



2021-2022
COLLEGE CATALOG

COLLEGE CATALOG

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Umpqua Community College (UCC) provides both a printed and online course catalog for student convenience. Every effort has been made to ensure the accuracy, validity, and timeliness of the information presented.

The college catalog is considered to be a living document. UCC reserves the right to revise the content as needed during the academic year. Printed copies are published each summer, while the online catalog is updated once per term. The information and provisions provided in the college catalog are not to be regarded as an irrevocable contract between the student and the college. However, in the event of a discrepancy between a printed copy of the catalog and the online catalog, the online catalog will be considered the catalog of record.

UCC assumes no responsibility for program changes or publication errors beyond its control, and strongly recommends that students work with academic advisors when planning future terms.

Errors or omissions of pertinent information may be reported to the UCC Office of Records and Registration via Brenna.Hobbs@umpqua.edu.



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.



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

LEARNING

Learning is the active process of exploring, creating, sharing, and applying concepts ideas. We value learning 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.

INNOVATION

Using change to our advantage, we embrace an adventurous spirit, characterized by exploration of new ideas and bold risk-taking.

Accreditation and Memberships

Umpqua Community College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional Integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
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
- Retail Management Program – National Council for State Authorization Reciprocity Agreements. <https://nc-sara.org/>
- 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. umpqua.edu/non-discrimination.



PROGRAM CONTACTS – ACADEMIC AREAS

UCC General Information.....	541-440-4600	Microsoft Office Technologist.....	541-440-7790
Anatomy & Physiology	541-440-7683	Music	541-440-4693
Apprenticeship Training.....	541-440-4675	Natural Resources	541-440-4618
Art, Art Education, Art History.....	541-440-4692	Occupational Skills Training	541-440-4713
Automotive.....	541-440-7782	Paralegal Studies	541-440-4663
Biology.....	541-440-7683	Paramedicine	541-440-7680
Botany.....	541-440-4618	Physics	541-440-7736
Business.....	541-440-7790	Political Science.....	541-440-7753
Business Management.....	541-440-7790	Pre-Nursing.....	541-440-7767
Chemistry	541-440-7821	Psychology.....	541-440-4681
Communication Studies.....	541-440-4647	Registered Nursing.....	541-440-4614
Computer Information Systems.....	541-440-7886	Retail Management	541-440-4703
Computer Science	541-440-7886	Science	541-440-7683
Criminal Justice.....	541-440-4663	Sociology/Social Work.....	541-440-7826
Dental Assisting.....	541-440-4710	Supervision	541-440-7790
Drafting Technology	541-440-4683	Surveying & Geomatics.....	541-440-4683
Early Childhood Education	541-440-4663	Theatre Arts	541-440-4694
Economics.....	541-440-4703	Truck and Transportation Logistics (Truck Driver Training).....	541-440-7691
Education: Elementary & Secondary.....	541-440-4650	Water Quality Treatment.....	541-440-4683
Emergency Medical Services-Paramedic	541-440-7680	Welding.....	541-440-7819
Engineering Technology: Civil & Surveying.....	541-440-4683	World Languages.....	541-440-4644
English	541-440-4649		
Engineering Transfer.....	541-440-4683		
Entrepreneurship	541-440-7790		
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		
Legal Assistant.....	541-440-4663		
Marketing	541-440-7790		
Mathematics	541-440-4680		
Medical Office	541-440-7790		

UCC DEPARTMENTS AND SERVICES

UCC General Information	541-440-4600	Registration and Records	
	Toll Free 800-820-5161	Transcripts	541-440-4604
Accessibility Services	541-440-7900	Registration	541-440-4604
Admissions Office	541-440-7743	Associate	541-440-4616
Adult Basic Education/Skills	541-440-4603	Director	541-440-4617
Advising	541-440-4610	Scholarship Office	541-440-7674
Asst. VP Academic Services	541-440-4670	Security	541-440-7777
Asst. VP Enrollment & Student Services	541-440-7865	Small Business Development Center	541-440-7824
ASUCC Student Leadership	541-440-7849	Student Accounts	541-440-7660
Athletics	541-440-7729	Student Ambassadors	541-440-7873
Campus Store	541-440-4664	Student Engagement	541-440-7749
Career Services	541-440-7748	Success Center (Tutoring)	541-440-7831
Chief Financial Officer	541-440-4632	Success Navigator	541-440-7675
Commercial Truck Driving (CDL)	541-440-7691	Testing Services	541-440-7659
Communications and Marketing	541-440-7809	Theatre	541-440-4694
Community & Workforce Training:		Title IX	541-440-7690
Register by Phone	541-440-4668	Transfer Opportunity Program	541-440-4712
Cooperative Work Experience	541-440-4605	TRIO Educational Talent Search (ETS)	
Dean of Students	541-440-7749	and Upward Bound (UB)	541-440-4606
Educational Partnerships	541-440-7813	UCCOnline	541-440-7685
Financial Aid	541-440-4602	Veterans	541-440-4621
Foundation	541-440-7847		
GED Classes	541-440-4603		
High School Connections	541-440-7709		
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 Support Skills	541-440-7806		
Library	541-440-4640		
Life Coaching/Counseling Services	541-440-7900		
Peer Mentors	541-440-7949		
Performing and Visual Arts	541-440-4691		
President	541-440-4622		
Provost	541-440-4682		
Recruitment	541-440-4677		



ACADEMIC CALENDAR

	FALL 2021	WINTER 2022	SPRING 2022	SUMMER 2022
Registration Begins	May 9	November 7	February 13	May 8
Deadline to File and Pay For Graduation	End of July 2021	End of October 2021	End of January 2022	End of February 2022
Registration Payment Due **	September 27	January 3	March 28	July 11
New Student Registration	For course information go to umpqua.edu/registration			
Classes Begin (via web only on weekends)	September 27	January 3	March 28	July 11
Last Day to Register/Add Classes ***	October 8	January 14	April 8	Session dates may vary.
Last Day to DROP WITH REFUND (via web only on weekends)	October 3	January 9	April 3	
Last Day to DROP/DELETE (Classes will not appear on transcript)	October 3	January 9	April 3	
Last Day to WITHDRAW (Classes will appear on transcript as withdrawn)	November 12	February 18	May 13	
Campus Closures	September 20 November 11 November 25-28 December 24-31	January 17 February 21	May 30	All Fridays from July 15-Aug 26 July 5-8 September 3-5
Student Vacations	December 12-January 2	March 20-27	June 12-July 10	September 2-25
Final Exams	December 6-11	March 14-19	June 4-10*	
End of Term	December 11	March 19	June 10	September 1
Commencement			June 10	
ABS Graduation & Undergraduate			June 10	

* Saturday final exams will be held June 5. 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.

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, and nursing programs have special admission requirements and limited enrollment. See the appropriate program listings in this catalog for more information. Contact the Admissions office at 541-440-7743 for guidance on special program requirements.

Adult Basic Education/GED/English Language Acquisition Students

Contact the Woolley Center at 541-440-4603 for admissions information.

Accessibility-Related Accommodations

Accessibility-related accommodations for admission are available upon request from the Office of Admissions, 541-440-7743, or Accessibility Services, 541-440-7655.

International Students

International students have an opportunity to pursue a quality education while living in a small American town. International students must meet certain federal immigration and College requirements before admittance to Umpqua Community College. Prospective students must present evidence of satisfactory English language skills and financial stability. Application materials and additional information is available at: umpqua.edu/international-students. Non F-1 status students follow the normal UCC student application process.

ENROLLING AT UCC

1. Apply to UCC

Complete the Admissions Application online at 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 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/Canvas. 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: 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 access to preparation materials. UCC also utilizes multiple measures for recent high school graduates, using high school grades and state assessment scores. umpqua.edu/take-placement-tests or 541-440-7659.

6. Financial Aid

The UCC financial aid website has information on federal financial aid, veteran benefits, work-study, and UCC scholarships. 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 account. umpqua.edu/financial-aid or 541-440-4602.

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 courses during established priority registration timelines as listed on the Academic Calendar. Registration dates are based on a student's earned credit hours. (Note: credit hours have not been earned until a final grade has been assigned). Students can find their earned credit hours on their 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. umpqua.edu/registration or 541-440-4604.

Waitlisting

Students can waitlist a class if they are eligible to register for the class (ex: prerequisites and other enforced registration restrictions must be met). However, students can waitlist multiple sections of the same course, as well as sections that would result in a time conflict with another class on their schedule. If a student becomes eligible to register in a waitlisted class, that is a duplicate of another section or would result in a time conflict, the student must adjust their schedule to remove duplicate sections and/or time conflicts.

Some classes may offer a waitlist, which allows students to get on a waiting list to register for a full/closed class if a seat becomes available. Some classes may display as open, but the available seats are reserved for students on the waitlist. The waiting list operates on a first come, first served basis with a limited amount of time to register if a seat becomes available. Please check your student email for notifications. Please see your Academic Advisor if more information is required.

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 or 541-440-4660.

umpqua.edu/accounting-finance/student-accounts

In-Person Payments: Student Accounts in the Accounting and Finance department, 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 in the Accounting and Finance department). 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 in the Accounting and Finance department located in LaVerne Murphy Student Center, and from the Library reference desk, or call 541-440-4600 for more information.

11. Buy Books

The UCC Campus Store 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 Campus Store for student use, but materials are generally available for purchase prior to this date as a final sale. UCC College Campus Store, 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 24/7 help. Our computer lab is open to all students. For more information visit umpqua.edu/success-center or 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 and Transfer 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 to:

Office of Registration & Records
Umpqua Community College
PO Box 967

Roseburg, OR 97470

or to transcripts@umpqua.edu (for eTranscript requests)

New transfer students taking credit classes must have their transcripts sent from the previous college(s) to:

Office of Registration & Records
Umpqua Community College
PO Box 967

Roseburg, OR 97470

or to transcripts@umpqua.edu (for eTranscript requests)

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 on the Friday of the sixth week of term, before priority registration begins the seventh week of 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 July through August 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. These charges are not eligible for financial aid assistance. Students may register as auditors beginning the first day until the 10th instructional 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. Class audits require instructor approval.

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 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 192, for more information about FERPA.

SCHEDULE CHANGES

After initial registration, students may make course changes such as to add or drop courses in the Office of Registration and Records (through first week) or via the web (up until the day before term starts).

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.

Waitlisting

If a class is closed, a student can choose to be placed on the waitlist. Only students on the waitlist will be offered an opportunity to register, via their UCC student email, if a seat becomes available. All prerequisites and other enforced registration restrictions must be met to be placed on a waitlist. The waitlist operates on a first come, first serve basis with a specific limited amount of time to register for the course should a seat become available. The student is responsible for monitoring their UCC student email for notifications.

Drops/Withdrawals

Students discontinuing attendance without filing a Registration & Schedule Change Form with the Office of Registration and Records will be responsible for all Tuition and Fees associated with the course. Additionally, they may receive a failing grade. 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 Registration & Schedule Change Form, with appropriate signatures, to the Office of Registration and Records. A withdrawal is reflected on a student's transcript 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

Refer to 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. A 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. For assistance, contact Registration & Records Associate at 541-440-4616.

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 4 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. For assistance, contact the Registration & Records Associate at 541-440-4616.

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. Courses may not be challenged if current (same term) enrollment exists.
2. A course may not be challenged if a grade has been previously assigned in the same course or if the course is a lower level than a course previously completed.
3. Financial aid funds may not be used to pay for course challenges.

4. Challenges are not considered part of the residency credit requirements for degrees, diplomas, or certificates nor are they considered in determining credit status for financial aid, veteran benefits, or eligibility for athletics.
5. In addition to tuition and fees, a separate course challenge fee will be charged for each course challenged.
6. A course may not be challenged more than once.
7. Following an unsuccessful challenge, students must enroll in the course in order to obtain credit.
8. Not all courses can be challenged. Departments may allow students to challenge courses for credit if justification exists.
9. Proficiency must be shown through midterm and final examinations and/or skill proficiency demonstration.
10. An instructor who teaches the course shall determine the grade earned by the student.
11. Only grades of P, C or better will be transcribed as institutional credit and designated with a (CHAL EXAM) notation.

Upon successful completion of the challenge exam, the student will submit the Challenge paperwork to the Office of Registration and Records for processing. Student is responsible for all Tuition and Fees associated with the course. The student may not challenge a course a second time.

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 (CPL)

Students may earn transfer credits for learning gained outside postsecondary education by demonstrating college-level knowledge and competencies. Per accreditation standards, institutionally assessed credit for prior learning cannot exceed 25% of the credits applied to a degree or certificate. Credit for prior learning cannot be used to establish residency or athletic eligibility.

- 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-Associate of Applied Science program awards credit for prior learning based on verified completion of a Police Skills section within the Police Reserve Academy taught at Umpqua Community College. Two (2) credits may be awarded for each Police Skills section completed for a maximum of six (6) credits to count towards the required elective credits in the program. Approved documentation showing completion of each police skills section is required to be provided by the student along with other credit for prior learning documentation and fees as required by the registration office to award this credit. Please contact the Criminal Justice Program Coordinator at 541-440-7668 for more information.
- 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

Students can earn college credit while still in high school. This can be done in a number of ways including Dual Credit, Expanded Options, and other college credit options.

DUAL CREDIT

The dual credit program offers opportunities through partnerships with Douglas County schools by providing lower division academic and entry-level career technical courses that are transcribed through UCC. The classes are taught by high school instructors who meet UCC faculty qualifications and have articulated the

course content with UCC. For more information about dual credit, visit 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. 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. Some high schools in the area have a waiver and do not participate in the program.

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

OTHER COLLEGE CREDIT OPTIONS

Students who are still in high school may also take college classes by filling out the Pre-College Verification form. This form must also be signed by the student's high school or home school representative, and the student is responsible for the cost of tuition, fees, and books. Successfully submitting the form will provide the student a 20% discount on tuition. For more information, umpqua.edu/high-school-connections or 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 department chair.
- 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 or department chair.

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

Students transferring from another college please note:

1. If pursuing transfer credit: An official copy of all transcripts should be received by the Office of Registration and Records at UCC within the first term of attendance.

2. Credits are only accepted from regionally accredited colleges and universities. Transferred credits 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 Office of 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 2021-2022. umpqua.edu/cost-aid.

Fees

The fees listed below are approved for the 2021-2022 academic year. Please see umpqua.edu/cost-and-aid/tuition-fees for the current tuition and fees.

- Legacy fee - \$8 per credit
- Global fee - \$14.50 per credit
- Instructional fee - \$7 per credit
- Credit registration fee - \$25 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 - \$18 per hour 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 fee \$3 - (non-refundable)
- International fax fee - \$10 (non-refundable)
- Return check/stop payment charge fee - \$35

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 Community Connections publication. Schedules are mailed each term to district residents, are available in the Office of Community and Workforce Training or on the web at umpqua.edu/community-workforce-training.

Residency

OREGON RESIDENT

A person who has maintained a residence in Oregon for at least 90 days prior to the beginning of classes.

OUT-OF-STATE STUDENT

A person who has not established residency in Oregon 90 days prior to the beginning of classes.

VETERANS

All Veterans and their eligible dependents pay in-state tuition rates in compliance with Section 702 of the Choice Act, its 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 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 five years from last term of attendance. Students must complete the degree requirements listed in the catalog under which they began their program within a five-year time span. After five years, students must complete program requirements currently in effect for that program.

ACADEMIC TRANSCRIPTS

A student may request official transcripts through the National Student Clearinghouse (NSC). To learn how to request transcripts visit UCC website at <http://umpqua.edu/request-transcripts>.

Links to NSC are provided through each student's self-service account, the UCC web site Transcript page, umpqua.edu/request-transcripts, or directly through National Student Clearinghouse, nationalstudentclearinghouse.org. Official transcripts are stamped with the college seal, and delivered to recipients designated by the student.

Unofficial Transcripts are labeled "Unofficial" and available through the Student Self Service account.

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 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

For more than 100 years, Phi Theta Kappa Honor Society has helped millions of high-achieving community college students

reach their full potential. Phi Theta Kappa is made up of more than 3.5 million members around the world. The American Association of Community Colleges has named Phi Theta Kappa the official honor society for two-year colleges. We are the only such honor society with this distinction. We have no recurring fees or annual dues; simply pay the one-time membership fee, and you can access your PTK benefits for life, including recognition, scholarships, career training, transfer success, and learning leadership skills. Membership is based on having complete at least 12 credit hours with UCC and a cumulative GPA of 3.50 or higher. 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. 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. Class audits require instructor approval.

Grade Discrepancies

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

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 requested by the 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. 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 Department sometime during weeks two through seven of each term. However, failure to receive this notification does not constitute assurance that the 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 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 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 successfully complete, one term on their own before the veterans office will submit their records to the VA for recertification.

Policy AP 5014 Veterans Benefits and Transition

Umpqua Community College does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33. Umpqua Community College will permit any individual covered under VA Chapter 31 – Vocational Rehabilitation and Employment, or Chapter 33 – Post 9/11 VA Education Benefits, to attend or participate in the course of education for at least 90 days following the certification of enrollment.

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. Some classes are offered remotely. Remote instruction occurs when face-to-face (F2F) class is not delivered in a traditional classroom. Note that this is NOT the same as online instruction. Remote instruction, like its F2F counterpart, is delivered in a synchronous manner, where faculty instruction and student learning occur at the same time, often supplemented by online components. 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, remote or hybrid, please see an advisor. Students can visit our website: 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 the Advising Department. 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) online, as soon after October 1 as possible to be considered for maximum aid offer. The official website is fafsa.ed.gov. UCC's federal school code is #003222. Additional financial aid information is available at: 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 viewed/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 in the Accounting and Finance department)
- 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 view an online Financial Aid Literacy Seminar at: 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 Policy (SAP)

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: 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 a Student Educational 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, and athletics. 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 umpqua.edu/scholarships.

Gold Card Program

Residents of Douglas County who are 60 years of age or 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 receive a 20% discount 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 in the Accounting and Finance department 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 in the Accounting and Finance department 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. This assistance must also be reported to the Financial Aid Office.

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 a withdrawal is made during the first week of fall, winter and spring terms. During summer, full tuition is refunded if a student withdrawal is made during the first three days of the 8-week session, and during the first two business days of each four-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 a delay occurred for reasons beyond the student's control. Students will receive full refunds for courses cancelled by UCC. Certain fees are non-refundable (i.e. credit registration fee). Please visit: umpqua.edu/cost-aid 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 in the Accounting and Finance department, 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 in the Accounting and Finance department 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 in the Accounting and Finance department. 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 in the Accounting and Finance department 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 in the Accounting and Finance department. Student Accounts in the Accounting and Finance department 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 advisors help students successfully meet their educational goals. Meetings with an academic advisor are designed to provide students with the information needed for a successful academic career. Services include:

- Assist with class scheduling, registration adding or dropping classes and appeals
- Develop a Student Educational Plan
- Degree exploration and change of majors
- Connect students with UCC support services and community resources
- Provide 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 each term. 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, 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 541-440-7900, 541-440-7655, or Oregon Relay at 1-800-735-2900. The Accessibility Services office is located in the LaVerne Murphy Student 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.

Bus Service

Umpqua Transit provides transportation to and from the college. UCC Student bus passes may be purchased by currently enrolled students from Student Accounts in the Accounting and Finance department, 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; it is recommended to check umpquatransit.com or call 541-440-6500 for up-to-date route information. 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 in the LaVerne Murphy Student Center during regular business hours. Financial assistance is available for students with limited income. Call 541-440-4600 for more information.

Child Care

The College hosts Maple Corner Montessori School for on-campus childcare services. Please visit maplecornermontessori.com or call 541-391-4777 to learn more about signing up.

Counseling/Life Coach

The Life Coach provides confidential counseling services to UCC students. These include sessions of personal mental health support and counseling and connection to long-term resources on campus and in the community. The UCC Life Coach can assist with any personal issue that is impacting academics such as work-life balance, stress management, managing symptoms of anxiety and depression, and/or coping with loss or trauma. Weekly group sessions on topics of stress management and support strategies are offered. To learn more, call 541-440-7896.

Food Services

Options for purchasing food items are available at UCC's campus store, the Hawk Shop. A variety of options are available including quick snacks, frozen meals, grab and go hot and cold options and seasonal choices like chili, soup and sushi rolls. Students have a choice of beverages including soft drinks, protein drinks, milk, juices or options at the coffee cart. Vending machines are also located throughout the campus, providing beverages and snacks.

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. 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 (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, 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 access library resources, 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 umpqua.edu/library or call 541-440-4640.

STEP

STEP is for students who receive SNAP (and are not on TANF), and are completing GED® tests, building out English skills, or pursuing a career focused program. The STEP program has added support and resources to help cover: transportation, books, tools, tuition/fees not covered by financial aid, utilities, and phone or internet services. In addition to financial support, STEP includes job search training and support and personalized career coaching. For more information, call 541-440-7675.

Student ID Cards

Students registered for classes are eligible for a free 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 the LaVerne Murphy Student Center during regular business hours. ID cards are validated each term with a sticker available from the Information Desk or Student Accounts in the Accounting and Finance department, 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 Job Placement

Student Job placement services are available through the Career Services 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 vacancies are posted online at 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)/Career Services Office or call 541-440-7797.

Student Veteran Center

The Student Veteran Center, located in the Educational Support 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 Educational Benefits Office in the LaVerne Murphy Student Center.

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 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 (TOP)

The SSS-Transfer Opportunity Program (TOP) is a TRIO project funded through the Department of Education. Every year, this federal grant program is awarded \$309,949 to serve 165 students transfer from UCC to a college or university. The program

offers a variety of services including free resources, assistance in developing an educational plan, making informed career decisions, and gaining the tools and skills necessary to successfully complete their educational goal of earning a bachelor's degree.

WHAT DOES THE PROGRAM OFFER?

TOP Students get access to specialized academic and career coaching. They are allowed to attend at least six campus tours of Oregon Colleges a year. TOP offers a number of cultural enrichment events throughout the year such as theater events all over Oregon, volunteer opportunities, museum visits, nature walks, and a variety of other opportunities to expose students to new experiences. Students will also receive personalized academic coaching, textbook resources, and assistance in filling out financial aid, and scholarship applications.

HOW TO QUALIFY

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

HOW TO APPLY

Apply online at: umpqua.edu/student-support-services or pick up an application from the TOP office located in the Educational Support Building. For further information, call the Transfer Opportunity Program office at 541-440-4712, or email TRIO@umpqua.edu.

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. UCC's Educational Talent Search is funded by the U.S. Department of Education on a \$328,413 per year grant to serve 592 students. 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. Applications are available in paper form, or electronically at umpqua.edu/high-school-connections-students/educational-talent-search. For more information on ETS, please call 541-440-4606.

Upward Bound

Upward Bound is funded by the Department of Education on a \$312,480 per year grant to serve 65 students. Upward Bound is a college preparatory program that offers assistance to high school students that are either lower income or will be first generation college graduates.

UCC's UB advisors are on-site at Douglas, Roseburg and South Umpqua High Schools assisting 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. Applications are available in paper form, or electronically at umpqua.edu/high-school-connections-students/upward-bound. For more information on Upward Bound, please call 541-440-4606.

UCC Hawk Shop

The UCC Hawk Shop is located in the LaVerne Murphy Student Center Building, on the main campus. The store offers textbooks and course materials, Microsoft software, laptops, clothing, gifts, cards, snacks, a wide variety of school supplies and a coffee cart where you can get your favorite coffee treat. The store has daily food services with a variety of hot and cold grab and go options. The store is a certified SNAP retailer so customers may purchase food and drink that are approved under Federal SNAP guidelines with their EBT card.

When purchasing textbooks/course materials a student ID and class schedule are required to ensure that students receive the correct textbooks for their classes. Students can compare pricing and purchase textbooks and course materials on the UCC Hawk Shop website. Payment can be made using financial aid, VISA or Mastercard. Online orders can be designated for shipment or pick up in the store. Please allow a 24 hour ship time from the time the order is placed during the work week. Orders are not filled on weekends.

Textbooks can only 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 store 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 Hawk Shop is a non-profit self-sustaining operation owned by UCC.

UCC Scholars

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

UCC Scholars receives up to a 12 credit tuition waiver each term, for no more than six consecutive terms, 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 program. For more information, call 541-440-7749.



STUDENT ENGAGEMENT

The Student Engagement Office provides students with the resources to get involved and get the most from their experiences on campus. Students can get connected to opportunities including: student government, student activities, clubs/student organizations, and student leadership development programs. The office also assists students who are interested in creating new student clubs/organizations and supports all student clubs/organizations with the resources they need to be successful. The office helps students put classroom learning into practice through experiential education by providing a range of out-of-classroom experiences which are designed to complement and supplement students' classroom experience and contribute significantly to their personal development. The office works 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. Any student enrolled for college or other credits may participate in activities and access services provided by ASUCC. ASUCC Leadership supports the forming of clubs and student organizations, organizes student activities, and provides ASUCC Student Services. 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.

Backpack Program

Students who face significant difficulties purchasing basic class supplies can request them through the Backpack Program.

Emergency Gas Voucher Program

The program assists students that are unable to afford gas. Students may access the program once each term.

Hygiene Supplies

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

Hawk Nest Clothing Closet

The clothing closet is open available to students seeking business, business casual, and casual clothing. Warmer clothing items are cycled in during colder months. Items are donated and are both gently used and new.

Laundromat Voucher

Students who do not have access to laundry facilities and/or do not have funds for laundry may request a laundromat voucher once each term.

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.

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, Esports, Women's soccer 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 a 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.

ACM Programming Club

The purpose of the ACM Programming Club is to introduce, and refine members programming skills. Members work on problem solving using a variety of programming languages.

Computer Club

The purpose of the Computer 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.

Engineering Club

The purpose of the Engineering 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 the Forestry 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 the Geology Club is to explore and experience the geology of the Pacific Northwest and beyond while introducing it to those without prior experience, and to raise awareness concerning ongoing geological hazards in the surrounding vicinity.

Healthy Minds Club

The purpose of the Healthy Minds Club is to bring awareness to mental health on UCC campus and in the community.

Nerd Herd Club

The purpose of the Nerd Herd Club is to provide a place for nerds to gather and discuss interests and strategy of typically "nerdy" activities.

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 the Pre Health Professionals 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.

Riverhawk Metal Maniacs

The purpose of the Riverhawk Metal Maniacs is to engage students interested in welding.

Riverhawk Wrenches

The purpose of the Riverhawk Wrenches Club is to expand the students' interest in Automotive Technology outside the classroom environment.

SkillsUSA

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 the Spanish Club is to promote a campus environment that embraces and values the culture(s) of our Latino and Latina students and of the Spanish-speaking world as a whole.

Student Nursing Association

The purpose of the Student Nursing Club is to mentor and support nursing students and students interested in nursing.

Veterans Club

The purpose of the Veterans 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 second year students who want to help their peers be successful in their college journey. They are available to assist with navigating college processes, completing college forms, understanding campus technology, communicating with faculty & staff, college success skill building, and referrals to campus and community resources. 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 media and newspaper, The Mainstream, provide opportunities to engage in professional media writing, editing, graphic design, photography, videography, website development and social media management. It is primarily staffed by students enrolled in Journalism Production (J 215), a variable credit course (students may enroll for 1, 2, or 3 credits); however, any UCC student can submit work for publication consideration. Any student may enroll in Journalism Production (J215) in order to work on the newspaper under both an editorial staff and an advisor.

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 creative work team.

For information about UCC student media or for assistance in registering, contact advisor Melinda Benton at Melinda.Benton@umpqua.edu or 541-440-4645. The Mainstream is a designated student forum.

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 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 & 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: 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.

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 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 umpqua.edu/pool.

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.

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, along with 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. For more information visit: umpqua.edu/fitness-center.

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.

www.umpqua.edu

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.

Throughout 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 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

Detailed descriptions, course requirements and other relevant information begins on page 30.

Students at UCC have the opportunity to obtain a degree or certificate, participate in transfer education modules, or simply take classes of interest. Students who complete a degree or a certificate participate in courses that support the universal learning outcomes (ULO) at UCC. The ULO learning outcomes are as follows:

COMMUNICATION: Communicate clearly and purposefully with awareness of the needs of different audiences

COMPUTATION: Apply quantitative analysis to make valid and reliable inferences and draw reasonable and appropriate conclusions

CULTURE*: Analyze and respond to cultural and individual differences between individuals, communities, and global societies

*Cultural supports HB2864

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 the foundation necessary to transfer to a four-year college or university within any of the following focused content areas.

FOCUS CONTENT AREAS

- Business Administration
- Computer Science
- Criminal Justice
- Early Childhood Development
- Engineering
- Forest Engineering
- Forestry
- Forest Management
- Human Services
- Music

- Natural Resources
- Renewable Materials
- Surveying and Geomatics

Within the AAOT, students may select a focus content area of study to support their interests and academic goals beyond general education.

Flightpaths

Students have the opportunity to identify a flightpath within focused content areas listed above. Flightpaths are discipline specific areas of study, and allow students to identify specific courses that support their academic and transfer goals.

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, focused content area, 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. Students should work directly with their advisor while working on their AGS degree.

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 42.

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:

- Business Management
- Civil Engineering & Surveying
 - Fabricator Welder
 - Applied Surveying Option
 - Water Quality Option
- Computer Information Systems
- Criminal Justice
- Cybersecurity
- Early Childhood Education
- Electrician Apprenticeship Technologies

- Executive Business Assistant
- Fire Science
- Human Services
- Industrial Mechanics & Maintenance Tech Apprenticeship
- Marketing
- Medical Office Administration
- Paralegal Studies
- Paramedicine
- Registered Nursing
- Welding

Certificate

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

- Addiction Studies
- Automotive Technology
- 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
- Legal Assistant
- Medical Billing & Collections Clerk
- Occupational Skills Training
- Office Assistant

- Public Relations Specialist
- Supervision
- Truck Driving
- Retail Management
- Welding

Career Pathway Certificate

Career Pathways are certificates of completion, between 12-44 credits, and are 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 umpqua.edu/career-pathways.

- Addiction Treatment
- Case Aide
- Child Development
- CISCO Networking Security Support Tech
- Drafting
- Emergency Medical Services
- Entrepreneurship
- Geographic Information Systems
- Junior Database Administrator
- Junior Programmer
- Junior Web Developer
- Microsoft Networking Support Technician
- Microsoft Office Technology
- Server Administrator
- Surveying
- Water Quality



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 transfer areas listed below. All transfer students should work closely with UCC advisors and faculty, as well as representatives of the colleges and/or universities in which they may transfer to.

Arts and Communications

Business

Computer Science & Technology

Science, Math & Engineering

Social Science & Education

Health Sciences & Emergency Services

Human Services, Criminal Justice, & Paralegal

Forestry & Natural Resources

All transfer students should work closely with their UCC advisor. Students should also work with representative from their colleges and/or universities in which they may transfer to. Additional information pertaining to transfer areas of study may be found at umpqua.edu/areas-of-study.

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 ("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 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 facing page) 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 ("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.ccwwebforms.net/handbook/definitions/associate-degrees/oregon-transfer-module-\(otm\)](http://handbook.ccwwebforms.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	Math in Society	4
or higher		

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
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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
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MATHEMATICS:

MTH 105 or higher		4-5
(from the approved MTH courses listed on page 40)		

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
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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

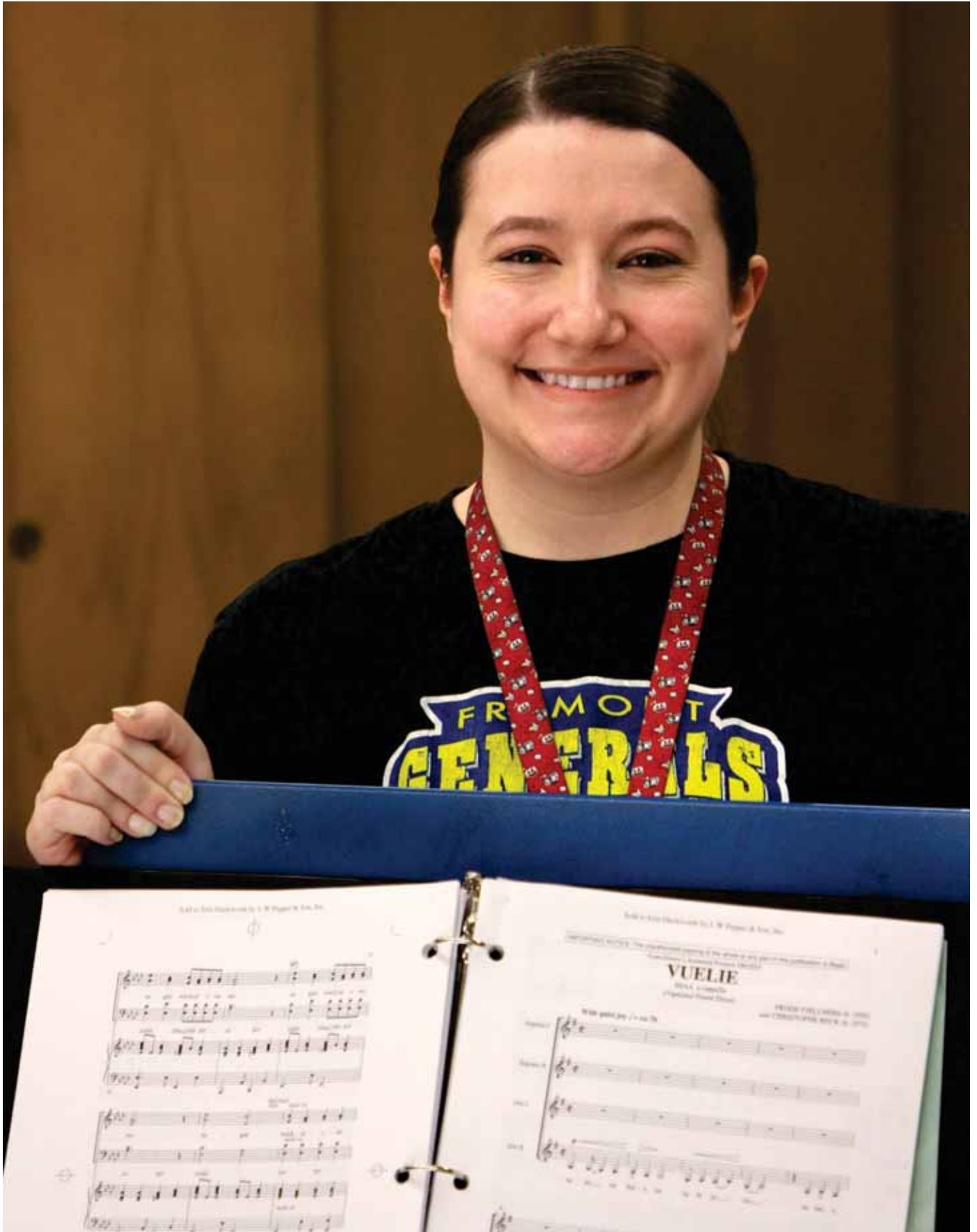
At least one of the Discipline Studies courses above must be designated as meeting the criteria for Cultural Literacy. This course is not an additional course — it would also meet Foundational, Discipline or Elective requirements.

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.



2021 - 2022 UCC PROGRAM ADVISING SHEET

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)
 ____ ENG 201, 202: Shakespeare (4)
 ____ ENG 204, 205, 206: Survey of English Literature (4)
 ____ ENG 230: Environmental Literature ++ (4)
 ____ ENG 250: Introduction to Mythology (4)
 ____ ENG 253, 254, 255: Survey of American Lit++ (4)
 ____ ENG 260: Introduction to Women's Literature (4)
 ____ ENG 288: Cultural Diversity – American Lit++ (4)
 ____ FA 256: American Film History (4)
 ____ Language 201, 202, 203: SPAN++ (4)
 ____ J 205: Introduction 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: Introduction 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 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)
 ____ 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)*
 ____ FES 240: Forest Biology (4)
 ____ FES 241: Dendrology (4)
 ____ FOR 234: GIS 1 Introduction to Geographic Information Systems (4)
 ____ FOR 235: GIS II Data Analysis and Applications (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 Introduction 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)
 ____ 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: Introduction to Genetics*
 ____ CS 160: Introduction 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)*
 ____ FES 261: Recreation Resource Management (4)
 ____ FN 225: Human Nutrition (4)
 ____ FOR 111: Introduction to Forestry (3)
 ____ 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: Introduction to Probability & Statistics
- ___ MTH 251: Calculus I (5)*
- ___ MTH 252: Calculus II (4)*
- ___ MTH 253: Calculus III (4)*
- ___ MTH 254: Vector Calculus I (4)*
- ___ MTH 256: Differential Equations (4)*
- ___ MTH 265: Statistics for Scientists and Engineers (4)*
- ___ NR 201: Introduction to Natural Resources (3)
- ___ NR 251: Principles of Fish and Wildlife Conservation (3)
- ___ SOIL 205: Soil Science (3)

AREA 4: SOCIAL SCIENCES

COMPLETE FOUR COURSES FROM TWO DISCIPLINES FROM THE FOLLOWING:

- ___ 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 Introduction 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: Introduction to Mass Communication
- ___ 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 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.

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

* Courses with required pre-/corequisites (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 COURSE LISTINGS

ARTS & 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*	Introduction 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	Introduction to Mythology (4)
ENG 253*, 254*, 255*	Survey of American Lit. (4, 4, 4)
ENG 260	Introduction to Women's Literature (4)
ENG 288*	Cultural Diversity in Contemporary American Literature (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	Introduction to Music & Its Literature (3, 3, 3)
MUS 204	Music of the World (3)
MUS 205	Introduction 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 271	Introduction to Theatre (4)
WR 241, 242, 243	Creative Writing (4, 4, 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)
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)
FES 240	Forest Biology (4)
FES 241	Dendrology (4)
FN 225	Human Nutrition (4)
FOR 111	Introduction to Forestry (3)
FOR 234	GIS I Introduction to Geographic Information Systems (3)
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 Introduction 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 201	Introduction to Natural Resources (3)
NR 221	Water Resource Science (4)
NR 251	Principles of Fish and Wildlife Conservation (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)

SOCIAL SCIENCES

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)
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*	General Psychology (4,4)
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 150	Developing a Small Business
BA 151	Practical Accounting I
BA 152	Practical Accounting II
BA 165	Customer Service
BA 180	Business Mathematics I
BA 181	Business Mathematics II
CIS XXX	Introduction to Digital Literacy (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
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
SDP XXX	Supervision
TTL XXX	Truck Driving
VC XXX	Visual Communications
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

*“Certificate of Completion” means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, **be credit bearing**, and meet Higher*

Education Coordinating Commission (HECC) standards and criteria. OAR 589-006-0050 (12)

The term “certificate” may not be used for recognition/attendance awards and/or to imply equivalence to a Certificate of Completion.

Taxonomy/Requirements

Certificates range from 12-108 credits, and in clock hours from 180 -1,350. Certificates of Completion are identified in OAR 589-006-0100 (6) as:

- Less than one year,
- One year,
- Greater than one year, and
- Two years.

The taxonomy of Certificates of Completion includes:

1. Related to an AAS degree
2. Related to a larger Certificates of Completion program or an independent award
 - Related to an existing AAS degree
 - Related an existing Certificate of Completion
3. Independent new program

The HECC requirements for Certificates of Completion are set forth in OAR 589-006-0100 (8). Certificates of completion must:

- Include at least 12 credits; and

- Be no more than 108 credits; and
- Have a recognizable core of general education or related instruction courses for programs one-year or more in length; and
- Have an established standard of academic achievement; and
- Demonstrate occupational content leading to employment; and
- Meet or exceed the local community college board of education program approval standards; and
- Meet or exceed the Higher Education Coordinating Commission program approval standards and criteria.

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 Certificates of Completion on page 42).

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. Three (3) 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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APPRENTICESHIP TECHNOLOGIES

Electrician Apprenticeship Technologies Certificate

PROGRAM MISSION

The Electrical Apprenticeship Technologies certificate prepares students for advanced-level job and journeyman careers.

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 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. Complete 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 National Electric Code	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

Total Credits 54

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
BA 101	Introduction to Business	4
CIS 120	Introduction to Digital Literacy	4
CIS 125D	Microcomputer Applications – Database	3
CIS 125S	Computer Applications Spreadsheets	3
HPE 295	Wellness & Health Assessment	3
SDP 109	Elements of Supervision	3

Additional Related Instruction – 6 credits

MTH 95 or higher	4
WR 122 or higher	4

Human Relations Course

HD 136	Strategies for Success	3
PSY 101	Psychology of Human Relations	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

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

APPRENTICESHIP TECHNOLOGIES

Electrician Apprenticeship Technologies Associate of Applied Science

PROGRAM MISSION

The Electronic Apprenticeship Technologies program prepares students for advanced-level jobs and journeyman careers.

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 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 accurate measurements, calculations and use of equipment

2. Demonstrate knowledge of electrical fundamentals and safety
3. Complete Electrical Code and Exam Prep
4. Earn a trade-specific Oregon State License Journeyman Card upon successful completion of the Building Codes Division electrical journeyman test

CAREER CONSIDERATIONS

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

- Licensed Journeyman Inside Electrician
- Licensed Manufacturing Plant Electrician

Electrical Apprenticeship Technology graduate may continue education at Oregon Institute of Technology for obtaining an Operations Management Bachelor of Science degree or Technology & Management Bachelor of Applied Science.

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 National Electric Code	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 Exam Prep	3

APPRENTICESHIP TECHNOLOGIES, continued

Electrician Apprenticeship Technologies Associate of Applied Science

Additional Related Instruction – 37 credits

HUMAN RELATIONS COURSE		3
HD 136	Strategies for Success	3
PSY 101	Psychology of Human Relations	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)	English Composition: Introduction to Expository Writing	4

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
BA 101	Introduction to Business	4
CIS 120	Introduction to Digital Literacy	4
CIS 125D	Microcomputer Applications - Database	3
CIS 125S	Computer Applications Spreadsheets	3
HPE 295	Wellness & Health Assessment	3
SDP 109	Elements of Supervision	3

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- JATC Approval

APPRENTICESHIP TECHNOLOGIES

Industrial Mechanics and Maintenance Technology Apprenticeship Certificate

PROGRAM MISSION

The Industrial Mechanics and Maintenance Technology Apprenticeship program prepares students for advanced-level jobs and journeyman careers.

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 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	Industrial Applications of Math or MTH 075 Applied Geometry	3

APPRENTICESHIP TECHNOLOGIES, continued

Industrial Mechanics and Maintenance Technology Apprenticeship Certificate

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	Introduction to Digital Literacy	4

Additional Related Instruction

HUMAN RELATIONS COURSE:

HD 136	Strategies for Success	3
PSY 101	Psychology of Human Relations	3
SDP 113	Human Relations/Supervisors	3
SP 105	Listening	
SP 218	Interpersonal Communication	3
SP 219	Small Group Discussion	3
WR 115 (or higher)	English Composition: Introduction to Expository Writing	4

Approved Electives

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

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 Digital Literacy	4
CIS 125D	Microcomputer Applications - Database	3
CIS 125S	Computer Applications Spreadsheets	3
HPE 295	Wellness & Health Assessment	3
SDP 109	Elements of Supervision	3

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 MISSION

The Industrial Mechanics and Maintenance Technology Apprenticeship program prepares students for advanced-level jobs and journeyman careers.

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 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
5. Prepare for State Licensing Exam for Journeyman Status

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	Industrial Applications of Math	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

APPRENTICESHIP TECHNOLOGIES, continued

Industrial Mechanics and Maintenance Technology Apprenticeship Associate of Applied Science

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	Introduction to Digital Literacy	4

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

Additional Related Instruction

HUMAN RELATIONS COURSE:

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

Approved Electives

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

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 Digital Literacy	4
CIS 125D	Microcomputer Applications - Database	3
CIS 125S	Computer Applications Spreadsheets	3
HPE 295	Wellness & Health Assessment	3
SDP 109	Elements of Supervision	3

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

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

APPRENTICESHIP TECHNOLOGIES

Limited Maintenance Electrician Apprenticeship Technologies Certificate

PROGRAM MISSION

The Limited Maintenance Electrician Apprenticeship Technologies Certificate program prepares students for entry-level jobs and future careers.

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 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. Complete 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 National Electric Code	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 Technology One-Year Certificate

*Pending approval from Higher Education
Coordinating Commission (HECC)

PROGRAM MISSION

The Automotive Technology program provides quality education and hands-on training to prepare students for successful entry into the Automotive Technology career field. The program prepares students to further their education for those wishing to obtain a higher degree.

PROGRAM DESCRIPTION

The Automotive Technology Certificate program is committed to providing students with a wide range of knowledge and skills applicable to entry-level jobs as a certified automotive technician.

PROGRAM OUTCOMES

Students who successfully complete the Automotive Technology Certificate will:

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection, and warranty procedure.
2. Diagnose, service, and repair automotive internal combustion engines
3. Diagnose, service, and repair automotive brakes
4. Diagnose, service, and repair electronic engine controls and emission systems
5. Diagnose, service, and repair automotive electrical systems
6. Diagnose, service, and repair automotive drive trains
7. Diagnose, service, and repair automotive climate control systems

CAREER CONSIDERATIONS

The Automotive Technology Certificate will provide training in the skills needed for an entry-level position as a technician in most automotive dealerships and repair shops.

PROGRAM COURSE REQUIREMENTS

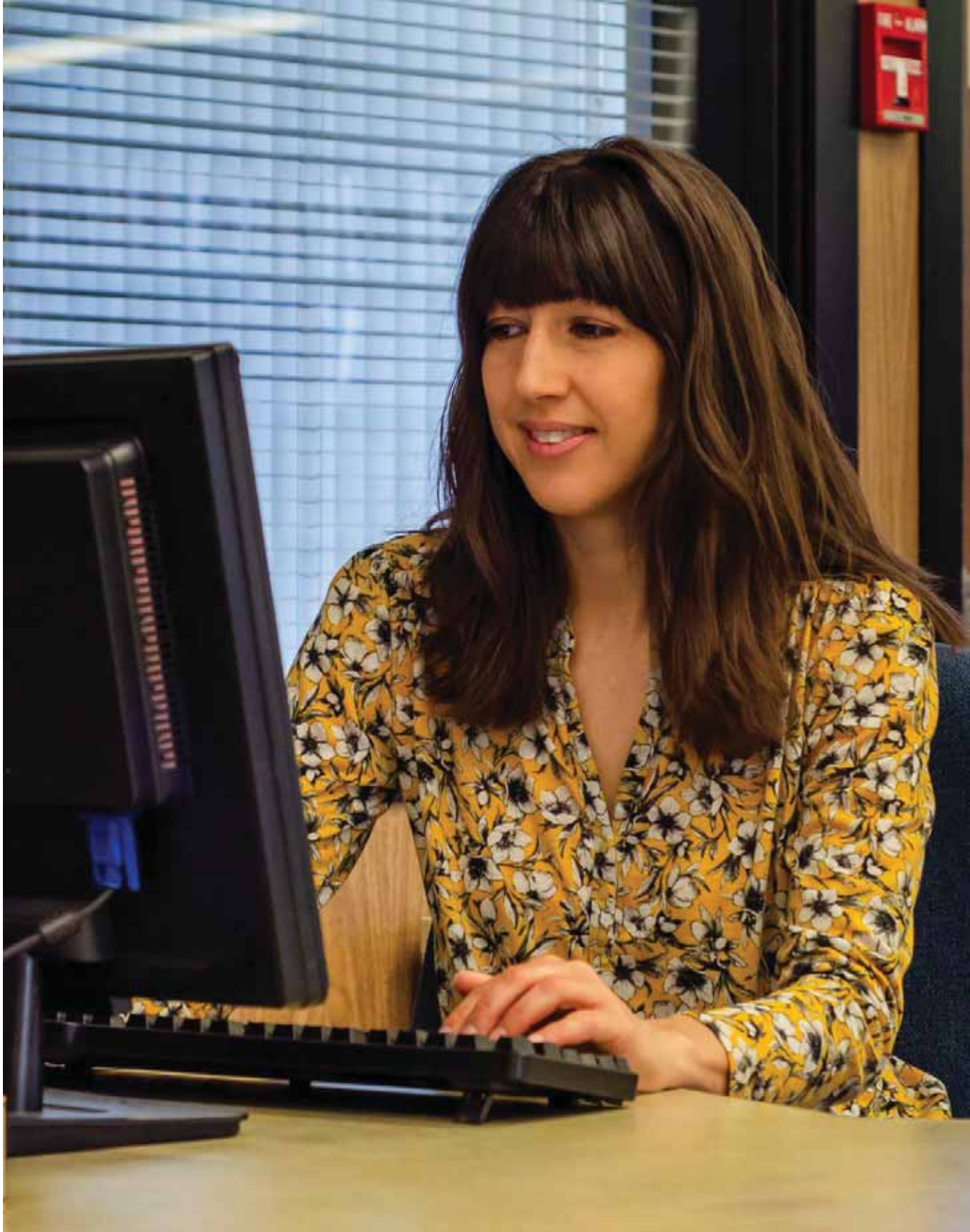
AUT 100	Orientation to Automotive Technology	2
AUT 111	Engine Repair & Maintenance	6
AUT 113	Drive Trains	6
AUT 114	Suspension and Steering	6
AUT 115	Braking Systems	6
AUT 116	Electrical/Electronic Systems	6
AUT 118	Engine Performance & Drivability	6
AUT 127	Climate Control & Advanced Electrical	6
AUT 129	Light Vehicle Diesel Engines	6
HD 136	Strategies for Success	3
MTH 052	Industrial Applications of Math (or higher)	4
WR 115 (or higher)	English Composition: Introduction to Expository Writing	4

Total Credits 61

PROGRAM ENTRANCE REQUIREMENTS

Admission Requirements

- Complete online response form upon entering/registering for the program.
- A basic tool set is required of all entering students. The list of tool requirements is available through the automotive department.



BUSINESS ADMINISTRATION

Business Administration Associate of Science

PROGRAM MISSION

The Business Administration degree prepares students by creating a foundation of knowledge and skills in the business administration environment.

PROGRAM DESCRIPTION

The Business Administration degree is designed to prepare students for a career that includes the business functions of accounting, management, motivating and managing employees, communication, marketing, a leadership role, and business terminology. This degree prepares students to transfer as juniors to SOU and OSU to obtain a bachelor's degree.

PROGRAM OUTCOMES

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

1. Explain basic business functions and their integration into the business environment
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Business Administration AS degree prepares students for management positions, supervisor, office manager, business manager, customer service manager, social media marketing manager, public relations manager, and other business management focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business	4
BA 226	Business Law	4
MTH 243	Introduction to Probability & Statistics	5
WR 121	Academic Composition	4

Choose One:

MTH 105	Math in Society	4
MTH 111	College Algebra	4

Choose One:

SP 111	Fundamentals of 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	Macroeconomics	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: sou.edu Additional courses may be needed.
- See Oregon State University transfer: 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 Pathway Certificate

PROGRAM MISSION

The Entrepreneurship Pathway Certificate prepares students by building a foundation for creating and managing a small business.

PROGRAM DESCRIPTION

The Entrepreneurship Pathway Certificate offers students the 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. Explain basic small business management functions and their integration into the business environment
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entrepreneurship careers can be starting a small business or managing a small business. The business can be for themselves or for other business owners. In addition, the skills learned can be used in a management or supervisory position.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business	4
BA 150	Developing a Small Business	4
BA 180	Business Math I	3
BA 206	Management Fundamentals	3
BA 223	Principle of Marketing	3
BA 226	Business Law	4
BA 250	Managing a Small Business	3
BA 280C	Cooperative Work Experience: Management	3
*Approved Electives		12
Choose One:		
BA 211	Principles of Accounting I	3
BA 233	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 Introduction to Digital Literacy (CIS 120) during the first term at UCC.

Approved Electives

BA 165, BA 207, BA 214, BA 222, BA 238, BA 239, BA 249, CIS 125D, CIS 195, SDP 104, SDP 208, SDP 223, WR 121, WR 227.

BUSINESS TECHNOLOGY

Financial Services Certificate

PROGRAM MISSION

The Financial Services Certificate is designed to prepare students with the training and skills needed for employment in an entry-level financial service position. Students will gain the theoretical knowledge and will learn practical skills necessary for success in this field.

PROGRAM DESCRIPTION

The Financial Services Certificate is designed to prepare students for entry-level teller positions in banks or credit unions.

PROGRAM OUTCOMES

Students who successfully complete the Financial Services Certificate will:

1. Explain basic entry-level financial services industry functions and their integration into the banking and credit union industry
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level teller positions in banks or credit unions.

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	Introduction to Digital Literacy	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 Certificate

PROGRAM MISSION

The Retail Management Certificate (RMC) is an accredited business program designed to help incumbent workers develop the skills necessary for career advancement.

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

Year One

BA 206	Management Fundamentals	3
BA 214	Business Communications	3
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

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 MISSION

The Supervision Certificate prepares students by creating a foundation of skills and knowledge in the business environment.

PROGRAM DESCRIPTION

The Supervision Certificate provides students with supervisory skills and business management fundamentals used in coaching, motivating and managing employees.

PROGRAM OUTCOMES

Students who successfully complete the Supervision Certificate will:

1. Explain basic supervisor functions and their integration into the business environment
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level supervision positions, line supervisor, staff supervisor, business manager, customer service supervisor, and other supervision focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business	4
CIS 120	Introduction to Digital Literacy	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 Introduction to Digital Literacy (CIS 120) during the first term at UCC.

Approved Electives

Courses from these areas:

BA, SDP, CIS, SP, PSY, MED, WR.

BUSINESS TECHNOLOGY

Business Management Associate of Applied Science

PROGRAM MISSION

The Business Management Program prepares students by creating a foundation of knowledge and skills in the business management environment.

PROGRAM DESCRIPTION

The two-year Business Management degree is designed to prepare students for career and leadership roles in accounting, management, motivating and managing employees, communication, and marketing.

PROGRAM OUTCOMES

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

1. Explain basic management functions and their integration into the business environment
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level management positions, supervisor, office manager, business manager, customer service manager, social media marketing manager, public relations manager, and other business management focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business*	4
BA 106	Business Leadership	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
SDP 109	Elements of Supervision	3
SDP 208	Human Resources for Supervisors	3
SP 111	Fundamentals of Public Speaking*	4
WR 121	Academic Composition*	4
WR 122	Argument, Research & Multimodal Comp*	4
WR 227	Technical Report Writing*	4

Year Two

BA 128	Accounting Applications I*	2
BA 150	Developing a Small Business	4
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 231	Computers in Business*	4
BA 233	Accounting for Managers	4
BA 238	Professional Selling*	3
BA 239	Advertising*	3
BA 249	Retailing	3
BA 250	Managing a Small Business	3
BA 253	Social Media Marketing	3
ECON 115	Introduction to Economics	3
SDP 113	Human Relations for Supervisors	3

*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.

Placement scores indicating MTH 020 or higher and WR 115 or higher are required for entry into the program.

Total Credits 92

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 Introduction to Computer Information Systems (CIS120) during their first term at UCC.

BUSINESS TECHNOLOGY

Marketing

Associate of Applied Science

PROGRAM MISSION

The Marketing Program prepares students by creating a foundation of knowledge and skills in the business marketing environment.

PROGRAM DESCRIPTION

The two-year Marketing degree is designed to prepare students for a career and leadership role in marketing by developing the student's skills in building customer value and satisfaction, supervising employees, communication, and business terminology.

PROGRAM OUTCOMES

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

1. Explain basic marketing functions and their integration into the business environment
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level marketing positions, sales, customer service relations, social media marketing, public relations, advertising, and other marketing focus careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business*	4
BA 106	Business Leadership**	3
BA 180	Business Math I	3
BA 181	Business Math II	3
BA 214	Business Communications*	3
BA 223	Principles of Marketing*	3
SDP 109	Elements of Supervision	3
SDP 208	Human Resources for Supervisors	3
SP 111	Fundamentals of Public Speaking*	4
WR 121	Academic Composition*	4
WR 122	Argument, Research & Multimodal Comp*	4

Year Two

BA 128	Accounting Applications I	2
BA 150	Developing a Small Business	4
BA 165	Customer Service	3
BA 206	Management Fundamentals	3
BA 207	Introduction to e-Commerce	3
BA 226	Business Law*	4
BA 231	Computers in Business	4
BA 233	Accounting for Managers	4
BA 238	Professional Selling*	3
BA 249	Retailing*	3
BA 250	Managing the Small Business	3
BA 253	Social Media Marketing	3
BA 239	Advertising*	3
ECON 201	Microeconomics*	4
SDP 113	Human Relations for Supervisors	3
WR 227	Technical Report Writing*	4

Placement scores indicating MTH 020 or higher and WR 115 or higher are required for entry into the program.

Retail Management Certificate students should meet their advisor for an adjusted term-by-term planner.

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

BA 101 Introduction to Business should be taken during the first term or as soon as possible.

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

Total Credits 90

PROGRAM ENTRANCE REQUIREMENTS

- 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, you should take Introduction to Computer Information Systems (CIS120) during your first term at UCC. Placement scores indicating MTH 020 or higher and WR 115 or higher are required for entry into the program.

COMMUNICATIONS STUDIES

Public Relations Specialist One-Year Certificate

PROGRAM MISSION

The mission of the Public Relations Specialist One-Year Certificate is to prepare students for employment in Public Relations and communication-related jobs by educating them in the fundamental concepts and knowledge needed to communicate effectively and collaboratively with stakeholders in public.

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	Introduction 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	4
VC 130	Introduction to Photoshop	3
WR 121	Academic Composition**	4
Approved Elective***		3
BA 223	Principles of Marketing*	3
J 205	Introduction to Public Relations	3
J 211	Introduction 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 designed to prepare students for employment in the computer area, while developing general problem-solving and troubleshooting skills that can be applied to networking, server, computer, web, and business programming environments.

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

- Computer Information Systems (90 credit minimum)
- Cybersecurity (92 credit minimum)

COMPUTER INFORMATION SYSTEMS

Cisco Networking Security Support Technician Pathway Certificate

*Pending approval from Higher Education Coordinating Commission (HECC)

PROGRAM MISSION

The Cisco Networking Security Support Technician certificate program provides students with a quality education that motivates them to reach their full potential through up-to-date Cisco Networking Academy course content, relevant lab experiences, and real-world course material.

PROGRAM DESCRIPTION

The Cisco Networking Security Support Technician is designed to equip students to analyze, design, and implement network systems, troubleshoot and solve problems, and demonstrate the skills necessary to obtain entry-level employment, or earn an AAS degree in a Computer Information Systems degree program.

PROGRAM OUTCOMES

Students who successfully complete the Cisco Networking Security Support Technician Pathway 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 140L	Introduction to Linux Operating System	4
or CIS 140M	Introduction to Microsoft Operating Systems	4
CIS 151C	Introduction to Networks	4
CIS 152C	Switching, Routing and Wireless Essentials	4
CIS 153C	Enterprise Networking, Security, & Automation	4
CIS 240M	Installing and Configuring Microsoft Windows Server	4

Total Credits 20

COMPUTER INFORMATION SYSTEMS

Computer Information Systems Certificate

PROGRAM MISSION

The Computer Information Systems program provides students with a quality education that motivates them to reach their full potential through up-to-date entry-level course content, relevant lab experiences, and real-world work experience.

PROGRAM DESCRIPTION

The Computer Information Systems (CIS) One-Year Certificate is designed to prepare students for entry-level employment in the computer area, 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 Computer Information Systems Pathway Certificate will:

1. Develop critical thinking and problem-solving skills by working with hardware, networks, and software through programming logic and hands-on lab assignments
2. Install and configure various operating systems
3. Use Microsoft Office applications to solve common business problems

CAREER CONSIDERATIONS

The one-year certificate program is designed to prepare students for employment in (or for a job path leading to) any one of several entry-level career opportunities as listed by the Oregon Department of Labor. The Network and Computer Systems Administrator, 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.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 120	Introduction to Digital Literacy	4
CIS 122	Orientation to Programming	4
CIS 133	Introduction to Programming I	4
CIS 140M or CIS 140L	Introduction to Microsoft Operating Systems Introduction to Linux Operating System	4 4
CIS 151C	Introduction to Networks	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 47

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

COMPUTER INFORMATION SYSTEMS

Junior Database Administrator Pathway Certificate

PROGRAM MISSION

The Junior Database Administrator certificate is to provide students with a quality education that motivates students to reach their full potential through up-to-date database course content, and outstanding instruction.

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 Junior Database Administrator Pathway 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 233CS	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 MISSION

The Junior Programmer certificate is to provide students with a quality education that motivates students to reach their full potential through up-to-date programming course content, and outstanding instruction.

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 Junior Programmer Pathway 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 122	Orientation to Programming	4
CIS 133CS	Introduction to Programming I	4
CIS 233CS	Introduction to Programming II	4

Total Credits 12

COMPUTER INFORMATION SYSTEMS

Junior Web Developer Pathway Certificate

PROGRAM MISSION

The Junior Web Developer certificate is to provide students with a quality education that motivates students to reach their full potential through up-to-date web development course content, and outstanding instruction.

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 Junior Web Developer Pathway 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

CIS 195	Authoring for the World Wide Web I	4
CIS 295	Authoring for the World Wide Web II	4
CIS 275	Introduction to Database Management Systems I	4

Total Credits 12

COMPUTER INFORMATION SYSTEMS

Microsoft Networking Support Technician Pathway Certificate

PROGRAM MISSION

The Microsoft Networking Support Technician certificate provides students with a quality education that motivates them to reach their full potential through up-to-date Windows desktop and Server administration course content, relevant lab experiences, and real-world work experience.

PROGRAM DESCRIPTION

The Microsoft Networking Support Technician Pathway Certificate is designed to prepare students to analyze, design, implement, and support Windows desktop systems and Servers. Students will also develop the 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 Microsoft Networking Support Technician Pathway 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 Windows desktops and Servers 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 MISSION

The Server Administrator certificate provides students with a quality education that motivates them to reach their full potential through up-to-date Windows Server administration course content, relevant lab experiences, and real-world work experience.

PROGRAM DESCRIPTION

The Server Administrator Pathway Certificate is designed to prepare students to configure, update, and administer Windows Servers. Students will also develop the 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 Server Administrator Pathway Certificate will:

1. Be prepared for entry- or mid-level employment in Microsoft Windows Server administration.
2. Develop Windows server administration skills.

CAREER CONSIDERATIONS

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

The Computer Information Systems program provides students with a quality education that motivates them to reach their full potential through up-to-date course content, relevant lab experiences, and real-world work experience.

PROGRAM DESCRIPTION

The Computer Information Systems (CIS) program is designed to prepare students for employment in the computer area, 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 critical thinking and problem-solving skills by working with hardware, networks, and software through programming logic and hands-on lab assignments
2. Install and configure various operating systems
3. Use Microsoft Office applications to solve common business problems
4. Demonstrate the skills necessary for entry- or mid-level employment in the Computer Information Systems field

CAREER CONSIDERATIONS

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.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 120	Introduction to Digital Literacy	4
CIS 122	Orientation to Programming	4
CIS 133CS	Introduction to Programming I	4
CIS 140M or CIS 140L	Introduction to Microsoft Operating Systems Introduction to Linux Operating System	4 4
CIS 151C	Introduction to Networks	4
CIS 233CS	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
Electives from the approved list below*		3
BA 101, BA 214, BA 218, BA 226, ENGR 111, ENGR 112A, ENGR 112B, HPE 295, WR 122, WR 227		

Year One Credits 50

Year Two

CIS 125D	Computer Applications – Database Software	3
CIS 125S	Computer Applications – Spreadsheets	3
CIS 152C	Switching, Routing and Wireless Essentials	4
CIS 153C	Enterprise Networking, Security, & Automation	4
CIS 195	Authoring for the World Wide Web I	4
CIS 276	Introduction to Data Management Systems II	4
CIS 280	Cooperative Work Experience: CIS	2
CIS 284	Network Security Fundamentals	4
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 40

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

COMPUTER INFORMATION SYSTEMS

Cybersecurity Associate of Applied Science

*Pending approval from Higher Education Coordinating Commission (HECC)

PROGRAM MISSION

The Cybersecurity program provides students with a quality education that motivates them to reach their full potential through up-to-date cybersecurity course content, relevant lab experiences, and real-world work experience.

PROGRAM DESCRIPTION

The Computer Information Systems: Cybersecurity program is a two-year sequence of classes designed to prepare the student for employment in the computer/cybersecurity employment area.

Further, this degree adds hands-on training in ethical hacking, computer hardware, computer forensics and security operations, cloud services, virtualization, switches, and routers. Students will also 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 database systems. Finally, the program develops critical thinking along with verbal and written communication skills.

PROGRAM OUTCOMES

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

1. Develop critical thinking and problem-solving skills by working with hardware, networks, and software through programming logic and hands-on lab assignments.
2. Install and configure various operating systems.
3. Use Microsoft Office applications to solve common business problems.
4. Employ common cybersecurity practices to eliminate or mitigate threats.
5. Demonstrate the skills necessary for entry- or mid-level employment in the cybersecurity.

CAREER CONSIDERATIONS

The Computer Information Systems: Cybersecurity program is designed to prepare the student for employment in the computer/cybersecurity employment area. Job titles include computer programmer, computer support technician, cybersecurity technician, network administrator, or web designer, while developing general problem-solving and troubleshooting skills that can be applied to business, computer, networking, server, and web environments

PROGRAM COURSE REQUIREMENTS

Year One

CIS 120	Introduction to Digital Literacy	4
CIS 122	Orientation to Programming	4
CIS 133CS	Introduction to Programming I	4
CIS 140M or CIS 140L	Introduction to Microsoft Operating Systems Introduction to Linux Operating System	4 4
CIS 151C	Introduction to Networks	4
CIS 233CS	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 47

Year Two

CIS 145	Computer Forensics for Ethical Hackers	4
CIS 152C	Switching, Routing and Wireless Essentials	4
CIS 153C	Enterprise Networking, Security, and Automation	4
CIS 195	Authoring for the World Wide Web I	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 285C	Cloud Services 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 45

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

COMPUTER SCIENCE General ASOT-CS Degree

Computer Science

Associate of Science Oregon Transfer

PROGRAM MISSION

Computer Science (CS) is the study of programs, data, computing machinery, and how these interact. The CS degree is computer science-focused, lower-division, general education requirements accepted by public universities in Oregon.

PROGRAM DESCRIPTION

The Computer Science program is to provide students with a quality education that motivates students to reach their full potential through computer programming, and computer logic skills necessary for transfer, career success, and lifelong learning.

PROGRAM OUTCOMES

Students who complete the Computer Science AS 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. Evaluate and compare different algorithms applicable to a given task

CAREER CONSIDERATIONS

Computer science knowledge is built upon 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.

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.

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* or Technical Writing*	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	Introduction to Networks***	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*** or 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.

COMPUTER SCIENCE, continued

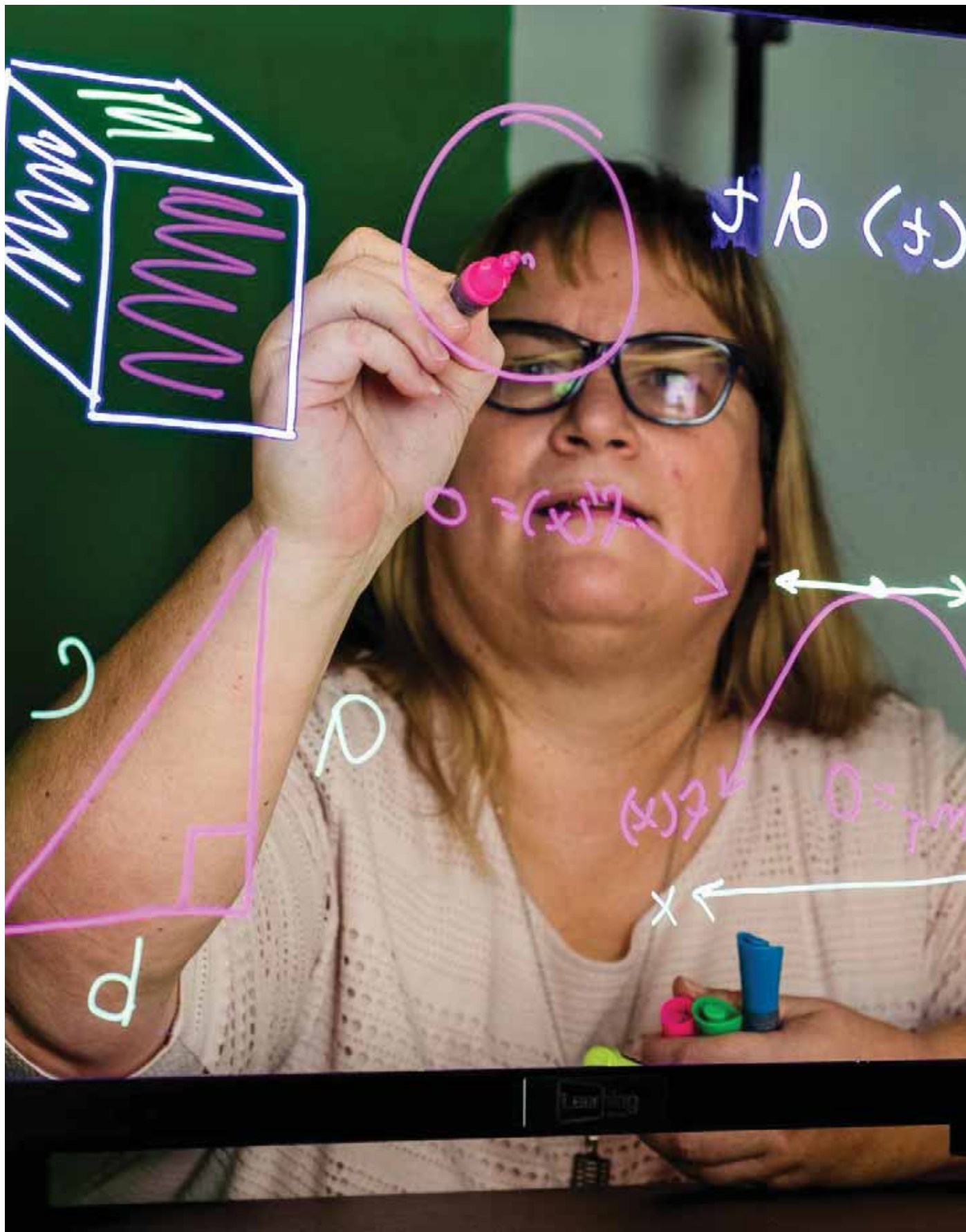
General ASOT-CS Degree

Computer Science

Associate of Science Oregon Transfer

Approved Electives

CIS 125D	Computer Applications – Database	3
CIS 125S	Computer Applications – Spreadsheet Software	3
CIS 151C	Introduction to Networks	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	Introduction to 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



COMPUTER SCIENCE General AS-CS Degree

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		5
Physical Science with Lab		5
Social Sciences Elective**		3

Year Two Credits 47-48

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	Introduction to 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

CRIMINAL JUSTICE

Criminal Justice Associate of Science

PROGRAM MISSION

The Criminal Justice program assists students in acquiring the skills necessary to be successful in the field of law enforcement, corrections and other related fields.

PROGRAM DESCRIPTION

The Associate of Science degree (Criminal Justice) has been developed with the cooperation and support of Southern Oregon University (SOU). The degree is fully articulated with SOU's Criminology and Criminal Justice program and allows students to transfer directly as juniors as pre-majors in CCJ. The articulation agreement for this program can be found at: sou.edu/admissions/transfers/tr-artagree.html

PROGRAM OUTCOMES

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

1. Identify the major steps of the criminal justice process and how a case proceeds through the criminal justice system, including landmark U.S. Supreme court decisions
2. Communicate effectively in the criminal justice system via writing, verbal and non-verbal skills
3. Recognize how criminal justice professionals work effectively within a diverse society
4. Work effectively with diverse persons within society with respect to culture, heritage, gender, and age.
5. Demonstrate cognitive knowledge focusing on positive criminal justice professional/citizen contacts, with the principal 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.

PROGRAM COURSE REQUIREMENTS

Year One

CJ 110	Introduction to Law Enforcement	3
WR 121*	Academic Composition	4
CJ 120	Introduction to Judicial Process	3
OR SP 111, SP 219		
CJ 120	Introduction to Judicial Process	3-4
OR SP 218**	Interpersonal Communication	
WR 122	Argument, Research, & Multimodal Composition	4
CJ 101	Introduction to Criminology	3
CJ 130	Introduction to Corrections	3
WR 227	Technical Writing	4
Approved Electives		18

Year Two

CJ 105	Concepts of Criminal Law	3
MTH 105 or Higher		4
Required Humanities Electives		9
Required Science Electives		12
Approved Electives		17

Total Credits 90

Approved Electives

CIS 120	Introduction to Digital Literacy ¹	4
CJ 140	Introduction to Criminalistics	3
CJ 210	Criminal Investigations	3
CJ 211	Ethics in Criminal Justice	3
CJ 226	Introduction to Constitutional Law	3
CJ 230	Introduction to Juvenile Justice Systems	3
CJ 240 ⁴	Criminalistics II	3
CJ 243	Narcotics and Dangerous Drugs	3
CJ 280 ²	Cooperative Work Experience: Criminal Justice/Corrections	1-4
HS 227	Understanding Dysfunctional Families	3
SOC 207	Juvenile Delinquency	3
SOC 225	Social Aspects of Addiction	3

* A grade of C or better must be attained in these courses

** Meets Human Relations class requirement

+ Any unlisted CJ classes may be applied as approved electives.

² Four (4) credits of CJ 280 can be applied to AAS degree

⁴ Prerequisite: CJ 140 or instructor approval

CRIMINAL JUSTICE

Criminal Justice Associate of Applied Science

*Pending approval from Higher Education
Coordinating Commission (HECC)

PROGRAM MISSION

The Criminal Justice Program assists students in acquiring the skills necessary to be successful in the field of criminal justice.

PROGRAM DESCRIPTION

The Criminal Justice Program is offered completely online. Students will begin to explore the field of Criminal Justice, which includes areas such as human services, social work, juvenile justice, law enforcement, corrections, parole and probation, criminal law, and the courts. Criminal Justice is a multi-faceted field and the Criminal Justice Program provides students the opportunities to acquire and practice desired career skills such as empathy, active listening, and cultural competency to engage in ethical practices that promote human and professional growth, dignity, respect and self-determination. Candidates entering the program should have excellent organizational skills, the ability to work in a team (collaborative) setting, and a genuine desire to help others.

PROGRAM OUTCOMES

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

1. Identify the major steps of the criminal justice process and how a case proceeds through the criminal justice system, including landmark Supreme Court decisions.
2. Communicate effectively in the criminal justice system including written, verbal and nonverbal form.
3. Describe how criminal justice professionals work effectively within a diverse society.
4. Demonstrate appropriate work ethic to effectively interact with diverse persons within society with respect to culture, heritage, gender, and age.
5. Describe the importance of positive criminal justice interactions, with an emphasis on continuing dialogue between all aspects of the criminal justice system and all segments of the community.

CAREER CONSIDERATIONS

The Associate of Applied Science in Criminal Justice is designed to prepare graduates to enter occupations within the criminal justice field.

PROGRAM COURSE REQUIREMENTS

Year One

CJ 101	Introduction to Criminology	3
CJ 105	Concepts of Criminal Law	3
CJ 110	Introduction to Law Enforcement	3
CJ 114	Cultural Diversity Issues in LE	3
CJ 120	Introduction to Judicial Process	3
CJ 130	Introduction to Corrections	3

CJ 140	Introduction to Criminalistics	3
MTH 060	Introduction to Algebra	4
PSY 101 or SP 218	Psychology of Human Relations Interpersonal Communication	3
SOC 204	Introduction to Sociology	3
SP 111	Fundamentals of Public Speaking	4
WR 121*	Academic Composition	4
Approved Electives		6

Year Two

CJ 203	Crisis Intervention	1
CJ 210	Criminal Investigations	3
CJ 211	Ethics in Criminal Justice	3
CJ 226	Introduction to Constitutional Law	3
CJ 230	Introduction to Juvenile Justice System	3
CJ 240 ⁴	Criminalistics II	3
CJ 243	Narcotics and Dangerous Drugs	3
CJ 261	Introduction to Parole and Probation	3
PSY 201	General Psychology	4
PSY 202	General Psychology	4
SOC 207	Juvenile Delinquency	3
SOC 225	Social Aspects of Addiction	3
Approved Electives		9

Total Credits 90

Approved Electives

CIS 120	Introduction to Digital Literacy	4
CJ 280 ²	Cooperative Work Experience: Criminal Justice/Corrections	1-4
HS 102	Addiction Pharmacology	3
HS 227	Understanding Dysfunctional Families	3
HS 267	Cultural Competence in Human Services	3
LA 102	Legal Terminology	3
PS 201	US Government	3
PS 202	US Government	3
PS 203	US Government	3
WR 227	Technical Writing	4

* A grade of C or better must be attained in these courses

⁺ Any unlisted CJ classes may be applied as approved electives

² Four (4) credits of CJ 280 can be applied to AAS degree

⁴ Prerequisite: CJ 140 or instructor approval

DENTAL ASSISTING

Dental Assisting One-Year Certificate

PROGRAM MISSION

The Dental Assisting program inspires confidence by combining relevant instruction with a learning environment that reflects the earning environment.

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, 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	Introduction to Digital Literacy	4
MTH 060	Introduction to Algebra or higher	4
PSY 101	Psychology of Human Relations	3
WR 115	English Composition: Introduction to (or higher) Expository Writing	4

Required Prerequisite Credits 15

Year One

Required 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 190	Dental Office Procedures	3
DA 210	Dental Radiology I	4
DA 211	Dental Radiology II	3
DA 280	Cooperative Work Experience: Dental Assisting	1
DA 280	Cooperative 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 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:

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

CHILDHOOD DEVELOPMENT CAREER Pathway Certificate

PROGRAM MISSION

The mission of the Early Childhood Education (ECE) Program is to partner with our community to prepare high quality early childhood education providers to meet the cognitive, social, emotional and physical needs of a diverse population of children ages birth to five by offering opportunities for students to both learn theory and put theory and skills to practice in early childhood settings.

PROGRAM DESCRIPTION

The Child Development Career Pathway Certificate program is designed for students just entering the early care and education field, and those already employed in childcare, but who need an immediate certificate to continue working in an Oregon licensed facility. Students completing the CDC Pathway certificate will achieve Step 7.5 on the Oregon Registry Steps for the Oregon Center for Career Development in Childhood Care and Education have a strong foundational knowledge of child development for children age 0-8. The CDC pathway certificate aligns with the requirements for an Infant/Toddler CDA. Graduates may continue to seek the One-Year Certificate, AS, or AAS degree seamlessly, since all of the certificate classes are wholly contained within the degree program.

PROGRAM OUTCOMES

After students complete this certificate they will be able to:

1. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development in context
2. Develop respectful & reciprocal connections with families that support and empower families and involve all families in their student's development and learning
3. Demonstrate foundational knowledge of why it is important to use responsible assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Apply developmentally, culturally, and linguistically appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Develop academic content to design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate professionalism as an early childhood educator with behavior reflective of ethical guidelines and professional practices associated with early childhood careers

*Pending approval from Higher Education Coordinating Commission (HECC)

CAREER CONSIDERATIONS

Students in the Child Development Career Pathway certificate program receive education and experience around the foundational knowledge for child development age 0-6 with a specific focus with infants and toddlers age three and under. Our Child Development Career Pathway certificate program focuses on seven crucial learning outcomes to help prepare students for working with young children and their families.

Courses offered in the Child Development Career certificate program are also excellent for parents, expecting families, and anyone associated or working with families and young children.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 140	Introduction to ECE	3
ECE 178	Observing and Guiding Behavior	3
ECE 230	Health, Safety, & Nutrition for the Young Child	3
ECE 244	Individualized Learning for Preschoolers	3
HDFS 225	Child Development	3
HDFS 226	Infant and Toddler Development	3

Total Credits 26

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler's Certificate
- Students will need to complete either ECE 140, or HDFS 225 before beginning practicum courses

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION One-Year Certificate

PROGRAM MISSION

The mission of the UCC Early Childhood Education program is to partner with our community to prepare high quality early childhood education providers to meet the cognitive, social, emotional and physical needs of a diverse population of children ages birth to five by offering opportunities for students to both learn theory and put theory and skills to practice in early childhood settings.

PROGRAM DESCRIPTION

The Early Childhood Education One-Year Certificate program prepares students to work as a teacher or aid with children age 0-6. Upon completion of the Early Childhood Education One-Year Certificate, students will achieve Step 8 on the Oregon Registry Steps for the Oregon Center for Career Development in Childhood Care and Education.

PROGRAM OUTCOMES

Students who successfully complete the Early Childhood Education One Year Pathway Certificate will have the foundational knowledge to support their work towards:

1. Creating healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development in context
2. Build respectful, reciprocal partnerships with families and the community that support and empower families and involve all families in their student's development and learning
3. Describe the importance of assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Explain developmentally, culturally, and linguistically appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Discuss how to create academic content that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate professionalism as an early childhood educator with behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS

Students in the One-Year ECE Certificate program receive education and experience to support their work in a variety of early childhood education and care settings. These settings include both public and private infant toddler centers, preschools, private kindergartens, and in-home care settings. Course work in this certificate can be applied to either the AAS or AS degrees. Our One-Year ECE certificate program focuses on seven crucial learning outcomes to help prepare students for working with young children and their families.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 140	Introduction to ECE	2
ECE 150	Creative Activities	3
ECE 178	Observing and Guiding Behavior	3
ECE 154	Literature and Language for Children	3
ECE 230	Health, Safety, & Nutrition for the Young Child	3
ECE 244	Individualized Learning for Preschoolers	3
HDFS 225	Child Development	3
HDFS 226	Infant and Toddler Development	3
HDFS 228	The Exceptional Child	3
HDFS 240	Contemporary American Family	3
PSY 130	Understanding Child Behavior	3
MTH 60	Introduction to Algebra (or higher)	4
WR 121	Academic Composition	4

Total Credits 49

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler's Certificate
- Students will need to complete either ECE 140, or HDFS 225 before beginning practicum courses

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD DEVELOPMENT

Associate of Science

PROGRAM MISSION

The mission of the UCC Early Childhood Education program is to partner with our community to prepare high quality early childhood education providers to meet the cognitive, social, emotional and physical needs of a diverse population of children ages birth to five by offering opportunities for students to both learn theory and put theory and skills to practice in early childhood settings.

PROGRAM DESCRIPTION

The Early Childhood Education Associate of Science Degree program prepares students to work with young children from birth to kindergarten. The Associate of Science degree in Early Childhood Development has been developed with the cooperation and support of Southern Oregon University (SOU). The degree is fully articulated with SOU's Early Childhood Development (ECD) program and allows students to transfer directly as juniors and be able to begin the ECD coursework at SOU with no loss of credits to pursue a bachelor's degree. Students completing the ECE Associate of Science degree will achieve Step 9 on the Oregon Registry Steps for the Oregon Center for Career Development in Childhood Care and Education.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Science degree in Early Childhood Development will be able to:

1. Transfer credits to baccalaureate degree programs at four year institutions. The AS ECE degree is fully accredited with Southern Oregon University's Early Childhood Development program
2. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development in context
3. Create respectful, reciprocal family-teacher partnerships and community connections that support and empower families and involve all families in their student's development and learning
4. 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.
5. Implement an array of developmentally, culturally, and linguistically appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
6. Integrate their knowledge, application, and the implementation of academic content to design, execute and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child

7. Demonstrate their professionalism as an early childhood educator with behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS

Graduates of the ECE AS transfer degree program will learn specific skills and knowledge that are imperative in working with infants, toddlers, young children, and their families in a variety of early childhood education and care settings.

This degree is built specifically for students wanting to transfer to a four year university. Course work and practical work experience emphasize knowledge of the growth and development of young children, guidance skills, and curriculum planning that supports positive social/emotional, cognitive, mental, and physical development. These skills can be applied to multiple degree paths at four year universities. Our ECE AS transfer degree program focuses on seven crucial learning outcomes to help prepare students for courses and degrees in four year universities in a variety of career choices that work with young children and their families.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 140	Introduction to ECE	3
ECE 150	Creative Activities	3
ECE 154	Literature and Language for Children	3
ECE 178	Observing and Guiding Behavior	3
ECE 230	Health, Safety, and Nutrition for the Young Child	3
ECE 244	Individual Learning for Preschoolers	3
HDFS 225	Child Development	3
HDFS 226	Infant and Toddler Development	3
HDFS 228	The Exceptional Child	3
HDFS 240	Contemporary American Family	3
PSY 130	Understanding Child Behavior	3
WR 121	Academic Composition	4
Elective Credits		9

EARLY CHILDHOOD EDUCATION, continued**EARLY CHILDHOOD DEVELOPMENT**

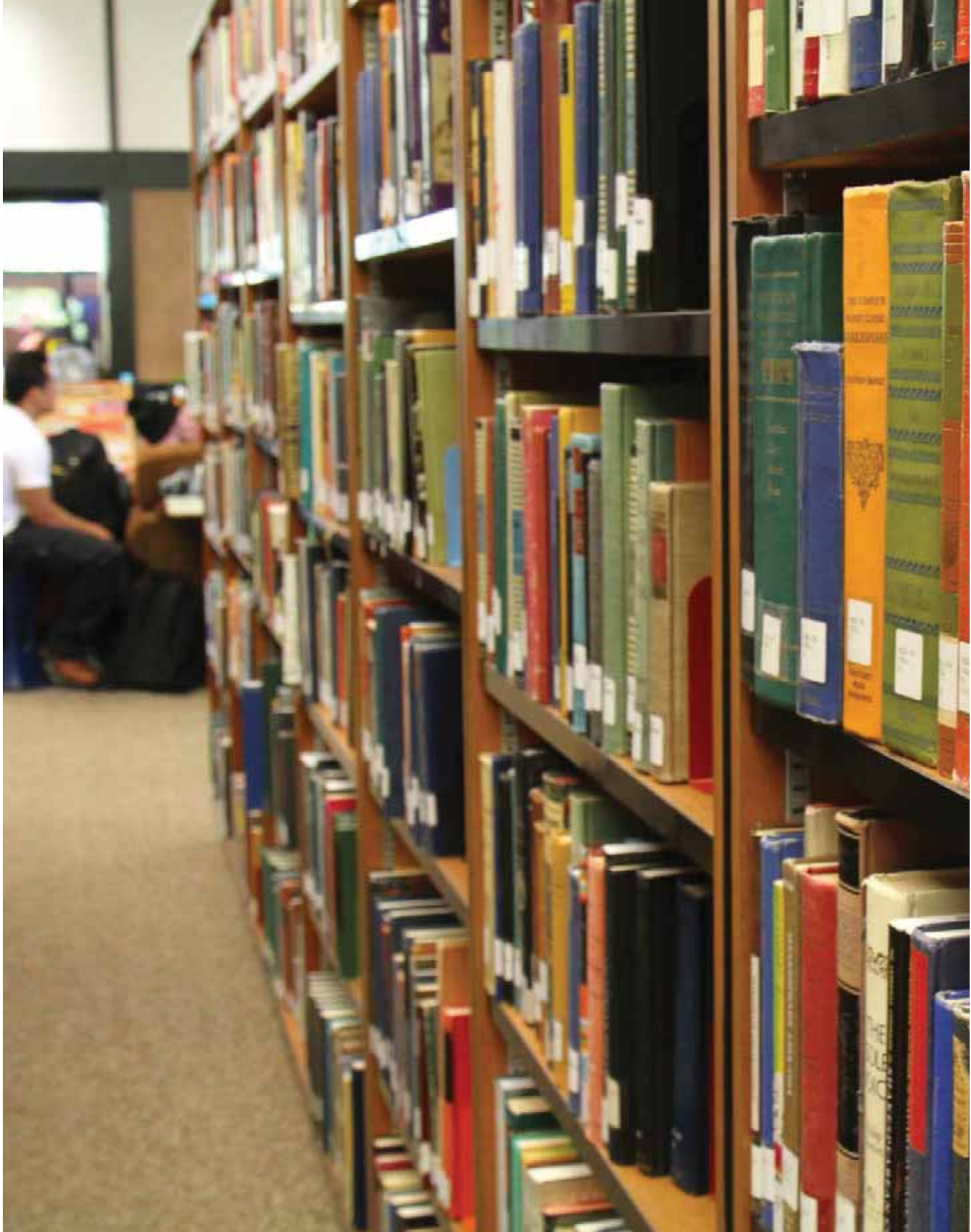
Associate of Science

Year Two

ECE 103	Seminar/Practicum III	4
ECE 104	Seminar/Practicum IV	4
ECE 240	Lesson & Curriculum Planning	3
ECE 247	Admin of Childcare Centers	3
ED 258	Multicultural Education	3
HPE 295	Wellness & Health Assessment	3
MTH 211	Fund of Elem Math I	4
MTH 212	Fund of Elem Math II	4
SP 111	Fundamentals of Public Speaking,	
OR SP 218	Interpersonal Communication	4
PSY 101	Psychology of Human Relations	3
WR 122	Argument, Research and Multimodal Composition	4
Elective Credits		15

Total Credits 105**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.
- Students will need to complete either ECE 140, or HDFS 225 before beginning practicum courses



EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD EDUCATION

Associate of Applied Science

PROGRAM MISSION

The mission of the UCC Early Childhood Education program is to partner with our community to prepare high quality early childhood education providers to meet the cognitive, social, emotional and physical needs of a diverse population of children ages birth to five by offering opportunities for students to learn theory and put theory and skills to practice in early childhood settings.

PROGRAM DESCRIPTION

The Early Childhood Education Associate of Applied Science Degree program prepares students to work with infants, toddlers, and preschool aged children in both public and private school settings. Students completing the ECE Associate of Applied Science degree will achieve Step 9 on the Oregon Registry Steps for the Oregon Center for Career Development in Childhood Care and Education.

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 in context
2. Create respectful, reciprocal family-teacher partnerships and community connections 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. Demonstrate an array of developmentally, culturally, and linguistically appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Apply and integrate academic content to design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate their professionalism as an early childhood educator with behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS

Graduates of the ECE AAS degree will learn specific skills and knowledge that are imperative in working with infants, toddlers, young children, and their families in a variety of early childhood education and care settings. These settings include both public and private infant toddler centers, preschools, private kindergartens, and in-home care settings.

www.umpqua.edu

The ECE AAS course work and practical work experience focuses on obtaining knowledge and understanding of the growth and development of young children, guidance skills, and curriculum planning that supports positive social/emotional, cognitive, mental, and physical development in children. Our ECE AAS degree program focuses on seven crucial learning outcomes to help prepare students for working with young children and their families.

PROGRAM COURSE REQUIREMENTS

Year One

ECE 101	Seminar/Practicum I	4
ECE 102	Seminar/Practicum II	4
ECE 140	Introduction to ECE	2
ECE 150	Creative Activities	3
ECE 154	Literature and Language for Children	3
ECE 178	Observing and Guiding Behavior	3
ECE 230	Health, Safety, and Nutrition for the Young Child	3
ECE 244	Individual Learning for Preschoolers	3
HDFS 225	Child Development	3
HDFS 226	Infant and Toddler Development	3
HDFS 228	The Exceptional Child	3
HDFS 240	Contemporary American Family	3
PSY 130	Understanding Child Behavior	3
WR 121	Academic Composition	4

Year Two

ECE 103	Seminar/Practicum III	4
ECE 104	Seminar/Practicum IV	4
ECE 240	Lesson & Curriculum Planning	3
ECE 247	Admin of Childcare Centers	3
ED 258	Multicultural Education	3
HDFS 201	Individual & Family Development	3
MTH 60	Introduction to Algebra (Or higher)	4
MUS 202 or Choose		3
PSY 101	Psychology or Human Relations	3
SOC 204	Introduction to Sociology	3
SOC 205	Institutions of Social Change	3
Electives		9

Total Credits 90

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler's Certificate
- Students will need to complete either ECE 140, or HDFS 225 before beginning practicum courses

EMERGENCY MEDICAL SERVICES

Emergency Medical Services Pathway Certificate

PROGRAM MISSION

The Emergency Medical Technician (EMT) pathway certificate strives to prepare competent, entry-level EMTs with cognitive, psychomotor, and affective learning domains.

PROGRAM DESCRIPTION

Our program is committed to providing high quality initial emergency medical services 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

PROGRAM OUTCOMES

Students who successfully complete the Emergency Medical Services Pathway Certificate will:

1. Perform accurate scene safety and patient assessments in emergency medical situations
2. Use oral and written skills to communicate effectively with patients, families, and members of the health care system
3. Perform all Basic Life Support (BLS) skills in a safe and timely manner maintaining personal and professional well-being while ensuring patient safety
4. Demonstrate appropriate emergency medical and technical knowledge as required in emergency medical situations.
5. Apply professional values and ethical behaviors individually and as a team member of a team in providing emergency medical care
6. Apply legal knowledge and medical ethics in all patient care situations

CAREER CONSIDERATIONS

The EMT career pathway certificate 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

EMS 151	EMT Part 1	6
EMS 152	EMT Part 2	6
ES 101	Principles of Emergency Services	3

Total Credits 15

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

*Pending approval from Higher Education Coordinating Commission (HECC)

PROGRAM MISSION

The EMS Program strives to prepare competent, entry-level EMTs and Paramedics with cognitive, psychomotor, and affective learning domains.

PROGRAM DESCRIPTION

Our program is committed to providing high quality initial emergency medical services 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 (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
caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088
(214) 703-8445 FAX (214) 703-8992
coaemsp.org

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Paramedicine will:

1. Perform accurate scene safety and patient assessments in emergency medical situations
2. Use oral and written skills to communicate effectively with patients, families, and members of the health care system
3. Perform all basic and advanced skills in a safe and timely manner maintaining personal and professional well-being while ensuring patient safety
4. Demonstrate appropriate emergency medical and technical knowledge as required in emergency medical situations
5. Apply professional values and ethical behaviors individually and as a team member of a team in providing emergency medical care
6. Apply legal knowledge and medical ethics in all patient care situations

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	6
EMS 152	EMT Part 2	6
EMS 180	Crisis Intervention	3
ES 101	Principles of Emergency Services	3
ES 113	Emergency Services Rescue	3
MED 111	Medical Terminology	3
MTH 95	Intermediate Algebra	4
or MTH 098 or Higher		
PSY 101	Psych of Human Relations	3
SP 111 or higher	Fundamentals of Public Speaking	4
WR121	Academic Composition	4

Year Two

EMS 251	Paramedic Lab Part 1	3
EMS 252	Paramedic Lab Part 2	3
EMS 253	Paramedic Lab Part 3	3
EMS 261	Paramedic Clinical Experience Part 1	4
EMS 262	Paramedic Clinical Experience Part 2	4
EMS 263	Paramedic Field Internship	8
EMS 201	Pathophysiology	2
EMS 211	General Pharmacology	2
EMS 231	Medical Emergencies Part 1	4
EMS 241	Basic Electrocardiography	2
EMS 212	Emergency Pharmacology	2
EMS 232	Medical Emergencies Part 2	4
EMS 242	Advanced Electrocardiography	2
EMS 233	Trauma Emergencies	4
EMS 243	Special Populations	4

*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) 102

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

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

AS Degree (90 credit minimum)

- Engineering
- Surveying & Geomatics

ENGINEERING

Drafting Pathway Certificate

PROGRAM MISSION

The Drafting Pathway Certificate program prepares students with the knowledge and skills to use Computer Assisted Drafting (CAD).

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. Demonstrate functional use of 3D computer-aided drafting and design software used for a variety of drawing techniques

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: Introduction to GIS	4
VC 114	Introduction to InDesign	3
WLD 140	Blueprint Reading & Sketching	3

ENGINEERING

Geographic information Systems Pathway Certificate

PROGRAM MISSION

The Geographic Information System (GIS) Pathway Certificate program prepares students with the foundational knowledge and skills to apply GIS concepts.

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 Geographic Information Systems will:

1. Utilize modern measurement technologies to acquire spatial data

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	GIS: Introduction to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4

Total Credits 12

ENGINEERING

Surveying Pathway Certificate

PROGRAM MISSION

The Surveying Pathways Certificate program prepares students with the foundational knowledge and skills in Surveying

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. Utilize modern measurement technologies to acquire spatial data

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	Surveying II	4
SUR 163	Route Surveying	4
SUR 242	Land Description and Cadastre	3
MTH 112	Elementary Functions	4

Total Credits 19

ENGINEERING

Water Quality Technician Pathway Certificate

PROGRAM MISSION

The Water Quality Technician Pathway Certificate prepares students with the foundational knowledge and skills in Water Quality Operations.

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. Demonstrate operating principles of a range of unit processes for environmental control
2. Obtain ABET Accreditation

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	Wastewater Collection	3
WQT 260	Water Treatment	3
WQT 261	Water Distribution	4

Total Credits 13

ENGINEERING

Engineering & Drafting Technician Certificate

PROGRAM MISSION

The Engineering and Drafting Technician Completion Certificate program prepares students with the foundational knowledge and skills to work as a technician in engineering, architectural, public works, and construction environments.

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. Participate effectively as a member of a technical team
2. Utilize modern measurement technologies to acquire spatial data
3. Demonstrate functional use of 3D computer-aided drafting and design software used for a variety of drawing techniques

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	GIS: Introduction to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4
SUR 161	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

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ENGINEERING

Civil Engineering & Surveying Technology Associate of Applied Science

PROGRAM MISSION

The Civil Engineering & Surveying Technology program prepares students to incorporate advanced technologies into a wide-range of career pathways.

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. Solve well-designed engineering problems using integrated STEM concepts
2. Examine and design viable engineering solutions for well-defined technical problems
3. Demonstrate multiple forms of communication in well-defined technical and non-technical environments based on appropriate research
4. Conduct and analyze standard test, measurements, and experiments, culminating in the interpreting and reporting of results
5. Participate effectively as a member of a technical team
6. Demonstrate functional use of 3D computer-aided drafting and design software used for a variety of drawing techniques

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	GIS: Introduction to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4
SUR 161	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*		9-12

General Education Requirements

MTH 251	Calculus I	5
MTH 252	Calculus II	4
SP 111	Fundamentals of Public Speaking	4
WR 227	Technical Report Writing	4

Year Two Credits (minimum) 46

*** Approved Program Electives (Select at least 3 of the following):**

SUR 162	Surveying II	4
SUR 163	Route Surveying	4
SUR 242	Land Description & Cadastre	3
WQT 227	Wastewater Treatment	3
WQT 228	Wastewater Collection	3
WQT 260	Water Treatment	3
WQT 261	Water Distribution	4

ENGINEERING

Civil Engineering & Surveying Technology Applied Surveying Option Associate of Applied Science

PROGRAM MISSION

The Applied Surveying Option of the Civil Engineering & Surveying Technology program prepares students with the foundation to enter the workforce with a working knowledge of surveying and geomatics.

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

In addition to the learning outcomes for the Completion Certificate as an Engineering & Drafting Technician, students that complete the Applied Surveying Option AAS degree in Civil Engineering & Surveying Technology will also:

1. Demonstrate multiple forms of communication in well-defined technical and non-technical environments based on appropriate research
2. Conduct and analyze standard test, measurements, and experiments, culminating in the interpreting and reporting of results
3. Participate effectively as a member of a technical team
4. Demonstrate functional use of 3D computer-aided drafting and design software used for a variety of drawing techniques
5. Utilize modern measurement technologies to acquire spatial data

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	GIS: Introduction to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4
SUR 161	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	Surveying II	4
SUR 163	Route Surveying	4
SUR 242	Land Description & Cadastre	3

General Education Requirements

SP 111	Fundamentals of Public Speaking	4
WR 227	Technical Writing	4

Year Two Credits 44

*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 MISSION

The Applied Water Quality Option of the Civil Engineering & Surveying Technology program prepares students with the foundation to enter the workforce with a working knowledge of water quality operations.

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 Applied Water Quality Option AAS degree in Civil Engineering & Surveying Technology will also:

1. Demonstrate multiple forms of communication in well-defined technical and non-technical environments based on appropriate research
2. Conduct and analyze standard test, measurements, and experiments, culminating in the interpreting and reporting of results
3. Participate effectively as a member of a technical team
4. Demonstrate functional use of 3D computer-aided drafting and design software used for a variety of drawing techniques
5. Explain operating principles of a range of unit processes for environmental control

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	GIS I: Introduction to Geographic Systems	4
GIS 235	GIS II: Analysis and Applications	4
SUR 161	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	Wastewater Collection	3
WQT 260	Water Treatment	3
WQT 261	Water Distribution	4
WQT 280	Cooperative Work Experience*	24

General Education Requirements

SP 111	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 Science

PROGRAM MISSION

The Engineering transfer program provides a balanced pre-engineering curriculum to prepare students for transfer to a bachelor's degree program.

PROGRAM DESCRIPTION

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. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
3. Demonstrate ability to communicate effectively with a range of audiences
4. Take part in participating on teams whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
5. Develop and utilize appropriate experimentation, analyze and interpret data, and make use of engineering judgment to draw conclusions
6. Discover and make use of new knowledge as needed, using appropriate learning strategies

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	Fundamentals of 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	Computer Aided Drafting (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	General Physics w/Calculus	5
PH 212	General Physics 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	Microeconomics	4
ECON 202	Microeconomics	4
ENGR 201	Electrical Fund I	4

ENGINEERING, continued**Engineering**
Associate of Science

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 Introduction to GIS	4
GIS 235	GIS II Data Anal & Apps	4
HPE 295	Wellness & Health	3
MFG 111	Machine Shop Practice I	3
MFG 112	Machine Shop Practice II	3
MTH 231	Elements of Discrete Mathematics I	4
MTH 253	Calculus III	4
MTH 254	Vector Calculus I	4
MTH 256	Differential Equations	4
MTH 261	Introduction to Linear Algebra	2
MTH 265	Statistics for Scientists & Engineers	4
PH 213	General Physics w/Calculus	5
PHL 202	Ethics	3
SOIL 205	Soils Science Lecture	3
SOIL 206	Soils Science Lab	1
SUR 161	Surveying I	4
SUR 162	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 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

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Core Program Requirements²

DRF 112 ³	Computer Aided Drafting (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 Electives²

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	General Physics w/Calculus	5
PH 212	General Physics w/Calculus	5

Program Specific Electives²

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:

- 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
- 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: umpqua.edu/engineering Advising guides can be developed for other majors and transfer universities.
- 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.
- 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 MISSION

The Surveying and Geomatics transfer program provides a balanced pre-surveying and geomatics curriculum to prepare students for transfer to a bachelor's degree program at Oregon Tech (OIT).

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. Identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2. Demonstrate ability to communicate effectively with a range of audiences
3. Take part in participating on teams whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
4. Develop and utilize appropriate experimentation, analyze and interpret data, and make use of engineering judgment to draw conclusions
5. Discover and make use of new knowledge as needed, using appropriate learning strategies
6. Demonstrate introductory understanding of land surveying and geographic information systems

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 & Virtual Design	3
DRF 112	Computer Aided Drafting (CAD) I	3
ENGR 111	Orientation to Engineering	3
GIS 203	Digital World	4
GIS 234	GIS I Introduction to GIS	4
GIS 235	GIS II Data Anal & Apps	4
SUR 161	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	Introduction to Probability & Statistics	5
MTH 254	Vector Calculus I	4
PH 211	General Physics w/Calculus	4
PH 212	General Physics w/Calculus	4
PH 213	General Physics w/Calculus	4
SUR 162	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 MISSION

The Fire Science program will provide students with quality cognitive and psychomotor skills that will help prepare them to be a firefighter.

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
ES 101	Principles of Emergency Services	3
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 133	Natural Cover Fire Protection	3
FRP 135	Hazardous Materials Chemistry	2
CH 104 or CH 112	may be taken in place of FRP 135	
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 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 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
HPE 295	Wellness & Health Assessment	3
PSY 101	Psychology of Human Relations	3

*Approved Electives

*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

Forest Engineering Associate of Science

PROGRAM MISSION

The Mission of the Forestry Program is to provide graduates with an education in fundamental forestry knowledge, applied field-based skills, and professional and ethical behavior in order to be successful professionals assisting in the management of forested ecosystems for a diverse set of landscape objectives which promote environmental, social, and economic values of forests.

PROGRAM DESCRIPTION

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.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Forest Engineering AS degree will have the knowledge, skills, and abilities to:

1. Apply knowledge of mathematics, science, and engineering
2. Use the techniques, skills, and modern engineering tools necessary for engineering practice

CAREER CONSIDERATIONS

Foresters and forest managers are concerned with the overall administrative, economic, legal and social aspects and with the essentially scientific and technical aspects, especially silviculture, protection, and forest regulation.

NOTES:

* 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>

¹ NR 201 can be substituted for FOR 111

² ENGR 112 can be substituted for FOR 112

³ MTH 111 is pre-req for MTH241 and MTH 112 is pre-req for MTH 251

⁴ MTH 243 can be substituted for MTH 265

PROGRAM COURSE REQUIREMENTS

Year One

Arts & Letter Elective*		3
CH 221	General Chemistry I	5
DRF 112	Computer Aided Drafting (CAD) I	3
ENGR 111	Engineering Orientation	3
FES 241	Dendrology	4
FOR 112 ²	Problem Solving & Technology	3
FOR 111 ¹	Introduction to Forestry	3
FOR 161	Surveying I	4
FOR 234	GIS I	4
MTH 251 ³	Calculus I	5
MTH 252s	Calculus II	4
MTH 265 ⁴	Statistics for Scientists & Engineers	4
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Year One Credits (minimum) 53

Year Two

ENGR 211	Statics	4
ENGR 212	Dynamics	4
ENGR 213	Strength of Materials	4
ECON 201	Microeconomics	4
FOR 206	Soil Science Lab	1
FES 240	Forest Biology	4
MTH 254	Vector Calculus I	4
MTH 256	Differential Equations	4
PH 211	General Physics w/Calculus	5
PH 212	General Physics w/Calculus	5
SOIL 205	Soil Science Lecture	3
WR 227	Technical Writing	4

Year Two Credits (minimum) 46

Transfer advising guides are listed on the UCC website: umpqua.edu/forestry.

FORESTRY

Forest Management Associate of Science

PROGRAM MISSION

The Mission of the Forestry Program is to provide graduates with an education in fundamental forestry knowledge, applied field-based skills, and professional and ethical behavior in order to be successful professionals assisting in the management of forested ecosystems for a diverse set of landscape objectives which promote environmental, social, and economic values of forests.

PROGRAM DESCRIPTION

The Forest Management option is a classical forestry program aimed at active land management from an industrial forest land management perspective.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program Students who successfully complete the Forest Management AS degree will:

1. Demonstrate understanding of interaction of vegetation, wildlife, insects, and disease on forested landscapes
2. Demonstrate ability to identify major forest ecosystems of the PNW and describe their changes over time, with and without human influence/management

CAREER CONSIDERATIONS

Foresters and forest managers are concerned with the overall administrative, economic, legal and social aspects and with the essentially scientific and technical aspects, especially silviculture, protection, and forest regulation. Foresters are multitaskers, often addressing a variety of issues with other professionals from many different areas. The industry is growing at a rate of three percent per year, meaning that 990 jobs will be added by 2022.

NOTES:

¹ NR 201 can be substituted for FOR 111

² 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>

PROGRAM COURSE REQUIREMENTS

Year One

Arts & Letter Elective ²	3
BI 212 Principles of Biology	5
FES 241 Dendrology	4
FOR 111 ¹ Introduction to Forestry	3
FOR 112 Problem Solving & Technology	3
FOR 161 Surveying I	4
FOR 234 GIS I	4
MTH 111 College Algebra	5
MTH 112 Elementary Functions	4
MTH 243 Introduction to Probability & Statistics	5
SP 111 Fundamentals of Public Speaking	4
WR 121 Academic Composition	4

Year One Credits (minimum) 48

Year Two

Arts & Letters or Social Sciences Elective ²	6
ATS 201 Climate Science	4
CH 221 General Chemistry	5
ECON 201 Microeconomics	4
FES 240 Forest Biology	4
FOR 206 Soil Science Lab	1
FES 261 Recreation Resource Management	4
HPE 295 Health & Wellness	3
MTH 241 Calculus for Management & Social Science I or MTH 251 Calculus I	4-5
PH 201 General Physics	5
SOIL 205 Soil Science Lecture	3
WR 227 Technical Writing	4

Year Two Credits 47-48

FORESTRY

Forest Operations Associate of Science

PROGRAM MISSION

Students in the forest operations option will learn about the business, land management, and timber harvesting aspects of the forestry industry.

PROGRAM DESCRIPTION

Students learn how to actively manage lands with economic efficiency and with evolving markets and policy to provide timber and fiber for the nation. To achieve program goals, the curriculum includes a traditional forestry foundation with courses in forest biology, economics, management and operations.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Forest Operations AS degree will have the knowledge, skills, and abilities to:

1. Demonstrate knowledge of business laws by being able to apply them to common business practices conducted in a contracting relationship
2. Demonstrate the ability to apply appropriate knowledge of surveying and mapping tools to implement forest operations by being able to survey and map roads, critical habitat and other common forest features
3. Demonstrate understanding of forest ecology and silviculture principles to understand how forests and forested watersheds respond to natural disturbances or management activities
4. Develop skills in geospatial analysis, basic surveying, mapping, and GIS
5. Demonstrate ability to measure and inventory forest vegetation with precision and accuracy

CAREER CONSIDERATIONS

Forest operations professionals often become land managers of commercially productive public and private lands. They focus on planning and managing timber harvests as well as purchasing and selling forest products. They work outside and with others who care about the health of our forests, economy and people.

NOTES:

¹ NR201 can be substituted for FOR111

² 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>

PROGRAM COURSE REQUIREMENTS

Year One

Arts & Letter Elective ²		3-4
BI 212	Principles of Biology	5
FES 241	Dendrology	4
FOR 111 ¹	Introduction to Forestry	3
FOR 112	Problem Solving & Technology	3
FOR 161	Surveying I	4
FOR 234	GIS I	4
MTH 111	College Algebra	5
MTH 112	Elementary Functions	4
MTH 243	Introduction to Probability & Statistics	5
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Year One Credits (minimum) 47-48

Year Two

Arts & Letters or Social Sciences Elective ²		3
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
CH 221	General Chemistry	5
ECON 201	Microeconomics	4
FES 240	Forest Biology	4
FOR 206	Soil Science Lab	1
MTH 241 or MTH 251	Calculus for Management & Social Science I Calculus I	4-5
PH 201	General Physics	5
SOIL 205	Soil Science Lecture	3
WR 227	Technical Writing	4

Year Two Credits 46-47

FORESTRY

Forest Restoration and Fire Associate of Science

PROGRAM MISSION

The Forest Restoration and Fire option prepares students with skills needed to engage in forest disturbance management and processes including wildfire, landslides, insects and disease.

PROGRAM DESCRIPTION

Graduates will have the knowledge and the skillset to incorporate natural processes, including disturbance, into active forest management planning. Disturbance processes are important considerations in any actively managed forest, regardless of the specific management objective.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Forest Restoration & Fire AS degree will have the knowledge, skills, and abilities to:

1. Demonstrate an understanding of the role of active adaptive management on forested landscapes when outcomes are uncertain
2. Demonstrate an understanding of the management of ecosystems in an era of rapid change including change in climate patterns, land use patterns, and political and social institutions
3. Demonstrate understanding of forest ecology and silviculture principles to understand how forests and forested watersheds respond to natural disturbances or management activities
4. Develop skills in geospatial analysis, basic surveying, mapping, and GIS
5. Demonstrate ability to measure and inventory forest vegetation with precision and accuracy

CAREER CONSIDERATIONS

Forest Restoration and Fire graduates may become professional foresters, field technicians, wildland firefighters, fire ecologists, forest pathologists, or entomologists.

NOTES:

¹ NR 201 can be substituted for FOR 111

² ne 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>

PROGRAM COURSE REQUIREMENTS

Year One

Arts & Letter Elective ²		3-4
BI 212	Principles of Biology	5
FOR 111 ¹	Introduction to Forestry	3
FES 241	Dendrology	4
FOR 112	Problem Solving & Technology	3
FOR 161	Surveying I	4
FOR 234	GIS I	4
MTH 111	College Algebra	5
MTH 112	Elementary Functions	4
MTH 243	Introduction to Probability & Statistics	5
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Year One Credits (minimum) 47-48

Year Two

Arts & Letters or Social Sciences Elective ²		6
ATS 201	Climate Science	4
CH 221	General Chemistry	5
ECON 201	Microeconomics	4
FES 240	Forest Biology	4
FES 261	Recreation Resource Management	4
FOR 206	Soil Science Lab	1
HPE 295	Health & Wellness	3
MTH 241 or MTH 251	Calculus for Management & Social Science I Calculus I	4-5
PH 201	General Physics	5
SOIL 205	Soil Science Lecture	3
WR 227	Technical Writing	4

Subtotal Credits 47-48

FORESTRY

Renewable Materials: Advanced Wood Manufacturing Associate of Science

PROGRAM MISSION

The advanced wood manufacturing option allows students to tailor their degree to their interests. This option is completely unique to Oregon State and in high demand throughout the industry. Advanced manufacturing students study the latest technologies throughout the wood products industry. Graduates are highly-sought after and set apart to fill a need for entry-level positions throughout the Pacific Northwest and the rest of the country. Once in the industry, students make everything from advanced wood products to cabinetry.

PROGRAM DESCRIPTION

The Advance Wood Manufacturing 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.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Renewable Materials: Advanced Wood Manufacturing AS degree in Forestry will have the knowledge, skills, and abilities to:

1. Demonstrate ability to find, compile, analyze and communicate technical information
2. Demonstrate basic knowledge of wood and similar renewable materials that make them challenging to utilize as industrial and building materials
3. Apply knowledge of mathematics, science, and engineering
4. Demonstrate a combination of technical and business acumen that allows effective management of process and people

CAREER CONSIDERATIONS

Advanced wood manufacturing professional often work as supervisors and leaders at sawmills or engineered wood products facilities.

NOTES:

- ¹ NR 201 can be substituted for FOR 111
- ² ENGR 112 can be substituted for FOR 112
- ³ MTH 111 is pre-req for MTH 241 and MTH 112 is pre-req for MTH 251
- ⁴ 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>

PROGRAM COURSE REQUIREMENTS

Year One

CH 104 or CH 221	Introductory Chemistry General Chemistry	4-5
CH 105 or CH 222	Introductory Chemistry General Chemistry	4-5
CH 106 or CH 223	Introductory Chemistry General Chemistry	4-5
ENGR 111	Engineering Orientation I	3
ENGR 245	Engineering Graphics: SolidWorks	3
FOR 111 ¹	Introduction to Forestry	3
FOR 112 ²	Problem Solving & Technology	3
MTH 251 ³	Calculus I	5
MTH 252	Calculus II	4
MTH 265	Statistics for Scientists & Engineers	4
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Year One Credits (minimum) 45-48

Year Two

Arts & Letter Elective ⁴		3-4
BA 212	Principles of Accounting II	3
BA 213	Principles of Accounting II	3
ECON 201	Microeconomics	4
ECON 202	Macroeconomics	4
FES 240	Forest Biology	4
HPE 295	Health & Wellness	3
PH 211	General Physics w/Calculus	5
PH 212	General Physics w/Calculus	5
PH 213	General Physics w/Calculus	5
WR 227	Technical Writing	4

Year Two Credits 46-47

FORESTRY

Renewable Materials: Art and Design Associate of Science

PROGRAM MISSION

Students in the art and design option are concerned about wood products on an aesthetic level. This option prepares students to engage with renewable materials on an aesthetic level, whether as interior designers, fine artists or entrepreneurs. Students will gain an in-depth knowledge of how renewable materials can function visually within the human space. In addition, students will achieve an understanding of green building materials and green architecture. Graduates will be prepared to start their own design-centered businesses or consult others. This option prepares students to engage with renewable materials on an aesthetic level, whether as interior designers, fine artists or entrepreneurs.

PROGRAM DESCRIPTION

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 Renewable Materials: Art and Design AS degree in Forestry will have the knowledge, skills, and abilities to:

1. Demonstrate ability to find, compile, analyze and communicate technical information in a concise format
2. Demonstrate basic knowledge of wood and similar renewable materials and relevant utilization challenges
3. Understand types and functions of renewable materials within the human space. (does space also mean environment)
4. Engage with renewable materials on an aesthetic level marketing programs for green products

CAREER CONSIDERATIONS

Art and Design professionals work in construction, fabrication, and architecture fields. They also work as urban and regional planners.

NOTES:

- ¹ NR 201 can be substituted for FOR 111
- ² ENGR 112 can be substituted for FOR 112
- ³ MTH 111 is pre-req for MTH241 and MTH 112 is pre-req for MTH 251
- ⁴ MTH 265 can be substituted for MTH 243
- ⁵ 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>

PROGRAM COURSE REQUIREMENTS

Year One

ART 115	Art & Design Foundations: 2D	4
ART 291	Sculpture	3
CH 104 or CH 221	Introductory Chemistry General Chemistry	4-5
CH 105 or CH 222	Introductory Chemistry General Chemistry	4-5
ENGR 111	Engineering Orientation I	3
ENGR 245	Engineering Graphics: SolidWorks	3
FOR 111 ¹	Introduction to Forestry	3
FOR 112 ²	Problem Solving & Technology	3
MTH 111 ³ or MTH 112 ³	College Algebra Elementary Functions	5
MTH 241 ⁴ or MTH 251 ⁴	Calculus for Management & Social Science I Calculus I	4-5
MTH 243 ⁴	Introduction to Probability & Statistics	5
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Year One Credits (minimum) 46-49

Year Two

Arts & Letter Elective ⁵		3
Arts & Letter or Social Science Elective ⁵		3-4
ART 117	Art & Design Foundations: 3D	4
ART 131	Introduction to Drawing: Line & Gesture	3
ART 234	Figure Drawing	3
DRF 112	Computer Aided Drafting (CAD) I	3
DRF 113	Computer Aided Drafting (CAD) II	3
ECON 201	Microeconomics	4
FES 240	Forest Biology	4
HPE 295	Health & Wellness Assessment	3
VC 114	Introduction to InDesign	3
WR 227	Technical Writing	4

Year Two Credits 43-44

FORESTRY

Renewable Materials: Marketing and Management Associate of Science

PROGRAM MISSION

The Marketing and Management option provides students with the skills to manage organizations or devise new marketing strategies to compete in the global wood products industry. Students study business principles and how to apply them to growing wood products industry. They may initially go into sales for a wood products company, or other business-related positions. Their knowledge of the science and structure of wood will give them a leg up in the job market.

PROGRAM DESCRIPTION

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.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Renewable Materials: Marketing and Management AS degree in Forestry will have the knowledge, skills, and abilities to:

1. Demonstrate ability to find, compile, analyze and communicate technical information
2. Demonstrate basic knowledge of wood and similar renewable materials that make them challenging to utilize as industrial and building materials
3. Recognize the diverse complexity of the Renewable Materials industry, and the challenges it faces with balancing business and environmental goals
4. Develop an understanding of innovative and effective marketing programs for green products

CAREER CONSIDERATIONS

Marketing and Management professionals work as business leaders in the forest products sector.

NOTES:

- ¹ NR 201 can be substituted for FOR 111
- ² ENGR 112 can be substituted for FOR 112
- ³ MTH 111 is pre-req for MTH241 and MTH 112 is pre-req for MTH 251
- ⁴ 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>

PROGRAM COURSE REQUIREMENTS

Year One

CH 104 or CH 221	Introductory Chemistry General Chemistry	4-5
CH 105 or CH 222	Introductory Chemistry General Chemistry	4-5
ENGR 111	Engineering Orientation I	3
ENGR 245	Engineering Graphics: SolidWorks	3
FES 241	Dendrology	4
FOR 111 ¹	Introduction to Forestry	3
FOR 112 ²	Problem Solving & Technology	3
MTH 111 or MTH 112	College Algebra Elementary Functions	5
MTH 241 ³ or MTH 251 ³	Calculus for Management & Social Science I Calculus I	4-5
MTH 243	Introduction to Probability & Statistics	5
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Year One Credits (minimum) 45

Year Two

Arts & Letter Elective ⁴		3-4
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 201	Microeconomics	4
ECON 202	Macroeconomics	4
FES 240	Forest Biology	4
HPE 295	Health & Wellness	3
VC 114	Introduction to InDesign	3
WR 227	Technical Writing	4

Year Two Credits 42-43

FORESTRY

Renewable Materials: Science and Engineering Associate of Science

PROGRAM MISSION

The Science and Engineering option focuses on science, technology and engineering when it comes to working with wood products. Students gain a strong understanding of where wood products come from, and test renewable materials to determine how we can use them in new and innovative ways. Students learn in woodshops, labs and even test materials in our climate rooms and earthquake testing room.

PROGRAM DESCRIPTION

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.

PROGRAM OUTCOMES

This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Renewable Materials: Science and Engineering AS degree in Forestry will have the knowledge, skills, and abilities to:

1. Demonstrate ability to find, compile, analyze and communicate technical information in a concise format
2. Demonstrate basic knowledge of wood and similar renewable materials that make them challenging to utilize as industrial and building materials
3. Understand the source of wood products and how they are utilized
4. The ability to solve complex problems and create efficiencies for the application of renewable materials

CAREER CONSIDERATIONS

Science and Engineering degree option professionals are prepared to work in a variety of technical manufacturing positions.

NOTES:

- ¹ NR 201 can be substituted for FOR 111
- ² ENGR 112 can be substituted for FOR 112
- ³ MTH 111 is pre-req for MTH241 and MTH 112 is pre-req for MTH 251
- ⁴ MTH 265 can be substituted for MTH 243
- ⁵ 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>

PROGRAM COURSE REQUIREMENTS

Year One

CH 104 or CH 221	Introductory Chemistry General Chemistry	4-5
CH 105 or CH 222	Introductory Chemistry General Chemistry	4-5
CH 106 or CH 223	Introductory Chemistry General Chemistry	4-5
ENGR 111	Engineering Orientation I	3
ENGR 245	Engineering Graphics: SolidWorks	3
FOR 111 ¹	Introduction to Forestry	3
FOR 112 ²	Problem Solving & Technology	3
MTH 251 ³	Calculus I	5
MTH 252	Calculus II	4
MTH 265 ⁴	Statistics for Scientists & Engineers	4
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4

Year One Credits (minimum) 45-48

Year Two

Arts & Letter Elective ⁵		3-4
BA 226	Business Law	4
ECON 201	Microeconomics	4
ECON 202	Macroeconomics	4
FES 240	Forest Biology	4
HPE 295	Health & Wellness	3
MTH 254	Vector Calculus I	4
PH 211	General Physics w/Calculus	5
PH 212	General Physics w/Calculus	5
PH 213	General Physics w/Calculus	5
WR 227	Technical Writing	4

Year Two Credits 45-46

HUMAN SERVICES

Addiction Studies Certificate

PROGRAM MISSION

The Addiction Studies Program will provide the academic, theoretical and practical foundation for students working in Alcohol/Drug/Tobacco counseling and/or individuals who wish to pursue training in the substance abuse disorder and addiction studies field.

PROGRAM DESCRIPTION

The addiction studies certificate is a year-long curriculum that fully addresses the multiple perspectives of the addiction process. This includes addiction pharmacology, strategies to prevent relapse, state of the art intervention techniques, ethics, communication skills unique to substance abuse treatment and the essentials of addiction treatment care management.

PROGRAM OUTCOMES

Students who successfully complete this certificate in Addiction Studies will:

1. Communicate effectively and develop interpersonal skills needed to work with diverse populations
2. Perform basic individual and group counseling and interviewing skills
3. Identify appropriate assessment needs of individuals, families and groups and develop effective treatment plans which utilize community resources
4. Identify Alcohol and Drugs of Abuse Pharmacology and Theories of addiction
5. Demonstrate knowledge of professional values and ethics standards that are foundations to human service professional

PROGRAM ENTRANCE REQUIREMENTS

*Academic Entrance Requirement

- Students must be able to verify a minimum of 2 years of recovery 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.

CAREER CONSIDERATIONS

*The Addiction Studies certificate not only offers students the required educational coursework for eligibility to take the Oregon Certified Alcohol and Drug Counselor (CADCI) exam but additional coursework to enhance their skill sets. Upon successfully passing the CADCI exam, students will find employment in substance abuse treatment and recovery fields as counselors.

PROGRAM COURSE REQUIREMENTS

Year One

HS 100	Introduction 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 Families	3
HS 211	HIV/AIDS & other Infect Diseases	2
HS 226	Ethics and Law	3
HS 266	Case Management for HS	3
MTH 060 or Higher		4
WR 121	Academic Composition	4
SOC 225	Social Aspects of Addiction	3
SOC 204	Introduction to Sociology	3
PSY 101	Psychology of Human Relations	
or SP 218	Interpersonal Communications	3

Total Credits 46

*MHACBO (Mental Health & Addiction Certification Board of Oregon) proctors the CADCI exam and requirements.

HUMAN SERVICES

Addiction Treatment Pathway Certificate

PROGRAM MISSION

The Addiction Treatment certificate provides students with the basic educational foundation to pursue careers in the substance abuse disorder treatment field.

PROGRAM DESCRIPTION

The Addiction Treatment certificate curriculum offers, over two-terms, the coursework that meets the educational hours required to take the Oregon Certified Alcohol and Drug Counselor (*CADCI) exam. Topics addressed include individual and group counseling skills, addiction pharmacology, ethics, HIV/AIDS and fundamentals of case management.

PROGRAM OUTCOMES

Students who successfully complete the Pathway 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 education hours to take the Oregon Certified Alcohol and Drug Counselor (CADCI) exam. A CADCI can work in the substance abuse treatment field at either private or non-profit agencies.

PROGRAM COURSE REQUIREMENTS

Winter & Spring Term

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

*** See Academic Entrance Requirements on facing page.**

HUMAN SERVICES

Case Aide Pathway Certificate

PROGRAM MISSION

The Case Aide certificate provides a student an introduction to the field of human services.

PROGRAM DESCRIPTION

The Case Aide certificate will provide students the academic background for entry-level opportunities within the human service field. This certificate is designed for the student who is already working in the human services field or would like to investigate their interest in the field before committing to a degree program.

PROGRAM OUTCOMES

Students who successfully complete the Pathway Certificate in Case Aide will:

1. Communicate effectively and develop interpersonal skills needed to work with people from diverse backgrounds
2. Obtain the theoretical knowledge and interview skills required of human services workers in a variety of work settings
3. Identify the concepts, ideas and skills necessary to effectively work as a case manager for any human services delivery program
4. Develop the knowledge and skills to improve personal effectiveness through conflict resolution, and problem-solving strategies

CAREER CONSIDERATIONS

This certificate provides students with the foundation for paraprofessional opportunities in social service agencies. Jobs include case work aide, clinical social worker aide, family service assistant, addiction counselor assistant, and human services worker.

PROGRAM COURSE REQUIREMENTS

Fall and Winter Term

HS 100	Introduction 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	Introduction to Sociology	3

Total Credits 18

PROGRAM ENTRANCE REQUIREMENTS

*** See Academic Entrance Requirements on facing page.**

HUMAN SERVICES

Human Services

Associate of Science Articulated with SOU

PROGRAM MISSION

The Human Services program will provide students with the foundational skills to transfer to Southern Oregon University.

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	Introduction to Human Services	3
HS 108	Understanding Behavioral & Emotional Issues of Older Population	3
HS 155 ²	Counseling Skills I*	3
HS 217	Group Counseling	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 Psychology*	4
PSY 202	General Psychology*	4
WR 121	Academic Composition	4
WR 122	Argument, Research, and Multimodal Comp	4
*Approved electives		9

Year Two

HDFS 201 ³	Individual and Family Development*	3
HS 265	Counseling Skills II	3
HS 267	Cultural Competence in HS	3
Required Humanities		9
MTH 243	Introduction to Probability & Statistics*	5
Required Sciences		8
Required Sciences		3-4
SOC 204	Introduction to Sociology*	3
SP 111 or SP 218 or SP 219	Fundamentals of Public Speaking Interpersonal Communication Small Group Discussion	4 3 3
*Approved Elective		9

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.

HUMAN SERVICES, continued

Human Services

Associate of Science Articulated with SOU

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.

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 HDF5 201 is accepted as an equivalent to PSY 370 Lifespan Development; however, upper division credit for HDF5 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 MISSION

The Human Services Program will provide students with the skill set to succeed in careers in the social services field. Theoretical, academic and skill building coursework will be augmented with practical supervised fieldwork experiences.

PROGRAM DESCRIPTION

Students will begin to explore the field of Human Services. Students will identify aspects of individual, family and social behaviors and the steps involved in resolving problems utilizing social services systems. Students are provided opportunities to practice skills such as empathy, active listening and cultural competency to engage in ethical helping practices that promote human growth, dignity, respect and self-determination.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Human Services will:

1. Identify the role of the human services worker in a variety of social services settings
2. Apply interpersonal and group skills needed to effectively work with diverse populations
3. Apply case management skills, including documentation, assessment, crisis intervention, treatment planning and use of appropriate community resources
4. Demonstrate the ability to adhere to professional, ethical standards and responsibility for professional growth

CAREER CONSIDERATIONS

The Human Services program prepares students for entry-level jobs and future careers in private and government social service agencies, schools and business. Jobs include social work assistants, community outreach workers, substance abuse and recovery counselor, crisis intervention aide and/or case management aides.

PROGRAM COURSE REQUIREMENTS

Year One

HS 100	Introduction to Human Services	3
HS 108	Understanding Behavioral & Emotional Issues of Older Population	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 226	Ethics and Law	3
HS 267	Cultural Competence in HS	3
SOC 204	Introduction to Sociology	3

WR 121	Academic Composition	4
SP 218 or PSY 101	Interpersonal Communication Psychology of Human Relations	3
*Approved electives		9

Year Two

HS 227	Understanding Dysfunctional Families	3
HS 229	Crisis Intervention and Prevention	3
HS 265	Counseling Skills II	3
HS 266	Case Management for HS	3
PSY 201	General Psychology	4
PSY 202	General Psychology	4
WR 227	Technical Writing	4
MTH 060 or Higher		4
HS 280	Cooperative Work Experience	9
*Approved electives		9

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 MISSION

The Music Program provides the first two years of a four year baccalaureate degree in music, vocational training for a career in music, and the highest quality musical and cultural opportunities for music performers and audiences in Douglas County. UCC offers an AS in Music or an AAOT for transfer in music.

PROGRAM DESCRIPTION

The Music program is designed to provide study in areas of music and performance to prepare students for employment and with transfer options to consider. Studies will include performance in ensembles, individual studio instruction, and classes in theory, ear training, and piano. Students should be aware that if they transfer before completing this degree, their courses will be evaluated individually toward the general education requirements. Students that are planning on attending SOU through the articulation agreement should contact the SOU Music Department early in the first year of their AS program All students must pass a New Student Hearing before being accepted as a Music Major at SOU.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Science degree in Music will:

1. Demonstrate technical proficiency in reading, writing, and performing music using standard music notation (junior entry-level)
2. Evaluate critical discussion of cultural awareness and aural literacy through the use 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	Introduction 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 211	Fundamentals of Public Speaking	4
or SP 218	Interpersonal Communication	3
or SP 219	Small Group Discussion	3
Science with Lab		12
Social Science		6

Music Electives (Optional)

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

MUP 101-292	Performance Studies**	1-6
MUS 105	Introduction to Rock Music***	3
MUS 204	Music of the World***	3
MUS 205	Introduction 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 MISSION

The Associate of Science (A.S.) degree in Natural Resources gives students a comprehensive educational foundation for careers related to natural resource science and technology.

PROGRAM DESCRIPTION

There are three choice of tracks to complete the Natural Resource program: Fish and Wildlife Conservation, Forest Ecosystems, and Conservation Law Enforcement. Each track will result in an A.S. degree that prepares students with the necessary knowledge for an entry-level position or provide a foundation for transferring to a university.

PROGRAM OUTCOMES

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

1. Describe natural ecological processes and human impacts that influence ecosystem change, and ecological succession in landscapes of the Pacific Northwest
2. Recognize and describe the interrelationships between ecosystem communities and how social communities have an effect on the use and management of natural resources
3. Describe and evaluate a set of natural resource-related objectives and be able to evaluate the success of these actions
4. Evaluate management problems while working collaboratively within and among teams
5. Describe and quantify the biological and physical interrelationships between ecosystem resources

CAREER CONSIDERATIONS

Tracks in the Natural Resources program will prepare students for jobs in conservation science, conservation law enforcement, ecosystem management, wildlife biology, fisheries science, botany, forestry, 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
CH 221	General Chemistry	5
FES 241	Dendrology	4
HPE 295	Health Wellness Assessment*	3
MTH 111	College Algebra	5
MTH 112	Elementary Functions	4

NR 201	Introduction to Natural Resources	3
SP 111	Fundamentals of Public Speaking	4
WR 121	Academic Composition	4
WR 227	Technical Report Writing	4

Year Two

ATS 201	Climate Science	4
ENG 230	Environmental Lit	4
FES 240	Forest Biology	4
FES 261	Recreation Resource Management	4
GIS 234	Introduction to GIS	4
MTH 243	Introduction to Probability & Statistics	5
NR 221	Water Resource Science	4
NR 230	Forest Ecosystems	3
NR 251	Principles of Fish and Wildlife Cons	3
SOIL 205	Soil Science	4

Total Credits 90

TRACKS OF STUDY

All Natural Resource students are required to complete the Program Course Requirements. In addition to the Program Course Requirements, students are responsible for completing one of the specialized tracks. Each track will provide specialized coursework unique to the respective field of study. * First Year Courses.

FISH AND WILDLIFE CONSERVATION – TRACK 1

BOT 203	Field Botany*	4
G 221	Environmental Geology	4

FOREST ECOSYSTEM – TRACK 2

ECON 201	Microeconomics	4
G 221	Environmental Geology	4
GIS 203	Digital Earth*	4

CONSERVATION LAW ENFORCEMENT – TRACK 3

CJ 101	Introduction to Criminology*	3
CJ 110	Introduction to Law Enforcement*	3
CJ 211	Ethics in Criminal Justice	3

Choose One:

CJ 105	Concepts of Criminal Law	3
or CJ 243	Narcotics and Dangerous Drugs	3

OCCUPATIONAL SKILLS TRAINING

Occupational Skills Training Certificate

PROGRAM MISSION

The Occupational Skills Training program provides a combination of academic study and hands-on training with local businesses and agency sites.

PROGRAM DESCRIPTION

The Occupational Skills Training (OST) Certificate program is an individualized career training opportunity focused on learning on a job site. These trainings offer students the ability to earn college credits while providing them the opportunity to design a career path that accommodates their occupational goals, abilities, skills and interests. The one-year certificate can be an educational pathway to other degrees. Credits earned in this program may be applied to AAS, AS and an AGS degree.

PROGRAM OUTCOMES

Students who successfully complete the Occupational Skills Training Certificate will:

1. Summarize skills and knowledge needed to enter specific career fields
2. Demonstrate job skills based on industry standards of the chosen occupation

CAREER CONSIDERATIONS

The Occupational Skills Training program is designed to provide the opportunity for students to receive worksite-based instruction in a specific occupational area.

Skills training options:

- Business
- Engineering
- Water/Wastewater Operator

PROGRAM COURSE REQUIREMENTS

Year One

General Education Requirements

MTH 052	Industrial Applications of Math	4
WR 115 (or higher)	English Composition: Introduction 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

Allied Health Umpqua Healthcare Careers Certificate

PROGRAM MISSION

The Umpqua Healthcare Careers certificate is designed to prepare students with the training and skills needed for employment in entry-level positions related to medical office administration.

PROGRAM DESCRIPTION

The Umpqua Healthcare Careers Certificate prepares students for a career performing entry-level medical office skills for outpatient medical offices and clinics. This certificate leads to the two-year Medical Office Administration Degree.

PROGRAM OUTCOMES

Students who successfully complete the Umpqua Healthcare Career Certificate will:

1. Demonstrate professional skills that lead to success within the medical office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level medical office positions in patient records, reception, scheduling, and other medical office focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

MED 100	Introduction to Healthcare Careers*	2
MED 111	Medical Terminology I	3
MED 112	Medical Terminology II	3
MED 115	Anatomy & Physiology for Medical Assistants	3
MED 220	Medical Office Procedures I	3
Choose One:		
CWE 161	CWE Seminar I	1
OA 280C	CWE: Administrative Medical Assistant	1

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.

OFFICE TECHNOLOGY

Front Office Medical Certificate

PROGRAM MISSION

The Front Office Medical Certificate prepares students with a foundation for competence and skills in the medical office environment.

PROGRAM DESCRIPTION

The Front Office Medical Certificate is designed to prepare students for a career performing entry-level medical office skills for outpatient medical offices and clinics. This certificate leads to the Two-Year Medical Office Administration Degree.

PROGRAM OUTCOMES

Students who successfully complete the Front Office Medical certificate will:

1. Demonstrate professional skills that lead to success within the medical office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level medical office positions of patients records, receptionist, scheduling, and other medical office focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 165	Customer Service	3
CIS 120	Introduction to Digital Literacy	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: Introduction 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 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 MISSION

The Medical Billing and Collections Certificate prepares students by creating a foundation of knowledge and skills in the medical office environment.

PROGRAM DESCRIPTION

The Medical Billing and Collections Certificate is designed to prepare students for a career performing entry-level medical billing and collections for outpatient medical offices and clinics. This certificate leads to the Two-Year Medical Office Administration Degree.

PROGRAM OUTCOMES

Students who successfully complete the Medical Billing and Collections Clerk certificate will:

1. Demonstrate professional skills that lead to success within the medical office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level medical office positions of medical billing, collections, accounts receivable, and other medical office administration focused career.

PROGRAM COURSE REQUIREMENTS

Year One

CIS 120	Introduction to Digital Literacy	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: Introduction 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 MISSION

The mission of the Microsoft Office Technologist is to better prepare to sit for and pass the Microsoft certification exam applicable to each Office application.

PROGRAM DESCRIPTION

The Microsoft Office Technologist is designed to prepare students for an entry-level career performing Microsoft Office functions.

PROGRAM OUTCOMES

Students who successfully complete the Microsoft Office Technologist Pathway Certificate will:

1. Demonstrate advanced skills in applicable Microsoft Office application
2. Demonstrate the skills to complete the Microsoft Certification Exam for each Microsoft Office application
3. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

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 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, students should take Introduction to Digital Literacy (CIS 120) during the first term at UCC.

OFFICE TECHNOLOGY

Office Assistant Certificate

PROGRAM MISSION

The Office Assistant Certificate prepares students by creating an entry-level foundation of knowledge and skills in the office environment.

PROGRAM DESCRIPTION

The Office Assistant Certificate is designed to prepare students for an entry-level career performing office functions such as office reception, communication, documentation, accounting, managing documents, and other office functions.

PROGRAM OUTCOMES

Students who successfully complete the Office Assistant Certificate will:

1. Demonstrate professional skills that lead to success within the office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Business office entry-level positions such as clerks, receptionists, office assistants, and other office assistant focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 151	Practical Accounting I	4
BA 165	Customer Service	3
BA 180	Business Math I	3
CIS 120	Introduction to Digital Literacy	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: Introduction 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 MISSION

The Executive Business Assistant Program prepares students by creating a foundation of knowledge and skills in the office environment.

PROGRAM DESCRIPTION

The two-year Executive Business Assistant degree is designed to prepare students for office functions such as office reception, communication, documentation, accounting, managing documents, social media marketing, and other office functions.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Executive Business Assistant will:

1. Demonstrate professional skills that lead to success within the office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Business office positions, assistant to a manager or supervisor, office manager assistant, business manager assistant, patient relations manager assistant, and other office assistant focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 101	Introduction to Business	4
BA 116	Principles of Financial Services	4
BA 165	Customer Service	3
BA 180	Business Math I	3
CIS 120	Introduction 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: Introduction 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
OA 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 MISSION

The Medical Office Administration Program prepares students by creating a foundation of knowledge and skills in the medical office environment.

PROGRAM DESCRIPTION

The two-year Medical Office Administration degree is designed to prepare students for a career performing medical office functions such as scheduling, office reception, coding and billing regulations, medical documentation, managing patient records, writing reports, and other medical office functions.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science in Medical Office Administration degree will:

1. Demonstrate professional skills that lead to success within the medical office workplace
2. Demonstrate effective oral and written communication skills
3. Apply critical thinking and decision-making skills
4. Distinguish the importance of an ethical work environment
5. Apply information and technology tools relevant to the profession

CAREER CONSIDERATIONS

Entry-level medical office positions, supervisor, office manager, business manager, patient relations manager, and other medical office administration focused careers.

PROGRAM COURSE REQUIREMENTS

Year One

BA 165	Customer Service	3
CIS 120	Introduction to Digital Literacy	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	English Composition: Introduction to (or higher) 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 MISSION

The Legal Assistant Certificate program prepares students to become ethical and competent in entry-level work by teaching the practical, technological, and communication skills necessary to be successfully employed in the legal community.

PROGRAM DESCRIPTION

This program is offered completely online and will require that students work in the legal field to gain on the job training in their chosen career field. Learning of practical skills and responsibilities required in this profession will build each term.

PROGRAM OUTCOMES

Students who successfully complete the Legal Assistant Certificate will:

1. Develop various skills and aspects of an entry-level legal assistant
2. Use current technology to create and edit legal documents
3. Develop professional and ethical standards required of legal assistants

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	Introduction 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.

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 MISSION

The Paralegal Studies program prepares students to become ethical and competent paralegals by teaching substantive legal concepts as well as the practical, analytical, technological, and communication skills necessary to be successfully employed in the legal community.

PROGRAM DESCRIPTION

This program is offered completely online and will require that students work in the legal field to gain on the job training in their chosen career field. Learning will build each term through both theoretical competencies and practical skills required in this profession. Students will be prepared for highly responsible positions as paralegals upon completion of this program.

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	Introduction 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	Introduction 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 MISSION

The Registered Nursing Program prepares compassionate, competent nurses who are ready to meet our community's health care needs.

PROGRAM DESCRIPTION

The nursing program is a partner in the Oregon Consortium for the Nursing Education (OCNE) and offers a competency-based curriculum jointly developed by nursing faculties from the consortium schools. Acceptance to the program allows for co-admission to the community college and Oregon Health Sciences University (OHSU) nursing programs. The program is designed as four years of full-time study, with the first year devoted to prerequisites and/or preparatory courses required for admission to the restricted (limited) admission nursing program. Successful completion of the second and third years leads to a Associate of Applied Science (AAS) offered by the community college. The program continues for one additional year leading to a Bachelor's of Science, Nursing (BS, N) offered by the Oregon Health & Science University. The full program may be completed at the partner school campus.

The first five terms after admission to the nursing program are identical for the associate and bachelor's work. Term six offers students the ability to complete the AAS degree and provides the eligibility for NCLEX testing to obtain RN licensure. Following completion of the UCC Program, students have the option to complete the upper division nursing courses from OHSU and continue with the curriculum for the final three quarters, culminating with a Bachelor of Science, degree in Nursing. Both the AAS and BS,N degrees meet the educational requirement for the national licensure examination for RN licensure.

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 UCC RN program prepares graduates for employment opportunities in the following areas: Long -term care, various hospital departments, hospice, medical offices, home health, rehabilitation, schools, and more.

PROGRAM COURSE REQUIREMENTS

Year One and Year Two

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
NRS 233	Pathophysiological Processes II	3

Total Credits 60

Prerequisites*

BI 222	Introduction 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 or WR 227	Argument, Research, and Multimodal Comp Technical Writing	4 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

REGISTERED NURSING, continued

Registered Nursing Associate of Applied Science

*All Required Prerequisite courses must be completed with C or better and a minimum prerequisite GPA of 3.00 is required to apply.

- 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 Introduction to 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

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.

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: 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:

All accepted students will be required to provide evidence of their current immunization status and need to meet minimum vaccination requirements as outlined by UCC policy for clinical practice.

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 (or place on probation) applicants with convictions for certain crimes. Licensure applicants with a history of chemical dependence may 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 MISSION

The Professional Truck Driver Certification Program is to provide quality training, including driving, rules and regulations, and safety skills, to Douglas County residents and others interested in a career transporting goods around the county, state and country.

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, and chaining up and completion of the CDL drive test. In order to obtain the Certificate/College Credit, 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.

Truck drivers move commerce by way of tractor trailers, traveling either locally, regionally, or across the country. Lifestyle, wage, hours and physical demands differ by type of driving position. Industry openings include but are not limited to log truck, freight, chip truck, to heavy haul. UCC invites trucking company recruiters to visit and give an overview of their sector and share available jobs with students. Starting wage for an entry-level truck driver averages \$15/hour or .30 cents a mile.

PROGRAM OUTCOMES

Students who successfully complete the Professional Truck Driving Certificate will be able to enter the Trucking Industry as an entry-level truck driver. At a minimum they will be able to:

1. 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
2. Demonstrate proper communication and reporting techniques
3. Apply knowledge of hours of service regulations, accident reporting, trip planning, driver wellness, and safety documentation

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

Applicants for the Professional Truck Driving Certificate program must:

- Be at least 18 years of age and have had a driver's license for a minimum of one year
- Have a clean driving record – no speeding tickets 10 or more miles over the speed limit
- Complete a UCC Truck program application packet
- Complete and pass a DOT physical and Drug Screen
- Request a 5 year court print of your driving record from Oregon and any other state you have lived in during the last 5 years

WELDING

Aluminum Only Pathway Certificate

PROGRAM MISSION

The Aluminum Only Pathway Certificate enriches our community with access to modern and up to date welding education that meets or exceeds industry standards.

PROGRAM DESCRIPTION

The Aluminum Only Pathway Certificate program is designed to provide study in the areas of Aluminum Fabrication to prepare students for entry-level employment in the Aluminum Manufacturing industry. Related occupations for this program certificate would include; boat manufacturing, aerospace and aviation, viticulture and brewing, petrochemical and LNG production.

PROGRAM OUTCOMES

Students who successfully complete the Welding Pathway Certificate will:

1. Apply fundamentals of aluminum 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

CAREER CONSIDERATIONS

Aluminum is the metal of the future. It is 1/3 the weight of steel, has excellent strength to weight ratio, is virtually corrosion resistant, and 100% recyclable. These material properties and many more are making Aluminum the choice metal for future engineering applications around the world, and the Aluminum Only Pathway Certificate prepares students for entry-level jobs and future careers in the following areas:

Boat builders
Fabrication
Aerospace & Aviation
Tool & Die makers
Quality Control
Inspection
Trucking & Transportation equipment
Welding Sales
Automotive Industries

PROGRAM COURSE REQUIREMENTS

Year One

MTH 052	Industrial Applications of Math	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 MISSION

The One Year Welding Certificate enriches our community with access to modern and up to date welding education that meets or exceeds industry standards.

PROGRAM DESCRIPTION

The One Year Welding Certificate program is designed to provide study in the areas of general welding and operations. The primary focus is to provide the student with a foundation of knowledge of general welding and safety. Related welding operations or processes for this program would include; SMAW, GMAW, FCAW, GTAW, OFC, PAC, CAGA, OFW.

PROGRAM OUTCOMES

Students who successfully complete the One-year Welding Certificate will be able to:

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. Demonstrate a knowledge and understanding of safe working conditions, as well as, safety in handling materials, equipment, and personal protective equipment
4. Identify basic components of welding systems and welding processes, proper machine setup, and demonstrate trouble shooting when visual acceptance criteria of a weldment has not been met

CAREER CONSIDERATIONS

The Welding program prepares students for entry-level jobs and future careers in the following areas:

Welder helper
Production Welding
Millwork
Repair
Cutting, Brazing, Soldering
Trucking & Heavy equipment
Structural Iron Work
Welding Sales

PROGRAM COURSE REQUIREMENTS

MFG 108	Starrett: PMI	2
MTH 052	Industrial Applications of Math	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	English Composition: Introduction to 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 MISSION

The Two Year AAS Welding Degree program enriches our community with access to modern and up to date welding education that meets or exceeds industry standards.

PROGRAM DESCRIPTION

The Two Year AAS Welding Degree program is designed to provide study in the areas of welding, fabrication, production, and piping to prepare students for employment in the welding industries that are required to meet specifications and standards. Related specifications and standards for this degree would include; AWS D1.1, D1.2, D1.6, API 1104, ASME Section IX.

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science in Welding will be able to:

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 trouble shooting when visual acceptance criteria of a weldment has not been met
6. Apply an understanding 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 an understanding of national standards and guidelines set forth by AWS, ASME, API, OSHA, and other governing organizations that will affect their work

CAREER CONSIDERATIONS

Related occupations for this program would include: pipe welding and fitting, hydro-electrical and dam construction, waste & fresh water treatment plants, structural and bridge iron workers, aerospace & aviation, inspection & quality control.

PROGRAM COURSE REQUIREMENTS

Year One

MFG 108	Starrett: PMI	3
MTH 052	Industrial Applications of Math	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	Introduction 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 and department chair approval of study plan. 12 credits maximum total credit.

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.

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.

AG 120: Introduction 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.

APPRENTICESHIP (APR)

APR 101: Introduction 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. F

APR 111: Machine Shop Practices 1 (3)

This is a basic machine shop course introducing the student to basic machine shop concepts and general shop practices involving the use of an engine lathe, milling machine, drill press, grinders, and other machine shop tools. Instruction will be provided in general machining techniques with safety and economy of operation being emphasized. Students will work at their own pace through specific projects. Registration-Enforced Prerequisite: MTH 052 or higher. 6 lecture/lab hrs/wk. F

APR 112: Machine Shop Practices II (3)

This builds upon the skills learned in APR 111 with a continuing emphasis on the fundamentals and mechanics of machine shop concepts and general shop practices involving the use of an engine lathe, milling machine, drill press, grinders, and other machine shop tools. Instruction will be provided in general machining techniques with safety and economy of operation being emphasized. Students will work at their own pace through specific projects. Registration-Enforced Prerequisite: APR 111. 6 lecture/lab hrs/wk. W

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 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 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. W

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, HP, GPM, and velocity 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 higher. 3 lecture hrs/wk. F

APR 122 – Hydraulics II (3)

This is the second in a five-course series for the Industrial Apprentice and a 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. W

APR 123 – Hydraulics III (3)

This course 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 the structured lab

sessions. Registration-Enforced Prerequisite: APR 122, 3 lecture hrs/wk. S

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. F

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. Registration-Enforced Prerequisite/Corequisite: WLD 101 or APR 140. 1 lecture/4 lecture/lab hrs./wk. 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 processes, safety, equipment, and essential variables of operation. This is an outcomes-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 outcomes-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 outcomes-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 (3)

A basic course in sketching and reading of shop drawings. A study is made of three-view drawings, pictorial drawings, dimensioning, tolerance, lines, note and symbol interpretation. 2 lecture and 2 lecture/lab 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 higher. 3 lecture, 2 lecture/lab hrs/wk. F

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 higher. 3 lecture hrs/wk. W

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. W

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. S

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. S

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 higher. 3 lecture hrs/wk. F

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 higher. 3 lecture hrs/wk. F

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. W

APR 167: Electric Motors and Transformers (3)

This course investigates the electric motors and transformer, and helps the student differentiate between winding styles, frame sizes, NEMA motor type designations, and other criteria. It discusses motor sizing and motor starting characteristics and methods. Troubleshooting and maintenance are covered. NEC requirements for motor and transformer installation are included. Registration-Enforced Prerequisite: APR 153. 3 lecture hrs/wk. S

APR 169: Electrical Code Study II (2)

This course is an in-depth study of grounding, overcurrent 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. S

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 covered. Registration-Enforced Prerequisite: MTH 052 or higher. 2 lecture, 2 lecture/lab hrs/wk. S

APR 229: Basic Pneumatics (3)

This course will help students understand fundamental concepts of a pneumatic system. Registration-Enforced Prerequisite: MTH 052 or higher. 3 lecture hrs/wk. S

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. F

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. W

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. F

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. W

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. S

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. S

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. F

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. W

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. S

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. S

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: Introduction 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: Introduction 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)

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)

Historical survey of the visual arts covering selected works of painting, sculpture, architecture, and other arts studied in relation to the cultures producing them. 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 the Late Antique period — the transition between the ancient and medieval worlds. Emphasis is placed on 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 115 with a grade of C or better or appropriate test scores and RD 115 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)

Historical survey of the visual arts covering selected works of painting, sculpture, architecture, and other arts studied in relation to the cultures producing them. This course explores the history of art and architecture from the early Medieval period to the Baroque in Western Europe. Emphasis is placed on 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 115 with a grade of C or better or appropriate test scores and RD 115 with a grade of C or better or appropriate test scores. 4 lecture hrs/wk. F

ART 206: History of Western Art III: Baroque to Modern (4)

Historical survey of the visual arts covering selected works of painting, sculpture, architecture, and other arts studied in relation to the cultures producing them. This course explores the history of art and architecture from the Baroque period to the twentieth century in Western Europe and North America. Emphasis is placed on 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 115 with a grade of C or better or appropriate test scores and RD 115 with a grade of C or better or appropriate test scores. 4 lecture hrs/wk. F

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: Introduction 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. F

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 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

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. W

AUTOMOTIVE (AUT)

AUT 100: Orientation to Automotive Technology (2)

Orientation to Automotive Technology is for all students entering the Automotive Technology Program. Students are asked to fill out an online response form upon entering/ registering for the program. This information will be used to create usernames and passwords necessary to access manufacturer training and certification websites. 22 lecture hrs/wk. 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. (Course not currently taught at UCC).

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. (Course not currently taught at UCC).

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. (Course not currently taught at UCC).

AUT 111: Engine Repair & Maintenance (6)

This course covers the principles and operation of gasoline engines and engine maintenance. This includes the diagnosis, service, and repair of engine blocks, cylinder heads, and valve trains. The diagnosis, service, and repair of the lubrication system, cooling system, and engine removal, and reinstallation will also be covered. It is designed to meet the ASE required tasks for A1, G1 and T1 certifications. Registration Enforced Prerequisite: AUT 100 or instructor approval. 6 lecture, 15 lecture/lab hrs/wk. F

AUT 113: Drive Trains (6)

This course covers the principles and operation of drive train systems. This includes the diagnosis, service and repair of manual, and automatic transmission/transaxle assemblies, and related components/ systems. It is designed to meet the ASE required tasks for A2 and A3 certifications. 6 lecture/15 lab hrs/wk. F

AUT 114: Suspension & Steering (6)

This course covers the principles and operation of the suspension and steering systems. This includes the diagnosis, service, and repair of the steering and suspension systems and their components. The diagnosis, service, and repair of tires, wheels and the fundamentals and diagnosis of wheel alignment will also be covered. It is designed to meet the ASE required tasks for A4 and T4 certifications. 6 lecture, 15 lab hrs/wk. W

AUT 115: Braking Systems (6)

This course covers the principles and operation of the various braking systems and their components. This includes the diagnosis, service, and repair of disc brakes, drum brakes, and related braking control systems concerns. It is designed to meet the ASE required tasks for A5 and T5 certifications. 6 lecture, 15 lab hrs/wk. W

AUT 116: Electrical & Electronic Systems (6)

This course covers the principles and operation of vehicle electrical and electronic systems. This included the diagnosis, service, and repair of batteries, starting, and charging systems. The diagnosis, service, and repair of body electrical, and electronic systems, and the proper usage of electrical and electronic test equipment will also be covered. It is designed to meet the ASE required tasks for A6 and T6 certifications. 6 lecture, 15 lab hrs/wk. S

AUT 118: Engine Performance & Drivability (6)

This course covers the diagnosis, service, and repair of mechanical engine concerns, and computer control systems. The diagnosis, service, and repair of ignition, fuel, exhaust, and emission control systems will also be covered. It is designed to meet the ASE required tasks for A8 and L1 certifications. Registration Enforced Prerequisite: AUT 111 and AUT 116 or instructor approval. 6 lecture, 15 lab hrs/wk. S

AUT 127: Climate Control & Advanced Electrical (6)

This course covers the principles and operation of climate control systems. This includes the diagnosis, service, and repair of the HVAC system, and proper refrigerant recovery, recycling and handling. The diagnosis, service, and repair of advanced electrical systems will also be covered. It is designed to meet the ASE required tasks for A7 and T7 certifications. Registration Enforced Prerequisite: AUT 116 or instructor approval. 6 lecture, 15 lab hrs/wk. Su

AUT 129: Light Vehicle Diesel Engines (6)

This course covers the principles, and operation of light vehicle diesel engines. This includes the diagnosis, service, and repair of engine management, fuel, and diesel emission control systems. It is designed to meet the ASE required tasks for A9 and L2 certifications. Registration Enforced Prerequisite: AUT 111. 6 lecture, 15 lab hrs/wk. Su

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



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 106: Business Leadership (3)

This is one in a series of three courses designed to introduce students to leadership. Within the scope of topics, students will examine the traits and characteristics of business leaders. Goals, vision, communication, change, coaching, team leadership, leader/follower relations and delegation will also be discussed. 3 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. 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. 1 lecture, 2 lecture/lab hrs/wk. W

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. 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. F, S, Su

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, BA 231. 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. 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. 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. 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. F, W, Su

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. RECOMMEND: BA 101 and BA 180 should be completed before attempting this course. This course is highly recommended to be taken in the second year of a program. 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. 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 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, Business Management, Marketing, or Paralegal: or instructor approval. 4 lecture hrs/wk. F, S

BA 233: Accounting for Managers (4)

The 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. W

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 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 (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 or instructor approval.

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 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: Cell structure and function; cellular metabolism; cell division; heredity; molecular genetics and biotechnology; molecular evolution. Courses must be taken in sequence. Registration-Enforced: Prerequisite/Corequisite: CH 104, CH 112 or CH 221 4 lecture, 3 lab hrs/wk. F

BI 212: Plant structure and function: animal structure, function and behavior. Registration-Enforced Prerequisite: BI 211. Courses must be taken in sequence. 4 lecture, 3 lab hrs/wk. W

BI 213: Chemistry of life; origins of life; population genetics and natural selection; diversity of prokaryotes and eukaryotes; ecology of biomes, communities and populations; conservation biology. Courses must be taken in sequence. Registration-Enforced Prerequisite: BI 212 4 lecture, 3 lab hrs/wk 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

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, and 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 120: Introduction to Digital Literacy (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 Microsoft Office applications including word processing, spreadsheets, graphics, and communications as tools used in data processing. CIS majors are urged to enroll in CIS 122 and CIS 140M in the Fall, concurrent with this course. 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. (not currently offered)

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 computers and their applications in business. The course is lab-oriented and will focus on using a modern word processing program. Terminology and concepts regarding computers 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 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 Corequisite: 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 Corequisite: 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 140M or CIS 140L. 3 lecture, 2 lecture/lab hr/wk. S

CIS 151C: Introduction to Networks (Cisco 1) (4)

This is the first of three Cisco Networking Academy courses that prepare students for the CCNA (Cisco Certified Network Administrator) certification.

This course serves as an introduction to networking and Cisco networking technologies using physical Cisco routers and switches, and network simulation software. Instruction includes, but is not limited to router and switch configuration, network terminology, networking principles, protocols and standards, local-area networks (LANs), logical models, and Internet Protocol (IP) addressing. Emphasis is placed on the use of critical thinking skills and problem-solving techniques to resolve networking problems. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 152C: Switching, Routing, and Wireless Essentials (Cisco 2) (4)

This is the second of three Cisco Networking Academy courses that prepare students for the CCNA (Cisco Certified Network Administrator) certification.

This course will teach students how to configure advanced functionality in routers and switches, implement best practices to troubleshoot issues, and resolve common protocol issues in IP-based networks. Emphasis is placed on the use of critical thinking skills and problem solving techniques to resolve networking problems. Registration-Enforced Prerequisite: CIS 151C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 153C: Enterprise Networking, Security, and Automation (Cisco 3) (4)

This is the third of three Cisco Networking Academy courses that prepare students for the CCNA (Cisco Certified Network Administrator) certification.

This course will teach students how to configure Cisco devices to securely support WANs using OSPF, implement ACLs, configure NAT/PAT, understand and configure site-to-site VPNs, and serve as an introduction to virtualization and to the automation of repetitive tasks. Emphasis is placed on the use of critical thinking skills and problem solving techniques to resolve networking problems. 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. (not currently offered)

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 133CS or CS161 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 an Active Directory domain environment. Instruction includes, but is not limited to: Windows server installation and requirements; IPv4 management and implementation; server storage solutions; Hyper-V; Windows Containers; high availability; WSUS, and patch management. This course will help students prepare for a current Microsoft Certified Professional (MCP) Exam. 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 walkthroughs. 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 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. Registration-Enforced Prerequisite: CIS 133VB, CIS 133CS, CS161 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 an Active Directory domain environment. Instruction includes, but is not limited to: IPv4 and

IPv6 management and implementation; DNS; DHCP and IPAM; NAT; remote access and VPNs; DirectAccess; Network Policy Server (NPS); DFS and branch office solutions; and RADIUS. This course will help students prepare for a current Microsoft Certified Professional (MCP) 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 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 288M: Microsoft Windows Server Administration II (4)

This course is the third in a series of three courses centered around managing Microsoft servers in an Active Directory domain environment. Instruction includes, but is not limited to: Active Directory; group policy objects; Active Directory Certificate Services; Active Directory Federation Services; Web Application Proxy; and Active Directory Rights Management Services. This course will help students prepare for a current Microsoft Certified

Professional (MCP) 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 or CIS 275 or CS 161. 3 lecture, 2 lecture/lab hrs/wk. W

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

CRIMINAL JUSTICE (CJ)

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. Available online only. F, W. 3 lecture hrs/wk. S

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. Available online only. Su 3 lecture hrs/wk. F

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. Available online only. 3 lecture hrs/wk. F

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. Available online only. 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. Available online only. 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. Available online only. 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. Available online only. 3 lecture hrs/wk. W

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. Available online only. 1 lecture hr/wk. S

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. Available online only. 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. Available online only. 3 lecture hrs/wk. W

CJ 226: Introduction 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. Available online only. 3 lecture hrs/wk. W

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. Available online only. 3 lecture hrs/wk. S

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, Available online only. 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. Available online only. 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. Available online only. 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

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 high-level programming languages. May be offered online. Registration-Enforced Prerequisite: MTH 095 or equivalent. 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: CS160 or instructor approval. 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, 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, Su

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. 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 expected to select a business, prepare the plan, present an oral presentation, and submit a final written document. 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 research and prepare a presentation on an oral health topic. This presentation will be the concluding project of the class and students will be expected to utilize the skills and concepts they have learned in oral health education. 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 190: 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 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)

Chairside Procedures I 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 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.

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 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, 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

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 macroeconomic 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

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, including background check, Infant/Child First Aid and CPR and Food Handlers Certificate.

Successful completion (C or above) of either ECE 140, Introduction to Early Childhood Education or HDFS225 Child Development. 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 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: ECE 101, 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 103: Early Childhood Education Seminar & Practicum III (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: ECE 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)

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. Instructor Enforced Prerequisite: ED 103, 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 (3)

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. 3 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 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 implement 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

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 230: Health, Safety, and Nutrition for the Young Child (3)

This course covers contemporary health, safety, and nutrition needs of infant through school-age children--and guides teachers in implementing effective classroom practices. Concepts are backed by the latest research findings and linked to NAEYC standards. The text emphasizes the importance of respecting and partnering with families to help children establish healthy lifestyles and achieve their learning potential. This course covers the latest research and information on many topics of significant concern, including food safety, emergency and disaster preparedness, childhood obesity, children's mental health, bullying, resilience, chronic and acute health conditions, environmental quality, and children with special medical needs. 3 lecture hrs/wk. F

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 Practicum & Seminar (3)**

ED 100 is 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.

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: 216 Education Foundations (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 (6)**

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 115 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, 4 lecture/lab hrs/wk. F, S

EMS 152: EMT Part 2 (6)

Term two of a two-term series. EMT is designed to train personnel to respond to emergency situations to render proper treatment in case of sudden emergencies, accidents, or disasters. This course continues to focus on the recognition and treatment of shock, various medical emergencies, fractures, poisonings, burns, stroke, and heart attack. Registration Enforced Prerequisite: EMS 151. 4 lecture, 4 lecture/lab hrs/wk. W, Su

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 201 Pathophysiology (2)

This course is part of a multi-part program in paramedic education. This course is a comprehensive look at body systems and pathologies that effect those systems. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Instructor Enforced Prerequisites: BI 231, BI 232, BI 233, EMS 152, MED 111, MTH 095, WR 121. 2 lecture hrs/wk. F

EMS 211: General Pharmacology (2)

This course is part 1 of a 2-part course within a multi-part program in paramedic education. This course covers drug classes and functions of drugs at cellular and systemic level. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series.

Instructor Enforced Prerequisite: BI 213, BI 212, BI 233, EMS 151, EMS, 152, MED 111, MTH 095, WR 121. 2 lecture hrs/wk. F

EMS 212: Emergency Pharmacology (2)

This course is part 2 of a 2-part course within a multi-part program in paramedic education. This course covers the medications included in the national registry paramedic curriculum. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C- or better is required to continue in the program series. Registration Enforced Prerequisite: EMS 211 2 lecture hrs/wk. W



EMS 231: Medical Emergencies Part 1 (4)

This course is part 1 of a 2-part course within a multi-part program in paramedic education. This course covers patient assessment, intravenous access, airway management, respiratory emergencies, evidence-based research, medical legal considerations, and behavioral emergencies. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Instructor Enforced Prerequisite: BI 231, BI 232, BI 233, EMS 151, EMS 152, MED 111, MTH 095, WR 121. 4 lecture hrs/wk. F

EMS 232: Medical Emergencies Part 2 (4)

This course is part 2 of a 2-part course within a multi-part program in paramedic education. This course covers cardiovascular, neurologic, abdominal and gastrointestinal, endocrine, toxicological, hematologic, and renal and genitourinary emergencies. Infectious diseases and epidemiology will also be covered. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Registration Enforced Prerequisite: EMS 231 4 lecture hrs/wk. W

EMS 233: Trauma Emergencies (4)

This course covers the knowledge, skill and behaviors required of a paramedic in trauma emergencies. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Registration Enforced Prerequisite: EMS 232. 4 lecture hrs/wk. S

EMS 241: Basic Electrocardiography (2)

This course is part 1 of a 2-part course within a multi-part program in paramedic education. This course covers basic

principles of the electrocardiograph. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Instructor Enforced Prerequisites: BI 231, BI 232, BI 233, EMS 151, EMS 152, MED 111, MTH 095, WR 121. 2 lecture hrs/wk. F

EMS 242: Advanced Electrocardiography (2)

This course is part 2 of a 2-part course within a multi-part program in paramedic education. This course covers advanced interpretation of the electrocardiograph, including 12-lead electrocardiograph interpretation. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Registration Enforced Prerequisite: EMS 241. 2 lecture hrs/wk. W

EMS 243: Special Populations (4)

This course is a component of the comprehensive paramedic education. This course covers considerations in neonatal, pediatric, and geriatric patient populations. This course also covers OB-GYN emergencies and patients with special needs and disabilities. Cognitive and psychomotor domains are measured for competency by a combination of written exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Registration Enforced Prerequisite: EMS 232. 4 lecture hrs/wk. S

EMS 251: Paramedic Lab Part 1 (3)

This course is part 1 of a 3-part lab series for Paramedicine. Cognitive and psychomotor domains are measured for competency by a combination of practical exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Instructor Enforced Prerequisites: BI 231, BI 232, BI 233, EMS 151, EMS 152, MTH 095, WR 121. 6 lecture/lab hrs/wk. F

EMS 252: Paramedic Lab Part 2 (3)

This course is part 2 of a 3-part lab series for Paramedicine. Cognitive and psychomotor domains are measured for competency by a combination of practical exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Prerequisite: EMS 251 6 lecture/lab hrs/wk. W

EMS 253: Paramedic Lab Part 3 (3)

This course is part 3 of a 3-part lab series for Paramedicine. Cognitive and psychomotor domains are measured for competency by a combination of practical exams and skill demonstration. The affective domain is measured for competency using published professional standards. A grade of C or better is required to continue in the program series. Registration Enforced Prerequisite: EMS 252. 6 lecture/lab hrs/wk. S

EMS 261: Paramedic Clinical Experience Part 1 (4)

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. Registration Enforced Prerequisite: EMS 252. Completion of EMS 251. 12 practicum hrs/wk. W

EMS 262: Paramedic Clinical Experience Part 2 (4)

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. Registration Enforced Prerequisite: EMS 261. 12 practicum hrs/wk. S

EMS 263: Paramedic Field Internship (8)

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. Registration Enforced Prerequisite: EMS 262. 24 practicum hrs/wk. Su

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 and department chair approval of study plan. 6 credits maximum total credit.

ENGLISH (ENG)**ENG 104, 105, 106: Introduction to Literature (4,4,4)**

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.

ENG 104 introduces students to the conventions and characteristics of literary fiction. Offered annually in fall term.

ENG 105 introduces students to the conventions and characteristics of dramatic literature. Offered annually in spring term.

ENG 106 introduces to the conventions and characteristics of poetry. Offered annually in winter term

Recommended Prerequisites: WR 115 with a grade of C or better, or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/week

ENG 107,108,109: World Literature (4,4,4)

The World Literature sequence introduces students to literature in translation from around the world. The course emphasizes active reading, critical thinking, engaged discussion, and effective writing. Topics include characteristics of major literary genres, including epic, lyric poetry, and drama; the historical and philosophical contexts in which particular works were produced; and the influence of literature on culture. Courses may be taken out of sequence.

ENG 107 focuses on literature of the Western world, from Ancient Egyptian, Babylonian, and Hebraic works through Classical works of the Greeks and Romans, to works of the early Christian European medieval period. Offered in alternating fall terms ((2022, 2024, 2026).

ENG 108 focuses on literature of the Western world, from the late Middle Ages through the Renaissance, Neoclassical, Romantic, and Modern periods. Offered in alternating winter terms (2021, 2023, 2025).

ENG 109 focuses on non-Western literature, including classic and contemporary works from Asian, African, Indian, and Muslim cultures. Offered in alternating spring terms (2021, 2023, 2025).

Recommended Prerequisites: WR 115 with a grade of C or better, or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/week

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 115 with a grade of C or better or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. ENG 201- F, Su; ENG 202 - F, S ENG201—offered in alternating fall terms (2021, 2023, 2025); ENG202—offered in alternating spring terms (2022 2024, 2026).

ENG 204, 205, 206: Survey of English Literature (4,4,4)

This is a survey of literature, both oral and written, produced in the British Isles and then later among Native English-speaking colonists elsewhere around the globe, excluding America, from the time of the oral production of narratives to the present day. The course examines a broad range of drama, poetry and prose narratives down through the timeline as a means of impetus for interpretive analysis of the literature within its historical and cultural contexts. Particular emphasis is placed on the interaction between literature and the formation of philosophical and cultural movements.

ENG 204 examines the principal works of Old English and Middle English authors, as well as a formative introduction to Renaissance authors, focusing largely on Shakespeare. Offered in alternating fall terms (2022, 2024, 2026).

ENG 205 begins with Shakespeare and other notable authors of the period, such as Kidd and Marlowe, and extends through the Enlightenment, Romantic and Victorian periods. Offered in alternating winter terms (2021, 2023, 2025).

ENG 206 begins with the close of the Victorian Age, and continues to the present day, examining not only those texts produced within the confines of the British Isles, but extending also to those texts created within the colonies of the larger Empire. Offered in alternating spring terms (2021, 2023, 2025).

Recommended Prerequisites: WR 115 with a grade of C or better, or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/week

ENG 230: Environmental Literature (4)

This course aims to explore the ways in which ideas about the physical or “natural” environment have been shaped in American literature. The course will survey a variety of important texts in this tradition and introduce students to different eras and genres, including a focus on early environmental thinkers, policy documents, progressive and radical writers, as well as gendered discourse. Students will employ critical writing, critical thinking, and critical reading skills. Although this is a literature course, we will keep issues from environmental ethics and environmental history close at hand, and students will be invited to devote one paper linking environmental questions to an area of their own interest. Recommended Prerequisites: WR 115 with a grade of C or better, or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/week. Offered in alternating winter terms (2022, 2024, 2026).

ENG 250: Introduction 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 multi-cultural examination of global myth. Recommended Prerequisites: WR 115 with a grade of C or better, or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/week. Offered in most summer terms

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 courses are designed to introduce students to a variety of different writers and to help students develop a sense of how literature and culture has evolved from the pre-colonial period through the early 21st Century. In doing

so, we will also explore the different forms popular in these periods, from sermons and autobiographies to short stories, poems, and plays. While students will be introduced to stylistic aspects of the texts, such as diction, imagery, meter, irony, dialogue, and metaphor, the course will focus on the relation between the literature and the historical and social context in which each work was written. 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.

ENG 253 examines American literature from pre-Columbian American through colonial literature, ending with literature from the early to mid 1800s. Offered in alternating fall terms (2021, 2023, 2025).

ENG 254 examines American literature from the post-Civil War Reconstruction era to the mid-20th Century. Offered in alternating winter terms (2022, 2024, 2026).

ENG 255 examines American literature from the Modern period through present day. Offered in alternating spring terms (2022, 2024, 2026).

Recommended Prerequisites: WR 115 with a grade of C or better, or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/week

ENG 260: Introduction to Women’s Literature (4)

This course introduces students to a wide range of works—poetry, short fiction, a novel, and 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 Prerequisites: WR 115 with a grade of C or better, or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/week

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, LGBTQIA+, African Americans, Latin Americans, Asian Americans, and Native Americans/indigenous peoples. Critical and analytical approaches will be stressed. Recommended Prerequisites: WR 115 with a grade of C or better, or appropriate placement test scores; AND RD 115 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/week. Su

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 programming. 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 programming. ENGR 112B: Structured programming 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. S

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

FOREST, ECOSYSTEMS & SOCIETY (FES)

FES 240 - Forest Biology (4)

Structure, function, development, and biology of forest vegetation and their relationships to forestry and natural resource applications. Field trips off campus required. Prerequisite: completed course in Biology or Natural Resources or instructor approval. 3 lecture, 3 lab hrs/wk. F

FES 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 off campus. Prerequisite: previous course in Biology or Natural Resources or Instructor's consent. 3 lecture hrs/wk. S

FES 261 - Recreation Resource Management (4)

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, W

FORESTRY ENGINEERING (FOR)

FOR 111: Introduction to Forestry (3)

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 off campus. 2 lecture, 3 lab hrs/wk.

FOR 112: Problem Solving and Technology (3)

An overview of computing applications used in all aspects of forestry work, but largely focused on development of intermediate and advanced spreadsheet skills using Microsoft Excel (e.g., complex formulas and functions, charting, and pivot tables). Additionally, the course rounds out essential skills in document formatting and presentation development. Registration-Enforced Prerequisite: ENGR 111 or FOR 111 or NR 201. 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 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)

An introduction to the appropriate use and potential applications of geographic information systems (GIS) and related technologies (GPS and remote sensing) in forest management, operational planning, and problem solving. Students are presented with lectures and exercises that cover a wide range of GIS and GIS-related topics and issues including spatial database creation, structure, analysis, and modeling. 3 lecture, 2 lecture/lab hrs/wk. 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

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 2021-2022)

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 2021-2022)

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 2021-2022)

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 2021-2022)

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 2021-2022)

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 2021-2022)

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, NFPA 1521. 3 lecture hrs/wk. W

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 design to a structure are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. 3 lecture hrs/wk. F

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 of 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 how to work within an ICS management system. The student will apply the practical uses of 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 the FRP 121A class. This class is part 2 of a two part course leading to NFPA/DPSST firefighter certification. 3 lecture, 2 lecture/lab hrs/wk. W

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: FRP 230 Hydraulics, 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. W

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 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, water based 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. W

FRP 280: Fire Related Skills (6 terms at 1-4 credits/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

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. 3 lecture, 3 lab hrs/wk. F

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. 3 lecture, 3 lab hrs/wk. W

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. 3 lecture, 3 lab hrs/wk. 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 115 with a grade of C or better or placement test scores of 70 or above in writing; AND RD 115 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 2021-2022)

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 2021-2022)

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 2021-2022)

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.

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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

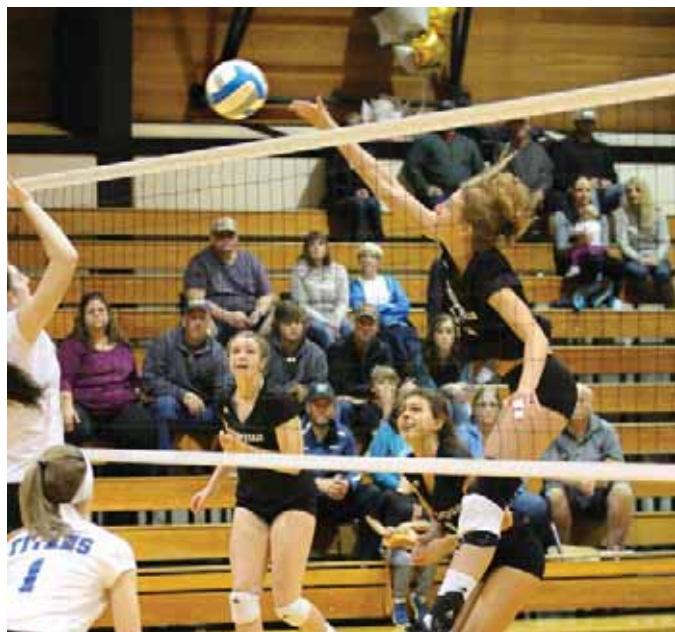
GENERAL SCIENCE (GS)

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

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. F, W, S



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. F, W, S, Su

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 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. 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 115, WR 115. 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 lecture/lab hrs/wk. F, W, S, Su

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)

Explore young children's characteristics and needs, including the multiple influences that effect development and learning. Develop the skills to create healthy, respectful, supportive, challenging and culturally relevant learning environments with a focus on the importance of building family and community relationships, knowing and understanding diverse family and community characteristics, supporting and engaging families and communities through respectful, reciprocal relationships; involving families and communities in their children's development and learning. 3 lecture hrs/wk. S

HDFS 228: The Exceptional Child (3)

This course will help students understand the atypical child, including those with cognitive, intellectual, emotional, and physical disabilities, children who come from diverse cultural and economic backgrounds and children who are gifted/talented. 3 lecture hrs/wk. F

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 MHACBO 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 (offered alternating years)

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. 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 presentations by 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

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 MHACBO 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 MHACBO 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 MHACBO to meet certification requirements for alcohol and drug counselors. Registration-Enforced Prerequisite: HS 155 or instructor approval. 3 lecture hrs/wk. S

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 MHACBO 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

HS 229: Crisis Intervention and Prevention (3)

This course will provide students with theoretical knowledge and practical skill required of human service workers in a variety of work settings including substance use disorder counseling. Basic theories of crisis intervention and prevention will be presented. Opportunities will be provided for students to practice skills learned in the classroom setting for preventing, managing, and intervening in a variety of crisis situations. Trauma informed care and its implication for crisis intervention, mental health, cultural and socio-economic implications will be included. This course is accepted by MHACCBO to meet certification requirements for substance use disorder counselor certification (CADCI). 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. Prerequisite: HS 155 or Instructor approval. 3 lecture hr/wk. F

HS 266: Case Management for Human Service Workers (3)

This course is designed to address the concepts and skills necessary to effectively work as a case manager for any human services delivery program. The student will practice identifying participant (client) strengths. In addition, strategies for the case manager to provide an environment for change that encourages movement from one stage into another is a significant focus of the course. Classroom practice in all areas of case management will allow for student skill development. Students will complete a case management chart for a real client (for those interning or in an appropriate CWE placement) or a classroom peer. This class is accepted by MHACBO to meet certification requirements for alcohol and drug counselors. 3 lecture hrs/wk. W

HS 267: Cultural Competence in Human Services (3)

Focuses on identifying how cultural differences impact service delivery in human service programs. Personal, community, and institutional bias will be discussed. In addition, students will practice delivery and adaptation of counseling strategies cross-culturally. 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 the civil and criminal law systems. Identify state 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 grade 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: Introduction 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 perspective 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, 10th Revision, Clinical Modification (CD-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 lecture/lab hrs/wk. S

MED 220: Medical Office Procedures I (3)

The course is an introductory course in current medical 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)

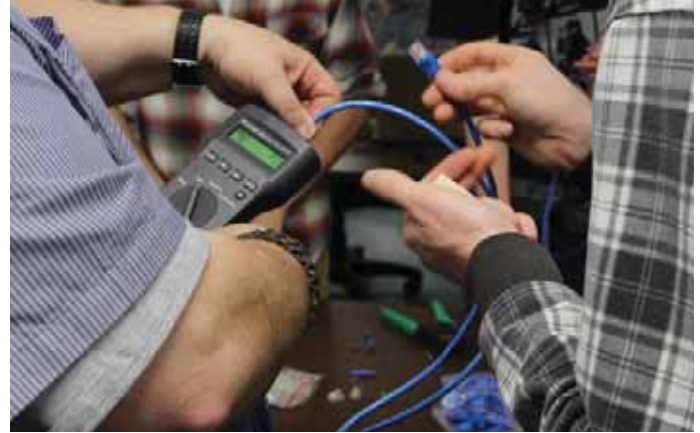
This course provides students with a working knowledge of healthcare reimbursement, accounting and collection processes for medical offices and clinics. Students will be presented with how to file insurance claims and what to do after the insurance. These topics include how to request an appeal or review, managing the accounts receivable and how to collect the balance due from the patient. Included is the importance of compliance and HIPAA regulations. Registration-Enforced Prerequisite: MED 230. 3 lecture hrs/wk. S

MED 260: Medical Document Processing (3)

This course is 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 040, 041, 042: Math Studio Lab (1)

This course offers supplemental instruction during fall, winter, and spring terms. The Math Studio Lab is for students who place into MTH 20-MTH 111 but want to take a higher math class while taking this co-requisite math studio lab. The lab supports students

in satisfying their math prerequisites at an accelerated pace. The studio incorporates the practice of compressing courses while being supported by an associate math professor in the lab.

Registration enforced co-requisite MTH 20, MTH 60, MTH 65, MTH 95, or MTH 111. 1 lecture hr/wk. F,W,S

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

MTH 060: Introduction 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)

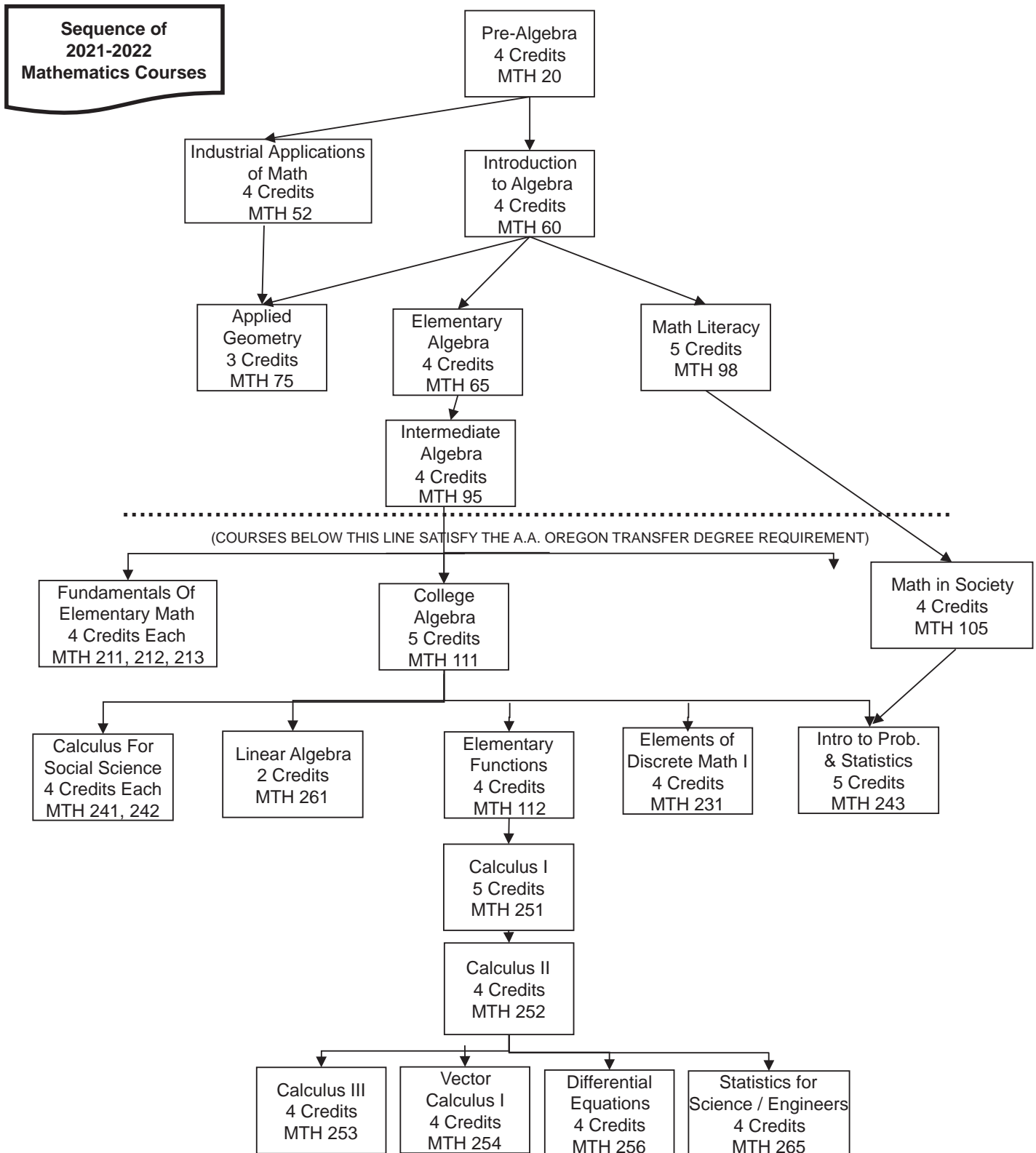
Industrial applications of basic algebra and geometry. Emphasis on formulas, ratio-proportion, applied geometry, trigonometry, area, volumes. Registration-Enforced Prerequisite: MTH 052 or MTH 060 with a grade of C or better, placement by approved measure, or instructor permission. 3 lecture hrs/wk. 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, SU

Umpqua Community College Sequence of Mathematics Courses

(students may begin in the course indicated by placement test scores)



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. 5 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 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: Introduction 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. 2 lecture/lab hrs/wk. F, W

MUP 151: Music Theatre (3)

The students perform in the cast of an Umpqua Community College musical. 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)

Known as the Roseburg Concert Chorale — 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: Introduction to Rock Music (3)

This course will examine the sociological and musical perspectives of the seventy 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. 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: Introduction 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: Introduction 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. This course meets the required three credits for UCC AAOT Cultural Literacy. 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. This course meets the required three credits for UCC AAOT Cultural Literacy. 3 lecture hrs/wk. W, S

MUS 205: Introduction 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. This course meets the required three credits for UCC AAOT Cultural Literacy. 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 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 offers a field-based introduction to methods for measurement and monitoring of the hydrological parameters of natural water resources, the relation between those parameters and the quality of the resource, and strategies for management of those parameters. Registration-Enforced Prerequisite: MTH 111. 3 lecture, 3 lab hrs/wk. W

NR 230 - Forest Ecosystems (3)

Principles of ecosystem dynamics in forested communities, landscapes and bioregions. Coevolution of competition, predation and mutualism. Energy flow, nutrient cycles and feedback controls. The effects of disturbance and succession on biodiversity and habitat stability through time. Prerequisite: completed course in Biology or Natural Resources or instructor approval. 3 lecture hrs/wk. S

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

NURSING (NRS)

NRS 101: Nursing Assistant (9)

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 115 OR higher, WR 115 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 oregon.gov/business-services/chc/pages/index.asp. All 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, rubeola). Prior to the first day of clinical, 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 framework of the OCNE curriculum. The emphasis on health promotion across the life span includes learning about self-health as well as patient health practices. To support self and patient health practices, students learn to access research evidence about healthy lifestyle patterns and risk factors for disease/illness, apply growth and development theory, interview patients in a culturally sensitive manner, work as members of a multidisciplinary team giving and receiving feedback about performance, and use reflective thinking about their practice as nursing students. Populations studied in the course include children, adults, older adults and the family experiencing a normal pregnancy. Includes classroom and clinical learning experiences. The clinical portion of the course includes practice with therapeutic communication skills and selected core nursing skills identified in the OCNE Core Nursing Skills document. 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 patients with chronic illnesses common across the life span in multiple ethnic groups. The patient's and family's "lived experience" of the condition is explored. Clinical practice guidelines and research evidence are used to guide clinical judgments in care of individuals with chronic conditions. Multidisciplinary team roles and responsibilities are explored in the context of delivering safe, high quality health care to individuals with chronic conditions (includes practical and legal aspects of delegation). Cultural, ethical, legal and health care delivery issues are explored through case scenarios and clinical practice. Case exemplars include children with asthma, adolescents with a mood disorder, adults with type 2 diabetes, and older adults with dementia. The course includes classroom and clinical learning experiences. 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 the learner to assessment and common interventions (including relevant technical procedures) for care of patients across the lifespan who require acute care, including normal childbirth. Disease/illness trajectories and their translation into clinical practice guidelines and/or standard procedures are considered in relation to their impact on providing culturally sensitive, patient-centered care. Includes classroom and clinical learning experiences 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 NRS 111/211, Foundations of Nursing in Chronic Illness I. Chronic Illness II expands the student's knowledge related to family care giving, symptom management and end of life concepts. These concepts are 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 the assessment and management of concurrent illnesses and conditions are developed within the context of patient and family preferences and needs. Skills related to enhancing communication and collaboration as a member of an interprofessional team and across health care settings are further explored. Exemplars include patients with chronic mental illness and addictions as well as other chronic conditions and disabilities affecting functional status and family relationships. The course includes classroom and clinical learning experiences. (Can follow Nursing in Acute Care II and End-of-Life). includes classroom and clinical learning experiences. (Can follow Nursing in Acute Care II and End-of-Life). 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 conditions, some of which may result in death. These patient care conditions require strong noticing and rapid decision making skills. Evidence base is used to support appropriate focused assessments, and effective, efficient nursing interventions. Life span and developmental factors,

cultural variables, and legal aspects of care frame the ethical decision-making employed in patient choices for treatment or palliative care for disorders with an acute trajectory. Case scenarios incorporate prioritizing care needs, delegation and supervision, and family and patient teaching for either discharge planning or end-of-life care. Exemplars include acute conditions affecting multiple body systems. Includes classroom and clinical learning experiences. (Can follow Nursing in Chronic Illness II and End-of-Life Care). Includes classroom and clinical learning experiences. (Can follow Nursing in Chronic Illness II and End-of-Life Care). 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. Faculty/Clinical Teaching Associate/Student Triad Model provides a context that allows the student to experience the nursing role in a selected setting, balancing demands of professional nursing and lifelong learner. Analysis and reflection throughout the clinical 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 the lifespan. It includes the foundational concepts of principles of pharmacology, nonopioid analgesics, and antibiotics, as well as additional classes of drugs. Students will learn to make selected clinical decisions in the context of nursing regarding using current, reliable sources of information, understanding of pharmacokinetics and pharmacodynamics, developmental physiologic considerations, 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 nursing care related to drugs and natural products to persons throughout the lifespan. Students will learn to make selected clinical decisions in the context of nursing 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. It includes the foundational concepts of cellular adaptation, injury, and death; inflammation and tissue healing; fluid and electrolyte imbalances; and physiologic response to stressors and pain, as well as additional pathophysiological processes. Students will learn to make selective clinical decisions in the context of nursing regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused nursing 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 in the context of nursing regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused nursing 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 additional pathophysiological processes not contained 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. 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. 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 280A: Cooperative Work Experience:

Administrative Assistant/Office 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. 33 hrs lab = 1 credit. F, W, S, Su

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

PHYSICAL EDUCATION & OUTDOOR RECREATION (PE)

BASEBALL

PE 185AB: Advanced Baseball (1)

3 lab hrs/wk. F, W, S

PE 185SB: Baseball Strategies (1)

3 lab hrs/wk. F, W, S

PE 185PB Physical Conditioning, Baseball (1)

3 lab hrs/wk. F, W, S

BASKETBALL

PE 185BB: Advanced Basketball Men – Tm (1)

3 lab hrs/wk. F, W, S

PE 185BA: Advanced Basketball 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 185BS: Basketball Strategy Women – Tm (1)

3 lab hrs/wk. F, W, S

PE 185BM: Physical Conditioning – Men’s Basketball (1)

3 lab hrs/wk. F, W, S

PE 185BW: Physical Conditioning – Women’s Basketball (1)

3 lab hrs/wk. F, W, S

BOWLING

PE 185L: Beginning Bowling (1)

3 lab hrs/wk. F, S

CROSS COUNTRY

PE 185XA: Advanced 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 185 XC: Physical Conditioning Cross Country (1)

3 lab hrs/wk. F, W, S

ESPORTS

PE185EP: Introduction to Esports (1)

3 lab hrs/wk. F, W, S

PE 185EA: Advanced Esports (1)

3 lab hrs/wk. F, W, S

PE 185ES: Esports Strategy (1)

3 lab hrs/wk. F, W, S

FITNESS

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

GOLF

PE 185G: Beginning Golf (1)

3 lab hrs/wk. F, S

Obstacle Course Racing (OCR)

PE 185OA: Advanced OCR (1)

3 lab hrs/wk. F, W, S

PE 185OS: OCR Strategy (1)

3 lab hrs/wk. F, W, S

PE 185OC: Physical Conditioning OCR (1)

3 lab hrs/wk. F, W, S

SOCCER

PE185SR: Beginning Soccer (1)

3 lab hrs/wk. F, W, S

PE185SC: Advanced Women’s Soccer (1)

3 lab hrs/wk. F, W, S

PE185SS: Soccer Strategy (1)

3 lab hrs/wk. F, W, S

SWIM

PE 185QB: Beginning Swim (1)

3 lab hrs/wk. F, S

PE 185QI: Intermediate Swim for Fitness (1)

3 lab hrs/wk. F, S

PE 185QF: Swim Fitness (1)

3 lab hrs/wk. F, S

TENNIS

PE 185TN: Beginning Tennis (1)

3 lab hrs/wk. F, S

PE 185TI: Intermediate Tennis (1)

3 lab hrs/wk. F, S

TRACK AND FIELD

PE 185TA: Advanced Track and Field (1)

3 lab hrs/wk. F, W, S

PE 185TS: Track and Field Strategies (1)

3 lab hrs/wk. F, W, S

PE 185TC: Physical Conditioning Track and Field (1)

3 lab hrs/wk. F, W, S

VOLLEYBALL

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

WALK, JOG, & RUN

PE 185 WJ: Walk, Jog, and Run (1)

3 lab hrs/wk. F, W, S

WEIGHT TRAINING

PE 185W: Weight Training (1)

3 lab hrs/wk. F, W, S

WRESTLING

PE 185WT: Advanced Wrestling (1)

3 lab hrs/wk. F, W, S

PE 185 WS: Wrestling Strategy (1)

3 lab hrs/wk. F, W, S

PE 185 WC: Physical Conditioning Wrestling (1)

3 lab hrs/wk. F, W

YOGA

PE 185Y: Yoga (1)

3 lab hrs/wk. F, W, S

PE 185YI: Yoga Intermediate (1)

3 lab hrs/wk. F, W, S



LIFE GUARDING

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 (3)

An introduction to the basic principles of understanding child behavior by providing a comprehensive framework in

supporting students to become responsive teachers. Discussion and practice of ideas presented include methods of guidance, effective communication, conflict resolution, sexuality, developing healthy selfconcepts, and a democratic approach to living. 3 lecture hrs/wk. W

PSY 201: General Psychology I (4)

The study of human behavior through the topics of scientific methodology, genes, brain function, nervous and endocrine systems, consciousness, body rhythms, human development, gender, human sexuality, sensation, perception, learning, and memory. Recommended Prerequisite: Placement by approved measure into WR 115. 4 lecture hrs/wk. F, W, S, Su

PSY 202: General Psychology II (4)

The study of human behavior through the topics of language, thinking, intelligence, motivation, emotion, stress, health, happiness, social thinking, personality, psychological disorders, and approaches to treatment. 4 lecture hrs/wk. F, W, S, Su

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)

Provides a broad overview of abnormal psychology. Includes assessment and classification of psychological disorders, and biological and environmental factors associated with psychopathology, treatment, and ethical legal issues. Registration-Enforced Prerequisite: PSY 201 and 202 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 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. 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 nondiscrimination 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)

Introduces fundamental concepts in sociology including, the scientific method, sociological theories, socialization, social structure, and culture. Examines how US society and culture are shaped by race, ethnicity, social class, gender, and sexuality. 3 lecture hrs/wk. F, W, S

SOC 205: Institutions and Social Change (3)

Analyzes major social institutions from a sociological perspective, including family, religion, government, and education. Critically examines the influence of institutions on individuals and communities, strategies for social change, and cross-cultural differences in institutions. 3 lecture hrs/wk. F, W

SOC 206: Social Problems and Issues (3)

Social issues and social problems explored from a sociological perspective. Critically examines academic research and accounts from journalists through debates about topics such as poverty, drugs, crime, urban affairs, public health, and 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)

Explores the ways in which societies divide themselves into ranks of more or less privileged members by race and class. Issues of racism, discrimination, and intersectionality examined in historical, contemporary, and cross-cultural contexts.. Prerequisite: SOC 204 or 205 recommended. 3 lecture hrs/wk. S

SOC 225: Social Aspects of Addiction (3)

This course is designed to help students understand the cultures of Addiction and Recovery while examining the social impact of addiction in the areas of: (1) Cultural and economy, (2) Mental and physical health, (3) Family and community violence, and (3) Local, state and national demographics. Treatment and recovery issues will also be addressed. 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 115 with a grade of C or better or placement scores of 70 or above in writing; AND RD 115 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 115 with a grade of C or better or placement by approved measures; AND RD 115 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 115 with a grade of C or better or placement by approved measure; AND RD 115 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 115 with a grade of C or better or placement by approved measure; AND RD 115 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 115 with a grade of C or better or placement scores of 70 or above in writing; AND RD 115 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 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: 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 (4)**

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 and performance critiques, the inexperienced student emerges from Acting 1 with basic acting skills for realist theatre. Required for theatre major transfers and open to non-majors. 3 lecture hrs/wk. F

TA 142: Acting 2 (4)

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. Students will learn to use text and dialogue analysis in a plays given circumstances. Required for theatre major transfers and open to non-majors. Registration-Enforced Prerequisite: TA 141 with a C or better or faculty permission. 4 lecture hrs/wk. W

TA 143: Acting 3 (4)

Acting 3 continues the beginning acting series with further development of an actor's resources of using the body, mind, and voice to create characterization within realist theatre. Students focus on the inner life of a character and the technique involved to replicate a performance repeatedly. This course polishes the process for 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. Prerequisite: TA 141 & 142 with a C or better. 4 lecture hrs/wk. S

TA 209 Stagecraft 1 (3)

In Stagecraft 1, students will learn the basics of building sets and props, as well as sound and light board operation. Students will also learn about the job of a technical director. 2 lecture/lab hrs/wk. W

TA 210 Introduction to Theatrical Design (4)

This course is an Introduction to the art of theatrical design. Students will learn about the major areas of design: set, costumes, lights, and sound. Students will gain a general understanding of each of these areas and learn the role and vocabulary of the designer in the theatrical process. 4 lecture hrs/wk. S

TA 212 Stagecraft 2 (3)

In Stagecraft 2, students will learn the basics of sewing, costuming, and make-up for the stage. Students will also learn about the job of stage manager. 2lecture,2 lecture/lab hrs/wk. S

TA 250 Script Analysis (4)

This class in an introduction to the analysis of plays scripts in which students will read scripts and analyze them as artists and

scholars. Students will also study major approaches to play script analysis and apply these to the artistic process. This course also emphasizes the play is a cultural and historical artifact and scripts will be chosen from a variety of cultures and time periods. 4 lecture hrs/wk. W

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 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 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. 120 lecture/lab hrs. (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. 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. 2 lecture, 3 lab hrs/wk. W, Su

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. 2 lecture, 3 lab hours/wk. S

WELDING (WLD)

WLD 101: Welding Processes and Applications (4)

Covers welding processes, safety, equipment, and essential variables of operation. This is an outcomes-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. Prerequisite: None. 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 outcomes-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 outcomes-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite: 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 outcomes-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: 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 outcomes-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite: 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 outcomes-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite: 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 outcomes-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite: 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 or Instructor approval. 9 lab hrs./wk. F

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 or Instructor approval. 9 lab hrs./wk. W

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. Registration-Enforced Prerequisite/Corequisite: WLD 101 or APR 140. 1 lecture/4 lecture/lab hrs./wk.

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, tolerance, lines, note and symbol interpretation. 2 lecture and 2 lecture/lab 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 outcomes-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite: 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 outcomes-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite: 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 outcomes-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 outcomes-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: 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. Registration-Enforced Prerequisite: WLD 142 or Instructor approval. 9 lab hrs./wk. 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 outcomes-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 outcomes-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 well 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 outcomes-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. 2 lecture and 2 lecture/lab hrs./wk. S

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 outcomes-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. F

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 outcomes-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 outcomes-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: 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 outcomes-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: WLD 261. 1 lecture/ 4 lab hrs./wk. W

WLD 280: Cooperative Work Experience: Welding (1-13)

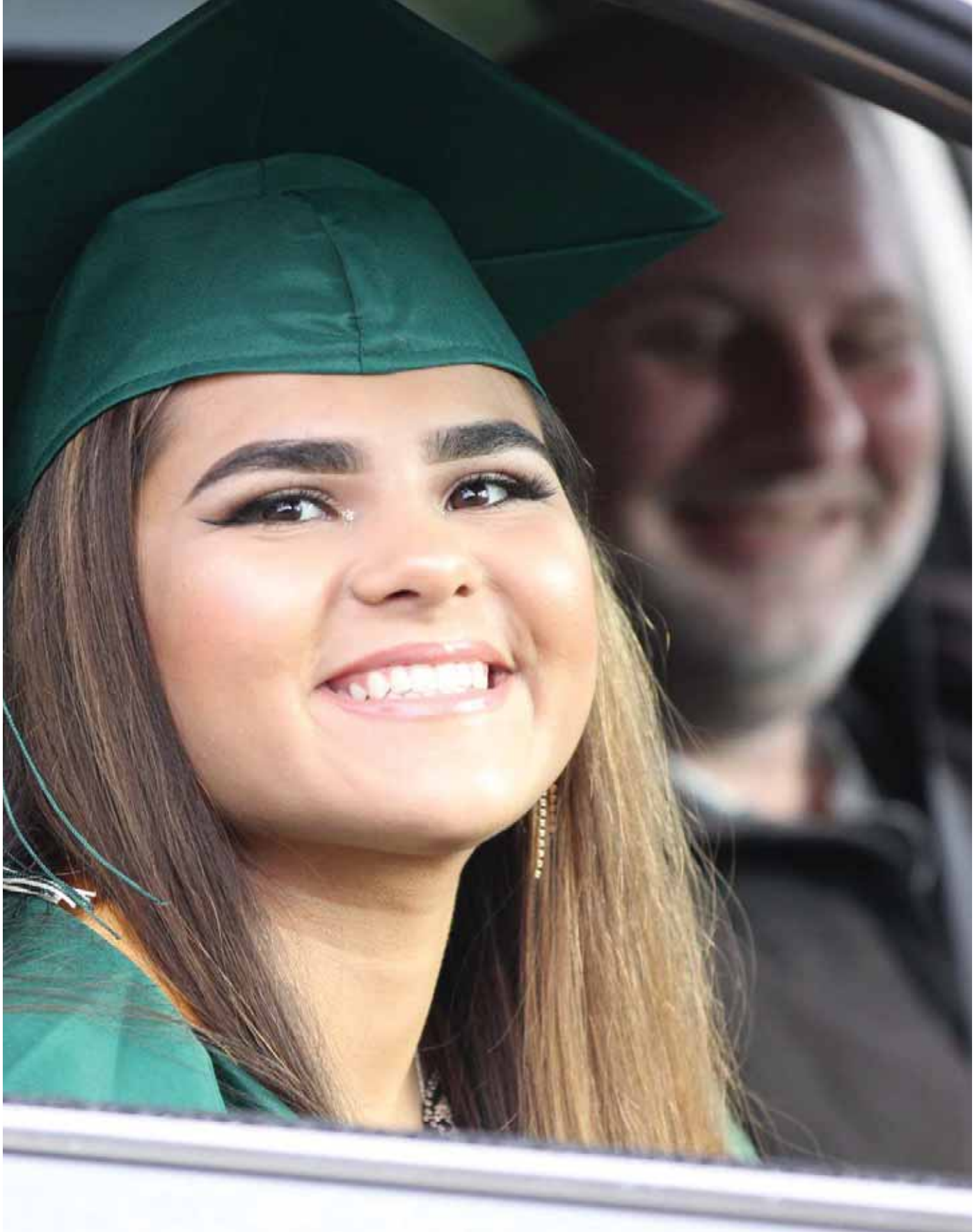
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits 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 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. Basic

knowledge of how to use a computer for word processing is necessary for success in this course. Registration-Enforced Prerequisite: placement by approved measure. 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. Basic knowledge of how to use a computer for word processing is necessary for success in this course. Registration-Enforced Prerequisite: WR 115, RD 115 each with a grade of C or better or appropriate placement test or placement by multiple measures; and basic computer for word processing skills. 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. Basic knowledge of how to use a computer for word processing is necessary for success in this course. Registration-Enforced Prerequisite: WR 121 with a grade of C or better. F, W, S

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



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 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, 2021 to June 30, 2022, 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) Clases 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.

Learning Skills Center

At UCC, our cohorts co-enroll students into several classes together and include integrated curricula, collaboration among instructors, as well as enhanced mentoring and tutoring which are embedded into the program. Students in these cohorts enhance their reading, writing, and study skills. Students are recommended to the program based on their placement test scores.

Objectives of the LSC:

Students are grouped in small cohorts and enroll in courses of Reading, Writing, a College Success course, and a Critical Thinking course. Students have the option to enroll in one additional class. This is designed to:

- help students advance through college-level courses within a structure of cohort accountability
- academically and socially integrate students within the formal and informal systems of UCC

Benefits of the Cohorts 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

All policies are subject to revision at any time and will be updated on the webpage in the event revisions take place after the catalog is published. The webpage will supersede the catalog in the case of a revised policy.

721.0 Student Code of Conduct

This policy is undergoing revision in the 2021-2022 year; please check the webpage for the most up-to-date version.

Standards of Student Conduct Students of Umpqua Community College 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. The provisions of the Standards of Student 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. The Standards of Student Conduct will apply to conduct which occurs on College premises, including hybrid and online classes, and to conduct which occurs elsewhere during the course of a College-sponsored function or activity, or at functions sponsored by the College. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Standards of Student Conduct. The President will establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The Dean of Students is responsible for the administration of the Standards of Student Conduct. In the absence of the Dean of Students, the President will appoint a designee to administer the Standards of Student Conduct.

The full Standards of Student Conduct (Student Code of Conduct) is available online at umpqua.edu/student-code-of-conduct

Academic Integrity

This policy is undergoing revision in the 2021-2022 year; please check the webpage for the most up-to-date version.

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. Cheating on any graded assignment; cheating is defined as any of the following:
 - a. Use of any unauthorized assistance, including notes, crib sheets or other academic material, in taking quizzes, tests, or exams;
 - b. Relying on the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments;

- c. Acquiring or viewing, without permission of the instructor, a test, or examination questions or answers, or other academic material.
2. Copying another student's or a tutor's answers or strategies on a test, quiz, professional or practical assignment; or allowing another to do so.
3. Collaborating with others on assignments or assessments unless expressly authorized by the instructor.
4. Submitting one's own previously graded work as a new assignment without the instructor's permission.
5. 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 another source such as the Internet.
6. Fabrication or falsification of any information, research, data, references or clinical records.
7. Assisting another student to engage in any form of academic dishonesty.
8. Turning in work which was completed, all or in part, by an individual other than the student.
9. Tampering with evaluation devices or documents.
10. Impersonating another student during a quiz, test, cooperative work experience placement, supervised field experience placement or clinical placement or other student assessment/ assignment or participation in being impersonated by another student.
11. Use of electronic devices, including cell phones, smart watches, 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.

IMMEDIATE SANCTIONS FOR ACADEMIC DISHONESTY

1. Zero or "F" grade for assignment. An instructor 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. An instructor 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 instructor has documented that the student has engaged in egregious acts of academic dishonesty.
3. Request for administrative sanctions. An instructor or department chair may petition the Dean of Students to apply administrative sanctions. Administrative sanctions include:
 - a. Complete withdrawal from all courses (with no possibility of refund);
 - b. Disciplinary suspension from the student's academic program (if applicable); and/or
 - c. Disciplinary suspension from the college.

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: Filing of Report

The instructor will file a written report of the act of academic dishonesty with the Department Chair, Chief Academic Officer, Dean of Students, and Registrar within 5 days of when the instructor discovered the act of dishonesty.

Step Two: Filing of Student Code of Conduct Violation

Pursuant to Administrative Policy 5520, the instructor or department chair may initiate disciplinary proceedings by filing a Standards of Student Conduct violation with the Dean of Students. Independent of the instructor, department chair, or Chief Academic Officer, the Dean of Students may choose to initiate disciplinary proceedings based on the written report of the student's act submitted by the instructor.

Step Three: Disciplinary Proceedings

Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with Administrative Procedure 5520, Student Discipline.

Step Four: Grievance/Appeals

Pursuant to Administrative Procedure 5535, Student Grievances, the student may grieve the instructor's decision.

Student Discipline

Pursuant to Administrative Procedure 5520, Student Discipline, if additional disciplinary sanctions are imposed, the student may grieve the Dean of Student's decision.

The student discipline process is outlined in the Standards of Student Conduct at umpqua.edu/student-code-of-conduct.

Student Grievance Procedure

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures will be available to any student who reasonably believes a college decision or action has adversely affected their status, rights, or privileges as a student. The procedures will include, but not be limited to, grievances regarding:

1. Course grades
2. The exercise of rights of free expression protected by state and federal constitutions
3. Violations of Board Policy and/or Administrative Procedures

This procedure does not apply to:

1. Student disciplinary actions, which are covered under separate board policies and administrative procedures.
2. Parking citations (i.e. "tickets"); complaints about citations must be directed to the Office of Safety and Security.
3. Disability grievances
4. Title IX grievances

A more detailed outline of the Student Grievance Procedure can be found at umpqua.edu/student-code-of-conduct.

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, Kelley Plueard 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

	2017-18	2018-19	2019-20
Murder/Non-Negligent Homicide			
Manslaughter	0	0	0
Sex Offense – Forcible	0	0	0
Sex Offense – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	5	0
Arson	0	1	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	2	0
Hate Crime	0	2	0
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, availability of faculty, affordability of the course and other situations beyond the college's control such as a pandemic or natural disaster.

Closure Due to Weather or Emergency

Replace text (tom come?).

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. 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:
Kelley Plueard, Human Resources Director
Title IX Coordinator - 541-440-7690, 1-800-949-4232 TTY 7-1-1, kelly.plueard@umpqua.edu, located in the Sue Shaffer Learning Commons and Library
- College ADA Coordinator:
Kelley Plueard, Human Resources Director
Title IX Coordinator - 541-440-7690, TTD 541-440-4612, kelly.plueard@umpqua.edu, located in the Sue Shaffer Learning Commons and Library
- Coordinator, Accessibility Services:
Les Rogers (students), Accessibility Services Coordinator -

541-440-7655, 1-800-676-3777 (TTY/Voice) or dial 7-1-1, les.rogers@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 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: 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 through Self-Service Banner by following the steps printed here: umpqua.edu/emergencies. Community members can also be added to the system by contacting the Facilities Office.

Enrollment Limitations

All courses, course sections, and classes offered at Umpqua Community College shall be open for enrollment to any person who has been admitted as an undergraduate student. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and corequisites, specialized program admission requirements, or due to other practical considerations such as exemptions set out in statute or regulation.

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

Umpqua Community College 2021-2022

- 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?

- Les Rogers (Students), Accessibility Services Coordinator
541-440-7655, les.rogers@umpqua.edu
located in the LaVerne Murphy Student Center

Sexual Harassment Policy

This policy is undergoing revision in the 2021-2022 year; please check the webpage for the most up-to-date version.

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 Students, or the college Affirmative Action Officer.

Students are encouraged to discuss their concerns with a college counselor or the Dean of Students. 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.

RESOLVING DISCRIMINATION/HARASSMENT CONCERNS INTERNALLY

- Kelley Plueard, Human Resources Director,
Title IX Coordinator - 541-440-7690
kelley.plueard@umpqua.edu
located in the Sue Shaffer Learning Commons and Library
- Les Rogers (Students), Accessibility Services Coordinator
541-440-7655, les.rogers@umpqua.edu
located in the LaVerne Murphy Student Center
- Security Staff (visitors), 541-440-7777
located in the Warehouse

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)
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**

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 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
Total Cohort	120	101	87	345	331
Total Graduates	24	20	28	104	94
Graduation Rate	20%	20%	32%	30%	28%

Title IX – Prohibits Sexual Harassment and Discrimination on Basis of Gender

This policy is undergoing revision in the 2021-2022 year; please check the webpage for the most up-to-date version.

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
- Kelley Plueard, Human Resources Director, Title IX Coordinator – 541-440-7690, kelly.plueard@umpqua.edu, located in the Sue Shaffer Learning Commons and Library
- The grievance procedures can be found online at umpqua.edu/conduct-grievance/

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 Students, 1140 Umpqua College Road, P.O. Box 967, Roseburg, OR 97470-0226 Telephone, 541-440-4600.

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. 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

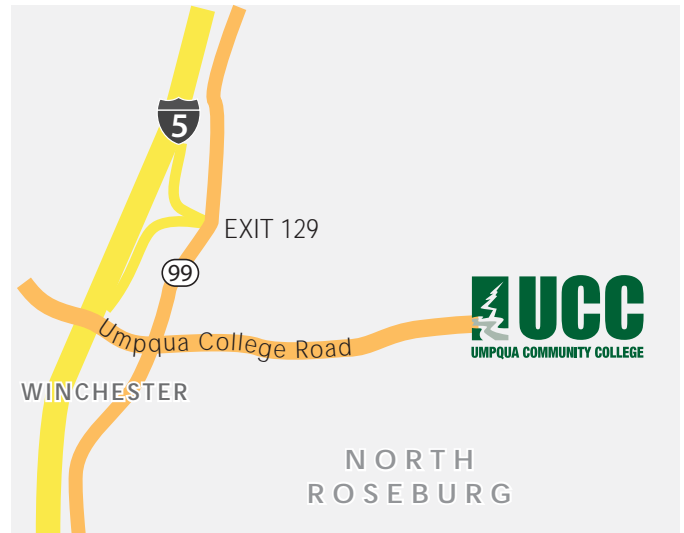
Special placards are required for parking in clearly marked Disabled Parking spaces. These placards are issued by the Oregon Division of Motor Vehicles and must be prominently displayed when parking in a disabled parking space.

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

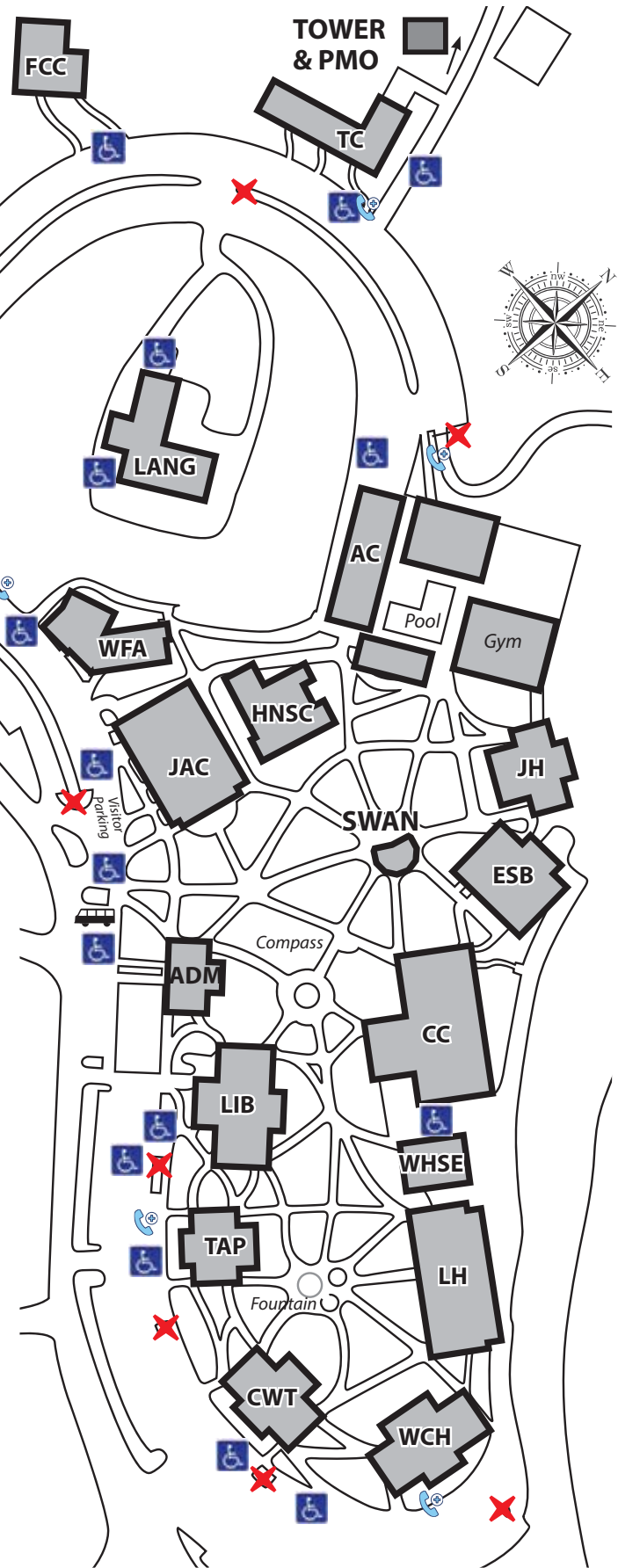
1140 Umpqua College Road
Roseburg, OR 97470
541-440-4600

Umpqua College Road
Road leads to I-5 and Highway 99

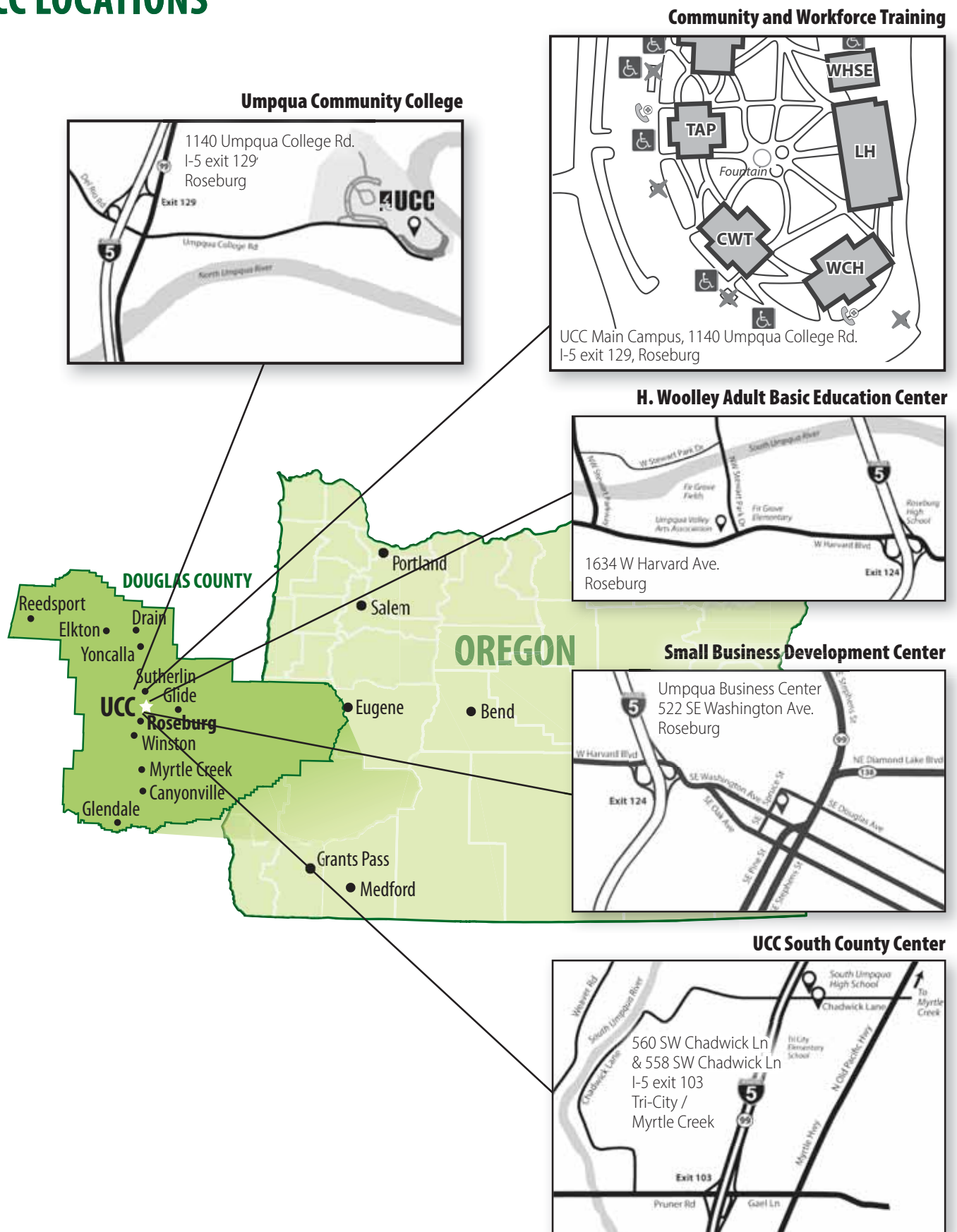
LEGEND

- 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
- FCC** Ford Childhood Enrichment Center
- HNSC** Bonnie J Ford Health, Nursing & Science Center
- JAC** Jacoby Auditorium
- JH** Jackson Hall
- LANG** Lang Teaching, Learning & Event Center
- LH** Lockwood Hall
- LIB** Sue Schaffer Learning Commons & Library
- PMO** Paul Morgan Observatory
- SWAN** Swanson Amphitheater
- TAP** Tap^hòyt^ha' Hall
- TC** Technology Center
- TOWER** Tower Building
- WCH** Wayne Crooch Hall
- WFA** Whipple Fine Arts Center
- WHSE** Warehouse

- Smoking Shelter
- Disabled Parking
- Bus Stop
- Emergency Phone

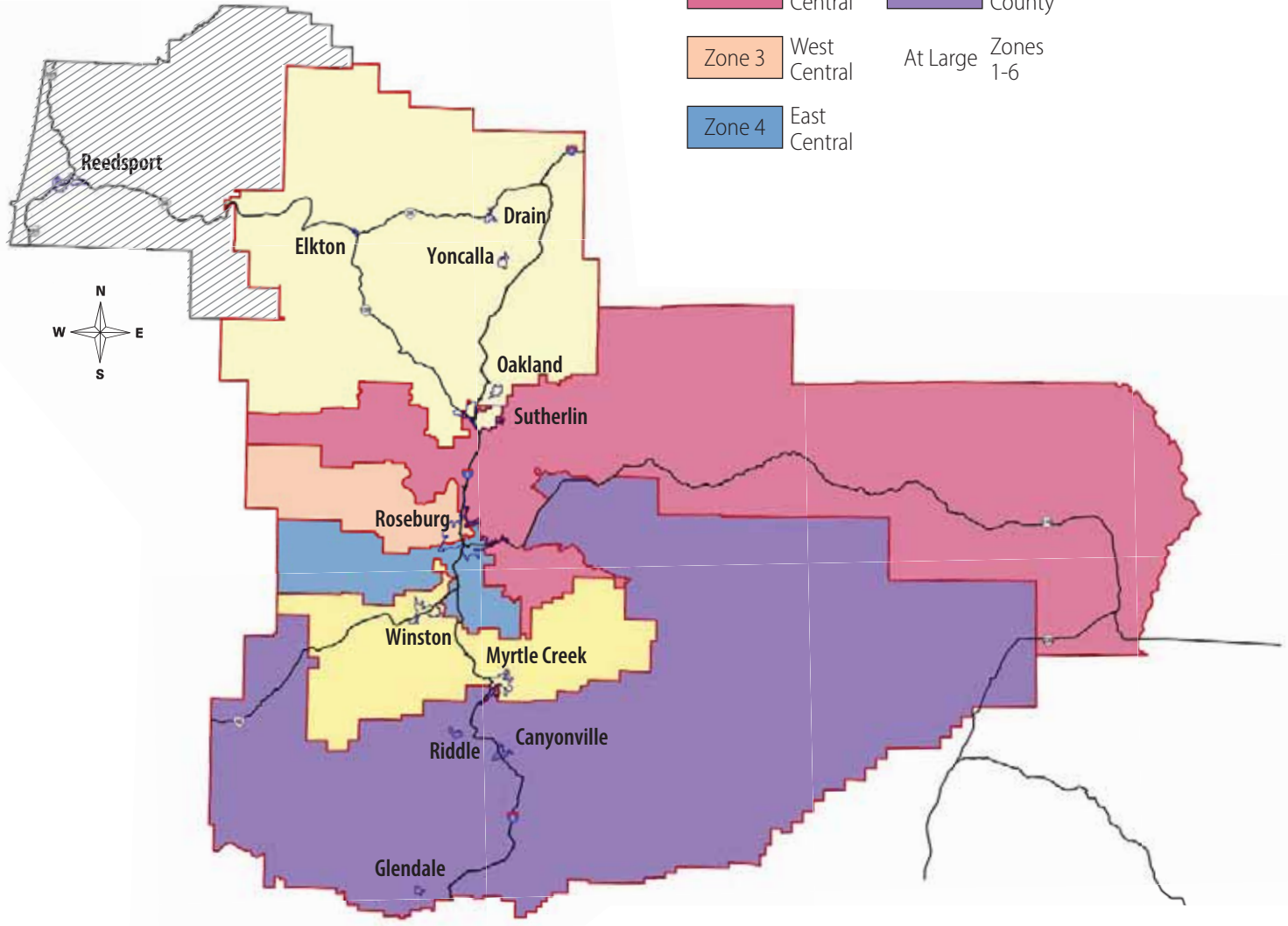


UCC LOCATIONS



DISTRICT MAP

Zone 1 North County	Zone 5 South Central
Zone 2 North Central	Zone 6 Southeast County
Zone 3 West Central	At Large Zones 1-6
Zone 4 East Central	



UCC Board of Education

		TERM EXPIRES
Zone 1	Twila McDonald	June 2023
Zone 2	Doris Lathrop	June 2023
Zone 3	David Littlejohn	June 2023
Zone 4	Erica Mills	June 2021
Zone 5	Guy N. Kennerly	June 2021
Zone 6	Randy Richardson	June 2023
Zone 7	Steve Loosley	June 2021

Budget Committee

		TERM EXPIRES
Zone 1	Hop Jackson	June 2021
Zone 2	Jacky Sohn	June 2023
Zone 3	Barry Robinson	June 2023
Zone 4	Sally Dunn	June 2021
Zone 5	Rex Stevens	June 2023
Zone 6	Joelle McGrorty	June 2023
Zone 7	Matt Fullerton	June 2021

UCC Foundation Board

Jeff Ball	Elin Miller
Aden Bliss	Perry Murray
Emily Brandt	Tom Nelson
Neal Brown	Mo Nichols
Elaine Cheney	Kathleen Nickel
Jerold Cochran	Alex Palm
Renee Coen	Brian Pargeter
Brent Eichman	Lee Paterson
Lynn Engle	Alanson Randol
Steve Feldcamp	Dale Ritter
Bruce Hanna	Dave Sabala
Neil Hummel	Derek Simmons
Greg Johnson	Charley Thompson
Danny Lang	Steve Wagoner
Steve Loosley	Liz Watkins
Melony Marsh	Gary Wayman



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Psychology
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Mathematics
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