Roseburg and throughout Douglas County. Students receive individual attention and instruction. When the student completes the ABE course of study, he or she is ready for GED and transition assistance. For more information, or to sign up for orientation, please call 541-440-4603.

General Educational Development (GED)

The GED is a certificate of high school equivalency awarded by the Oregon Department of Education. To obtain it, one must pass a series of four tests, and maintain a minimum average score on all tests.

The tests cover mathematical reasoning, science, social studies, and reasoning through Language Arts.

UCC offers day, evening, and Saturday classes to help students prepare for the tests. Classes are held at UCC's main campus, Roseburg's Woolley Center, North Douglas High School, South Umpqua School District office, and other locations around the county.

Completion of the GED Certificate and 60 hours of instruction in a UCC class entitle the graduating student to free tuition for one college term at UCC. This tuition waiver must be used the year following completion of the final GED test, excluding summer term.

For information on the schedule and fees, or to schedule an orientation, call 541-440-4603.

GED TESTING

UCC is the official GED Test Center for Douglas County. Tests are given each week in the Educational Skills building. Appointments and payment for GED tests are made at www.ged.com.

Adult High School Diploma

For students interested in earning a high school diploma, UCC offers the Oregon Adult High School Diploma (AHSD) on a limited basis. For students requiring less than 3 credits to complete their diploma/graduation requirements. The UCC diploma program has been approved by the Oregon Department of Education and the Oregon Department of Community Colleges and Workforce Development. The AHSD mirrors current state high school graduation requirements.

For students graduating between July 1, 2019 to June 30, 2020, the credit requirements are as follows:

Language Arts	4
Mathematics (Algebra I and above)	3
Science (2 credits lab based)	3
Social Sciences	3
Second Languages, The Arts, Career and Technical Education	3
Elective	6
Total credits:	24

Students must also complete:

- a Career Related Learning portfolio, which consists of an Education Plan and Profile and documentation of career-related learning experiences and extended application of skills
- reading, writing, and math proficiency test
- all credits earned in the program with a minimum of a 2.0 GPA

AHSD candidates must complete a minimum of two UCC high school credits or six UCC college credits (or an equivalent combination of the two) to be awarded a diploma from UCC.

There are two ways of earning credit towards the Adult High School Diploma:

- **Through the day program at the Woolley Center**
  The classes at the Woolley Center feature independent hybrid classes with online and face-to-face instruction. Emphasis is placed on successfully transitioning into college and the workforce. Candidates must be at least 16 years of age and have a minimum of ninth grade reading level to be admitted to this program. Students 16 and 17 years of age must have a referral from their school district or release from compulsory attendance. For more information, please call 541-440-4603.
- **By enrolling in the AHSD program on campus**
  Candidates in this program enroll in college classes, and earn high school diploma credit and college credit simultaneously. Students are expected to demonstrate the ability and maturity to succeed in college coursework as well as in the community college environment. Students must place into college level coursework on the ALEKS Placement Test for Math and the ACCUPLACER Placement Test for Reading and Writing. For more information, please call 541-440-7785.

English Language Acquisition (ELA)

Several levels of classes are offered for adults whose native language is not English. There are day and night classes available. Classes stress conversation and pronunciation, with particular emphasis on work and life skills. For more information, please call 541-440-4603.

Clases de Inglés Como Segundo Idioma (ESL) English as a Second Language (ESL) Classes Para obtener más información sobre cómo tomar clases de Inglés como Segundo Idioma (ESL) y clases de Desarrollo de Educación General (GED) por favor de llamar al Centro de Woolley, 541-440-4603.

For more information on taking English as a Second Language (ESL) classes and General Education Development (GED) classes call the Woolley Center at 541-440-4603.

Bridge to Success Program

Many community colleges operate learning communities to improve low rates of student success. At UCC, our learning communities co-enroll a cohort of students into several classes together and include integrated curricula, collaboration among instructors, as well as enhanced mentoring and tutoring which are embedded into the Dedicated Learning Communities. Skills development includes reading, writing, and basic computer literacy. Students are recommended to the program based on their placement test scores.

Objectives of the DLCs:

Learning communities provide academically low-performing/under-prepared students with the opportunity to enroll and complete courses together at the developmental level. Students are grouped in small cohorts and enroll in two developmental courses (Reading and Writing), a College Success course, and a Critical Thinking course. Students also have the option to enroll in one college-level course in their major or Math. This is designed to:

- help students advance through developmental education and into college-level courses within a structure of cohort accountability; and
- academically and socially integrate students with the formal and informal academic and social systems of UCC.

Benefits of the Learning Communities to Students:

- Raises levels of academic and social achievement
- Decreases student marginality and increases mattering
- Provides opportunities for deeper, more meaningful, and connected learning
- Creates a practice ground for skill development within a meaningful context
- Improves critical thinking, functioning in a group, negotiation, and communication skills
- Prepares students for work environments during college and after graduation

POLICIES

721.0 Student Code of Conduct

Students are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the college that are designed to perpetuate its educational purposes.

The college, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.

Through this Student Code, UCC describes:

1) The responsibilities, rights and freedoms afforded to students; and
2) Conduct that would interfere with the educational mission of the institution.

The provisions of the Student Code of Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein at any time in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.

This Student Code of Conduct will apply to conduct which occurs on College premises and to conduct which occurs elsewhere during the course of a College-sponsored activity. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the UCC Student Code of Conduct.

The Dean of Student Services is responsible for the administration of the Student Code of Conduct. In the absence of the Dean of Student Services, the President may appoint a designee to administer the Student Code of Conduct.

The full UCC Code of Conduct is available online at http://www.umpqua.edu/conduct-grievance/

Academic Integrity

UCC is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual faculty members and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

A. ACADEMIC DISHONESTY

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list:

1. Deliberate cheating on any graded assignment; cheating is defined as any of the following:
   a. use of any unauthorized assistance in taking quizzes, tests or exams;
   b. dependence upon the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments;
   c. the acquisition without permission of the faculty member, of a test or other academic material.
2. Consultation of any notes, crib sheets, or other materials in examinations where such consultation is prohibited.
3. Copying another student's answers or strategies on a test, quiz, professional or practical assignment or allowing another to do so.
4. Obtaining a faculty member's examination questions or answers without the faculty member's permission.
5. Collaborating with others on assignments or assessments when expressly prohibited by the faculty member.
6. Submitting one's own previously graded work as a new assignment without the faculty member's permission.
7. Plagiarism or the presenting as one's own work the work of another writer without acknowledgment of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or the Internet.
8. Fabrication or falsification of any information, research, data, references or clinical records.
9. Assisting another student to engage in any form of academic dishonesty.
10. Tampering with evaluation devices or documents;
11. Impersonating another student during a quiz, test, cooperative work experience placement, or clinical placement or other student assessment/assignment or participating in being impersonated by another student;
12. Use of electronic devices including cell phones or other similar wireless devices to convey information relevant to the test, quiz or other student assessment, during any test, quiz, or other student assessment.

B. SANCTIONS FOR ACADEMIC DISHONESTY

1. Zero or F grade for assignment. A faculty member may immediately issue a zero or F grade for a paper, assignment, quiz, or other student assessment as a sanction for academic dishonesty, with or without the possibility of makeup.
2. Zero or F grade in course. A faculty member has the right to immediately suspend a student from the course (with no possibility of refund) and issue a grade of F for a course if the faculty member has documented that the student has engaged in egregious acts of academic dishonesty.
3. Recommendations for administrative sanctions. In addition to the above sanctions, a faculty member or department chair may petition the Dean of Student Services to apply administrative sanctions. Administrative sanctions include:
   - complete withdrawal from all courses (with no possibility of refund);
   - disciplinary suspension from the student's academic program (if applicable); and/or
   - disciplinary suspension from the college.

C. PROCESS

A student who violates the academic integrity policy will initially be dealt with by the faculty member in whose class the violation occurred.

Step One: Notice. The faculty member will inform the student of the misconduct and apply the appropriate immediate sanction.

Step Two: Filing of report. The faculty member will file a written report of the act of academic dishonesty with the Dean of Student Services within five (5) college business days of when the faculty member discovered the act of dishonesty. A copy of the report will be provided to the Registrar.

Step Three: Filing of Student Code of Conduct violation. Pursuant to Policy 721.5, the faculty member or department chair may initiate disciplinary proceedings by filing a Student Code of Conduct violation with the Dean of Student Services. Independent of the faculty member or department chair, the Dean of Student Services may choose to initiate disciplinary proceedings based on the written report of the act submitted by the faculty member.

Step Four: Disciplinary Proceedings. Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with the Student Discipline procedure outlined in the Student Code of Conduct, policy 721.4.

Step Five: Grievance/Appeals. Pursuant to the Student Code of Conduct, policy 721.7 the student may grieve the faculty member's decision and/or appeal any decision rendered through the Student Discipline process.

Student Discipline

The student discipline process is outlined in the Student Code of Conduct at http://www.umpqua.edu/conduct-grievance.

Student Grievance Procedure

Students have recourse through the Student Grievance Procedure, which provides both informal and formal processes, to investigate concerns or complaints arising from conditions, policy, procedures, practices, working relationships, decisions, actions or inactions of UCC and/or its students and employees.

The informal procedure attempts to resolve the grievance through cooperative meetings with the parties involved. The formal procedure resolves issues through written grievances, investigations and hearings. Students are strongly encouraged to resolve any concern informally. It is not necessary to follow the informal procedure prior to filing a formal grievance.

If the informal procedure fails to resolve the issue, the student has the option of filing a formal complaint and/or pursuing outside legal advice. However, the student may not be represented by an attorney during the formal complaint process.

Students with complaints of possible unlawful harassment or unlawful discrimination may seek immediate assistance through the Office of the Dean of Student Services or the Office of Human Resources.

Processes are student initiated and designed to facilitate the student's grievance being heard and to outline steps to resolve the complaint. It is important that the student be an active and informed participant in the process.

Any timeline set forth in the procedures may be extended by the Dean of Student Services upon written application to do so.

No student shall be expelled, suspended, disciplined or in any other way retaliated against for having pursued a grievance in good faith whether or not the charges were substantiated. However, anyone willfully filing a false grievance is subject to discipline.

A more detailed outline of the Student Grievance Procedure is available at: http://www.umpqua.edu/conduct-grievance/

Campus Security

UCC conforms with the Crime Awareness and Campus Security Act of 1990, Title II of Public Law 101-542 which states all criminal actions and other emergencies occurring on campus be reported to Campus Security. All criminal actions and other emergencies which occur at off-campus, college activities are also to be reported to Campus Security. Information of criminal actions will be forwarded to the Douglas County Sheriff's office or the appropriate local police agency in whose jurisdiction the incident occurred.

When fully staffed, four full-time Security Officers and three part-time security guards maintain 24/7 security to the campus community and are responsible for the protection of persons and property on campus.

All Security Officers are well-trained and licensed by the Oregon Department of Public Safety Standards and Training. While on campus, they are empowered to conduct investigations, contact local safety authorities, and are also responsible for the physical security of the campus buildings and facilities. They assist with providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations and promoting crime prevention.

Campus Security closely coordinates its activities with the Douglas County Sheriff's Office and/or agencies with jurisdiction. The College annually collects and discloses information relating to campus security procedures and practices.

Individuals on campus, including students, employees, and visitors should take active responsibility for their personal property. The College maintains its grounds and lighting to ensure the campus is as secure as possible.

UCC works with appropriate law enforcement agencies to reduce the opportunity for sexual assault on campus or at off-campus events sponsored by the College. Students may obtain information about registered sex offenders through the UCC Director of Security.

UCC Security Department offers these helpful tips:

- Park in a well-lighted area.
- Be smart! Always lock car. If a student is on campus after dark, move the car to a closer parking space before a night class.

- Buddy up — have classmates walk together to car, then drive them to theirs. Security Officers are also available to escort students to their vehicle.
- Know the location of telephones and blue-light telephones.
- Be aware of surroundings. If a student notices anything, or anyone, who appears suspicious, report it to Security by dialing 541-440-7777 (7777 on-campus phones).

Procedures for Reporting Crimes:

If a crime occurs on campus, report it to Campus Security as soon as possible.

EMERGENCY SITUATIONS

- Dial 911
- Call Campus Security 541-440-7777

ASSISTANCE NEEDED

Call Campus Security 541-440-7777

SEXUAL OFFENSES

If a student believes that they have been sexually assaulted, report it to the UCC Civil Rights Coordinator, Lynn Johnson at 541-440-7690. If the crime occurs on campus, report it to Campus Security as soon as possible. The College employs four full-time Security Officers and three part-time security guards who maintain 24/7 security to the campus community and are responsible for the protection of persons and property on campus.

UCC CAMPUS CRIME STATISTICS

The following statistics identify the number of persons who were arrested, referred or involved in the incident.

DESCRIPTION OF CRIME

	2015-16	2016-17	2017-18
Murder/Non-Negligent Homicide Manslaughter	9	0	0
Sex Offense – Forcible	0	0	0
Sex Offense – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	8	0	0
Burglary	1	0	5
Arson	0	0	1
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	1	0	2
Hate Crime	1	0	2
Weapons Crime Violations Arrest	0	0	0
Weapons Crime Violations Referral	0	0	0
Drug Abuse Arrest	0	0	0
Liquor Law Violations Arrest	0	0	0
Liquor Law Violations Referral	0	0	0
Drug Abuse Referral	0	0	0

Cancellation of Classes

The college reserves the right to cancel any class due to extenuating circumstances, such as low enrollment.

Closure Due to Weather or Emergency

School closure shall be determined by the Provost, in consultation with the college President and Director of Facilities. When the college is closed, it is totally closed and no one is required to report for classes or work, excepting security personnel and others specifically requested or approved by the Provost and President. All closures will be publicized as soon as possible through all news media. Closures due to adverse weather conditions will be announced by 6:30 am the day of the closure through AlertSense.

Directory Information

UCC defines certain information as Directory Information, and this information may be released to a third party. Students may sign a Directory Information Hold Form which will prevent the release of this information. Students who sign the request will not be listed in news releases concerning honor rolls, or in commencement related publications. UCC defines Directory Information as:

1. Student name
2. Student email address
3. Student phone number
4. Student address
5. Terms of enrollment
6. Degree and awards received
7. Dean's list, President's list, honors list.
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Most recent previous educational agency or institution attended
11. Under the Solomon Amendment, names and addresses will be released to the branches of the US Armed Forces upon request
12. In compliance with the Hope Scholarship and Lifetime Learning Tax reform, information will be released to the IRS.

If a student has not filed a hold, UCC will assume the student approves disclosure. If a third party requests information other than that listed above, a copy of signed authorization will be required.

Diversity, Equity, Inclusion

Equal Employment/Educational Opportunity Affirmative Action

UCC promotes inclusion and equal opportunity in employment and education. In full accordance with the law, UCC prohibits unlawful discrimination based on race, color, religion, national origin, gender, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.

In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services

Employment and Reemployment Rights Act ("USERRA"), Title II of the Americans with Disabilities Act, and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

- Title IX Coordinator:
  Lynn Johnson (staff), Human Resources Director
  Title IX Coordinator - 541.440.7690, 1-800-949-4232 TTY 7-1-1, lynn.johnson@umpqua.edu, located in the Sue Shaffer Learning Commons and Library
- Title IX Deputy Coordinator:
  April Hamlin (Students), Dean of Student Services - 541-440-7860, april.hamlin@umpqua.edu, Located in the LaVerne Murphy Student Center
- College ADA Coordinator:
  Lynn Johnson (staff), Human Resources Director
  Title IX Coordinator - 541.440.7690, TTD 541.440.4612, lynn.johnson@umpqua.edu, located in the Sue Shaffer Learning Commons and Library
- Coordinator, Accessibility Services:
  Danielle Haskett (students), Coordinator, Accessibility Services - 541.440.7655, 1-800-676-3777 (TTY/Voice) or dial 7-1-1, Danielle.Haskett@umpqua.edu located in the Laverne Murphy Student Center.

Drug and Alcohol Policy

Alcohol/Drug Free Environment

UCC is committed to maintaining an effective learning environment free from the devitalizing influences of alcohol and drug abuse. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as a part of any of its activities is strictly prohibited. UCC will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), up to and including expulsion or termination of employment and referral for prosecution for violations of college policies. Information about applicable legal sanctions, description of health risks, and resources for treatment is made available for all employees through the Human Resources department 541-440-4626.

UCC is dedicated to providing a learning environment for students that is safe and free of the detrimental influences of drug and alcohol abuse.

The abuse of drugs and alcohol by individuals constitutes a serious threat to their physical and mental well-being and may significantly impair performance. Although the college recognizes drug and alcohol dependencies as illnesses and major health problems, drug and/or alcohol abuse at UCC is considered unacceptable behavior because it negatively affects the productivity, safety and security of the college.

Therefore, in order to foster a safe, healthful, and secure campus environment, it is UCC's intent and obligation to provide appropriate drug and alcohol related procedures, educational resources, prevention-focused activities and referral services.

In addition, when necessary, the college will impose sanctions.

Actions taken with respect to students shall be consistent with rights afforded individuals under college policy, state and federal statutory, regulatory and constitutional provisions.

The college's premises are defined as any building, room, outdoor space, or vehicle that is owned, rented, leased or used by the college.

In keeping with this commitment, students are expected to comply with the following procedures:

A. Students are expected to report to class in a condition that is conducive to learning. Any student under the influence of alcohol or controlled substances (as defined by federal and state statutes) while on the college's premises or on college-sponsored activities will be subject to sanctions which may include suspension or expulsion from the college.
B. The unlawful manufacture, distribution, or possession of a controlled substance (other than a drug prescribed by a physician) by any student while on college business or while on the college's premises is prohibited and may constitute grounds for suspension, expulsion from the college, and referral to appropriate law enforcement agencies for prosecution.
C. Students experiencing problems resulting from drug, narcotic, alcohol abuse, or dependency should make use of appropriate community resources for dealing with their specific situation.

   Although the college recognizes that alcohol and drug abuse can be treated and is willing to work with students who may suffer from such problems, it is the student's responsibility to seek assistance before drug or alcohol problems lead to academic problems.

Tobacco Free Campus Policy

UCC acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. The College further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, and in support of a safe and healthy learning/working environment, the following restrictions shall be placed:

1. Smoking or other tobacco usage is not permitted inside the perimeter of any UCC property. This includes all College sidewalks, landscaped areas, recreational areas, buildings on UCC property, and any leased or rented facilities. Designated smoking areas will be provided near parking lots on the outside perimeter of campus.
2. Improper disposal is prohibited and includes but is not limited to:
   - Spitting smokeless tobacco product
   - Littering (i.e. discarded cigarette butts, throwing cigarette butts out of windows, leaving spit container)
   - Anything that creates fire hazards
3. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars, or pipes, is prohibited in all areas not designated for smoking, and in vehicles owned or operated by UCC. The use of other tobacco products, such as smokeless or chewing tobacco is also prohibited.

4. The sale of tobacco products or tobacco-related merchandise is prohibited on College property.
5. The free distribution (sampling) of tobacco products and associated products is prohibited at College facilities or events.
6. Sponsorship of campus events by organizations that promote tobacco use is prohibited.
7. Advertisement of tobacco products and printed materials on campus is prohibited regardless of sponsorship.
8. Tobacco use on college property or improper disposal of smoking materials may result in disciplinary action or a $25 fine.

More information on UCC's tobacco policy, related fines, and the appeal process is available at http://www.umpqua.edu/tobacco-use-policy, or in the Tobacco-Free Campus brochure.

Emergency Notification

In addition to making public announcements of closure by radio and on its website: www.umpqua.edu, UCC is also able to notify students, faculty, staff and community members by phone, cell phone, email and text of issues regarding access to campus. Students, staff and faculty are automatically added to the AlertSense system. AlertSense is a streamlined, efficient data-based emergency notification system which can notify thousands of an emergency or campus closure within minutes. Secure technology and privacy controls utilize the highest security protocol possible (SSL). Students can opt out, add or change their information anytime though Self-Service Banner by following the steps printed here: http://www.umpqua.edu/emergencies. Community members can also be added to the system by contacting the Facilities Office.

Enrollment Limitations

UCC may restrict enrollment in a class or program due to limited staff, space or equipment. Enrollment is also limited for some programs because of additional admission requirements.

We encourage students to apply early to the nursing program which has additional admission requirements.

FERPA

Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) gives all matriculated students certain rights regarding their education records. Students have the right:

- To inspect and review their education records. They may request to review their education records by submitting a written request to the Registrar or other school official having custody of such records. The College will normally comply with their request to inspect their education records within ten days, but in no case more than 45 days from the request;
- To seek amendment of a student's education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights. Requests for amendment of education records must be in writing and must describe the specific portions of specific records they wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- To consent to disclosure of personally identifiable information contained in their education records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities. Other exceptions include: to schools in which a student seeks or intends to enroll, to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs, in connection with financial aid (such as the administration or continuation of aid), to individuals or organizations conducting studies for or on behalf of an educational institution, to regional or professional accreditation organizations, to comply with a judicial order or subpoena, in the event of a health or safety emergency where the information is required to resolve the emergency. FERPA also allows the disclosure of a student's directory information without consent, but a student may request that their directory information not be released. If a student wishes to make such a request, they must do so according to the procedures outlined in the following section under the heading "Directory Information";
- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and personally identifiable information (PII) contained in such records - including a Social Security Number, grades, or other private information - may be accessed without a student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities:") may allow access to a student's records and PII without their consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program and job training, as well as any program that is "principally engaged in the provision of education," such as early childhood and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student's education records and PII without their consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student's consent, PII from their education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about a student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
- To file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA.

Section 504 - Accessibility Services

The Accessibility Services office coordinates accommodations for students with disabilities.

What is the purpose of Accessibility Services?

Accessibility Services has multiple purposes. The office:

- Provides academic accommodations
- Offers support services
- Promotes a supportive learning environment
- Promotes student independence, program accessibility and a psychologically-supportive environment
- Helps students achieve educational objectives

Who can I contact for more information and accommodations?

RESOLVING DISCRIMINATION/HARASSMENT CONCERNS INTERNALLY

- Danielle Haskett (students/visitors), Coordinator, Accessibility Services - 541.440.7655, Danielle.Haskett@umpqua.edu located in the Laverne Murphy Student Center.
- Lynn Johnson, (staff) Human Resources Director, Title IX Coordinator - 541.440.7690, lynn.johnson@umpqua.edu, located in the Sue Shaffer Learning Commons and Library

RESOLVING DISCRIMINATION/HARASSMENT CONCERNS OUTSIDE OF THE COLLEGE

Individuals are encouraged to utilize an internal complaint process, but do have a right to file an external complaint of discrimination and/or harassment with:

- U.S. Department of Education's Office for Civil Rights
  915 Second Avenue, Room 3310,
  Seattle, WA 98174-1099
  (206) 220-7900 (v), (206) 222-7887 (fax)
  http://www.ed.gov/ocr/complaintprocess.html
- Equal Employment Opportunity, Seattle Field Office
  909 First Avenue, Suite 400, Seattle, WA 98104-1061,
  1-800-669-4000 (v), 1-800-669-6820 (TTY)
  206-220-6911 (fax)
- Bureau of Labor and Industries
  3865 Wolverine Ave NE, Building E, Suite 1
  Salem, OR 97305-1268,
  Phone: 503-378-3292, Ore. Relay TTY: 711
- The Federal Equal Employment Opportunity Commission

Sexual Harassment Policy

UCC is committed to providing all employees and students with the opportunity to work and learn in an environment free from discrimination, including harassment. It is a violation of college policy for any employee or student to engage in harassment of any other college employee or student.

Sexual harassment includes any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, either explicitly or implicitly:

A. It is made a condition of employment or a basis for employment decisions regarding students or staff or
B. It is made a condition for a student's enrollment, evaluation, or satisfactory progress in a class or program; or
C. Such behavior unreasonably interferes with a student or staff member's academic or work performance by creating an intimidating, hostile, or offensive learning or work environment.

UCC employees and students who feel they have been subjected to sexual harassment are encouraged to first pursue an informal resolution to their complaint. Employees should bring their concerns to the attention of their supervisors, Human Resources, Dean of Student Services, or the college Affirmative Action Officer.

Students are encouraged to discuss their concerns with a college counselor or the Dean of Student Services. Every effort will be made to maintain confidentiality for both the complainant and the accused at the informal level.

If the situation is unresolvable by informal means, employees and students should promptly seek assistance from the college Affirmative Action Officer and follow the formal discrimination grievance procedures. Impartial replacements will be selected by the President in the event that a member of the Personnel/Affirmative Action Committee is the alleged harasser.

UCC supervisors are responsible for promoting an environment that is free from sexual harassment.

UCC will thoroughly investigate all reported incidents of sexual harassment. Employees or students found to be in violation of this policy will be subject to immediate discipline, including possible termination or suspension from the college.

UCC will not tolerate retaliation of any kind against employees or students based upon their allegations regarding sexual harassment. Retaliatory behavior will be considered a breach of this policy and will be dealt with accordingly.

Employees and students should be aware that formal allegations of sexual harassment carry potentially serious consequences to the person charged. Such allegations should be made if warranted, but should be made with accuracy and truthfulness.

Social Security Number (SSN), Use of

OAR 589-004-0400 authorizes UCC to ask a student to provide their Social Security Number. The number will be used by the college for reporting, research, and record keeping. Their number will also be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development, and the Oregon Community College Association.

OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information

helps the colleges to support the progress of students and their success in the workplace and other education programs. OCCURS or the college may provide a student's social security number to the following agencies or match it with records from the following systems:

- State and private colleges, universities, colleges and vocational schools to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education;
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available;
- The Oregon Department of Education, to provide reports to local, state, and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to a student by the college.

State and federal laws protect the privacy of student records. A student's number will be used only for the purposes listed above.

Student Right to Know Act Statement & Statistics

The reporting of graduation and transfer rates are calculated based on the federal IPEDS definitions. College-based graduation and transfer rates are based on known transfers as confirmed by the National Student Clearinghouse match process.

For more information about the UCC student population, contact the Institutional Researcher at 541-440-4625. For more information about the athletic programs and athletic participation. contact the Athletic Department at 541-440-4686.

IPEDS Cohort Graduation Rate	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Total Cohort	306	165	205	120	101
Total Graduates	47	27	47	24	20
Graduation Rate	15%	16%	23%	20%	20%

Title IX – Prohibits Sexual Harassment and Discrimination on Basis of Gender

UCC is committed to diversity and equal employment/ education opportunity. We comply with Title IX. This is a federal civil rights law. It prohibits discrimination on the basis of sex in federally-financed education programs.

UCC protects and supports the 1972 Educational Amendments of Title IX. We work to:

- Promote equity in academic and athletic programs.
- Prevent hostile environments on the basis of sex.
- Prohibit sexual harassment and sexual violence.
- Protect from retaliation and remedy the effects of other gender-based forms of discrimination.
- Investigate and notify the college community of serious or ongoing threats. We work to prevent a recurrence.

How do I file a harassment or discrimination complaint? Who can I contact for more information on Title IX issues? When should I file a complaint of discrimination/harassment?

Students should file a complaint of discrimination if they are a UCC student, staff, or faculty member and believe:

- Students are being subjected to harassment/discrimination
- Students have witnessed harassment/discrimination
- Students have knowledge of harassment/discrimination

How do I file a complaint of discrimination/harassment?

Report the situation to an Responsible Employee. A Responsible Employee is any of the following:

- The administrative-level supervisor
- The administrator to whom the alleged harasser reports
- Lynn Johnson, Human Resources Director, Title IX Coordinator – 541.440.7690, lynn.johnson@umpqua.edu, Sue Shaffer Learning Commons and Library
- The grievance procedures can be found online at http://www.umpqua.edu/conduct-grievance/
- Title IX Deputy Coordinator April Hamlin (Students), Dean of Student Services - 541-440-7860, april.hamlin@umpqua.edu, located in the LaVerne Murphy Student Center.

Disclaimer

Students are to read and abide by the contents of the current UCC College Catalog, which sets forth the terms and conditions of enrollment and supersedes and replaces any previous Catalog.

Circumstances will undoubtedly require that the policies, procedures, rules, and benefits described in this catalog change from time to time as the College deems necessary or appropriate, and those changes will be valid when approved by UCC administration and/or voted by the Board of Education. Those changes will be posted on Student Self-Service Web and the UCC website and when appropriate, will be incorporated in future editions of the UCC College Catalog.

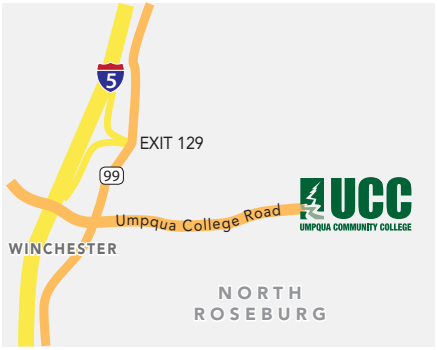
A grievance procedure and binding arbitration are provided for any dispute or claim (including those based upon a statute, tort, or public policy) that a student has with the College regarding the terms and conditions of enrollment by the College.

UCC in full accordance with the law is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. UCC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, Veteran status, or any other legally protected classification. UCC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit individuals of color and women. Inquiries should be directed to Human Resources and/or the Dean of Services, 1140 Umpqua College Road, P.O. Box 967, Roseburg, OR 97470-0226 Telephone, 541.440.7773

Application can be made for Advance Pay if there is more than a 30-day break between terms. Advance Pay requests must be received by the UCC Veterans Education Benefits Office at least 30 days prior to the beginning of the term for which Advance Pay is requested.

HOW TO GET TO UCC

Easy I-5 access. Take exit 129. If coming from the south, at first light merge right, at next light turn left onto Umpqua College Road. If coming from the north, turn left at the stop sign. Continue traveling east on Umpqua College Road. UCC is about one mile.



PARKING

UCC provides more than 1,400 parking spaces conveniently located near all the campus buildings. Students DO NOT need an annual parking permit.

Student and General Public Parking

Students may park in the spaces designated by yellow lines. This parking is considered general parking and is open to all students and general public.

Employee Parking

About 170 spaces are assigned to college faculty and staff. All employees are given a yearly parking permit. Designated parking spots for employees are marked by green lines, curbs and employee only signage.

Visitor Parking

Parking in front of the Jacoby Auditorium Building is limited to one hour. Parking spaces are marked by white lines and Visitor Parking signs.

Bicycle Parking

Bicycle racks are provided in numerous locations around campus. Individuals shall not chain bikes to posts, pipes, trees, etc. Bicycles must be walked, not ridden, through the interior areas of the UCC campus.

Foot traffic is the primary means of transportation within the internal passageways of the campus. For safety purposes, individuals should not use wheeled conveyances (other than disabled conveyances) such as skateboards, bikes, roller skates, roller blades, scooters, etc., at any time.

Disabled Person Parking

Special placards are required for parking in clearly marked Disabled Parking spaces. These placards are issued by the Oregon Division of Motor Vehicles and must be prominently displayed when parking in a disabled parking space.

Accessibility Parking

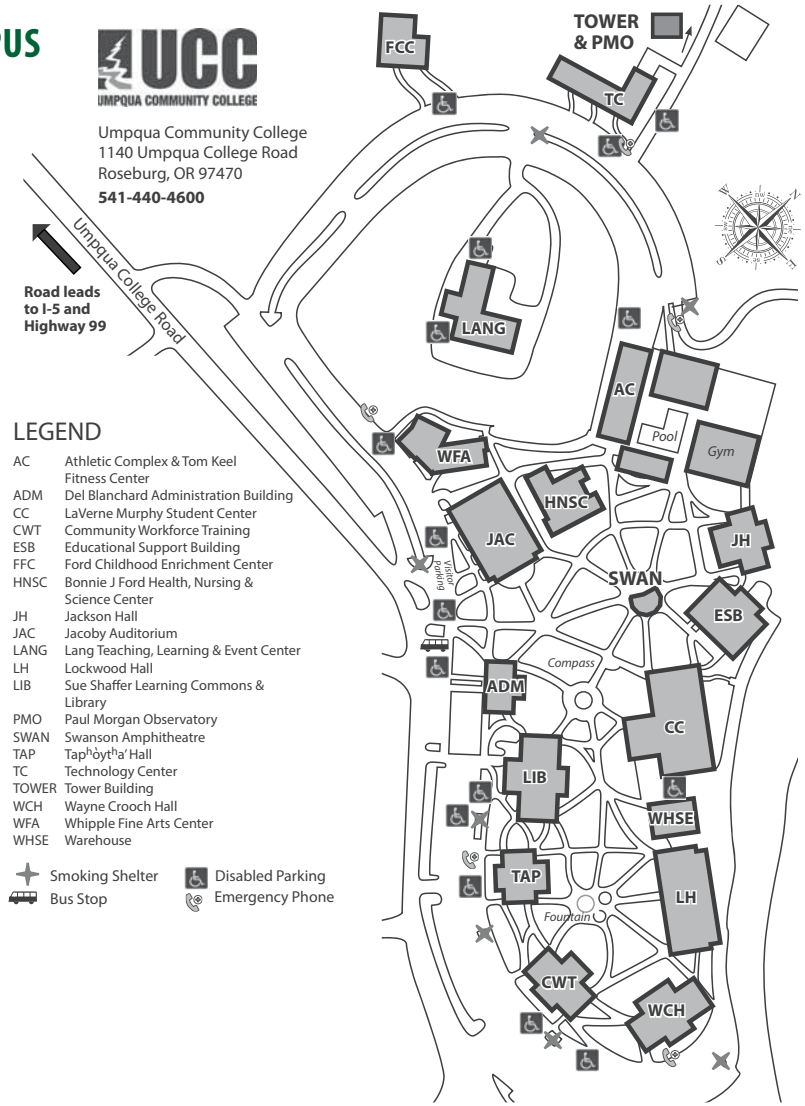
Special permit required for parking at the LaVerne Murphy Student Center east parking area. See Accessibility Services for special permit access.

Parking Violations

Traffic citations will be issued for improperly parked vehicles.

CAMPUS MAP

Umpqua Community College
1140 Umpqua College Road
Roseburg, OR 97470
541-440-4600

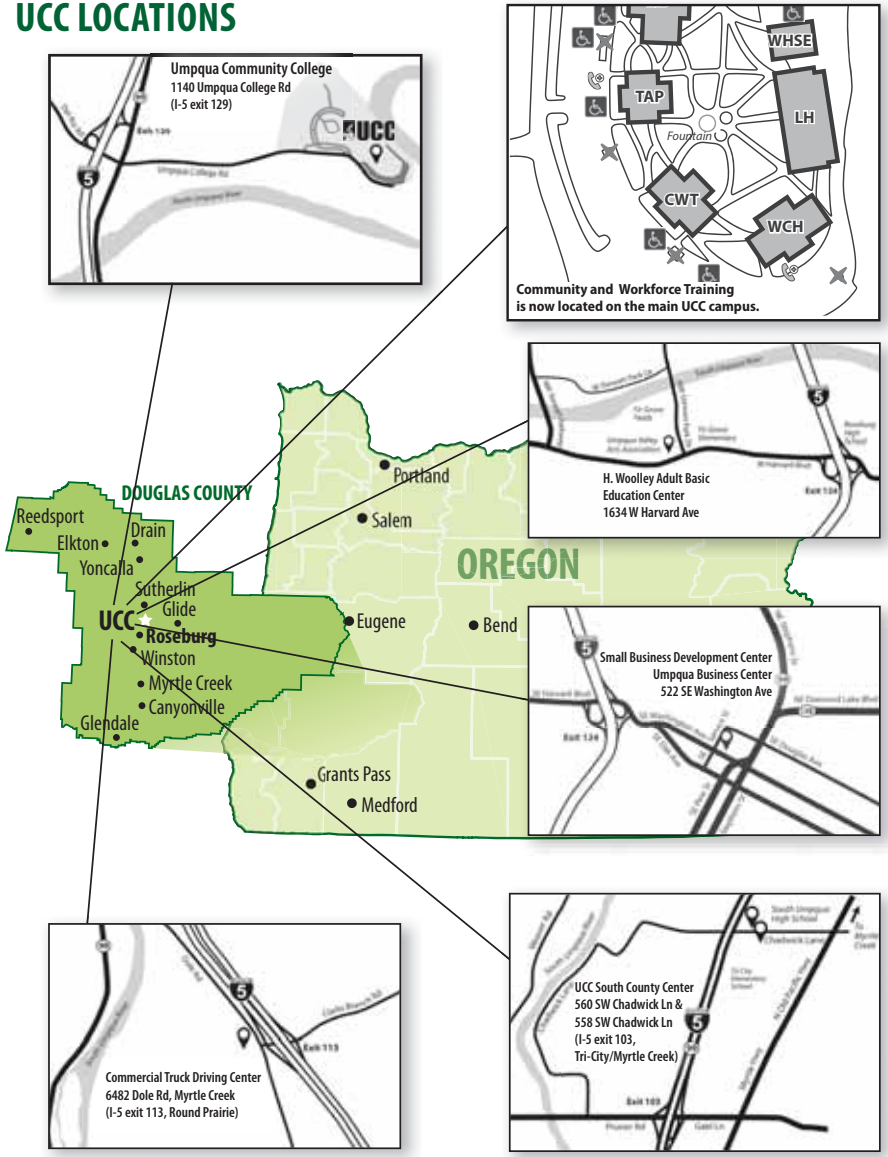


LEGEND

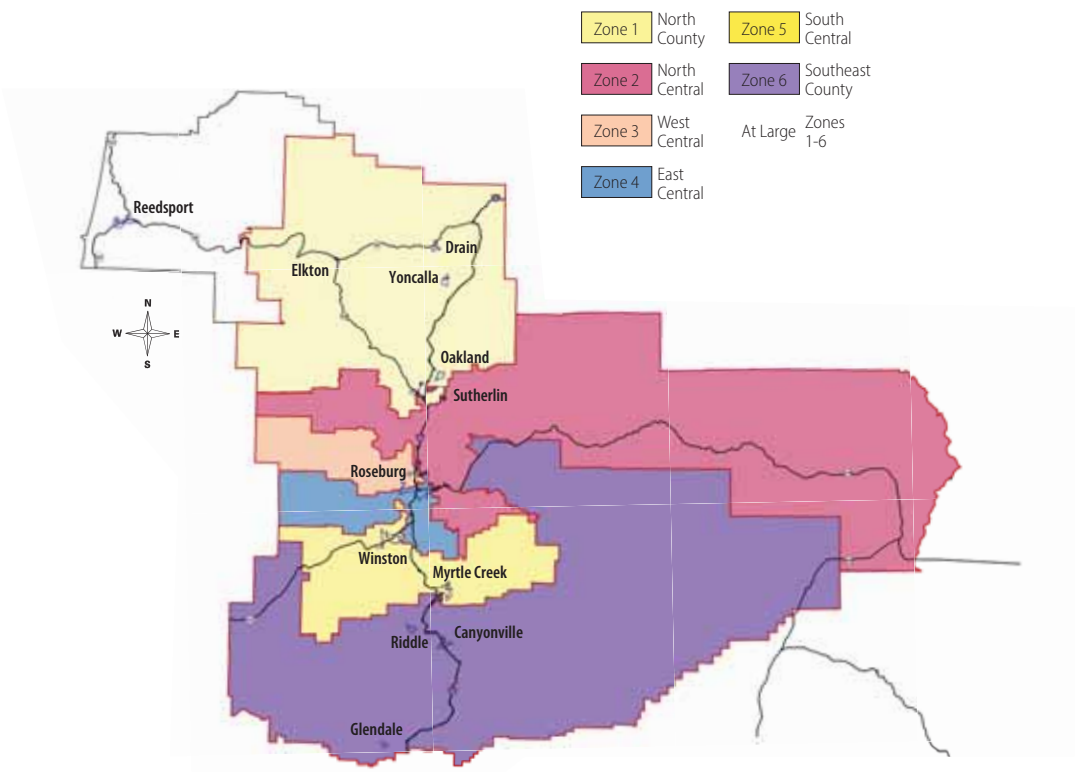
AC	Athletic Complex & Tom Keel Fitness Center
ADM	Del Blanchard Administration Building
CC	LaVerne Murphy Student Center
CWT	Community Workforce Training
ESB	Educational Support Building
FFC	Ford Childhood Enrichment Center
HNSC	Bonnie J Ford Health, Nursing & Science Center
JH	Jackson Hall
JAC	Jacoby Auditorium
LANG	Lang Teaching, Learning & Event Center
LH	Lockwood Hall
LIB	Sue Shaffer Learning Commons & Library
PMO	Paul Morgan Observatory
SWAN	Swanson Amphitheatre
TAP	Tap^{h}öyttha' Hall
TC	Technology Center
TOWER	Tower Building
WCH	Wayne Crooch Hall
WFA	Whipple Fine Arts Center
WHSE	Warehouse

Smoking Shelter
Bus Stop
Disabled Parking
Emergency Phone

UCC LOCATIONS



DISTRICT MAP



UCC Board of Education

		TERM EXPIRES
Zone 1	**Twila McDonald**	June 30, 2023
Zone 2	**Doris Lathrop**	June 30, 2023
Zone 3	**David Littlejohn**	June 30, 2023
Zone 4	**Erica Mills**	June 30, 2021
Zone 5	**Guy N. Kennerly**	June 30, 2021
Zone 6	**Randy Richardson**	June 30, 2023
Zone 7	**Steve Loosley**	June 30, 2021

Budget Committee

		TERM EXPIRES
Zone 1	**Hop Jackson**	June 30, 2021
Zone 2	**Sandy Henry**	June 30, 2020
Zone 3	**Tom Davidson**	June 30, 2020
Zone 4	**Sally Dunn**	June 30, 2021
Zone 5	**Rex Stevens**	June 30, 2020
Zone 6	**TBD**	June 30, 2020
Zone 7	**Matt Fullerton**	June 30, 2021

UCC Foundation Board

Steve Feldkamp
President

Steve Loosley
Chair,
UCC Board of Education

Jeff Ball
Dick Baltus
Aden Bliss
Emily Brandt
Neal Brown
Ronnie Bruce
Elaine Cheney
Jerold Cochran
Renee Coen
Brent Eichman
Lynn Engle
Bruce Hanna
Neil Hummel
Greg Johnson
Tom Keel
Danny Lang
Melony Marsh
Elin Miller
Perry Murray
Tom Nelson
Mo Nichols
Kathleen Nickel
Alex Palm
Brian Pargeter
Lee Paterson
Alanson Randol, DDS
Dale Ritter
Dave Sabala
Derek Simmons
Debra Thatcher, Ph.D.
Charley Thompson
Steve Wagoner
Liz Watkins
Gary Wayman

Shawn Clark
Executive Director,
UCC Foundation

Ellen Brown
Director of Operations,
UCC Foundation

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