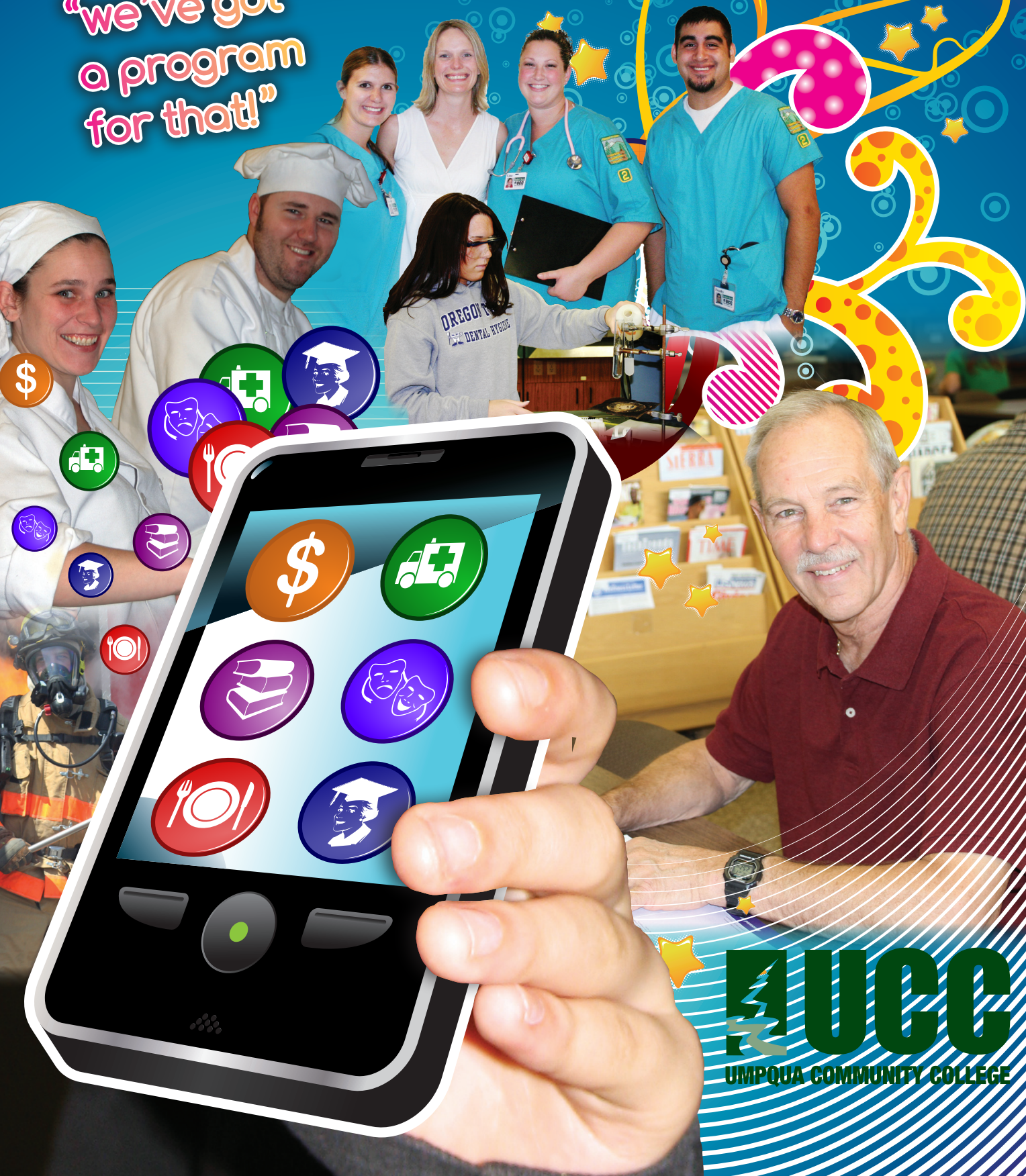


# catalog 2011/12

"we've got  
a program  
for that!"



GENERAL INFORMATION

TRANSFER EDUCATION

CAREER & TECHNICAL

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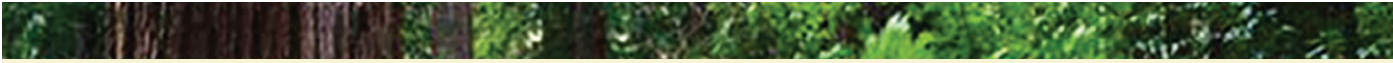
MAPS

**UCC**  
UMPUA COMMUNITY COLLEGE

# Career Services...

No matter where you are in the completion of your educational goal, we want to help you become career ready.


① Career Exploration ② Career Development ③ Job Referral



**Individualized Career Advisement** is available to students and community members to help jump start your career exploration and to get you started on a successful career path. Together, we may review labor market information, utilize online career resources, and/or take one of our career assessment tools and receive a professional interpretation to help you find a career or major that fits who you are and your interests.

**NEW** / The **UCC Career Network** is a database of businesspeople available to help students, alumni, and other community members with their career exploration through Cooperative Education Opportunities, informational interviews, job shadowing, mock interviews, guest presentations, and much more! If you are interested in these services, call 541-440-7762 or visit <http://www.umpqua.edu/career-network> for more information.

## Advising and Career Service Center YOUR ROAD TO SUCCESS



The **Job Placement** office is available to students seeking referrals to a variety of current, off-campus positions throughout our communities. If you are an employer and would like to post your open position(s), call 541-440-7797.

**Career Events** are offered year-round to help students, alumni, community members, and industry professionals network and make successful job and career connections. For a current list of events, call 541-440-7762.

Let our professionals help refine your **Job Correspondence**, such as your resume, cover letter, and job application, to give you the winning edge in gaining an interview. Once you have been invited to an interview, we are available to help you prepare and polish your interview skills.

Campus Center Building | 541.440.4610 | Walk-ins welcome | Appointments available  
[www.umpqua.edu/career-network](http://www.umpqua.edu/career-network) | Come visit us! Monday through Friday 8 a.m. – 5 p.m.

# catalog <sup>2011 - 2012</sup>

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Students are to read and abide by the contents of the current UCC 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 Directors. Those changes will be posted on RiverHawk Web and the UCC web site and when appropriate, will be incorporated in future editions of the UCC Catalog.

A grievance procedure and binding arbitration is 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.

### ABOUT THIS CATALOG

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

We make every effort to provide accurate information. However, sometimes the college finds it necessary to make changes after the catalog has been printed. The changes may affect procedures, policies, calendar, curriculum, or costs. Therefore, this catalog is to be considered only as a guide in planning your course of study.

# academic calendar • 2011-12

	Summer 11	Fall 11	Winter 12	Spring 12
Early Registration for Continuing Students Only	Check quarterly class schedule for details.			
Deadline to File & Pay for Graduation	End of February 2011	End of July 2011	End of October 2011	End of January 2012
Registration Payment Due ***	Check quarterly class schedule for details.			
New Student Registration	Check quarterly class schedule for details.			
New Student Orientation	Session dates may vary. Check Summer 2011 schedule or Registrar's Office.	Check UCC website for dates	Check UCC website for dates	Check UCC website for dates
Classes Begin		September 26	January 9	April 2
Last Day to Register/Add Classes		October 7	January 20	April 13
Last day to drop with refund		October 2	January 15	April 8
Last Day to DROP/DELETE (classes will not appear on transcript)		October 2	January 15	April 8
Last Day to WITHDRAW (will appear on transcript as withdrawn)		November 23	March 9	June 1
Campus Closures		All Fridays from June 17 - Sep 2 September 5	September 13, November 11, November 24-27, December 22-27, 30 January 1	January 16 February 20
Student Vacations	No Friday classes	December 11- January 8	March 25 - April 1	May 28
Final Exams		December 5-10	March 19- 24	June 9- 15*
End of Term	August 25	December 10	March 24	June 15
GED and High School Completion Graduation			January 27	June 15
Commencement				June 15

\* Saturday final exams will be held June 9. Saturday classes during spring term will meet longer to ensure the appropriate contact hours are met.

\*\*\* When registering for a class, you are agreeing to pay the tuition and fees plus any applicable late fees and interest. If you cannot attend you must officially drop the class or you will be charged

# program contacts

PROGRAM	PAGE	PHONE			
Administrative Assistant	110	541-440-7646	Green Technician	114	541-440-4678
Administrative Medical Assistant	111	541-440-7790	Health, Health Education, Health Care Admin	70	541-440-7729
Anthropology	58	541-440-7826	Health Informatics	114	541-440-7686
Apprenticeship	87	541-440-4675	History	70	541-440-4706
Art	58	541-440-4692	Human Services	70, 104	541-440-4679
Art Education	58	541-440-4692	Industrial Mechanics and Maintenance Technology Apprenticeship	86	541-440-4675
Art History	58	541-440-4692	International Studies	71	541-440-4662
Automotive Technology	88	541-440-4652	Juvenile Corrections	96	541-440-4679
Automotive Technology–Toyota Option	88	541-440-7782	Legal Assistant	105	541-440-4663
Aviation Flight Technology	89	541-440-4605	Marketing	93	541-440-7854
Biology	59	541-440-7683	Mathematics	72	541-440-7844
Business Administration	60-61	541-440-7791	Medical Billing and Collections	110	541-440-7790
Business Technology Accounting	90	541-440-4663	Music	72	541-440-4693
Chemistry	61	541-440-7821	Music: Entertainment Technology	73	541-440-4693
Clinical Medical Assistant	109	541-440-7790	Nursing	107	541-440-4614
Communication Specialist	94	541-440-4647	Occupational Skills Training	109	541-440-4713
Communication Studies	61	541-440-4647	Office Assistant	109	541-440-7646
Computer Information Systems	94	541-440-7686	Paralegal Studies	106	541-440-4663
Computer Science	63	541-440-7686	Philosophy	75	541-440-4648
Construction Technology	95	541-580-0123	Physics	75	541-440-7736
Criminal Justice	63, 96	541-440-4678	Police Reserve Academy	96	541-440-4678
Criminal Justice-SOU	63	541-440-4678	Political Science	76	541-440-4706
Culinary Arts	98	541-440-7658	Practical Nursing		541-440-4614
Dental Assisting	98	541-440-7814	Pre-Architecture	58	541-440-4692
Dental Hygiene	65, 98	672-9596x37	Pre-Dentistry	76	541-440-4657
Drafting Technology	102	541-440-4683	Pre-Law	76	541-440-4706
Early Childhood Development-SOU	65	541-784-8622	Pre-Medicine	76	541-440-4657
Early Childhood Education	99	541-784-8622	Pre-Nursing	107	541-440-4613
Economics	66	541-440-4706	Pre-Optometry	76	541-440-4657
Education: Elementary & Secondary	66	541-784-8622	Pre-Pharmacy	76	541-440-4657
Education: Paraeducator	112	541-784-8622	Pre-Physical Therapy	76	541-440-4657
Electrician Apprenticeship Tech., Ltd.	84	541-440-4675	Pre-Veterinary Medicine	77	541-440-4657
Electrician Apprenticeship Technologies	84	541-440-4675	Psychology	77	541-440-4681
Emergency Medical Services- Paramedic	100	541-440-7680	Public Administration	77	541-440-4662
Employment Skills Training	101	541-440-4609	Public Relations Specialist	94	541-440-4647
Engineering and Surveying Technology	66	541-440-4683	Retail Service Certificate	90	541-440-7790
Engineering Technology: Civil & Surveying	102	541-440-4683	Scholarship Office		541-440-7674
English	68	541-440-4649	Sociology/Social Work	77	541-440-7826
English Film/Literature-Online Option	68	541-440-4649	Supervision	112	541-440-7646
Entrepreneurship	89	541-440-7854	Surveying & Geomatics-OIT	67	541-440-7686
Entry Management	92	541-440-4663	Theatre Arts	78	541-440-4694
Environmental Science	68	541-440-7641	Truck and Transportation Logics (Truck Driver Training)	112	541-580-0390
Financial Services	90	541-440-7646	Visual Communications	114	541-440-4692
Fire Science	103	541-440-4678	Viticulture and Enology	113	541-440-4709
Fitness Technician	XX	541-440-7729	Welding	114	541-440-7819
Foreign Languages	69	541-440-4643	Wine Marketing Assistant	113	541-440-4709
Geology	69	541-440-4654			
Graphic Communications	91	541-440-7584			

# about UCC

## MISSION STATEMENT

Umpqua Community College provides accessible and affordable quality college education, life-long learning opportunities, workforce training, and cultural programs for our communities.

## COLLEGE VISION

### Umpqua Community College Will Be...

- Accessible and affordable.
- A transformational learning community.
- Acknowledged as a center of excellence.
- The College of choice for Douglas County.

### The College Will Be Recognized...

- As a supportive learning environment.
- For creative and responsive programming.
- As committed to lifelong learning.
- For contributing to Douglas County workforce and economic development.
- For technological advancement.
- For extending educational opportunity from public education through higher education.
- As a cultural and recreational center for Douglas County.

## COLLEGE VALUES

### Umpqua Community College Values...

- Each person as an individual.
- Personal and professional honesty and integrity.
- The trust placed in us by our community.
- A caring learning environment that promotes scholarship, innovation and the success of all students.
- A climate that reflects a deep appreciation and acceptance of diversity.
- Accountability on all levels that is reflected in wise stewardship of public resources.
- Collaborative and cooperative partnerships that improve the quality of life in the community.
- The history of Umpqua Community College and its continuing contributions to Douglas County, Oregon.

### College Goals...

- The College will expand opportunities in current and new post-secondary transfer and professional/technical education programs that lead to continued learning activities and desired employment
- The College will increase opportunities for enrollment in Adult Basic Skills Development programs for students who are not college or work prepared.

- The College will enhance life-long learning programs that increase opportunities in workforce training, economic development, job preparation and upgrading, personal enrichment, and cultural well-being for our students and community.
- The College will develop new strategies, methods and resources to access post-secondary educational programs and life-long learning services.
- The College will promote and support a positive learning environment to encourage student and employee success.

### Credentials

Umpqua Community College is accredited by the Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100; Redmond, Washington 98052-398, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the U.S. Department of Education. The College is a member of the Association of Community College Trustees and the Oregon Community College Association. The Nursing program is accredited by the National League for Nursing. The Automotive Technology program is accredited by the National Automotive Technical Education Foundation.

## EDUCATIONAL OFFERINGS

### Adult Basic Skills Development

Adult Basic Education, Adult High School Diploma, GED, English as a Second Language and U.S. Citizenship classes are available.

### Career-Pathways

Career Pathways is an integrated continuum of programs and services designed to prepare high school graduates and adults for employment and advancement in targeted occupations. Career Pathway programs may include:

- Certificates of completion that can help students qualify for employment in entry level jobs while continuing to work on their degree.
- Visual roadmaps, which include entry points, coursework, competencies, credentials, and labor market information that assist students as they plan their pathways to employment and job advancement.

More information and links to Career Pathways roadmaps are located at [www.uccpathways.org/index.php/which-pathway-is-right-for-you](http://www.uccpathways.org/index.php/which-pathway-is-right-for-you).

### Career-Technical

The Associate of Applied Science (AAS) degree and one-year certificate programs prepare students for entry into the work force in specific areas. There are also short-term pathway certificates available in many CTE programs. See Career & Technical section for more information.

### College Transfer

The Associate of Arts Oregon Transfer (AAOT) and Associate of Science (AS) degrees are designed to meet the first two years of academic work at a college or university. The AAOT degree meets all of the lower division (freshman and sophomore) general education requirements at all of the Oregon University System (OUS) schools, and many other colleges and universities. AS degrees are specific to receiving institutions and meet the receiving institution requirements as described by articulation agreements.

The Oregon Transfer Module (OTM) is a subset of the AAOT and is designed to partially meet the General Education assignment of the OUS schools, totaling a minimum of 45 credits - See Transfer Ed section for more information.

## Developmental Education

Courses in this area assist with basic reading, writing, math and study skills for success in academic programs. They are not part of a degree or certificate program.

## Distance Learning

Distance Learning consists of fully online courses, hybrid, interactive video conferencing, streamed and video based telecourses.

## General Studies

The Associate of General Studies (AGS) degree is intended to meet individual student need using a variety of collegiate level courses. This degree is for students not seeking a transfer or career-technical program.

## Community Education

These offerings range from personal and professional to hobby or recreational courses, but are not part of a degree program.

## STUDENTS

Students of all ages and backgrounds attend UCC. They enroll here for many reasons: lower division transfer credits, training or retraining for new careers, updating their skills, getting a high school diploma, or just increasing their knowledge. Many combine work with their schooling.

## FACULTY

UCC has highly qualified full-time and highly qualified part-time faculty members that must meet standard minimum qualifications approved at the state level. Generally, faculty members teaching college transfer courses have at least a master's degree and some have doctorates.

Many faculty have a broad background combining education and practical, on-the-job experience.

# campus security

Umpqua Community College 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.

### Procedures for reporting crimes:

Emergency Situations: Dial 9 - 911 from any campus phone (911 from pay phones) and request assistance.

Assistance Needed: Dial 541-440-7777 to contact Campus Security (only 7777 needs to be dialed from a campus phone).

### Sexual Offenses:

If you believe that you have been sexually abused, report it. If the crime occurs on campus, report it to the police as soon as possible. Counselors are available in the Campus Center.

The college employs 3 full-time Security officers and three part time security guards who maintain 24/7 security to the campus community. All Security officers are well trained under stringent DPSST standards. While on campus, they are empowered to conduct investigations, contact local safety authorities, and are primarily 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 excellent communication exists between enforcement agencies. 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.

Umpqua Community College 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 Umpqua Community College Director of Security.

Umpqua Community College maintains a very low crime rate, however it is wise to observe the following suggestions:

- Be smart! Always lock your car. If you are on campus after dark, move your car to a close spot before your night class.
- Buddy up - have classmates walk you to your car, then drive them to theirs.
- Know the locations of telephones.
- Be aware of your surroundings. If you notice anything, or anyone, who appears suspicious, report it to Security by dialing 541-440-7777 (7777 on campus phones).

### UCC Campus Crime Statistics

The following statistics identify the number of persons who were arrested, referred or involved in the incident.

Description of Crime	FY 05-06	FY 06-07	FY 07-08
Murder/Non-negligent manslaughter	0	0	0
Sex Offenses:			
- forcible	0	0	0
- non forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary (in excess of \$500)	3	5	3
Motor Vehicle theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

**Persons Referred for Campus Disciplinary Action for:**

Liquor Law Violations	0	0	0
Drug Related Violations	0	0	0
Weapons Possession	0	0	0
Hate Crimes	0	0	0

## emergency notification

Umpqua Community College is able to notify students, faculty and staff by phone, cell phone, e-mail or text of any issue regarding access to campus for those who sign up for it by a program called ConnectEd. The College will still make public announcements of closure by radio and television and on its website [www.umpqua.edu](http://www.umpqua.edu).

ConnectEd is a streamlined, efficient data based emergency notification system which can notify thousands of students, faculty and staff of an emergency or campus closure within minutes. Secure technology and privacy controls utilize the highest security protocol possible (SSL). Messages can be sent through a number of forms such as cell phones, home phones, PDA's, work phones, e-mail, voice mail, text messaging, and TTY/TTD. Registration for UCC ConnectEd can be done through the UCC Life page on the college web site. All students, faculty and staff who wish to receive notification MUST sign up for this program.

## admission to UCC

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

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

If you are a citizen of another country, you must meet certain federal immigration and college requirements before admittance to Umpqua Community College. International students can request special application materials from the International Student Adviser.

Noncredit students are not required to make formal application.

### ADMISSION TO SPECIAL PROGRAMS

Acceptance to the college as a regular student normally implies acceptance into any of the degree programs offered; however, some programs have special admission requirements due to limited space, staff and equipment.

The apprenticeship, automotive, dental hygiene, EMS paramedic and nursing programs have special admission requirements and limited enrollment. See the appropriate program listings in this catalog.

### ADULT BASIC EDUCATION/GED/ADULT HIGH SCHOOL DIPLOMA/ESL STUDENTS

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

### DISABILITY RELATED ACCOMMODATIONS

Disability related accommodations for Admission are available upon request. Ask for assistance at the registration window or call Disability Services, 541-440-7760 or 541-440-7655 or Oregon Relay at 1-800-735-2900.

### INTERNATIONAL STUDENTS

International students have an opportunity to pursue a quality education while living in a small American town.

If you are a citizen of another country you must present evidence of satisfactory English language skills through a TOEFL paper score of 500 or computer score of 173, ELPT score of 950, or IELTS 6.0. The proficiency may also be met through attending an intensive English language school, such as ESL Level 109 or equivalent.

Please contact our website ([www.umpqua.edu/international-students](http://www.umpqua.edu/international-students)). A deposit of \$4,000 will be required to pay for the first quarter tuition, fees, and books.

## registering at UCC

### STEPS FOR NEW CREDIT STUDENTS

#### 1. Applications

- Students interested in Financial Aid should contact that office and begin the application process for financial aid immediately.
- Complete an application available in the Admissions Office in the Campus Center Building or online at [www.umpqua.edu](http://www.umpqua.edu) and pay the \$25 application fee. If you have questions, call 541-440-7743.
- If pursuing a degree or certificate and you want your previous academic work evaluated, submit official transcripts (including military) from other college(s) to: UCC Admissions.

#### 2. Placement Test

The Placement Test is offered on a walk-in basis in the Advising and Career Service Center located in the Campus Center Building. Fees will be charged for re-testing. Students who have official transcripts submitted to the Registrar for evaluation which demonstrate a grade of C or better in a college course in writing or math may not be required to take the placement test. Placement test scores are good for one year.



### 3. Academic Advising

Following the Placement Test, an academic adviser will interpret the results, answer questions and help schedule classes. An academic adviser may answer additional questions you may have regarding starting college, college resources and your career options. The Placement Test and transcripted college courses are used in placing students in the appropriate classes.

### 4. Registration

Register in person or via the web during designated registration periods and make arrangements to pay for classes (See the academic calendar printed each term in the class schedule, and on the web for dates and deadlines.)

Web Registration Instructions: After the initial new student registration has been processed, subsequent registrations may be completed through the convenience of web registration. The web registration process is easy! Simply click through the lists of options, enter the numbers for the courses you wish to take and you're done! Please refer to the quarterly schedule for web address and log in instructions.

### 5. Orientation

Attend New Student Orientation; see below. For more information: 541-440-7749.

## NEW STUDENT ORIENTATION

New student orientation introduces new students to the programs and services of the college and provides an opportunity for new students to interact with staff, faculty, administrators and student leaders. New Student Orientation covers topics on: student success strategies, e-resources and career exploration. For information, call 541-440-7749.

## 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 the Advising and Career Service Center or the instructor of the course.

### Adding & 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 Advising and Career Service Center at 541-440-4610.

### New Students

New students will be able to register for their second term of classes after they complete the term-by-term planner with an academic adviser beginning the third week of each term.

### Continuing Students

Umpqua Community College provides online registration for students who have completed a term-by-term planner and plan to continue their studies at UCC. Check the academic calendar for registration dates.

### Returning Students

Students who have attended UCC for credit, but have been absent for more than one year, will need to be re-admitted. There is no fee to be re-admitted but you must complete a new application for admission and retake your placement test. If you have attended another college since last enrolled at UCC, please have your transcripts sent if you are seeking a degree at UCC.

### Transfer Students

New transfer students taking credit classes must have their transcripts sent from the previous college(s) to: UCC Admissions, Transcript Evaluator, P. O. Box 967, Roseburg, OR 97470.

Transfer students may initially register for the first term. Beginning with the next term, if a term-by-term planner has been completed, transfer students will be able to register for any available terms.

### Community Education Students (Noncredit)

Register by mail using the mail-in registration form in the quarterly class schedule, in person at the registration window in the Campus Center Building, or by telephone using check debit, VISA, MasterCard or American Express. To register by telephone, call 541-440-7744.

## tuition & fees

### OREGON RESIDENT TUITION

See class schedule for the current tuition.

### OUT-OF-STATE AND INTERNATIONAL STUDENT TUITION

See class schedule for the current tuition.

International students are required to enroll as full-time students.

### FEES

See class schedule for current fees.

- Activities fee \$2 per credit
- Technology fee \$5.50 per credit.
- Credit registration fee \$20 per term. (non-refundable)
- Application fee \$25. (non-refundable)
- Graduation application fee \$25. (non-refundable)
- Course challenge fee \$10 per course. (non-refundable)
- Online fee for UCC online classes - \$25 per term
- Hybrid access fee - \$15 per term
- Online fee for UCC non-credit classes - \$5 per course
- US fax for official transcript fee \$3. (non-refundable)
- International fax for transcript fee \$10. (non-refundable)
- Return check/stop payment charge fee \$35.

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/FEEES

The tuition for these classes varies. Fees may be charged for hand-out materials, laboratory chemicals, facility rentals, guest speakers, expenses, meals, field trip costs, or other expenses. Complete Community Education tuition and fees details on classes, workshops and seminars are in the Class Schedule. Schedules are mailed quarterly to district residents or are available in the Campus Center Building.

## RESIDENCY - SHOULD THERE BE A STATEMENT IN HERE ABOUT THE BORDERING STATES????

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

**Out-of-State Student** — An American citizen or immigrant who has not established residency in Oregon 90 days prior to the beginning of classes.

**International Student** — A citizen of another country here on other than an immigrant visa.

## financial aid

A student does not need to be full-time to receive financial aid. Financial aid programs, grants, loans, work-study and some scholarships, are available for part-time students.

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

Students interested in financial aid are encouraged to contact the Financial Aid Office located in the Campus Center Building. The office is ready to help students apply for grants, loans and Federal Work Study part-time jobs. Students wanting information may telephone the office at 541-440-4602.

### Eligibility Criteria:

Generally, to qualify for financial aid students must:

- be a U.S. citizen or eligible non-citizen,
- demonstrate the ability to benefit from the education by achieving minimum scores on the placement test or have a high school diploma or GED certificate,
- 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

An Award Notification of financial aid is available via Riverhawk Self-Service Banner to each eligible student. Award Notification Letters must be accepted by signing and returning the Award Notification or by accepting the aid via the Internet by the due date noted on them or aid is canceled. Revisions to original Award Notification Letters may be sent to some students in response to changes. Ineligible students are also notified with a letter.

## Disbursement Procedure

Students are allowed a complete refund of tuition and fees through the first week of the term. Because many funds are pro-rated based on a student's enrollment, financial aid will determine a student's enrollment level (full-time, ¾ time, ½ time or less than ½ time) at the end of the first week of term and disburse funds according to that enrollment level. Financial aid will be applied to charges on a student's account at the time the funds are disbursed.

Financial aid funds in excess of charges (refund) will be available through two means. Students signed up for direct deposit into a checking or savings account will have those deposits available on the second Thursday of the term. Students without direct deposit will have their refund check placed in the mail via the US Postal Service on the second Thursday of the term. Funds will continue to be direct deposited/mailed on Tuesdays and Thursdays throughout the term.

## Refunds or Repayments of Financial Aid Funds

If a student withdraws from classes 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 during a term. Students who withdraw from all classes prior to completing more than 60% of an academic term must have their eligibility for funds recalculated based on the percentage of the term that they attended. Student aid recipients who are considering withdrawal from a class or all classes should contact the Financial Aid Office for complete information.

## Satisfactory Academic Progress (SAP) Policy for Students Receiving Financial Aid

UCC is required by federal and state regulations to define and enforce standards of satisfactory progress that students must maintain in order to continue to receive financial aid. Satisfactory Progress is monitored each term.

A copy of the requirements for Satisfactory Academic Progress is available from the Financial Aid Office or online at [www.umpqua.edu](http://www.umpqua.edu) under Forms and Publications.

## Failure to Meet the Standards for Satisfactory Academic Progress

Students who fail to meet the requirements of Satisfactory Academic Progress will be in a warning status for one term. Failure to meet the standards at the end of the warning term results in suspension from eligibility to receive financial aid funds.

## Appeals to the Standards for Satisfactory Academic Progress

Students may appeal a Satisfactory Academic Progress suspension. An appeal requires written documentation explaining why the student was not able to meet the standards. 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. Loans, of course, require repayment. Before accepting the offer of a loan to assist with educational expenses, a student should carefully consider the repayment terms. Accepting an educational loan means that the student has accepted the responsibility to repay the funds borrowed plus interest. Accepting work-study as a means of financial assistance requires that students accept employment through the Financial Aid Office on the UCC campus and perform work responsibilities satisfactorily to receive a bi-monthly paycheck.

## GRANTS, SCHOLARSHIPS & LOANS

### 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.

### Oregon Opportunity Grant (OOG)

The State of Oregon provides funds for this program and the Oregon Student Assistance Commission (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. State Need Grant eligibility may be transferred to other eligible institutions, but eligibility is limited to 12 quarters of attendance.

### Federal Supplemental Educational Opportunity Grants (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. Because funds are limited, students are encouraged to apply by the priority date of March 1.

### Merit Awards

Tuition grants may be offered to students who have shown outstanding achievements in such areas as student leadership, athletics, journalism, fine and performing arts, and other areas. For more information about merit award grants, contact the Financial Aid Office.

### Scholarships

Many scholarships are available from individual donors and service organizations in communities throughout Douglas County as well as nationwide. Several excellent scholarship search programs are available on the World Wide Web..

Information and application forms for other scholarships will be available at the Scholarship Office, located in the Tech Center.

## William D. Ford Federal Direct Student Loan Program

If a student or parent of a student decides to borrow money to help pay for a college education, the Direct Loan programs allow students to borrow money directly from the federal government. The funds are disbursed through UCC. Students can select the repayment plan that is right for their personal financial circumstances and change repayment plans if their financial circumstances change.

There are four types of Direct Loans:

### 1. Federal Direct Subsidized Loans

Subsidized means the federal government pays the interest on these loans while the student is in school and during deferments (postponements of repayments). Students must demonstrate financial need to receive this type of loan.

### 2. Federal Direct Unsubsidized Loans

The federal government does not pay the interest while the student is in school or in deferment. Students can get the Unsubsidized Loan regardless of financial need.

### 3. Federal Direct Plus Loans

These loans are for parents with good credit histories who want to borrow for their dependent students' educational expenses.

### 4. Federal Direct Consolidation Loans

Students can combine one or more federal education loans into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education.

## Federal Work Study (FWS)

Work-Study gives you the opportunity to earn money to help pay for your educational expenses. Before being placed in a Work-Study job, you must be awarded work-study funds as part of your financial aid funding. If you are interested in a work-study job, contact the Financial Aid Office located in the Campus Center Building. Completion of paperwork is required prior to your starting work. Wages are paid per hour and FWS employees are paid twice monthly. Because funding is limited, students are encouraged to check for availability of funds and job listings early.

**Not Legit:** The scammer requires personal financial aid information.

## GOLD CARD PROGRAM

Residents of Douglas County who are 60 years of age and older, and persons who are disabled and receive Social Security Disability as a result of that disability, may become a member of the Gold Card Program.

This program is sponsored jointly by UCC and the local school districts.

Senior Gold Card holders may enroll in a credit course after the first session providing space is available. Gold Card holders pay 50% of the credit tuition cost and 100% of fees.

Senior and Disability Gold Card holders will pay 50% of course cost on selected Community Education Classes.

Certain specified school-district sponsored events will be available to card holders at a reduced rate (or free).

## payment methods

Classes must be paid after registration either with cash, check, Visa, MasterCard, gift certificate, online through your RiverHawk web account (fees may apply) or by notifying the Cashier Office that other funding is available. You must pay the college any money you owe from previous terms before registering for the current term of classes.

It is your responsibility to notify the Finance Office that other funding is available.

### FINANCIAL AID

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

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

### REFUNDS

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

Full tuition is refunded if withdrawal is made during the first week of summer, fall, winter and spring quarters. During summer quarter, full tuition is refunded if withdrawal is made during the first week of the 10-week session, and during the first week of the 5-week and 3-week sessions. 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 you ceased attending class. The only exception is in an unusual case in which delay occurred for reasons beyond your control. Students will receive full refunds for courses canceled.

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, a student must contact UCC's Admissions and Records Department. A full refund will be granted if a workshop or class is canceled by Umpqua Community College.

## schedule changes

After registration you may make course changes such as to add or drop a course in the Admissions and Records Office or via the web. Deadlines are listed in the academic calendar for course changes.

## drops/withdrawals

Students registered for classes are considered to be in attendance. Students discontinuing attendance without filing the official drop/withdrawal form in the Admissions and Records Office 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) from a course or courses must initiate the withdrawal procedure during the first week of each quarter, except for classes less than ten weeks in length. Complete and file the appropriate form in the Admissions and Records Office. Withdrawal from UCC - To withdraw from all courses, get the signature of a counselor. The withdrawal form may be obtained in the Admissions and Records Office, and must be completed and filed in the Admissions and Records Office.

Withdrawal fall, winter, and spring quarters - Fall, winter, and spring quarter students may withdraw from a course or courses by obtaining the signature of the instructor anytime between the beginning of the second week and the end of the ninth week of instruction. After 5 days a withdrawal appears on the academic transcript as a "W".

Withdrawal summer quarter for ten week classes - Students may withdraw during the first four weeks of the quarter from any course or courses by completing the appropriate form in the Admissions and Records Office. Beginning with the fifth week of instruction, and continuing through the eighth week of the summer quarter a student must obtain the signature of the instructor on the appropriate form. The student then will complete the process at the Admissions and Records Office.

Withdrawal summer quarter for five week classes - Students may withdraw during the first two weeks of the five week session by completing the appropriate form in the Admissions and Records Office. During the third and fourth weeks of the five-week session the student must obtain the signature of the instructor on the appropriate form. The student then will complete the process at the Admissions and Records Office.

**Withdrawal summer quarter for three week classes** - Students may withdraw during the first week of the three week session by completing the appropriate form in the Admissions and Records Office. During the second week of the three-week quarter the student must obtain the signature of the instructor on the appropriate form. The student then will complete the process at the Admissions and Records Office.

**Instructor withdrawal from classes** - Students who register for a class, but do not attend the first class meeting, or contact the instructor before the first class meeting of the term may be withdrawn by the instructor.

It is the responsibility of the student to ensure the withdrawal has occurred. If the withdrawal has not taken place the student will be assigned a grade in the class.

You are expected to process withdrawals after the term begins in person, but under exceptional circumstances you may withdraw by telephone or by writing a letter of explanation to the Admissions and Records Office.

Proper withdrawal is reflected on transcripts and adherence to the correct procedure protects your academic record.

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

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

# course information

**Academic Year** consists of three terms (or “quarters”) of approximately 11 weeks each. You 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 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 periods per week for any course may be found in the course descriptions in the catalog or in the regular Schedule of Classes.

The normal amount of scheduled time for a non-laboratory academic class is 50 minutes per week for each credit hour. Laboratory and activity courses usually require more than one hour of class time per week for each credit hour.

**Subject** is a designated field of knowledge such as history or English.

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

**Curriculum** is an organized program of courses and study arranged to provide definite cultural or professional preparation.

**Period** is a class meeting of discussion, lecture, laboratory work, etc., which may last for 50 minutes or more.

**Full-Time Student** is one registered for 12 or more credit hours per term.

**Part-Time Student** is one registered for fewer than 12 credit hours per term.

## CREDIT HOUR LOAD

You should enroll for an average of 16 approved credits within your program per term to earn an associate degree in two years or a bachelor’s degree in four years. Sixteen credit hours involves about 48 clock hours of scholastic productivity each week during the term (16 classroom + 32 study preparation).

If you must work you are advised to fit your job schedule into the term hour equation and anticipate taking more than six terms to complete a two-year educational plan.

It may be difficult to carry a full-time academic load if you work more than 20 hours per week.

By taking advantage of summer term classes you can either reduce the number of credits needed per term or the length of time required for attaining your degree.

An accumulative GPA minimum of 2.75, and written approval from the director of counseling is required to enroll in more than 19 credits per term.

# credit options

## ADVANCED PLACEMENT

If you are a high school student taking Advanced Placement courses you are eligible to take Advanced Placement Examinations developed by the College Entrance Examination Board. Umpqua Community College grants credit in a number of subjects to students who have achieved acceptable scores on these tests. See the Admissions and Records Office in the Campus Center Building.

## CHALLENGING COURSES

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

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

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

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

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

## COLLEGE LEVEL EXAMINATION PROGRAM

The College Entrance Examination Board has instituted the CLEP program, a set of nationally normed examinations which will provide 3-12 credits in individual subjects; the general examinations fulfill some requirements for the degree/certificate. For more information, call Testing Services at 541-440-7659.

## CREDIT BY EXAM

A maximum of 45 credits toward a degree and 24 credits toward a certificate program may be earned by: CLEP examination, ACT Subject Matter Examinations, Advanced Placement tests (score of 3, 4, or 5 required), military schooling (ACE Guide approved), and Credit for Prior Learning. For information, call Testing Services at 541-440-7659.

## CREDIT FOR PRIOR LEARNING

Credit for prior learning provides a means of earning college credit for learning associated with previous life-experience situations. For information call Testing Services at 541-440-7659.

## CREDIT FOR PROFESSIONAL CERTIFICATION (CPC)

CPC is a program in which college credits from Umpqua Community College will be awarded to Criminal Justice professionals including law enforcement, corrections, parole and probation, and 9-1-1 telecommunications. The CPC program awards college credits in specific criminal justice courses by directly correlating the applicant's DPSST (Dept. of Public Safety Standards and Training) training, years of experience, special unit assignments, specialized departmental/facility training, and conferences attended.

The applicant's training record is then aligned to specific content of criminal justice credit courses offered at Umpqua Community College. For information contact the Criminal Justice Program Coordinator.

## HIGH SCHOOL DUAL CREDIT "COLLEGE NOW"

### Dual Credit Classes for High School Students

Satisfy your high school graduation requirements and earn college credit at the same time! "College Now" is UCC's high school dual credit program. Selected high school academic transfer and career-technical classes have been articulated for dual credit with UCC.

Check with your high school counselor to find out which dual credit courses are offered at your school. Juniors and seniors may enroll in academic transfer and career-technical courses. Qualified freshman and sophomores may enroll in career-technical classes. UCC College Now Office: 541-440-7813. Website: [www.umpqua.edu/academic-programs/college-now](http://www.umpqua.edu/academic-programs/college-now).

## TRANSCRIPTING AND TRANSFERRING CREDITS

If you are transferring from another college:

1. If pursuing transfer credit: An official copy of the transcript listing the credits should be received by the Office of Admissions and Records at UCC before enrolling at UCC.
2. Credits are accepted only from regionally accredited colleges & universities, 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. Only credits which carry transfer credit to other State colleges and universities in Oregon will be accepted for the AA degree. 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
    - 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 Advising and Career Service Center at 541-440-7659.

## academic transcripts

An official transcript may be requested from the Admissions and Records Office. Transcripts must be requested in person, by fax, by mail (including a signature), or through RiverHawk Web (UCC's secure website), and may not be requested by parents, spouse, children, or any other individual without written consent from the student.

Official transcripts are stamped with the college seal and mailed to recipients designated by the student; unofficial transcripts are labeled, "Unofficial." There is no charge for academic transcripts. There is a charge for special handling, and no more than twenty may be requested during a month's time.

Transcript requests will not be acted upon until all debts are cleared with the Finance Office. Requests must include the student's name, any previous names, student ID number (or SSN), date of birth, current mailing address, current phone number, address of where to send the transcript, signature, and approximate dates of attendance..

Umpqua Community College does not issue to another school, copies of any transcripts originating from another college or university 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 University System 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. Umpqua Community College does not assume responsibility for acceptance of additional credit by another school.

Career-technical credits may be transferred in certain programs to Oregon University System institutions on a block transfer agreement. You should plan in advance with proper college officials at both Umpqua Community College 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 Admissions and Records Office following regular UCC transcript guidelines.

# grading system

Grades are issued at the end of each quarter.

GRADE	DESCRIPTION	GRADE POINTS
A	Exceptional Work	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	0
NG	Non-graded course	0

"AU" signifies the 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 quarter and thus a grade cannot be submitted. The issuance of this grade is based upon satisfactory progress by the student. The E grade must be completed within two quarters after the E grade was assigned, or the E grade becomes permanent and the course must be repeated.

"NG" signifies the course or section is not graded.

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

"W" signifies withdrawal from a course.

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

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

## AUDITING

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

## GRADE DISCREPANCIES

You must bring any grade discrepancy to the attention of the Director of Enrollment Services/Registrar within 90 days. We will update student academic records when courses are repeated, in most cases, so that credit is awarded only once.

## INCOMPLETE

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

The Incomplete Grade Contract Form process must be initiated by 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 Enrollment Services/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 quarter regardless of whether or not the student is enrolled or the course is offered. An "I" may be extended only under the most extenuating circumstances and then only for one additional quarter. An extension must be filed with the Director of Enrollment Services/Registrar on a new or revised contract form prior to the original expiration date. If an "I" is not removed by the agreed-upon date, the "I" then becomes the letter grade designated on the contract.

## MID-TERM STATUS

If you are failing or are in danger of failing you may be notified by the Advising and Career Service Center sometime during weeks five through seven of each quarter. However, failure to receive this notification does not constitute assurance that you 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.

We will update student academic records when courses are repeated, in most cases, so that 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 GPA is recalculated using the higher grade.

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

# degree completion and catalog time limits

## CATALOG TIME LIMIT FOR PROGRAM COMPLETION

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 either complete program requirements currently in effect, or petition the Department Chair (for career-technical programs) or the Director of Admissions and Records (for transfer programs) for an extension of time or an approved adjusted program.

## DEGREE COMPLETION AT ANOTHER INSTITUTION

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

## GRADUATION & RESIDENCY REQUIREMENTS

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

It is your responsibility to request a graduation evaluation to ensure that all requirements are completed. For June graduates, the evaluation should be requested by March 1, of the year in which the certificate or degree is to be awarded. To receive any degree from UCC, a student must maintain a 2.00 cumulative grade point average, attend UCC for two terms including the last, and complete a minimum of 24-credit hours at UCC.

## 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.

# 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 quarter, and the Dean's Honor Roll, 3.50 - 3.74 GPA.

## GRADUATION WITH HONORS

UCC recognizes Honor graduates as follows:

4.00 GPA - Highest Honors

3.75 - 3.99 - Honors

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

## UCC HONORS COLLEGE

The UCC Honors College is comprised of two sets of criteria: one for courses to be eligible for Honors College designation, and one for earning acknowledgements on transcripts.

### Honors College Courses

Any course meeting the following criteria may be approved by the Curriculum Committee as an Honors College Course. The course must be acceptable for credit in an approved degree or certificate program.

The course must include at least one option for students to demonstrate mastery in the application of one or more course outcomes at an exceptional level of competence.

A comprehensive list of Honors College courses is included below, and updated on the website, as classes are added to the list.

### Honors College Course List

ENG 104, 105, 106	Introduction to Literature
ENG 201, 202, 203	Shakespeare
ENG 253, 254, 255	Survey of American Literature
ENG 288	Cultural Diversity in Contemporary American Lit.
SOC 206	Social Problems and Issues
SP 112	Persuasive Speech
WR 123	English Composition

### Honors College Acknowledgement

Honors College designation will be transcribed on any eligible course for any student completing the additional requirements approved by the Curriculum Committee.

To receive recognition on official transcripts, students must meet the following criteria

- apply for honors designation for the course within the first two weeks of the term with the appropriate faculty member and
- successfully complete the honors requirement for the course.



## PHI THETA KAPPA

Phi Theta Kappa is an international honor society for community colleges. It was founded in 1918 at Stephens College in Columbia, Missouri by two-year college presidents to give prestigious recognition to community college students with excellent scholarship and character. Made up of over 1.2 million members, Phi Theta Kappa touches 1,200 campuses around the world. The benefits of membership are numerous, including a notation on your transcript, the privilege of wearing the Phi Theta Kappa academic regalia at graduation, and a myriad of scholarship opportunities.

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. Phi Theta Kappa chapters provide opportunities for:

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

Membership is based on completion of two quarters at UCC with a total earned credit hours of 12 or more and a cumulative G.P.A. of 3.50 or higher. There is a one-time fee which enrolls you into the campus chapter, the region and the International Society.

For more information about Phi Theta Kappa, please contact Marjan Coester at 541-440-7749 or visit the Student Life Office located in the Campus Center.

## ACADEMIC PROBATION

As a student at Umpqua Community College you are expected to make satisfactory progress toward your educational goals. Satisfactory progress means fulfilling the college requirement of a 2.00 ("C") accumulative GPA necessary to receive a degree or certificate.

Notification will be sent and you will be placed on academic probation if your accumulative GPA falls below 2.00. Probation is a warning that you are not making satisfactory progress. After two consecutive quarters of unsatisfactory progress, you will be automatically suspended. An exception may be granted if your term GPA is 2.00 or above but your accumulative GPA fails to meet the required minimum; in such cases students remain on academic probation. In addition, after attempting 36 credits, you must have a minimum 1.75 accumulative GPA or be suspended. You must then follow one of the stipulated procedures for re-admission as outlined in the Suspension and Re-admission procedure. You have 90 days to appeal if you believe an error has occurred on your academic record.

If you receive financial, veterans, or other aid through UCC, you must also meet the satisfactory progress requirements required by each agency.

## ACADEMIC SUSPENSION

The College administration has discretionary authority to suspend students whenever it is apparent that such action is necessary. If you have been suspended for academic deficiency or unsatisfactory progress you may appeal through the Academic Standards Committee for re-admission. Specific instructions are provided in the letter of notification.

## RE-ADMISSION AFTER SUSPENSION

As a suspended student you have four options available;

1. Continue in attendance as a part-time student (8 credit hours or less);
2. Discontinue attendance for one academic year;
3. Meet with Director of Advising and Counseling, submit an Academic Standards appeal, appear before the committee, and receive approval for continued enrollment above eight credits.
4. Bring accumulative GPA to a 2.00 or better.

## FORGIVENESS OF PAST ACADEMIC PERFORMANCE

If your past academic records at Umpqua Community College are detrimental to future academic or occupational pursuits, you may, after a period of five years following the term(s) for which forgiveness is desired, petition the Academic Standards Committee for forgiveness of past performance.

Meet with the Director of Advising and Counseling, submit an Academic Standards Appeal, and provide a description of why a problem happened in the past and state why your past academic record is detrimental to future academic or occupational goals..

Forgiveness of past performance will eliminate past credits, grades and GPA from consideration in current or future academic standing at UCC. However, the past record will remain as part of your permanent record at UCC and will be provided to another college or university if you wish to transfer credits, and that college's policy will then apply.

Courses satisfactorily completed during the requested forgiveness period ("C" or better) that meet institutional requirements may be waived toward degree requirements. However, such credits will not be counted toward the total credits required for graduation. Students seeking academic forgiveness must do so prior to completing their degree or certificate; those that have graduated from UCC are not eligible to take advantage of this policy. Forgiveness may be granted only once at UCC, and is noted on the academic transcript.

## ATTENDANCE

You are accountable for attending class(es) in which you are officially enrolled. If you do not attend during the first day of class or contact the instructor, the instructor may withdraw you from the class. To ensure you have been withdrawn you must contact the Office of Admissions and Records. Classes that meet less than the regular length of the quarter have different deadlines (see *Schedule of Classes* for dates). A grade will be assigned in credit classes unless an official drop or withdrawal has been processed by the published deadlines (see *Schedule of Classes* for dates).

Instructors may announce an attendance policy for your classes. It is your 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 quarter the student's name must appear on the Class Roster, or the student must have a class schedule which shows they are registered for the class.

# student educational records

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, Umpqua Community College has formulated the Student Records Policy to outline the proper handling and release of student educational records.

## YOUR RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) gives all matriculated students certain rights regarding their education records. As a student at Umpqua Community College you have the right:

- To inspect and review your education records. You may request to review your 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 your request to inspect your education records within ten days, but in no case more than 45 days from the request;
- To seek amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of education records must be in writing and must describe the specific portions of specific records you 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 your education records, except for when consent is not required by FERPA. FERPA does not require your 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. FERPA also allows the disclosure of your directory information without consent, but you may request that your directory information not be released. If you wish to make such a request, you must do so according to the procedures outlined in the following section under the heading "Directory Information?"
- 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.

## USE OF SSN

OAR 589-004-0400 authorizes Umpqua Community College to ask you to provide your Social Security Number. The number will be used by the college for reporting, research, and record keeping. Your 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 your 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 you by the college.

State and federal law protects the privacy of your records. Your number will be used only for the purposes listed above.

## DIRECTORY INFORMATION

Umpqua Community College defines certain information as Directory Information, and this information may be released to a third party upon a written request. 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's name
2. Date of attendance
3. Degree and awards received
4. Deans list, President's list, honors list.
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Most recent previous educational agency or institution attended
8. Under the Solomon Amendment names and addresses will be released to the branches of the US Armed Forces upon request
9. In compliance with the Hope Scholarship and Lifelong 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 your signed authorization will be required.

# student development & services

Umpqua Community College 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 you will take advantage of the services available and the opportunities they present.

## ACADEMIC ADVISING

Academic advising is available in the Advising and Career Service Center. A variety of student services are provided to meet a student's individual needs while attending UCC. Services provided by an academic advising specialist may include:

- One-to-one academic advising sessions
- Assessing with course placement and selection
- Creating first term schedules
- Development of a Term-by-Term Planner
- Understanding of academic policies and procedures
- Degree requirements and transfer options
- Campus and community resources and referrals
- Demonstration of RiverHawk Web on-line services
- Academic appeal process and information
- Advising and Career Service Center assists new students move through the educational process of enrollment at UCC and helping continuing students in reaching their educational goal. Visit the Center in the Campus Center Building or call 541-440-4610.

## BOOKSTORE

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

Bookstore hours are 7:30 a.m. to 5:00 p.m. Monday through Friday, for the fall, winter and spring terms. Summer hours are 7:30 a.m. to 5:30 p.m. Monday through Thursday.

During the fall, winter, and spring terms the bookstore will be open until 6:00 p.m. the first two days of classes. Please plan on bringing your class schedule to assure the purchase of the correct textbooks for your classes.

You can now purchase textbooks online through the UCC Bookstore website with a Visa or Mastercard. Allow a 24 hour ship time and only street addresses will be accepted. NO PO BOXES.

The Bookstore also rents textbooks from an affiliate site through the Bookstore webpage, [www.umpqua.edu/bookstore](http://www.umpqua.edu/bookstore).

Textbooks purchased during the term may be returned until the end of the first week of school, providing the textbook is in the same condition as purchased, and proof you dropped the class and a receipt for the item is provided. Textbooks or software in shrink-wrap, labeled no-return if opened, may be returned for a refund during this time if unopened. Opened items may be eligible to sell at the buy-back at the end of the term.

The UCC bookstore will have a textbook buy-back during the last three days of finals week during the fall, winter and spring terms. A limited buy-back will be held during the end of the summer term.

Textbooks eligible for book buy-back usually include texts that will be used the next term on our campus. The textbook buyer also buys for other schools on a supply and demand basis. Price paid at buy-back varies with each book, but can be as much as one half the amount paid.

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

## BUS SERVICE

Regularly scheduled transit service, provided by Umpqua Public Transit is available to UCC students. Quarterly bus passes are available for \$45 to currently enrolled students from the UCC cashier. Students must show a UCC Student ID card and current class schedule. The service picks up and delivers students daily to the UCC campus. The bus stop is located between Jacoby Auditorium and the Administration Building. Bus schedules are available in the Campus Center. For more information call Umpqua Transit at 541-440-6500, or find them online at [www.umpquatransit.com](http://www.umpquatransit.com).

## CHILD CARE

Umpqua Community College offers a limited number of spaces for child care on campus. The Ford Childhood Enrichment Center also functions as a training laboratory for students in Early Childhood Education.

Children ages 6 weeks through 5 years of age may attend part or full time, depending on the parents' schedules. Cost depends on the number of hours the child attends. Applications are accepted throughout the year. For more information, visit the child care office in the Ford Childhood Enrichment Center, or phone 541-440-4650.

## DISABILITY SERVICES

Students who experience barriers to access will find UCC's campus to be accessible and accommodating. Support services are available to students with any type of disability 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 Student Development staff.

Students will receive accommodations and other disability support services only when they submit appropriate documentation and register with the Disability Services office. New students are encouraged to make an appointment with the coordinator prior to taking the placement test, and as soon as possible each term for ongoing services. Please visit the Disability Services web page for additional information.

An accessible computer station is located in the library. Students with disabilities are invited to try various assistive/adaptive technology such as voice synthesizers, text scanners, voice recognition software, large monitors, and screen enlargement software. The equipment can then be installed as needed or requested on an individual basis in the various computer labs on campus.

When requesting accommodations for performances and other public events, Disability Services will assist you in making the necessary arrangements, 541-440-7655 or 541-440-7760 or Oregon Relay at 1-800-735-2900. The Disability Services Offices is located in the Advising and Career Service Center in Campus Center Building.

## FOOD SERVICE

River Rush Cafe provides complete meals, deli sandwiches, a la carte selections, self service espresso and snacks for students in the Campus Center Building cafeteria. The main dining room is open from 7:30 a.m. to 2:00 p.m., with featured lunch selections served between 10:30 a.m. and 1:00 p.m.

River Rush Bistro is operated by culinary students and provides both a la carte and buffet menus. Menus feature local, regional and international cuisines. For dates and times of operation please visit <http://www.umpqua.edu/river-rush>.

Vending machines, located between the main dining room and the student lounge areas, provide beverages and snacks throughout these times and in the evenings.

River Rush Cafe is a non-profit self-sustaining operation owned by the college.

## STUDENT HEALTH INSURANCE

Student Accident and Sickness Insurance is an important component of your ability to continue your education. A serious injury or illness could interrupt your education plans by diverting necessary funds for educational expenses to medical expenses. Umpqua Community College offers a Student Accident and Sickness Plan, serviced by Insurance Benefits, LLC. The plan is designed to provide an excellent level of insurance protection, at an affordable cost. Enrolling in the plan is voluntary. For more information, please visit the UCC website or pick up a brochure from the Admissions Office or the Student Life Office; both offices are located in the Campus Center.

## INSTRUCTIONAL TECHNOLOGY

UCC offers excellent computer facilities to students, faculty, and staff. Over 300 computers are available for use including the PC and the Apple/Macintosh format. The computer laboratories are located in the various buildings on the main campus as well as the various outlying satellite campuses. The computer lab hours vary during the term, some open lab times are also offered during evenings and weekends. Lab assistants are generally available for assistance. Information Technology at Umpqua Community College is committed to providing instructional technology excellence that meets or exceeds user demand. UCC also provides an extensive wireless accommodation for use with laptops, PDAs, and other 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 the laws of the State of Oregon. Please refer to materials posted in labs or the college web page for details (<http://www.umpqua.edu>).

## LIBRARY

All college students and anyone living in the college district are eligible to receive library services at no cost. Check with the library for policies and open hours by calling 541-440-4640, or visit our website: [ucclibrary.com](http://ucclibrary.com).

The knowledgeable staff is friendly and focused on customer service. The library provides the only open computer lab on campus dedicated to serving all students across the curriculum. Quiet study space, open seating and study carrels for 165 individuals, and reference service are available. The library houses 40,000 books, DVDs, CDs, and a traditional circulating and reference book collection. Other services include: online database subscriptions, fax service, scanners, wi-fi access, networked printers, a wireless printer, and copy machines, both color and black and white.

Textbook reserves, lab aides, a technology help desk technician, laptop computer check-out, a study room, and interlibrary loan are available for students. Lockers, restrooms, an ATM, and vending machines are located in the library lobby.

The library staff can show you how to use the library's services and collections and help you find the information you need.

The reference librarian teaches library skills to classes across campus and offers LIB 127 "Library and Internet Research," a 3 credit class, each term. Learn how to use the library, research your favorite subjects, improve your performance on class projects, and move between online and in print information sources with ease. Have fun becoming a lifelong learner!

## PARKING

Umpqua Community College provides more than 1,450 parking spaces located near all campus buildings. Of these, 171 are designated to all part-time and full-time employees. All employees are given a yearly parking permit. Designated parking spots for employees are marked by green lines, curbs and employee only signage. All part-time and full-time students also receive a yearly parking permit. Designated parking spots for students are marked by yellow lines, curbs and student only signage. All white marked lines and curbs are regarded as open parking. These spots are available to everyone. Red zones are usually fire related areas and are considered restricted lanes and zones with no parking allowed at any time.

Visitor parking is clearly divided into 2 separate areas. One area is 30 minute visitor only and the other is Visitor Day parking only. All areas are designated by purple curbs, lines, and signage. The 30 minute only is for non-student activities and strictly enforced. The Visitor Day parking is for specific day use only with one day permits available at front desk of the Administrative Building or in advance through the UCC Security Department.

Disabled Person parking is available throughout the campus. Special stickers are required for parking in clearly marked Disabled Parking spaces. All handicapped spaces are clearly marked blue with signage. All stickers and placards required to park in these spaces are issued at the Oregon Division of Motor Vehicles in accordance with ORS 487.915. Temporary permits for short term disabled parking at Umpqua Community College may be obtained at the security office located in the Facilities Department.

Traffic citations will be issued for improperly parked vehicles. Any vehicle left unattended on UCC property for more than 72 consecutive hours will be deemed abandoned and towed at owner's expense. Penalties/fines may be paid through the cashier located in the Administration building. All traffic and parking issues should be addressed through the Director of Safety and Security located in the Security office. Any citation issued by the Security Department may be appealed to the Director of Security for review. An appointment for appeal must be submitted to the Security Department within seven (7) working days of the issuance of the citation. Citations not appealed within this seven (7) working day period will not be open for review.

Umpqua Community College reserves the right to change any of these regulations without prior notice as needed for the safety and security of the campus. Such changes will be posted prominently throughout the campus community and through all available forms of campus communication lines.

## AUTHORIZED TESTING CENTER

We offer testing for CLEP, LSAC, ACT and DSST and are a certified test center for Prometric, Metro Institute and Castle Worldwide offering Information Technology, Pesticide and ACES testing. For information call Testing Services at 541-440-7659 or e-mail: Nancy.Hart@umpqua.edu

## STUDENT ID CARDS

1. All registered students are entitled to a free ID card.
2. The ID card serves as your official UCC identification and as your UCC Library card.
3. ID cards must be validated quarterly with a sticker available from the Information Desk in the Campus Center or the Cashier in the Administration Building.
4. Students must show a current class schedule and an alternate form of photo identification.
5. ID cards must be validated quarterly with a sticker available from the Information Desk in the Campus Center or the Cashier in the Administration Building.
6. Call 541-440-7749 for ID processing hours.

## TESTING SERVICES

Testing service provides proctored testing with: Compass testing, GED tests, UCC Angel on-line courses, hosted on-line courses, industry based and ability to benefit exams. UCC is the official GED test center for Douglas County. For more information or schedule an exam, please contact Testing Services at 541-440-7659 or stop by the Campus Center Building.

## TUTORING SERVICES

The Tutoring Center is located in the Educational Skills Building (ESB 15). Peer tutors are available for most college subjects and tutoring is a free service for all enrolled UCC students. Subjects tutored include math, writing, science, psychology, Spanish, AutoCAD, and CIS. All peer tutors have successfully completed courses in their subjects with an A, and have also been recommended by an instructor. Schedules for tutoring are available in the Tutoring Center, or on the UCC homepage under Tutoring Center.

### What Tutors Can Do:

- Review and explain assignments.
- Assist in textbook understanding.
- Peer edit and proofread written papers.
- Help students improve their basic skills.

### What Tutors Can't Do:

- Teach material that is presented in your classes.
- Write paragraphs, papers or speeches for you.
- Do homework for you.

For more information, call the tutoring coordinator at 541-440-7733.

## VETERANS

The Veterans Education Services Office was established to provide service to veterans and their eligible dependents in applying for and receiving Veterans Administration educational benefits, VA work study, and other supportive services. You are encouraged to contact the Veterans Coordinator in the Campus Center Building, or by calling 541-440-4621 for assistance or more information.

You can establish eligibility with the VA for full-time benefits by taking 12 or more eligible credits, three-quarter time benefits with 9 to 11 eligible credits and half-time benefits with 6 to 8 eligible credits. Only tuition and fee benefits are available to students taking less than half-time. If you are taking GED courses you must attend class 18 hours or more per week to be considered full-time. Veterans and other military personnel need to check with the Admissions and Records Office regarding procedures for acceptance of military credits.

The Veterans Coordinator will assist you in filling out the necessary paperwork to establish eligibility for educational benefits. Documents must be provided which verify prior education and military service, or benefits will be delayed. Eligibility for benefits and monthly payments is done through the UCC Veterans Education Services Office.

After certification by the college and the VA you 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, you will be liable for overpayments from the VA.
3. Complete at least the minimum hours for which you were certified. Overpayments will occur if you enroll in but do not complete your credits for which you were certified.
4. Inform the VA Office immediately of schedule or address changes, as it takes up to six weeks to process the changes.
5. Chapters 30, 1606 and 1607 must certify enrollment status with the Veteran's Administration monthly, by logging on to <https://www.gibill.va.gov/wave/index.do> or by calling 1-877-823-2378.

Application can be made for advance pay if there is more than a 30-day break between terms. Advance pay requests must be received by the UCC Veterans Education Services Office at least 30 days prior to the beginning of the term for which advance pay is requested. Advance pay checks are sent directly to the Finance Office at UCC.

### Veterans Satisfactory Progress

In accordance with a Veterans Administration directive, if you receive veterans educational benefits, you must comply with the following regulations.

A student is considered in good standing when he/she maintains a 2.0 on both term and accumulative grade records.

Any reduction of class load which will affect the student's status will be reported to the VA and could result in an over payment.

A maximum of 45 hours of deficiency courses will be allowed for any veteran student.

Veterans whose GPA falls below 2.0 will be advised that they are on probation.

Students who do not maintain a 2.0 GPA for two consecutive terms will receive a notice of suspension. The appropriate VA Regional Office will also be informed. Once students are placed on Unsatisfactory Progress they must enroll for, and complete, one term on their own before the veterans office will submit their records to the VA for recertification. During the term, students must maintain the same credit-hour level as they did when they were certified and must also earn a minimum 2.0 GPA for the term.

## TRiO

### What is 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 (initially just three 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. Umpqua Community College is home to three TRIO Programs: Student Support Services-Transfer Opportunity Program, Educational Talent Search and Upward Bound.

### Transfer Opportunity Program/Student Support Services

The Transfer Opportunity Program is a Student Support Services-TRiO project funded by the U.S. Department of Education on a \$278,107 year grant to serve 160 students. The program is designed to assist eligible students to complete requirements at UCC for transfer to a four-year college or university. The Program offers a variety of free resources and support that students need to develop an educational plan, make informed career decisions, and gain the tools and skills necessary to successfully complete their educational goal of earning a bachelor's degree.

What does the Program offer?

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

Eligibility

Students qualify based on federally defined criteria as follows:

- meet the federal low-income guidelines and/or
- be a first generation to college students and/or
- have a documented physical/learning disability;
- have an educational goal of earning a bachelor's degree at a four-year college or university after finishing at UCC;
- be a US Citizen or permanent resident.

Application

Pick up an application in the Transfer Opportunity Program Center located in the Campus Center Building or visit the website at [www.umpqua.edu/transfer-opportunities](http://www.umpqua.edu/transfer-opportunities). For further information, call the Transfer Opportunity Program office at 541-440-4712.

## Talent Search

Talent Search programs serve young people in grades six through 12. In addition to counseling, participants receive information about college admissions requirements, scholarships and various student financial aid programs. This early intervention program helps people from families with lower incomes and where neither parent graduated from college to better understand their educational opportunities and options. Over 386,000 students are enrolled in 471 Talent Search TRIO programs. Umpqua Community College's Educational Talent Search program was originally funded in 2002 on a five year grant and re-funded in 2007 on a four-year grant to serve 600 students from low-income and first generation families. ETS has on-site coordinators at South Umpqua, Douglas, Roseburg and Sutherlin High Schools, as well as the before mentioned middle schools. Other than academic and career advice, students are also exposed to numerous cultural and educational field trips during the school year. ETS is funded on a \$226,600 a year grant. For more information on ETS please call 541-440-4606.

## Upward Bound

Upward Bound helps young students to prepare for higher education. Participants receive instruction in literature, composition, mathematics, and science on college campuses after school, on Saturdays and during the summer. Currently, 774 programs are in operation throughout the United States. Umpqua Community College's UB Program was funded in 2007 on a four year grant. UCC's UB serves 50 students from Douglas and Roseburg High Schools. There are on-site coordinators that assist students with their academic and career exploration needs. Students also participate in a 6-week summer academy where they take advanced classes at UCC to prepare them for the upcoming academic year. The students are also invited to attend cultural and educational experiences throughout the year to help them realize their college and career dreams. Upward Bound is funded on a \$250,000 a year grant. For more information on Upward Bound, please call 541-440-4606.

## ONE STOP

Umpqua Community College participates in the Douglas County One-Stop Career Center system. Job seekers and employers can access regional and statewide information through this system at the UCC Workforce Training Center, located at 2555 NE Diamond Lake Boulevard in Roseburg.

## CAREER SERVICES

Career services are available in the Advising and Career Service Center. A variety of career services and resources are provided to meet occupation decision making and employment preparation needs. Services provided by career development advising specialist and support staff may include:

- Resume Assistance
- Job Search Correspondence
- Interviewing Resources
- Career Job and Resource Fair:
- Cooperative Educational Opportunities
- \*NEW\* Alumni Network
- Career Assessment Inventory (CAI)
- Myers-Briggs Type Indicator (MBTI).
- Oregon Career Information System (CIS)
- Oregon Labor Market Information System (OLMIS).

- **Job Placement:** Through the federal Job Location and Development Program (JLD), Job Placement identifies employment opportunities for students who want to work regardless if they are eligible for federal student aid. Part-time and full-time vacancies are posted in the Advising and Career Service Center. Program registration is required.

Stop by the Advising and Career Service Center to access career services in the Campus Center Building or call 541-440-4610.

## COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience is a structured work experience. Students are concurrently enrolled in a related academic program. The work experience is directly related to the goals and objectives of the individual students' 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 twenty-four CWE credits may count toward the AAS and AGS Degrees.
- Up to twelve CWE credits may count toward the AAOT 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 adviser for requirements specific to your 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, stop by the Career Service office in the Campus Center building or call 541-440-7748.

# student life

## ASSOCIATED STUDENTS OF UCC

The Associated Students of Umpqua Community College (ASUCC) provide representation for all students to the college administration by participating as voting members on all major college committees.

ASUCC encourages the formation and support for clubs, organizes activities for students, and helps students learn leadership skills that will serve as a foundation for their future career success. They also involve themselves in community service activities.

Participants can learn valuable leadership skills in student government, develop friendships and establish contacts with the college staff. ASUCC Officers and Senate positions are eligible for compensation.

Executive officer positions—filled by election—include the President, Vice President, Activities Officer, Public Relations Officer, and Business Manager/Secretary. Senator positions are filled through a petition and appointment process.

Executive officers' positions are filled during the spring term. Senator positions are considered on a regular basis and are open to all full and part-time students. Student Government holds weekly meetings. All are invited to attend.

For more information drop by or contact the Director for Student Life at 541-440-7749.

## CLUBS

Club membership promotes the professional development of members and greatly assists in establishing valuable career networks. Members have the opportunity to develop personal leadership and social skills, make friendships and good memories and open themselves to new ideas.

Clubs sponsor activities for all UCC students, participate in leadership training, and contribute to community service projects.

Contact the Director for Student Life at 541-440-7749 for information or active clubs. In addition, with student interest, we can assist you in recruiting a faculty adviser and starting a new club.

## ATHLETICS

UCC is a member of the Northwest Athletic Association of Community Colleges and actively participates in men's and women's basketball and women's volleyball. Competition comes from community colleges within the state as well as Washington and Northern California.

Team membership is based on skills and abilities to play 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. A number of members of each team also receive merit awards to help pay for tuition.

UCC is known for fielding first-rate competitive teams that provide exciting entertainment. All students are encouraged to attend and support UCC athletic events. Team colors are green, beige, and white, and the college mascot is the Riverhawk. Those interested in becoming a team member, contact the Athletic Director, 541-440-4627.

## MUSIC AND THEATRE ARTS

The UCC Music program sponsors a number of performing groups, including Symphonic Choir, Band, Orchestra, Chamber Choir, and Concert Choir. All students are welcomed, and college credit can be earned. In addition, numerous music classes are offered, including individual lessons.

The UCC Theatre program produces four to six plays during the year, including summer musicals. Casting tryouts are open to all students and college credit may be earned for participation. In addition, classes in theatre arts are offered throughout the year.

Merit awards are awarded to outstanding music and theatre students each term. Call the music faculty at 541-440-4693 or theatre faculty at 541-440-4694 for more information.

## STUDENT NEWSPAPER

UCC's student newspaper, *The Mainstream*, provides both print and online editions. It is primarily staffed by students enrolled in Journalism Production (J 215) which is a variable credit course (students may enroll for 1, 2, or 3 credits per term). A scheduled class time for J 215 is listed in the UCC catalog, but students who are unable to meet at that time due to schedule conflicts should contact the adviser for a possible schedule override.

J 215 students explore media writing, graphic design or both in a hands-on training environment under the leadership of an adviser and student editor. Students can gain experience in Associated Press style, media writing formats, interviewing, copy editing, journalism ethics, media graphic design, advertising, and working as a creative team.

No prerequisites are required for J 215, but students interested in media writing for *The Mainstream* should consider taking J 251 Writing for the Media either concurrently or before J 215. Students enrolling in J 215 must be able to meet deadlines and interact positively on a work team.

For information about *The Mainstream*, contact the adviser melinda.benton@umpqua.edu or the staff at uccmainstream@yahoo.com.

## community education

The UCC Community Education Department's serves the life-long learning needs of Douglas County residents through a variety of programs, classes, workshops and activities. From art to yoga or woodworking to first aid, Community Education staff members strive to be responsive to the ever-changing needs of patrons throughout the district.

The Department coordinates non-credit classes in three broad areas:

- Fun, hobby, and personal enrichment
- Business & Career Training
- Safety and health certifications

Community Education includes Adult and High School Driver Education courses, American Heart Association CPR/First Aid courses, coordination of Disabled Gold Cards, Continuing Education Units (CEUs), College for Kids, Matrix Teen activities and much more..

The Community Education Department hosts courses in convenient locations throughout the county including UCC campus, businesses, schools and senior or community centers. Activities are delivered in a variety of formats: full-term, 1 to 4 weeks or one day workshops..

Class offerings are updated each term and can be found in the UCC Class Schedule distributed to your home mailbox or on-line at: <http://www.umpqua.edu/commed>.

For more information on Community Education activities, please call 541-440-4601, visit our website or drop by the Department office located in Lockwood Hall, Room 14.

### OFF-CAMPUS CLASSES

UCC Community Education offers courses located off-campus throughout the college district. These include non-credit educational, recreational, self-improvement, cultural and personal growth activities. Consult the UCC Schedule *Credit and Non-Credit* sections for a listing of courses in your area.

Community Education Coordinators serve all areas of the college district. Their names and contact numbers are listed in the *Community Education* portion of the schedule. If you have an interest in a particular class, contact the Community Education Department at 541-440-4651.

## community services

### THE ART GALLERY AT UCC

The UCC Art Gallery is located in the Whipple Fine Arts Building. There are six exhibits during the academic year. Above the main floor is a mezzanine gallery 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.

Gallery hours are 8 a.m. - 4 p.m., Monday through Friday and by appointment. There is no admission charge. To receive information about the Art Gallery and its programs, please call 541-440-4692 or 541-440-4691.

### 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 the Special Projects Coordinator, 541-440-4655.

### CUSTOMIZED TRAINING & WORKFORCE DEVELOPMENT SERVICES

Increase your employees' productivity and your organization's bottom-line utilizing UCC's customized training and workforce development services. Computer applications, manufacturing process skills, management training, leadership and team development, safety training and lean implementation are just a few of the many topic areas available. From entry-level to senior executive management team members, UCC can customize training to fit your needs. From individualized coaching and consulting to customized employee seminars, training is available when and where you need it twenty-four hours a day, seven days a week! For more information contact the Department of Workforce Development at 541-440-4673.

### SUMMER RECREATION

During the summer months a number of athletic activities are offered for members of the community. Girls and boys basketball and volleyball camps are also offered. The pool will be closed summer 2011.

For information consult the Summer Schedule of Classes or call the Summer Recreation & Sports Information Line at 541-440-7732.

## distance learning

### UCC Classes Offered Online

A growing number of online (internet-based) courses are offered through UCC. These courses generally appeal to students who need a more flexible schedule and are motivated, self-starting students who are able to accomplish much of the required course work independently. Requirements include: advanced computer skills, web browser software, internet connection, and a word processing program.



UCC online courses do have varying requirements for face-to-face meetings. Some instructors require an on-campus orientation. Others make the orientation optional or provide an online orientation. On-campus labs and/or proctored exams may also be required for completing certain online classes. For orientation information, check the UCC Course Schedule for your course.

### Hosted Online Classes

Online courses that originate from other community colleges within Oregon are "hosted" by UCC through a cooperative agreement. These classes are registered through UCC and will reflect on your UCC transcript.

Course offerings are published before each term and may be found in the UCC Course Schedule published quarterly. There are a limited number of spaces in these statewide courses so be sure to register as early as possible.

### Other Distance Learning Options

#### Interactive Videoconferencing

UCC offers two-way interactive videoconferencing courses. Courses can have a "live" or "virtual" teacher in the classroom. Courses originated by UCC will have a teacher present in the classroom, and the class content is presented using various audio-visual technologies. Courses UCC receives from other schools will present the distant instructor and curriculum content by means of an Internet connection.

#### Telecourses

UCC's telecourses have a very limited offering but are another alternative for people who find it difficult to attend classes on campus and may not have an internet connection. You will be required to attend an orientation session, read the textbook, view the programs on TV or in the UCC Library, and take the exams. Instructors provide a course syllabus, viewing schedules, and are available for assistance by phone, mail or in person.

### Academic Advising

Academic Advising for distance learning options and course information is available in the Advising and Career Service Center. For more information, call 541-440-7763.

For additional information including frequently asked questions and to see if online learning is right for you, please visit our Distance Learning website <http://www.umpqua.edu/distance-learning-home>.

## small business development center

The Small Business Development Center is one of 19 SBDCs in Oregon established by the Oregon State Legislature in 1983. SBDCs were given the directive to assist and educate business owners and their families. About 200 businesses a year are served by the SBDC, with services ranging from a one-hour session to a long-term association. SBDCs provide low or no cost workshops, seminars, technology assistance, and one-on-one business assistance. SBDC is located in the Workforce Training Center, 2555 NE Diamond Lake Blvd., Roseburg, 541-440-7824, 541-440-7662.

## SMALL BUSINESS MANAGEMENT

Small Business Management Program (SBM) is a nine-month course that places business owners in a cohort learning environment, where they benefit from peer-to-peer interaction, ongoing business advising and high levels of accountability.

The series includes nine intensive workshops that provide the "hard" and "soft" skills of entrepreneurship, coupled with 27 hours of ongoing business advising.

SBM covers basic business elements of operation, finance, and marketing, sales, human resources and business plan development. It includes 30 hours of classroom business education, coupled with 20 hours of onsite business advising.

SBM is ideal for established small business owners (1-50 employees) whose businesses are at least one year old. Service, retail, contractors, professional, and manufacturing businesses have all benefited from the SBM program.

To provide for continued analysis of business records and assistance with management decisions, program graduates can continue in the program on a "seminar" basis after the two-year program is completed.

## adult basic skills development

### 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 high school completion or General Educational Development (GED) tests. Programs are coordinated with a School-to-Work component, and students receive help planning for the transition to college or the workplace.

The Center provides an orientation for new students, which includes goal setting and study skill components. A wide range of instructional materials is used by skilled instructors. For more information about attending the Woolley Center, the Riverside School Center, or other sites in Douglas County, call 541-440-4603.

### ADULT BASIC EDUCATION

For adults who would like to learn how to read, or who would like to raise their basic literacy skills, UCC offers Adult Basic Education classes at the Riverside School Center and other locations 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 or Adult High School diploma classes. For more information, 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 five tests, and maintain a minimum average score on all tests.

The tests cover math, reading, science, social studies, and writing. A spontaneous, handwritten essay is a part of the writing test of high school equivalency. A calculator may be used on one part of the math test.

UCC offers both day and evening classes to help one prepare for the tests. Classes are held at Roseburg's Woolley Center, Riverside School Center, Glendale Skills Center, Glide High School, North Douglas High School, UTE, and other locations around the county.

Completion of the GED Certificate or High School Diploma 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 or diploma, excluding Summer term.

For information on the schedule and fees, call 541-440-4603.

UCC is the official GED Test Center for Douglas County. Tests are given each week at the College Campus. You must first make an appointment by calling the UCC Testing Center, 541-440-4610.

## ADULT HIGH SCHOOL DIPLOMA

For students interested in earning a high school diploma, UCC offers the Oregon Adult High School Diploma (AHSD). 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, 2011 and June 30, 2012, the credit requirements are as follows:

Language Arts	4
Mathematics	3
Science	3
US History	1
Global Studies	1
American Government	.5
Health Education	1
Physical Education	1
Career Development	.5
Personal Finance	.5
Economics	.5
Applied Arts/Fine Arts/Foreign Lang.	1
Computer Skills	1
Electives	6
Total credits:	24

Students must also complete a Career Related Learning portfolio, which consists of an Education Plan & Profile and documentation of career related learning experiences and extended application of skills. Students must also pass a reading proficiency test.

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 several ways of earning credit towards the diploma:

### *Through the day program at the Woolley Center*

The College & Career Preparation Program features small class sizes and outstanding instruction. Emphasis is placed on successfully transitioning into college or 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 taking an online UCC high school diploma class*

Students who want more flexibility in their schedule to pursue advanced placement courses, jobs, sports or other activities, now have an option to meet their educational needs. UCC offers year-round online high school classes that can be accessed anytime, anywhere that has a computer and internet access. Students can work at home, from the library or at school whenever it fits into their schedule. And, it's never too late to complete one's education and boost one's career potential. Anyone who has left high school can get back on track and earn credits toward a high school diploma. Credits may be applied to the UCC diploma or local high school diplomas. For more information, please call the Online High School Coordinator at 541-440-7805.

### *Through an after school/evening outreach program*

UCC has offered courses in Drain, Canyonville, Roseburg, Glide, Tri-City, Riddle, and Glendale. For current locations and schedules, please call 541-440-4603.

### *By enrolling in the dual credit 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 Compass Placement Test. For more information, please call 541-440-7767.

### *By applying for credit from life and work experience*

UCC may award high school diploma credit for life and/or work experience. Candidates submit a request to the Adult Basic Skills Advisory Board documenting military service, community involvement, etc. Assistance is provided for completing forms and assembling information. For more information, please call 541-440-4603.

## SKILL BUILDING THROUGH ABSD CLASSES

For students interested in taking college courses, but who need to refresh or upgrade skills in math, reading or writing, there is another option. Students can attend an ABSD, GED or Skill Building class. Some students have successfully increased one or more levels on their COMPASS exam after just one term.

## ENGLISH AS A SECOND LANGUAGE (ESL)

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.

## LEARNING SKILLS (DEVELOPMENTAL EDUCATION)

What if I don't place into college level coursework? Don't be discouraged! Many new students need to upgrade their skills. The Learning Skills Department helps students achieve proficiency in the basic academic skills necessary to succeed in college. By taking reading, writing, math, and skill building classes, students learn to apply strategies and access resources to advance in current and future coursework.

### Tutoring Center

Free "drop in" peer tutoring is available for all UCC students in most college subjects, including mathematics, science, foreign languages, accounting, computers, and writing. Tutoring Services are located in the Educational Skills Building (ESB 15). For more information, please call 541-440-7733.

### Learning Skills Mini Courses

The Department offers a number of courses designed to help students improve their learning skills. Many of these are one credit mini classes that meet for two or three weeks during the term.

## BRIDGE TO SUCCESS PROGRAM

This program builds strong reading and writing skills by featuring learning communities. The program gives students the literacy skills they need to function as workers, family members and community members while also providing them with the skills necessary for transition into college level courses.

The Bridge Program includes the following elements: a cohort atmosphere, a support/study group, college success courses, block scheduling, mini courses in learning skills, and basic skills development including reading, writing, and computer literacy. Students are recommended to the program based on their placement test scores.

The Bridge Program offers the following learning levels:

#### GATEWAY TO SUCCESS

Writing Skills (WR 090)

Basic Reading (RD 080)

College Success (HD 100)

Computer Skills classes

#### INDIVIDUAL IN SOCIETY

College Writing Fundamentals (WR 095)

College Text Reading (RD 090)

Strategies for Success (HD 136)

Computer Skills classes

## policies (see disclaimers on page 3)

### ENROLLMENT LIMITATIONS

UCC may restrict enrollment in a class or program because we have limited staff, space or equipment. Enrollment is also limited for some programs because of special admission requirements.

We encourage you to apply early to the nursing program which has special admission requirements.

### CANCELLATION OF CLASSES

The college reserves the right to cancel any class due to extenuating circumstances, such as low enrollment.

### CLOSURE DUE TO WEATHER OR EMERGENCY

School closure shall be determined by the Vice President for Instructional Services, in consultation with the college President. When the college is closed, it is totally closed and no one is required to report for classes or work, excepting security personnel and others specifically requested or approved by the Vice President for Instructional Services. All closures will be publicized as soon as possible through all news media. Closures due to adverse weather conditions will be announced by 6:30 a.m. the day of the closure, or by 7:00 p.m. the preceding evening, if possible.

### AFFIRMATIVE ACTION

It is the policy of Umpqua Community College to provide equal educational and employment opportunities and to provide service benefits to all students and employees without regard to sex, race, color, religion, national or ethnic origin, age, sexual orientation, marital status, disability or any other status or characteristic protected by applicable state or federal law. This policy is in accordance with the laws enforced by the Department of Education and Department of Labor, including Presidential Executive Order 11246, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Acts of 1974-75, the Americans with Disabilities Act of 1990 and Oregon Revised Statute 659.030.

Inquiries regarding application of these and other regulations should be directed to the College's Human Resources Office 541-440-7690, the Office of the Vice President for Student Development 541-440-4677; the Office of Civil Rights, Department of Education Office, Seattle, Washington; or the Office of Federal Contract Compliance Programs, Department of Labor, San Francisco, California. (*revised 05/06*)

For grievances specifically related to disability services, students will contact the Disability Services Coordinator, unless the grievance/complaint is against the coordinator, in which case the coordinator's immediate supervisor, the Director of Counseling, should be contacted. Students are encouraged to resolve grievances internally, but he/she may contact the Office of Civil Rights at any time. Contact information: [www.ed.gov/ocr](http://www.ed.gov/ocr). The statute of limitations for filing a complaint is 180 days from the occurrence of the incident. Forms are available from either the Disability Services Coordinator, or the Vice President of Student Development.

## STATEMENT OF NONDISCRIMINATION

It is the policy of Umpqua Community College and their Board that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and non discrimination should contact the Vice President for Student Development.

Section 504/Title II and Title IX Coordinator  
 Vice President for Student Development  
 Campus Center Building  
 P O Box 967  
 Roseburg, OR 97470  
 541-440-4677 or TDD 541-440-4626

## NON-DISCRIMINATION STATEMENT ON THE BASIS OF SEX

Umpqua Community College complies with all applicable federal and state regulations that prohibit discrimination on the basis of sex. No student at UCC shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination in any education, program, service or activity.

Any student who believes he or she has been denied any service or benefit because of sex discrimination may follow the steps outlined in the Sex Discrimination Grievance Procedure. In addition to utilizing the College's Grievance Procedure, a student may contact the Office of Civil Rights or the Equal Employment Opportunity Commission at the following address:

Seattle Office, Office of Civil Rights, United States Department of Education

915 Second Avenue Room 3310, Seattle, WA 98174-1099

Telephone: 206-220-7900, FAX: 206-220-7887,  
 TDD: 206-521-2172

E-mail: OCR.Seattle@ed.gov

Seattle Field Office, United States Equal Employment Opportunity Commission

Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061

Telephone: 800-669-4000, Fax: 206-220-6911, TTY: 800-669-6820

### Sex Discrimination Grievance Procedure

In the event that any student enrolled at UCC believes that he or she has been denied any service or benefit because of sex may attempt to resolve the matter informally or immediately file a formal grievance, at the option of the student.

The informal procedure attempts to resolve the grievance through cooperative meetings with the parties involved. The formal procedure resolves issues through written grievances, investigation and hearings. Students are strongly encouraged to resolve any concern informally. It is not necessary to follow the informal procedure prior to filing a formal grievance. The student may initiate the formal grievance procedure at any time.

Any timeline set forth in the procedures may be extended by the Vice President for Student Development upon written application to do so.

No student shall be expelled, suspended, disciplined or in any other way retaliated against for having pursued a grievance in good faith whether or not the charges were substantiated. However, anyone willfully filing a false grievance is subject to discipline.

### Informal Grievance Procedure

Any student who feels he or she has been denied any educational service or benefit at Umpqua Community College because of sex discrimination may attempt to resolve the issue through the informal grievance process. The steps to follow in the informal procedure are as follows:

The student should meet with the Director of Counseling to discuss the issue. If the grievance is against this individual, the student should to meet with the Vice President for Student Development. The meeting will be documented.

The Director of Counseling will meet with the Vice President for Student Development to review the student's complaint.

The student may meet with the individual believed to be responsible for the discrimination. If this cannot occur, the Vice President for Student Development will meet with the individual believed to be responsible for the discrimination and attempt to find a resolution to the grievance.

The Vice President for Student Development will meet with the supervisor of the individual believed to be responsible for the discrimination to review the student's complaint and the response from the individual.

The results of the Vice President for Student Development attempt to resolve the issue will be documented in writing and a copy provided to all persons involved in the grievance.

The Vice President for Student Development will monitor the situation to ensure that the terms of the resolution are followed or completed with by all persons involved in the grievance.

### Formal Grievance Procedure

If the student is not satisfied with the informal discussion and any suggested resolution, the student may initiate the formal grievance procedure. The steps in the formal grievance procedure are as follows:

The student shall schedule a conference with the Vice President for Student Development within 180 calendar days of the incident. The Vice President will advise the student of his/her options and direct the student accordingly. The Vice President may endeavor to determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the student.

The student shall file a written grievance with the Vice President for Student Development within five (5) college business days of the conference with the Vice President. A formal grievance form will be provided by the Vice President.

Within ten (10) college business days of receipt of the grievance, the Vice President for Student Development will convene an Administrative Hearing Board. The hearings board will consist of the Vice President for Student Development, a college employee appointed by the Vice President, a member of the Associated Students of UCC (ASUCC) Executive Council and one of the following:

- the Human Resources Director, for employment issues; or
- the Vice President for Administrative Services, for facilities issues; or
- the Vice President for Instruction, for instructional and all other issues

It shall be at the discretion of the hearings board to determine whether to meet with the involved parties separately or in a single meeting. Throughout the hearing process, the board may call witnesses, including those persons identified by the parties, as well as any other persons who may have relevant information. The student complainant and the accused shall be notified in writing of the time and place for the hearing with sufficient time to prepare any presentation they may wish to make. All parties may be represented at the hearing and shall have the opportunity to examine all witnesses.

Following the hearing and within 30 college business days of receiving the formal grievance, the Vice President for Student Development will report, in writing to the involved parties, his/her findings, conclusions and any actions taken by the hearing board to resolve the grievance.

### Appeals

The student may appeal the decision of the Administrative Hearing Board to the college President or designee. The steps in the appeal process are as follows:

An appeal must be filed within three (3) college business days of receipt of notice of the decision from the hearing board. If the request is not filed within the prescribed time, it shall be deemed that the student accepts the findings of the hearing board. The written appeal will include a written response to the findings and conclusions of the hearing board and will address the grounds for the appeal. The following are the only grounds for appeal:

A procedural error or irregularity, which materially affected the decision.

New evidence of substantive nature not previously available at the time of the hearing that would have materially affected the decision.

Bias on the part of a member of the hearing board, which materially affected the decision.

Appeals shall be limited to review of the record of the hearing and supporting documents, except as required to explain new evidence that should be considered.

The President or designee will render a decision and submit a written report of findings to the hearing board and will notify the student in writing within 10 college business days of receipt of the appeal. The President may decide or designee:

To uphold the original decision.

To remand the case to the Administrative Hearing Board for rehearing and decision. The rehearing shall be conducted within ten (10) college business days of receipt of the decision from the President or designee. The board shall notify the student within three (3) college business days of closing the hearing.

To remand the case to an ad hoc hearing board for decision. In the case where an ad-hoc hearing board must be convened, the board shall be comprised of two (2) students, one (1) faculty, one (1) classified staff, one (1) administrator selected by the related representative bodies. The ad-hoc hearing board shall be conducted within ten (10) college business days of receipt of the decision from the President or designee. The board shall notify the student within three (3) college business days of closing the hearing.

If the student is dissatisfied with the President's or designee's response to his/her appeal, the student may pursue other legal remedies. Inquiries and appeals beyond the college level may be directed to:

Seattle Office, Office of Civil Rights, United States Department of Education

915 Second Avenue Room 3310, Seattle, WA 98174-1099

Telephone: 206-220-7900, FAX: 206-220-7887,  
TDD: 206-521-2172

Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

Seattle Field Office, United States Equal Employment Opportunity Commission

Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061

Telephone: 800-669-4000, Fax: 206-220-6911,  
TTY: 800-669-6820

### NON-DISCRIMINATION STATEMENT ON THE BASIS OF DISABILITY

Umpqua Community College complies with all applicable federal and state regulations that prohibit discrimination on the basis of disability. These regulations require that any qualified person receive reasonable accommodation to ensure equal access to educational opportunities, services, programs and activities at the College.

Any student who believes he or she has been denied any service or benefit or otherwise discriminated against due to a disability may follow the steps outlined in the Disability Grievance. In addition to utilizing the College's Grievance Procedure, a student may contact the Office of Civil Rights or the Equal Employment Opportunity Commission at the following address:

Seattle Office, Office of Civil Rights, United States Department of Education

915 Second Avenue Room 3310, Seattle, WA 98174-1099

Telephone: 206-220-7900, FAX: 206-220-7887,  
TDD: 877-521-2172

Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

Seattle Field Office, United States Equal Employment Opportunity Commission

Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104-1061

Telephone: 800-669-4000, Fax: 206-220-6911,  
TTY: 800-669-6820

### Special Needs Contact Statement

Persons having questions about or requests for special needs and accommodation should contact the Disabilities Services Coordinator at Umpqua Community College Counseling Office, 1140 Umpqua College Road, Roseburg, Oregon 97470. Contact should be made 48-72 hours in advance of the event.

Disabilities Services/ ADA Coordinator:

Phone 541-440-7655 or TDD 541-440-4612

## 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 college personnel department 541-440-4626 and for all students through the Advising and Career Service Center 541-440-4610, or the UCC website under Student Code of Conduct.

## DRUG & ALCOHOL POLICY

Umpqua Community College 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, or 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

Umpqua Community College 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 Umpqua Community College (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 \$25.00 fine.

### Authority

The Board is granted authority to establish policies and procedures for tobacco use on property owned, operated, and/or college premises maintained by the College. The enforcement of these policies and procedures is the responsibility of Security/Safety personnel with the assistance of all members of the Umpqua Community College (UCC) community. Assistive acts include providing informational materials on smoking policies and verbal warnings. Members of the UCC community will notify Security/Safety of repeat offenders and/or of disruptive behavior. Security officers are authorized to issue citations, control, and regulate facilities use as prescribed in these rules and regulations.

First time violators may be issued a warning citation by Security/Safety personnel. Unpaid citations may result in the violator's transcripts being held until all unpaid citations have been paid. Continued failure by students to abide by these rules and regulations may be considered to be a violation of the Code of Student Conduct, 721.3 #17, and/or other applicable code violations and may be forwarded on to the Vice-President for Student Development for disciplinary action. Failure by faculty or staff of the College to abide by these rules and regulations may result in corrective/disciplinary action in accordance with the applicable bargaining agreement. Security/Safety will provide official standardized tobacco use policy materials to members of UCC community for distribution.

#### Payment of Fines

Persons cited for violations of these rules and regulations may respond either by filing a written appeal with the Director of Security/Safety or by paying a fine within fifteen days of receipt of the citation. All fines are payable to Umpqua Community College. Fines can be paid by mail or in person at the Cashier's Office located in the Administration Building. Fines that are mailed must be received within fifteen days of receipt of the citation.

#### Reduction in Fines

Fines for smoking offenses will be reduced by five dollars if paid in person within forty-eight hours, excluding weekends and holidays. No reduction will be made on mail-in payments.

#### Appeals

Alleged violators may appeal to the Director of Security/Safety for a brief adjudicative procedure within twenty days of the date of the citation. The director of Security/Safety may dismiss, suspend, impose any lesser fine, and/or grant an extension of time within which to pay the fine. Appeals of the decision of the Director of Security/Safety are to be submitted to the Vice President for Administrative Services without posting of fine within twenty-one days. Written notification of the Vice President's decision shall be made within twenty days of the appeal and shall be final.

#### Safety Committee

The Umpqua Community College Safety Committee is responsible for advising Security/Safety on smoking policy. Committee functions include, but are not limited to the following: (1) Reviewing smoking regulations and fees and recommending their adoption. (2) Reviewing provisions for security on campus and recommending practices and procedures for the enhancement of security.

#### Unpaid Fines

If any fine remains unpaid, any or all of the following actions may be taken by Security/Safety: (1) A hold may be placed on student transcripts. (2) Registration for the following quarter may be delayed. (3) The amount due as a result of fines due and payable may be deducted from paychecks of College employees. (4) Outstanding fines may be referred to a collection agency. These procedures will be applicable to all students, faculty, and staff, or other persons utilizing College facilities who receive fines for violations of these rules and regulations.

## SEXUAL HARASSMENT POLICY

Umpqua Community College 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, the appropriate Vice President, or the college Affirmative Action Officer.

Students are encouraged to discuss their concerns with a college counselor or the Vice President of Student Development. 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.

## STUDENT RIGHT TO KNOW ACT STATEMENT & STATISTICS

The reporting of graduation and transfer rates annually is mandated by Federal legislation (PL 101-542). Rates are calculated as of Spring 2006. Transfer rates are calculated based on known transfers. Transfer to private Oregon colleges and out-of-state colleges are excluded.

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.

## Graduation/Transfer Rate 2006 Cohort

	Total	Completed	Exclusions	Completion Rate
Men	85	32	0	38%
Women	124	41	0	33%
Total	208	73	0	35%

## 721.0 STUDENT CODE OF CONDUCT

Students at 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.

Through this Student Code, Umpqua Community College describes

- 1) the responsibilities, rights and freedoms afforded to students and
- 2) conduct that would interfere with the educational mission of the institution.

The provisions of the Student Code of Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein at any time in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.

This Student Code of Conduct will apply to conduct which occurs on College premises and to conduct which occurs elsewhere during the course of a College-sponsored activity. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Student Code of Conduct.

The Vice President for Student Development (VPSD) is responsible for the administration of the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee to administer the Student Code of Conduct.

### 721.1 Definitions

1. The term "ORS" means Oregon Revised Statutes, which are the codified laws of the State of Oregon.
2. The term "college" or "College" means Umpqua Community College.
3. The phrase "Board of Directors" means Umpqua Community College's Board of Directors, which is the policy manager of the College. Board members are elected by the local community.
4. The term "student" includes all persons taking courses at the college, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the college.
5. The term "faculty member" means any person hired by the college to conduct classroom activities.
6. The term "college official" includes any person employed by the college performing administrative responsibilities.
7. The term "college personnel" includes any person employed by the college.

8. The phrase "member of the college community" includes any person who is a student, faculty member, college official, college personnel, or any other person employed by the college.
9. The term "college premises" includes all land, buildings, facilities, and other property in the possession of, or owned, rented, leased, used or controlled by the college (including streets and sidewalks).
10. The term "college-recognized student organization" means any student club or organization who has complied with the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college's Student Government.
11. The title "Vice President for Student Development" or "VPSD" means the college official authorized by the President to administer the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee.
12. The phrase "college business day" means the days of the week when campus offices are open and available to the public for business.
13. The term "hearings panel" means the group of persons authorized by the VPSD to determine:
  - 1) whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions or
  - 2) the merit of a student grievance and recommend remedies.
14. The term "appellate proceeding" means the process by which an appeal may be heard.
15. The term "shall" is used in the imperative sense.
16. The term "may" is used in the permissive sense.

### 721.2 Student Responsibilities, Rights & Freedoms

#### A. Student Responsibilities

Students shall be responsible for:

1. Learning the substance of any course of study for which they are enrolled, participating in class activities and knowing the following rules and regulations governing the educational community.
2. Following the lawful direction of college personnel including providing information and personal identification when requested.
3. Respecting the teaching/learning environment by interacting with civility within the classroom and following safety guidelines.
4. Respecting the rights of others and cooperating to ensure that such rights are protected.
5. Exercising dissent in a responsible manner and within a framework compatible with the orderly resolution of differences.
6. Maintaining honesty and integrity in all work (as outlined in the Academic Integrity policy), communication and interactions.
7. Properly using college equipment, computers and facilities including timely return of loaned equipment/materials.
8. Complying with all college policies and regulations, including those posted in special labs and classrooms.
9. Complying with local, state and federal laws.
10. Utilizing established procedures to influence change or challenge UCC policies and regulations.



## B. Student Rights

Students shall have the right to:

1. Be protected against improper academic evaluation. Students have protection through orderly procedures against unfair academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified by the instructor in writing at the first class meeting.
2. Confidentiality of student records. Umpqua Community College will abide by federal and state regulations regarding the privacy of student records and comply with the law regarding access procedures.
3. Due process in disciplinary proceedings. Students shall have the right to be notified of the charges, shall be afforded the opportunity to be heard and shall have the right to be assisted without prejudice by an adviser who may be an attorney.
4. Reasonable accommodation. UCC is committed to providing opportunities to students with disabilities in order for them to have meaningful access to college programs and services.

## C. Student Freedoms

Students shall be free to:

1. Organize and join associations to promote their common interests subject to the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college's Student Government, as a condition of institutional recognition.
2. State any reasoned exception to information or views offered in any course of study and to reserve judgment about matters of opinion without it affecting their grade as long as the disagreement is not disruptive to the instructional process.
3. Examine and discuss all questions of interest to them, and to express opinions publicly and privately. In accordance with the campus free speech policy, students shall be free to support causes by orderly means, in ways that do not disrupt the regular and essential operation of the institution or violate college policies or procedures.
4. Participate in institutional governance. The Associated Students of Umpqua Community College (ASUCC) Student Council serves as the student government body and through this body, students are afforded the right to have student representation on selected UCC councils and committees.
5. Engage in free and responsible discussion through student publications and student press, in conformance with local, state and federal laws and professional codes.

Students shall be free from:

1. Unlawful discrimination. In order for Umpqua Community College to maintain a place of learning and work that is free of unlawful discrimination, it is the policy of Umpqua Community College and its Board, to provide equal educational and employment opportunities and to provide service benefits to all individuals without regard to sex, race, color, religion, national or ethnic origin, age, sexual orientation, marital status, disability or/and other status or characteristic protected by applicable state or federal law.

2. Unlawful harassment. Umpqua Community College is committed to providing a learning and working environment free of harassment.
3. Sexual harassment/sexual assault. Umpqua Community College is committed to providing all individuals with the opportunity to work and learn in an environment free from sexual harassment/sexual assault.

## 721.3 Student Misconduct

The following actions and/or behaviors are the types of misconduct for which students may be subject to disciplinary action. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list:

1. Committing acts of dishonesty including but not limited to:
  - Engaging or participating in forms of academic dishonesty including cheating and plagiarism. Academic integrity is covered in more detail in UCC policy 721.4.
  - Furnishing false information to any member of the college community or College office with the intent to deceive.
  - Forging, altering, or misusing a College document, record, or instrument of identification.
  - Forging, altering, or misusing a document, record or instrument of identification related to a cooperative work experience placement, or clinical placement.
  - Tampering with the election of any College-recognized student organization.
  - Attempting to represent the College, any College-recognized student organization, or any official college group without the explicit prior consent of the officials of that group.
2. Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces or otherwise endangers the mental or physical health or safety of any member of the college community on College premises, at College-sponsored or supervised functions, or at functions sponsored or participated in by the College.
3. Unwanted contact or communication of any nature with another student or other member of the college community after being instructed by a college official that such contact or communication is unwelcome and disruptive to the educational process of UCC, as determined by a college official.
4. Disorderly, offensive, lewd, salacious, lascivious, indecent, or obscene conduct which may violate the rights of another member of the College community.
5. Unlawful sexual harassment, sexual assault and/or unlawful harassment.
6. Discrimination on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability on College premises, at College-sponsored or supervised functions, or at functions sponsored or participated in by the College.
7. Planning, directing or committing acts of hazing, as defined by ORS 163.197.
8. Interference by force or by violence (or by threat of force or violence) with any member of the college community who is in lawful discharge or conduct of his/her duties or studies.
9. Failure to identify oneself to college personnel when requested to do so.
10. Failure to leave a building or specified work area when directed to do so by college personnel.

11. Disobedience of the notice against trespass on College premises.
12. Engaging or participating in acts of unauthorized possession, removal or conversion, or intentional defacing, tampering, damage, or destruction of College-owned, leased or rented property, equipment, programs or materials, or of property, equipment, programs, or materials belonging to any member of the college community, guest, visitor, vendor or contractor.
13. Unauthorized possession, sharing, duplication or use of keys or entry codes to any College building, facility or equipment.
14. Committing an act of unauthorized entry in to or use of a College building or facility and/or committing an act of unauthorized use of equipment.
15. Manufacture, distribution, dispensing, possession, or use of alcoholic beverages, or use of drugs or controlled substances (other than a drug lawfully prescribed by an authorized medical professional and used in accordance with the prescription) on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College except where expressly permitted by law, College regulations and/or UCC Board approval.
16. Appearing visibly under the influence of alcohol or controlled substances on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
17. Smoking on College premises, except in designated areas outdoors.
18. Engaging in gambling activities on College premises, at College sponsored or supervised functions or at functions sponsored or participated in by the College, except as expressly permitted by law and with approval from the President or President's designee.
19. Possession or use, without written authorization, of firearms, explosives, dangerous chemicals, substances, or any other weapons or destructive devices that are designed to or readily capable of causing physical injury, on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
20. Committing acts of arson, creating a fire hazard, or possessing or using without proper authorization, flammable materials or hazardous substances on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
21. Making false reports of fire, bomb threat, or other dangerous conditions; failing to report a fire or other dangerous condition; or interfering with the response of the College or emergency response teams to emergency calls.
22. Libel or slander of another member of the college community.
23. Invasion of another person's reasonable right to privacy by any means, including the unauthorized use of snooping or recording devices on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
24. Bringing animals into classrooms and college buildings except for "assist" animals, "assist" animals in training or other animals defined in ORS 346.680, or animals used for instructional purpose.
25. Engaging in acts of theft, abuse or unauthorized use of College computer time, including but not limited to:
  - Unauthorized entry into a file, to use, read, or change its contents.
  - Unauthorized transfer or copying of a file or files or software.
  - Unauthorized use of another person's identification and password.
  - Use of computing facilities to interfere with the work of another member of the college community.
  - Use of computing facilities to send obscene, defamatory or harassing messages or use of College computing facilities for activities not within the scope of the College's instructional objectives.
  - Use of computing facilities to interfere with the normal operation of the College computing system.
  - Unauthorized installation of software on College equipment.
  - Tampering with College computer hardware.
  - Any attempt to gain access to college computers or network, on campus or off campus, without authorization (i.e., hacking).
  - Use of computing facilities to conduct personal business activities or illegal activities.
  - Noncompliance with any of the provisions of the Information Technology Acceptable Use Policy.
26. Violation of electronic devices guidelines.
27. Posting, affixing, or otherwise attaching, written or printed messages or materials, without proper approval and/or on or in unauthorized places. Removing written or printed messages or materials approved by the college for posting without specific authorization to do so.
28. Engaging in unauthorized canvassing, sales or solicitation on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
29. Material and/or substantial disruption of the regular and essential operation and educational process of the College.
30. Participating in a demonstration or gathering which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
31. Disrupting or obstructing teaching, research, administration, disciplinary proceedings, other College activities, including its public service function on or off campus, or other authorized non-College activities, when the act occurs on College premises.
32. Failure to disperse when an unauthorized assembly (as defined by the campus free speech policy) is ordered to disperse by college officials on College owned or controlled property or during any college-sponsored program or activity.
33. Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
34. Aiding, abetting or procuring another person to breach the peace on college premises, at a college sponsored or supervised activity; or at functions sponsored or participated in by the college.
35. Engaging or participating in abuse of the Student Code of Conduct, including but not limited to:
  - Falsifying or misrepresenting information before the VPSD, hearings panel or during an appellate proceeding.

- Disrupting or interfering with the orderly conduct of the hearings panel or appellate proceeding.
  - Instituting a College judicial complaint or grievance knowingly without cause.
  - Attempting to discourage an individual's proper participation, or use of, the College hearings or appellate systems.
  - Attempting to influence the impartiality of the VPSD, members of a hearings panel, or a member of an appellate proceeding prior to, during, and/or after a hearings panel or appellate proceeding.
  - Harassing (verbal or physical) and/or intimidating the VPSD, member of a hearings panel, or a member of an appellate proceeding prior to, during, and/or after a College hearings panel or appellate proceeding.
  - Failing to comply with the sanction(s) imposed under the Student Code of Conduct.
  - Influencing or attempting to influence another person to commit an abuse of the College hearings or appellate systems.
36. Violating published Board of Directors or College policies, regulations, and/or procedures including, but not limited to, the policies on discrimination, harassment, campus disruption, and drug and alcohol abuse.
  37. Violating federal, state or local laws on College premises or while in attendance at College-sponsored or supervised events or committing off-campus violations of federal, state or local law that adversely affect the College and/or the pursuit of its objectives.
  38. Aiding and abetting another person in committing an act that violates the Student Code of Conduct.
  39. Violations of the rules in this section and any other college regulations that may be enacted.
  40. Engaging or participating in any act against the best interests of the College community.

#### 721.4 Academic Integrity

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual faculty members and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

##### A. Academic Dishonesty

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list:

1. Deliberate cheating on any graded assignment; cheating is defined as any of the following:
  - a. use of any unauthorized assistance in taking quizzes, tests or exams;
  - b. dependence upon the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments;

c. the acquisition without permission of the faculty member, of a test or other academic material.

2. Consultation of any notes, crib sheets, or other materials in examinations where such consultation is prohibited.
3. Copying another student's answers or strategies on a test, quiz, professional or practical assignment or allowing another to do so.
4. Obtaining a faculty member's examination questions or answers without the faculty member's permission.
5. Collaborating with others on assignments or assessments when expressly prohibited by the faculty member.
6. Submitting one's own previously graded work as a new assignment without the faculty member's permission.
7. Plagiarism or the presenting as one's own work the work of another writer without acknowledgment of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or the Internet.
8. Fabrication or falsification of any information, research, data, references or clinical records.
9. Assisting another student to engage in any form of academic dishonesty.
10. Tampering with evaluation devices or documents;
11. Impersonating another student during a quiz, test, cooperative work experience placement, or clinical placement or other student assessment/assignment or participating in being impersonated by another student;
12. Use of electronic devices including cell phones or other similar wireless devices to convey information relevant to the test, quiz or other student assessment, during any test, quiz, or other student assessment.

##### B. Sanctions for Academic Dishonesty

1. Zero or "F" grade for assignment. A faculty member may immediately issue a zero or "F" grade for a paper, assignment, quiz, or other student assessment as a sanction for academic dishonesty, with or without the possibility of makeup.
2. Zero or "F" grade in course. A faculty member has the right to immediately suspend a student from the course (with no possibility or refund) and issue a grade of "F" for a course if the faculty member has documented that the student has engaged in egregious acts of academic dishonesty.
3. Recommendation for administrative sanctions. In addition to the above sanctions, a faculty member or department chair may petition the Vice President for Student Development to apply administrative sanctions. Administrative sanctions include:
  - complete withdrawal from all courses (with no possibility of refund);
  - disciplinary suspension from the student's academic program (if applicable); and/or
  - disciplinary suspension from the college.

##### C. Process

A student who violates the academic integrity policy will initially be dealt with by the faculty member in whose class the violation occurred.

**Step One:** Notice. The faculty member will inform the student of the misconduct and apply the appropriate immediate sanction.

**Step Two:** Filing of report. The faculty member will file a written report of the act of academic dishonesty with the Vice President for Student Development within five (5) college business days of when the faculty member discovered the act of dishonesty. A copy of the report will be provided to the Registrar.

**Step Three:** Filing of Student Code of Conduct violation. Pursuant to Policy 721.5, the faculty member or department chair may initiate disciplinary proceedings by filing a Student Code of Conduct violation with the Vice President for Student Development. Independent of the faculty member or department chair, the Vice President for Student Development may choose to initiate disciplinary proceedings based on the written report of the act submitted by the faculty member.

**Step Four:** Disciplinary Proceedings. Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with the Student Discipline procedure outlined in the Student Code of Conduct, policy 721.4.

**Step Five:** Grievance/Appeals. Pursuant to the Student Code of Conduct, policy 721.7 the student may grieve the faculty member's decision and/or appeal any decision rendered through the Student Discipline process.

## 721.5 Student Discipline

A charge of misconduct may be made against a student for violating provisions of published college regulations, policies and procedures. Where a student is subject to a charge of misconduct, the student is entitled to due process and no disciplinary sanction will be imposed until the charge is processed in accordance with the procedures set forth in this section. It is the policy of Umpqua Community College that any time allegations of misconduct are brought against a student, the college will normally pursue to conclusion any necessary investigation and hearing process, notwithstanding the decision by the student to withdraw temporarily or permanently, from the college. Parties are strongly encouraged to resolve any concern informally and use the formal procedure only as a last resort. However, it is not necessary to follow the informal procedure prior to filing a formal charge of misconduct, and the formal written report may be submitted at any time after the informal process has begun.

### A. Informal Process

The informal procedure attempts to resolve the matter through cooperative meetings with the parties involved short of a written charge of misconduct, investigation and disciplinary action. The Vice President for Student Development will work with the parties involved to facilitate meetings. If the parties are not satisfied with the informal discussion and any suggested resolution, a formal written charge of misconduct may be filed.

### B. Formal Process

**Step 1:** Filing of Charges. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and signed and shall contain the student's name and contact information (if readily available) and a statement of concern with full and relevant detail and documentation. The written documentation shall be submitted to the Vice President for Student Development within 21 college business days after the event or behavior is discovered.

**Step 2:** Immediate Sanctions. If a faculty member, college official, or the Vice President for Student Development deems it necessary, immediate sanctions may be applied prior to any formal review of the charges. Immediate sanctions include: Disciplinary Admonition and Warning, Temporary Exclusion and Summary Exclusion. These sanctions are described in further detail in 721.6 under Immediate Sanctions.

**Step 3:** Notice. A student charged with a Student Code of Conduct violation shall be given notice in person or by regular US Mail return receipt requested by the Vice President for Student Development (VPSD) or designee. The notice shall be given or sent within three (3) college business days of receipt of the charge. The notice shall inform the student of the charge of misconduct and shall set a specific time, date and place for a conference with the VPSD. This conference will be part of the preliminary review process conducted by the VPSD.

**Step 4:** Conference. The Vice President for Student Development (VPSD) shall conduct a conference with the student within five (5) college business days of mailing of the notice, at which time the VPSD shall:

- Review the charges with the student;
- Review the possible disciplinary action that could be taken if the student is found in violation of the Student Code of Conduct;
- Provide the student an opportunity to respond to the charges; and
- Discuss the charges and the student's response. The student shall be given an opportunity to take responsibility for the charges or state his/her innocence.

**Step 5:** Initial Findings. The Vice President for Student Development (VPSD) has the option to dismiss the charges as having no grounds for further review if the VPSD concludes that the charges are: untimely; being concurrently reviewed in another forum; previously decided pursuant to this review procedure; or frivolous or filed in bad faith. The VPSD may also endeavor to determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the VPSD. If the VPSD determines that the charges have merit and/or cannot be disposed of by mutual consent, formal disciplinary proceedings shall continue.

**Step 6:** Notice of Hearing. In the case that the Vice President for Student Development (VPSD) determines that disciplinary proceedings should be conducted, the student shall receive notice of a hearing in person or by regular US mail return receipt requested by the VPSD. Written notice will be provided within five (5) college business days after the conference and at least three (3) college business days prior to the scheduled hearing. A student charged with a conduct violation may waive the right to the hearing provided the conditions described below are met:

- The student accepts responsibility for the charge(s); and
- The student is willing to accept the sanction as final and waives the right to appeal.

**Step 7:** Hearings Panel. A hearings panel shall be convened when deemed necessary per the disciplinary process. The hearings panel will determine whether or not the charges are valid and to determine sanctions if deemed appropriate. The hearings panel will consist of the Vice President for Student Development (VPSD), a college employee appointed by the VPSD, a member of the Associated Students of UCC (ASUCC) Executive Council and one of the following:

- the Human Resources Director;
- the Vice President for Administrative Services; or
- the Vice President for Instruction.

**Step 8:** Conduct of the Hearing. During the hearing, the Vice President for Student Development shall chair the process and summarize the findings of the preliminary review. The student shall have the opportunity to respond to the findings, examine witnesses and present witnesses or other evidence to rebut the initial charges or findings. At the conclusion of the hearing, the panel will meet in executive session to render its decision.

**Step 9: Findings.** The Vice President for Student Development shall inform the involved parties of the hearings panel findings and sanctions in writing within 48 hours of the hearing.

**Step 10: Appeal.** See section 721.7.

## 721.6 Student Disciplinary Sanctions

Umpqua Community College will discipline students in accordance with UCC policy, and state and federal law. Sanctions will be imposed as outlined below. In keeping with the educational purposes of the college, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. In recommending or determining a sanction for misconduct, all relevant factors will be considered, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, and the student's past disciplinary record, if any.

### 1. Immediate Disciplinary Sanctions:

The following are immediate disciplinary sanctions which may be applied prior to a formal review of the charges through a hearing.

- A. **Disciplinary Admonition and Warning.** Verbal notice by a faculty member or college official that a student's conduct in a specific instance does not meet college standards and that continued misconduct may result in more serious disciplinary action by the Vice President for Student Development.
- B. **Temporary Exclusion.** A faculty member or college official may
  - 1) exclude a student from up to two (2) class/lab meetings no matter the length or type of class/lab or
  - 2) exclude a student from using specific campus services for up to two college business days when the student is disrupting the class sufficiently to hinder effective instruction or when a student's behavior is disruptive to the educational environment, or when the health and safety of the instructor(s), student(s), or employee(s) appears to be in jeopardy. The faculty member or college official will meet with the student to inform the student of the cause for the exclusion and allow the student to present his or her side of the matter. The responsible faculty member or college official will write a report of the incident for the supervisor of the division or unit and the Vice President for Student Development within twelve (12) hours of the incident. During temporary class exclusion, the student will be provided a means of obtaining assignments, presenting assignments to the faculty member, completing projects and/or taking examinations without penalty. A temporary exclusion will become effective immediately upon verbal notice to the student.

C. **Summary Exclusion.** In certain circumstances, the Vice President for Student Development (VPSD) may impose an exclusion sanction, whereby a student is excluded from classes or activities during the course of an academic term, for the remainder of the term pending a hearing before a hearings panel and imposition of formal sanctions. In such a case, a student's health, behavior or other actions are so serious that the continued presence of the student in the college community represents a serious and immediate threat to the health, welfare and safety of the college community and to the ongoing educational activities of the college. The student is subject to exclusion to ensure the: student's own physical and emotional safety and wellbeing; safety and well-being of member of the college community; preservation of college property and; stability and continuance of normal College operations and functions. The determination of the seriousness of the act(s) shall be the sole discretion of the VPSD. Prior to imposing a summary exclusion, the VPSD will meet with the student, unless it can be shown that such a meeting is impossible or unreasonably difficult to afford. During the meeting, the VPSD will confer with the student and provide the student with an opportunity to explain his or her behavior. If, after hearing the student's statement or following a determination that a meeting with the student is impossible or unreasonably difficult to afford, the VPSD determines that implementation of the summary exclusion is warranted, the student will be provided with a written notice of the exclusion. A summary exclusion will become effective immediately upon the written notice being delivered to the student. A summary exclusion is a temporary action that will be enforced and shall be in effect only until such time as a formal disciplinary hearing and resulting decision making process has been completed. Determination of continuing exclusion (or formal suspension) or expulsion will be made through the formal hearing process. Summary suspension may not be appealed prior to the required formal discipline hearing.

### 2. Disciplinary Sanctions

The following are sanctions, which may be applied after a formal review of the charges through a hearing. Disciplinary sanctions may also include supplemental sanctions, which are noted in section F.

- A. **Disciplinary Admonition and Warning.** A verbal notice that a student's conduct in a specific instance does not meet college standards and that continued misconduct may result in more serious disciplinary action by the Vice President for Student Development.
- B. **Disciplinary Reprimand.** A written notice by the Vice President for Student Development (VPSD) that a student's conduct in a specific instance is in violation of the college standards and that continued misconduct may result in more serious disciplinary action by the VPSD.
- C. **Disciplinary Probation.** A written notice by the Vice President for Student Development that a student may continue to be enrolled under stated conditions. Probation is for a fixed period of time up to one year and includes the probability of more severe disciplinary sanctions if the student is found to be violating any college policy, regulation or Student Code of Conduct during the probationary period. Disciplinary probation may include defining specific behaviors that the student must follow to remain a part of the college community.
- D. **Suspension.** The Vice President for Student Development (VPSD) may suspend a student for a fixed period of time up to one year. As a condition for readmission to activities, classes or the college, the student shall be required to meet with the VPSD prior to being allowed to participate at the college after the suspension period has expired. Suspension means imposition of one or more of the following penalties:

1. Suspension of student status for a defined period of time, after which the student is eligible to return. The separated student is not to occupy any portion of the campus, including off-campus centers and is denied all college privileges including class attendance.
  2. Exclusion from one or more classes for a defined period of time. The student may attend classes from which he or she was not suspended, participate in activities and occupy campus facilities.
  3. Exclusion from one or more activities for a defined period of time. The student may participate in activities from which he or she was not suspended, attend classes and occupy campus facilities.
  4. Exclusion from classes and activities for a defined period of time. The student may occupy campus facilities.
- E. Expulsion. A permanent termination of student status and permanent separation of the student from the college. Readmission to the college and reinstatement of privileges is contingent upon the student demonstrating that he/she has meet all conditions required of him/her before being readmitted. A written request for readmission must be submitted to the Vice President for Student Development.
- F. Supplemental Sanctions. The Vice President for Student Development may impose additional sanctions or requirements as a part of disciplinary probation. The imposition of such sanctions must be related to the nature of the violation. The following are examples of supplemental sanctions:
1. Restitution or reimbursement for damage to, or misappropriation of property which may take the form of monetary or material replacement or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
  2. Work assignments.
  3. Service to the college or community or other related discretionary assignments.
  4. Educational activities and/or training.
  5. Decision-making skills workshops/peer education, written responses to posed questions.
  6. Mandatory counseling or therapy.
  7. Revocation of degree, holding transcripts, removal from courses.
  8. Loss of institutional grants, scholarships, and/or merit awards.
  9. Loss of privileges or denial of specified privileges for a designated period of time up to an academic year.
  10. Exclusion from campus or a portion thereof (which may result in the filing of a trespass complaint with the Douglas County Sheriff's office if violated).
- G. Referral to Outside Authorities. If a student is in violation of federal and state laws on campus, or at college-sponsored activities, it is the practice of the college to report offenses to local law enforcement agencies for prosecution. The college reserves the right to discipline a student even if no action is taken by the local law enforcement agency.

### 721.7 Student Grievance Procedure

Students have recourse through the Student Grievance Procedure, which provides both informal and formal processes, to investigate concerns or complaints arising from conditions, policy, procedures, practices, working relationships, decisions, actions or inactions of Umpqua Community College and/or its students and employees.

The informal procedure attempts to resolve the grievance through cooperative meetings with the parties involved. The formal procedure resolves issues through written grievances, investigations and hearings. Students are strongly encouraged to resolve any concern informally. It is not necessary to follow the informal procedure prior to filing a formal grievance.

If the informal procedure fails to resolve the issue, the student has the option of filing a formal complaint and/or pursuing outside legal advice. However, the student may not be represented by an attorney during the formal complaint process.

Students with complaints of possible unlawful harassment or unlawful discrimination may seek immediate assistance through the Office of the Vice President for Student Development or the Office of Human Resources.

Processes are student initiated and designed to facilitate the student's grievance being heard and to outline steps to resolve the complaint. It is important that the student be an active and informed participant in the process.

Any timeline set forth in the procedures may be extended by the Vice President for Student Development upon written application to do so.

No student shall be expelled, suspended, disciplined or in any other way retaliated against for having pursued a grievance in good faith whether or not the charges were substantiated. However, anyone willfully filing a false grievance is subject to discipline.

#### A. Informal Grievance Process

Students are encouraged to resolve the issue through the informal grievance process. To address complaints in a timely fashion, students should begin the informal process within 30 college business days of the alleged complaint. The steps to follow in the informal process are as follows:

**Step 1:** The student should meet with the individual with whom he/she has the grievance.

**Step 2:** The student should meet with the supervisor of the individual with whom he/she has the grievance.

#### B. Formal Grievance Process

If the student is not satisfied with the informal process and any suggested resolution, the student may initiate the formal grievance process. The steps in the formal grievance process are as follows:

**Step 1:** Conference. The student shall schedule a conference with the Vice President for Student Development (VPSD) within 40 college business days of the incident. The VPSD will advise the student of his/her options and direct the student accordingly. The VPSD may endeavor to determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the student.

**Step 2:** Filing of Grievance. The student shall file a written grievance with the Vice President for Student Development (VPSD) within five (5) college business days following the conference with the VPSD. A grievance form will be available at the office of the VPSD. Upon receipt of the complaint, the VPSD has the option to dismiss the concern as having no grounds for further review if the VPSD concludes that the concern is: untimely; based upon a non-grievable matter; being concurrently reviewed in another forum; previously decided pursuant to this review procedure; frivolous; or filed in bad faith.

**Step 3:** Notice of Hearing. The parties involved in the grievance shall be notified of in person or by regular US mail return receipt requested by the Vice President for Student Development (VPSD) of a hearing. Written notice will be provided within five (5) college business days after the grievance is filed and at least three (3) college business days prior to the scheduled hearing. Any party who wishes to have representation at the hearing must notify the VPSD in advance.

**Step 4:** Hearings Panel. The Vice President for Student Development (VPSD) will convene a hearings panel with in ten (10) college business days of receipt of the grievance. The hearings panel will consist of the VPSD, a college employee appointed by the VPSD, a member of the Associated Students of UCC (ASUCC) Executive Council and one of the following:

- the Human Resources Director,
- the Vice President for Administrative Services; or
- the Vice President for Instruction.

**Step 5:** Conduct of the Hearing. During the hearing, the Vice President for Student Development (VPSD) shall chair the process. It shall be at the discretion of the hearings panel to determine whether to meet with the involved parties separately or in a single meeting. The panel may call witnesses, including those persons identified by the parties, as well as any other persons who may have relevant information. The grievant shall have the opportunity to present witnesses or other evidence and to examine witnesses. The respondent shall have the opportunity to respond to the grievance, examine witnesses and present witnesses or other evidence to rebut the charges or findings. At the conclusion of the hearing, the panel will meet in executive session to render its decision.

**Step 6:** Findings. Following the hearing and within 30 college business days of receiving the formal grievance, the Vice President for Student Development will report, in writing to the involved parties, his/her findings, conclusions and any actions taken by the hearings panel to resolve the grievance.

**Step 7:** Appeal. See section 721.8

**Step 2:** The President or designee will render a decision and submit a written report of findings to the hearings panel and will notify the student in writing within 10 college business days of receipt of the appeal. The President or designee may decide:

1. To uphold the original decision; or
2. To remand the case to the hearings panel for rehearing and decision. The rehearing shall be conducted within ten (10) college business days of receipt of the decision from the President or designee. The hearings panel shall notify the student within three (3) college business days of closing the hearing; or
3. To remand the case to an ad-hoc hearings panel for decision. In the case where an ad-hoc hearings panel must be convened, the panel shall be comprised of two (2) students, one (1) faculty, one (1) classified staff, one (1) administrator selected by the related representative bodies. The ad-hoc hearings panel shall be conducted within ten (10) college business days of receipt of the decision from the President or designee. The ad-hoc hearings panel shall notify the student within three (3) college business days of closing the hearing.

## 721.8 Appeals

The student may appeal a decision of the hearings panel to the college President or designee. In a discipline case, the disciplinary sanction is in effect until the appeal is completed. The following are the only grounds for appeal:

- A procedural error or irregularity, which materially affected the decision.
- New evidence of substantive nature not previously available at the time of the hearing that would have materially affected the decision.
- It is determined that a hearings panel member had a conflict of interest, which materially affected the decision.

Appeals shall be limited to review of the record of the hearing and supporting documents, except as required to explain new evidence that should be considered.

The steps in the appeal process are as follows:

**Step 1:** An appeal must be filed within three (3) college business days of receipt of notice of the decision from the hearings panel. If the request is not filed within the prescribed time, it shall be deemed that the student accepts the findings of the hearings panel.

The written appeal will include a written response to the findings and conclusions of the hearings panel and will address the grounds for the appeal.



# transfer education



## want to start at umpqua and transfer?

**Good choice!** It's the personal attention you get at Umpqua that gives you a great start. Our graduates go on to successful academic and professional careers in all fields. One key to that success is advising — every transfer student should work closely with both a UCC academic adviser and a representative from the institution(s) they plan to attend.

The latest report from the Oregon Office of Community Colleges and Workforce Development shows that among Oregon community colleges with 20 or more students transferring into the Oregon University System, *Umpqua has the highest percentage of students successfully continuing into their second year at the transfer institution — 84%!*

### Using Umpqua as your springboard for transfer success is as easy as 1 – 2 – 3:

1. **AAOT or OTM.** Work closely with a UCC academic adviser to follow the Associate of Arts Oregon Transfer (AAOT) degree program and complete your general education requirements, explore majors, and enter an Oregon University System campus or nearly any other college or university as a junior. Or follow the Oregon Transfer Module (OTM) to transfer as a sophomore. These are generally the best choices for students who are exploring different majors and/or different colleges and universities. Turn the page to get started.
2. **AS or targeted transfer.** Work closely with a UCC academic adviser to accumulate the maximum number of credits possible before transferring to your chosen college or university in your chosen major, or choose one of our new Associate of Science Degree programs that feature block transfer agreements to specific colleges or universities in specific majors. These are generally the best choices for students who have selected a major or a college or university. Turn to page 42 for more information on OUS schools and page 52 for an alphabetical listing of transfer programs.
3. **GET STARTED NOW!**

# transfer degrees and options

## ASSOCIATE OF ARTS/OREGON TRANSFER (AAOT)

### Associate of Arts

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 the Oregon University System. A grade of C or higher in each course and a cumulative GPA of 2.0 or higher are required. All Foundational Requirements and Discipline Studies Requirements courses must be at least three credits each.

This degree provides for "block transfer" to Oregon's four-year colleges and universities. All lower division general education requirements of the receiving institution are met. **Students should work closely with UCC advisers and faculty and representatives of the institution(s) to which they may transfer for specific details.**

### Foundational Requirements:

Complete a minimum of 90 transfer credit hours to include the following: Information Literacy outcomes are met within the three Foundational Writing courses.

1. Writing: WR 121, 122, and either WR 123 English Composition or WR 227 Technical Report Writing. Series meets AAOT Information Literacy requirement.
2. Oral Communications: SP 105 Listening, SP 111 Fundamentals of Public Speaking, SP 112 Persuasive Speech, SP 218 Interpersonal Communications, or SP 219 Small Group Discussion.
3. Math: At least one course numbered 100 or above totaling a minimum of four credits, for which at least MTH 095 (Intermediate Algebra) is a prerequisite.
4. Health/Wellness/Fitness: HPE 295 Wellness/Health assessment.

### Discipline Studies Requirements:

5. Science/Math/Computer Science: 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 44. Note: Math credits used to meet this requirement are in addition to any used to meet the Foundational Requirement above.
6. Social Science: At least four courses chosen from at least two disciplines on the approved list on page 45.
7. Arts and Letters: At least three courses, chosen from at least two disciplines on the approved list on page XX. Note: Second year foreign languages, are included in this category. First year foreign languages are counted as electives.
8. Electives: Any courses numbered 100 or above that would bring total credits up to 90. Note: Electives may include WR 115, and up to 12 credits from the approved Career and Technical Education (CTE) list on page 46.
9. 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.**
10. NOTE: No course substitutions are allowed for the AAOT

## OREGON TRANSFER MODULE (OTM)

The Oregon Transfer Module is conferred upon students who complete a lower division college transfer program meeting requirements set jointly by Oregon's community colleges and the Oregon University System. This module provides "block transfer" to Oregon's four-year colleges and universities. A grade of C or higher in each course and a cumulative GPA of 2.0 or higher are required. All Foundational Requirements and Discipline Studies Requirements courses must be at least three credits each.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

### Foundational Requirements:

1. Writing: WR 121, WR 122, and either WR 123 English Composition or WR 227 Technical Report Writing.
2. Oral Communications: SP 105 Listening, SP 111 Fundamentals of Public Speaking, SP 112 Persuasive Speech, SP 218 Interpersonal Communications, or SP 219 Small Group Discussion.
3. Mathematics: At least one course numbered 100 or above totaling a minimum of four credits with at least MTH 095 (Intermediate Algebra) as a prerequisite.

### Discipline Studies Requirements:

4. Science/Math/Computer Science: At least three courses totaling a minimum of fifteen credits, including at least one biological or physical science course with lab, from the approved list on page 44. Notes: Math credits used to meet this requirement are in addition to any used to meet the Foundational Requirement above. For students pursuing the AAOT degree, three courses must be biological or physical science courses with labs.
5. Social Science: At least three courses totaling a minimum of ten credits chosen from at least two disciplines on the approved list on page 45.
6. Arts and Letters: At least three courses totaling a minimum of ten credits, chosen from at least two disciplines on the approved list on page 44. Note: Second year foreign languages, are included in this category.
7. NOTE: No course substitutions are allowed for the OTM.

## ASSOCIATE OF SCIENCE DEGREE (AS)

The Associate of Science Degree is a lower division college transfer degree designed to prepare students to transfer into an upper division baccalaureate degree program by meeting the requirements of a specific receiving institution. Remaining receiving institutional requirements are met in the junior and senior years. No course substitutions are allowed for the AS degree. The articulated degree programs are listed alphabetically beginning on page X:

All AS degrees require that students:

1. Meet the receiving institution's general education requirements.
2. Meet the receiving institution's major, GPA, and grade requirements.
3. Meet UCC's residency requirement of 24 credits.

- Complete lower division college transfer course electives from the approved list on pages 44-46 to reach a grand total of 90 credits when combined with general education requirements credits from the approved list on pages 44-46. These may include up to 12 credits of the approved Career and Technical Education (CTE) coursework. Courses used as electives must be numbered 100 and above.

## ASSOCIATE OF GENERAL STUDIES (AGS)

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. "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. Academic or Career and Technical Education (CTE) courses used to satisfy AGS degree requirements must be on the approved lists on pages XX.

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. The AGS degree is not to be used instead of a state-approved occupational preparatory Associate of Applied Science degree or certificate of completion program.

### General requirements for the AGS

- Complete a minimum of 90 credit hours which apply to the degree.
- Earn a cumulative grade point average of 2.00 or above.
- Complete a minimum of 18 credit hours which include:
  - Math: At least one course numbered 100 or above totaling a minimum of four credits, for which at least MTH 095 (Intermediate Algebra) is a prerequisite (BA 180 also meets this requirement).
  - WR 121 English Composition.
  - PSY 101 Psychology of Human Relations.
  - Discipline Studies: one course each from each of the approved lists for Arts and Letters; Science/Math/Computer Science; and Social Sciences on pages 44-46.
- Attend UCC for at least two terms, including the last term.
- Complete a minimum of 24 credit hours at UCC.
- NOTE: No course substitutions are allowed for the AGS degree.

### Second Language Admission Requirement for Oregon University System

The admission requirements for the Oregon University System include the completion of an acceptable second language, including American Sign Language (ASL), coursework, or demonstration of knowledge of and/or proficiency in a second language. New undergraduate students are required to meet an assessed proficiency-based standard in a second language.

The Oregon University System's second language requirement is updated at the OUS website: [www.ous.edu/stucoun/counres/files/lang02.pdf](http://www.ous.edu/stucoun/counres/files/lang02.pdf). All students graduating from high school in 1997 and thereafter must meet the requirement. New freshmen and transfer students who graduated from high school or completed a high school equivalency program prior to 1997 are exempted from meeting the requirement.

Students without two years of a second language can be admitted by exception. However, students admitted by exception must make up the admission deficiency. If the student makes up the deficiency by taking a second language at the system campus of enrollment, an additional fee may be assessed. All exceptions to the second language requirement will be decided on a case-by case basis as deemed appropriate by the admitting institution.

**How is the requirement to be met?** High school and college options:

- Two years of the same high school-level second language, or
- C- or higher in the third year of high school- level second language, or
- Two quarters or semesters of a college-level second language with a grade average of C- or better.

An associate degree is not required for entry into upper division work at a four-year institution. However, if you have not decided upon a specific course of study, or have not selected a four-year institution, you are advised to complete the Associate of Arts Oregon Transfer Degree. Coursework for this degree is designed to afford the maximum possible transferability of credit to other two- and four-year institutions in the United States. In addition, Associate of Arts Oregon Transfer Degree completers will be given first preference for transfer admission to Oregon public universities when enrollment limitations are in force. If you have chosen either a major or a transfer institution, work closely with UCC advisers and department faculty, along with representatives from the transfer institution to assure successful admission.

# approved discipline studies listings

## ARTS AND LETTERS

ART 204*205,206	History of Western Art (3, 3, 3)
ENG 104*105*106*	Introduction to Literature (3, 3, 3)
ENG 107,108,109*	World Literature (3, 3, 3)
ENG 201,202,203	Shakespeare (3, 3, 3)
ENG 204,205,206	Survey of English Lit. (3, 3, 3)
ENG 230	Environmental Literature (3)
ENG 250	Intro to Mythology (3)
ENG 253*254*255*	Survey of American Lit. (3, 3, 3)
ENG 288*	Cultural Diversity in Contemporary American Literature
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 251	Writing for the Media (3)
MUS 105	History of Rock (3)
MUS 161	Jazz Improvisation (3)
MUS 201,202,203	Intro to Music & its Lit. (3, 3, 3)
MUS 204	Music of the World (3)
MUS 205	Introduction to Jazz History (3)
PHL 201,202,203	Introduction to Philosophy (3, 3, 3)
R 201,202,203	World Religions (3, 3, 3)
SPAN 201*202*203*	Second-Year Spanish (4, 4, 4)
SP 105, 111,112, 218*,219	Speech Communication (3, 3, 3, 3, 3)
TA 271	Introduction to Theatre (4)
WR 241,242, 243	Introduction to Imaginative Writing (3, 3, 3)

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 AAOT Cultural Literacy Requirement

## SCIENCE/MATH/COMPUTER SCIENCE

MTH 105	Intro. to Contemporary Math (4)
MTH 105T	Math for Technology (4)
MTH 111	College Algebra (4)
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 (4, 4)	Calculus for Management & Social Sciences I, II
MTH 243	Intro. to Probability & Statistics (4)
MTH 251,252,253	Calculus I, II, III (4, 4, 4)
MTH 254	Vector Calculus I (4)
MTH 256	Differential Equations (4)
BI 101,102,103	General Biology (4, 4, 4)
BI 110	Wildlife Biology (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	Introductory Chemistry (4, 4, 4)
CH 112	Chemistry for Health Occupations (5)
CH 221,222,223	General Chemistry (5, 5, 5)
CH 241,242,243	Organic Chemistry (4, 4, 4)
CS xxx	Computer Science
FN 225	Human Nutrition (4)
G 145	Geology of the Pacific Northwest (3)
G 146	Rocks and Minerals (4)
G 201,202,203	General Geology (4, 4, 4)
G 213	Geology of the National Parks (3)
GS 104,105,106	Physical Science (4, 4, 4)
GS 107	Astronomy (4)
GS 113	Introduction to Geology (3)
GS 147	Introduction to Oceanography (3)
PH 201,202,203	General Physics (5, 5, 5)
PH 211,212,213	General Physics w/Calculus (5, 5, 5)

\* meets AAOT Cultural Literacy Requirement

## SOCIAL SCIENCES

ANTH 150	Introduction to Archaeology (3)
ANTH 221*222*223*	Cultural Anthropology (3, 3, 3)
CJ 101,110,130	Criminal Justice (3, 3, 3)
CJ 114*	Cultural Diversity Issues in Criminal Justice (3)
CJ 275	Comparative Criminal Justice Systems (3)
ECON 115	Introduction to Economics (3)
ECON 201,202,203	Economics (3, 3, 3)
ED 121,122,123	Leadership Development (3, 3, 3)
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 the US (3, 3, 3)
J 211*	Mass Communications
PS 201*,202*,203	U.S. Government (3, 3, 3)
PS 205	International Relations (3)
PSY 101	Psychology of Human Relations (3)
PSY 201*,202*,203*	General Psychology (3, 3, 3)
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 AAOT Cultural Literacy Requirement

## HUMAN RELATIONS

Human relations refers to the ways people interact with each other, either individually or in groups, through communication skills such as speaking, listening, and writing. Courses below may meet the AAS and AGS Human Relations Requirement.

PSY 101	Psychology of Human Relations (3)
SDP 112	Communicating Effectively (3)
SDP 113	Human Relations for Supervisors (3)
SP 105	Listening (3)
SP 218*	Interpersonal Communication (3)
SP 219	Small Group Discussion (3)

## CAREER & TECHNICAL

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APR xxx	Apprenticeship	LA xxx	Paralegal Studies
AUT xxx	Automotive	MED xxx	Medical Office
AV xxx	Aviation	MFG xxx	Machine Manufacturing Technology
BA 128	Accounting Applications I	NRS xxx	Nursing
BA 129	Accounting Applications II	PN xxx	Practical Nursing
BA 130	Accounting Applications III	OA xxx	Office Assistant
BA 151	Practical Accounting I	SDP xxx	Supervision
BA 152	Practical Accounting II	SUR xxx	Surveying
BA 160	Accounting for Managers	TD xxx	Truck Driving
BA 165	Customer Service	VE xxx	Viticulture & Enology
BA 177	Payroll Accounting	WLD xxx	Welding
BA 180	Business Mathematics I	XXX 280X	Cooperative Work Experience (maximum 11 credits)
BA 181	Business Mathematics II		
BA 215	Cost Accounting		
BA 228	Computerized Accounting Systems I		
BA 229	Computerized Accounting Systems II		
BA 230	Computerized Accounting Systems III		
BA 235	Intermediate Accounting I		
BA 236	Intermediate Accounting II		
BA 237	Intermediate Accounting III		
BA 240	Introduction to Auditing		
BA 256	Tax Accounting I		
BA 257	Tax Accounting II		
CIV xxx	Civil Engineering		
CIS xxx	Computer Information Systems (except CIS 120)		
CST xxx	Construction		
CWE xxx	Cooperative Work Experience		
CJ 100x	Law Enforcement Skills Training		
CA xxx	Culinary Arts		
DA xxx	Dental Assisting		
ED 104	ECE Seminar & Practicum IV		
ED 105	ECE Seminar & Practicum V		
ED 106	ECE Seminar & Practicum VI		
EMS xxx	Emergency Medical Services		
FRP xxx	Fire Protection Technology		
GT xxx	Green Technology		

## UCC ASSOCIATE OF ARTS OREGON TRANSFER (AAOT) WORKSHEET

- Minimum 90 credits with a grade of "C" or higher needed to satisfy AAOT requirement— unless noted, courses offered at 3 credit hours each
- ++ Courses identified that meet the REQUIRED 3 credits for UCC AAOT Cultural Literacy
- \* Courses with required pre-/co-requisites (check catalogue course description)
- UCC Earned AAOT: Minimum of 24 credits earned through UCC and two terms of attendance at UCC
- Transfer Note: Check transfer school for admissions, foreign language & cultural literacy requirements

### AREA 1: FOUNDATIONAL REQUIREMENTS – all 6 courses required – writing, speech, health & physical education and math:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> WR 121 English Composition | <input type="checkbox"/> SP 105, 111, 112, 218, or 219                | <input type="checkbox"/> HPE 295: Wellness & Health   |
| <input type="checkbox"/> WR 122 English Composition |   | <input type="checkbox"/> MTH (100 level or above) (4) |
| <input type="checkbox"/> WR 123 English Composition | -----OR----- <input type="checkbox"/> WR 227 Technical Report Writing |   |

### AREA 2: ARTS & LETTERS – Choose 3 courses from two disciplines from the following:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> ART 204: History of Western Art++          | <input type="checkbox"/> ENG 250: Intro to Folklore/Mythology      | <input type="checkbox"/> PHL 201: Introduction to Philosophy            |
| <input type="checkbox"/> ART 205: History of Western Art            | <input type="checkbox"/> ENG 253: Survey of American Literature++  | <input type="checkbox"/> PHL 202: Introduction to Philosophy            |
| <input type="checkbox"/> ART 206: History of Western Art            | <input type="checkbox"/> ENG 254: Survey of American Literature++  | <input type="checkbox"/> PHL 203: Introduction to Philosophy            |
| <input type="checkbox"/> ART 221: Intro to Computer Animation++     | <input type="checkbox"/> ENG 255: Survey of American Literature++  | <input type="checkbox"/> R 201: World Religion                          |
| <input type="checkbox"/> ART: One 3 credit studio art # 100 & above | <input type="checkbox"/> ENG 288: Cultural Diversity American Lit. | <input type="checkbox"/> R 202: World Religion                          |
| <input type="checkbox"/> ENG 104: Introduction to Literature++      | <input type="checkbox"/> FA 256: American Film History (4)         | <input type="checkbox"/> R 203: World Religion                          |
| <input type="checkbox"/> ENG 105: Introduction to Literature++      | <input type="checkbox"/> Foreign Language 201, 202, 203: GER       | <input type="checkbox"/> SP 105: Listening                              |
| <input type="checkbox"/> ENG 106: Introduction to Literature++      | <input type="checkbox"/> SPAN++, FR++ (4)(100 level = electives)   | <input type="checkbox"/> SP 111: Fundamentals of Public Speaking        |
| <input type="checkbox"/> ENG 107: World Literature                  | <input type="checkbox"/> J 205: Intro to Public Relations          | <input type="checkbox"/> SP 112: Persuasive Speech                      |
| <input type="checkbox"/> ENG 108: World Literature                  | <input type="checkbox"/> J 251: Writing for the Media              | <input type="checkbox"/> SP 218: Interpersonal Communication++          |
| <input type="checkbox"/> ENG 109: World Literature++                | <input type="checkbox"/> MUS 105: History of Rock Music            | <input type="checkbox"/> SP 219: Small Group Discussion                 |
| <input type="checkbox"/> ENG 201: Shakespeare                       | <input type="checkbox"/> MUS 201: Intro to Music                   | <input type="checkbox"/> Theater: One 3 credit theater art #100 & above |
| <input type="checkbox"/> ENG 202: Shakespeare                       | <input type="checkbox"/> MUS 202: Intro to Music                   | <input type="checkbox"/> TA 271 Introduction to Theatre (4)             |
| <input type="checkbox"/> ENG 203: Shakespeare                       | <input type="checkbox"/> MUS 203: Intro to Music                   | <input type="checkbox"/> WR241: Introduction to Imaginative Writing     |
| <input type="checkbox"/> ENG 204: Survey of English Literature      | <input type="checkbox"/> MUS 204: Music of the World               | <input type="checkbox"/> WR242: Introduction to Imaginative Writing     |
| <input type="checkbox"/> ENG 205: Survey of English Literature      | <input type="checkbox"/> MUS 205: Introduction to Jazz History     | <input type="checkbox"/> WR243: Introduction to Imaginative Writing     |
| <input type="checkbox"/> ENG 206: Survey of English Literature      |  |   |

### AREA 3: SCIENCE/MATH/COMPUTER SCIENCE - Choose 4 courses (3 must include a lab) from two disciplines from the following:

#### Areas 3 Courses WITH Labs:

- BI 101: General Biology(4)
- BI 102: General Biology(4)
- BI 103: General Biology(4)
- BI 211: Principles of Biology(5)\*
- BI 212: Principles of Biology(5)\*
- BI 213: Principles of Biology(5)\*
- BI 231: Anatomy & Physiology(4)\*
- BI 222: Introduction to Genetics\*
- BI 232: Anatomy & Physiology(4)\*
- BI 233: Anatomy & Physiology(4)\*
- BI 234: Introduction to Microbiology(4)\*
- BOT 203: General Field Botany(4)
- CH 104: Introduction to Chemistry(4)\*
- CH 105: Introduction to Chemistry(4)\*
- CH 106 Introduction to Chemistry(4)\*
- CH 112: Chemistry for Health Occupations(5)\*
- CH 221: General Chemistry(5)\*
- CH 222: General Chemistry(5)\*
- CH 223: General Chemistry(5)\*
- CH 241: Organic Chemistry(4)\*

- CH 242: Organic Chemistry(4)\*
  - CH 243: Organic Chemistry(4)\*
  - G 146 Rocks & Minerals(4)
  - G 201: General Geology(4)
  - G 202: General Geology(4)
  - G 203: General Geology(4)
  - GS 104: Physical Science(4)\*
  - GS 105: Physical Science(4)\*
  - GS 106: Physical Science(4)\*
  - GS 107: Beginning Astronomy(4)
  - PH 201: General Physics(5)\*
  - PH 202: General Physics(5)\*
  - PH 203: General Physics(5)\*
  - PH 211: Physics with Calculus(5)\*
  - PH 212: Physics with Calculus(5)\*
  - PH 213: Physics with Calculus(5)\*
- Area 3 Courses WITHOUT Labs:**
- G 145: Geology of Pacific Northwest
  - G 213: Geology of National Parks
  - GS 113: Introduction to Geology
  - GS 147: Oceanography

- FN 225 Human Nutrition(4)
- MTH 105: Introduction Contemporary Math(4)\*
- MTH 105T: Mathematics for Technology(4)\*
- MTH 111: College Algebra(4)\*
- MTH 112: Elementary Functions(4)\*
- MTH 211: Fundamental Elementary Math I(4)\*
- MTH 212: Fundamental Elementary Math II(4)\*
- MTH 213: Fundamental Elementary Math III(4)\*
- MTH 231: Elements of Discrete Math(4)\*
- MTH 241: Calculus for Mgmt/Soc Science I(4)\*
- MTH 242: Calculus for Mgmt/Soc Science II(4)\*
- MTH 243: Introduction Probability/Statistics(4)\*
- MTH 251: Calculus I(4)\*
- MTH 252: Calculus II(4)\*
- MTH 253: Calculus III(4)\*
- MTH 254: Vector Calculus I(4)\*
- MTH 256: Differential Equations(4)\*
- CS 161: Computer Science I(4)\*
- CS 162: Computer Science II(4)\*

### AREA 4: SOCIAL SCIENCES – Choose 4 courses from two disciplines from the following:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> ANTH 221: Cultural Anthropology++         | <input type="checkbox"/> HD 208: Career & Life Planning            | <input type="checkbox"/> PS 202 U.S. Government++               |
| <input type="checkbox"/> ANTH 222: Cultural Anthropology++         | <input type="checkbox"/> HDFS 201: Individual & Family Development | <input type="checkbox"/> PS 203 U.S. Government                 |
| <input type="checkbox"/> ANTH 223: Cultural Anthropology++         | <input type="checkbox"/> HDFS 225: Child Development               | <input type="checkbox"/> PS 205: International Relations        |
| <input type="checkbox"/> ANTH 150: Introduction to Archaeology     | <input type="checkbox"/> HDFS 240: Contemporary American Family    | <input type="checkbox"/> PSY 101: Psychology of Human Relations |
| <input type="checkbox"/> CJ 101: Introduction to Criminology       | <input type="checkbox"/> HS 100 Introduction to Human Services     | <input type="checkbox"/> PSY 201: General Psychology++          |
| <input type="checkbox"/> CJ 110: Introduction to Law Enforcement   | <input type="checkbox"/> HS 154 Community Resources                | <input type="checkbox"/> PSY 202: General Psychology++          |
| <input type="checkbox"/> CJ 114: Cultural Diversity Issues in CJ++ | <input type="checkbox"/> HST 104: World History++                  | <input type="checkbox"/> PSY 203: General Psychology++          |
| <input type="checkbox"/> CJ 130: Introduction to Corrections       | <input type="checkbox"/> HST 105: World History++                  | <input type="checkbox"/> SOC 204: Sociology++                   |
| <input type="checkbox"/> CJ 275: Comparative Criminal Justice      | <input type="checkbox"/> HST 106: World History++                  | <input type="checkbox"/> SOC 205: Sociology++                   |
| <input type="checkbox"/> ECON 201: Economics                       | <input type="checkbox"/> HST 201: History of U.S.++                | <input type="checkbox"/> SOC 206: Sociology                     |
| <input type="checkbox"/> ECON 202: Economics                       | <input type="checkbox"/> HST 202: History of U.S.++                | <input type="checkbox"/> SOC 213: Race, Class & Ethnicity*++    |
| <input type="checkbox"/> ECON 203: Economics                       | <input type="checkbox"/> HST 203: History of U.S.++                | <input type="checkbox"/> SOC 225: Social Problems of Addiction  |
| <input type="checkbox"/> ED 121: Leadership Development            | <input type="checkbox"/> J 211: Mass Communication++               | <input type="checkbox"/> SOC 207: Juvenile Delinquency          |
| <input type="checkbox"/> ED 122: Leadership Development            | <input type="checkbox"/> PS 201 U.S. Government++                  | <input type="checkbox"/> SOC 240: Sociology of Work and Leisure |
| <input type="checkbox"/> ED 123: Leadership Development            |  |   |

### AREA 5: ELECTIVES: Choose courses #100 or above to minimum total of 90 earned credit hours. Up to 12 credits of PE 185 and/or approved career & technical education (including CWE); and/or WR 115 combined may count toward elective credits earned.

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*UCC is an equal opportunity employer and educator.*

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GENERAL INFORMATION

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## OREGON UNIVERSITY SYSTEM SCHOOL INFORMATION

The Oregon University System's offers a number of programs at their seven universities for undergraduate degree, graduate degree or professional programs. Additional information on the OUS is available at <http://www.ous.edu/stucoun/campcent> for prospective students, university profile and the OUS Undergraduate Viewbook for Freshmen and Transfer Students 2011-12.

Admission and transfer information may also be obtained directly at:

### University of Oregon

1217 University of Oregon  
Eugene, OR 97406-1214  
800-BE-A-DUCK or 800-232-3825  
[www.uoregon.edu](http://www.uoregon.edu)

### Portland State University

P.O. Box 751  
Portland, OR 97207-0751  
503-725-3511 or 800-547-8887  
[www.pdx.edu](http://www.pdx.edu)

### Southern Oregon University

1250 Siskiyou Blvd.  
Ashland, OR 97520  
541-552-6411 or 800-482-7672  
[www.sou.edu](http://www.sou.edu)

### Western Oregon University

345 N. Monmouth Avenue  
Monmouth, OR 97361  
1-877-877-1593  
[www.wou.edu](http://www.wou.edu)

### Oregon State University

104 Kerr Administration Building  
Corvallis, OR 97331-2106  
541-737-4411 or 800-291-4192  
[www.oregonstate.edu](http://www.oregonstate.edu)

### Eastern Oregon University

UCC Campus Center Building  
1140 Umpqua College Rd.  
Roseburg, OR 97470  
Advising: 541-440-4708  
Toll free: 800-894-1591  
[www.eou.edu](http://www.eou.edu)

### Oregon Institute of Technology

3201 Campus Drive  
Klamath Falls, OR 97601-8801  
541-885-1000  
[www.oit.edu](http://www.oit.edu)





# transfer areas

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# transfer programs

All transfer students should work closely with UCC advisers and faculty and representatives of the school(s) to which they may transfer.

## ANTHROPOLOGY

Majors in anthropology are offered at UO, OSU, and PSU. A combined anthropology-sociology major is offered at EOU and SOU.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

Suggested Transfer Guide  
Anthropology

### Term One - Fall

ANTH 221	Cultural Anthropology	3
WR121	English Composition	3
	Foreign Language	4
	Lab Science	4

### Term Two - Winter

ANTH 222	Cultural Anthropology	3
WR 122	English Composition	3
	Foreign Language	4
	Lab Science	4
	Elective	3

### Term Three - Spring

ANTH 223	Cultural Anthropology	3
ENG 250	Introduction to Mythology	3
MTH 105	Introduction to Contemporary Math OR	
MTH 111	College Algebra	4
WR 123	English Composition	3
	Lab Science	4

### Term Four - Fall

ART 204	History of Western Art	3
HST 104	World History	3
HPE 295	Health and Wellness	3
R 201	World Religions	3
	Elective	3

### Term Five - Winter

ART 205	History of Western Art	3
HST 105	World History	3
R 202	World Religions	3
SP 105	Listening OR	
SP 111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communications OR	
SP 219	Small Group Discussion	3
	Elective	3

### Term Six - Spring

HST 106	World History	3
ART 206	History of Western Art	3
R 203	World Religions	3
SOC 213	Race, Class and Ethnicity	3
	Elective	3

## ART, ART EDUCATION, ART HISTORY & PRE-ARCHITECTURE

The UCC Fine and Performing Arts Department offers a comprehensive two-year course of study in Fine Arts. Classes in drawing, painting, printmaking, basic design, ceramics, sculpture, and computer-based arts provide students with a variety of foundation-level studio opportunities. Additional classes in art history and professional practices help prepare students for advanced studies at the university level and other artist opportunities, such as fellowships and internships. All Fine Arts faculty have degrees in the arts, and are practicing professional artists who bring a broad range of world experiences to their classrooms and studios.

Majors in art, art education, art history (or some combination) are offered at UO, OSU, PSU, EOU, WOU, and SOU. UCC offers coursework approved for transfer to these public institutions, Pacific Northwest College of Art and the Oregon College of Arts and Crafts, and other private colleges and universities. PSU and UO offer undergraduate programs in Architecture.

Students wishing to complete degrees in any art-based field should consult with the fine arts adviser and representatives of the schools to which they may transfer for assistance in planning their course of study at UCC. BA, BFA, and BArch requirements can be stringent; a plan will assist students in completing their studies in a timely manner.

Suggested Transfer Guide  
Art & Art Education

### Term One - Fall

ART 115	Basic Design OR	
ART 131	Drawing	3
ENG 107	World Lit	3
WR 121	English Composition	3
	Foreign Language*	4
	Science Elective	4

### Term Two - Winter

ART 116	Basic Design OR	
ART 132	Drawing	3
PSY 101	Psychology of Human Relations	3
WR122	English Comp	3
	Foreign Language	4
	Science Elective	4

### Term Three - Spring

ART 117	Basic Design OR	
ART 133	Drawing	3
MTH 105	Introduction to Contemporary Math OR	
MTH 111	College Algebra	4
WR 123	English Composition OR	
WR 227	Technical Writing	3
	*Foreign Language	4
	Science Elective	4

### Term Four - Fall

ART 197	Artist Survival/Practical Issues	3
ART 204	History of Western Art	3
ART	Studio Electives	3
PSY 201	General Psychology	3
	MTH/SCI/Comp Sci	3-4
	*Foreign Language	4

**Term Five – Winter**

ART 205	History of Western Art	3
ART	Studio Electives	3
HPE 295	Health/Wellness	3
PSY 202	General Psychology	3
	*Foreign Language	4

**Term Six – Spring**

ART 206	History of Western Art	3
ART	Studio Electives	3
SP111	Fundamentals of Public Speaking OR	
SP 112	Persuasive Speech OR	
SP 218	Interpersonal Communication OR	
or 219	Small Group Discussion	3
PSY 203	General Psychology	3
	*Foreign Language	4

\*Note that some university art programs have specific foreign language requirements. Check with your adviser and the university to which you will transfer.

Suggested Transfer Guide:  
Art History

**Term One – Fall**

ART 115	Basic Design OR	
ART 131	Drawing	3
HST 104	World History	3
WR 121	English Composition	3
	*Foreign Language	4

**Term Two – Winter**

ART 116	Basic Design OR	
ART 132	Drawing	3
HPE 295	Health/Wellness	3
HST 105	World History	3
WR 122	English Composition	3
	*Foreign Language	4

**Term Three – Spring**

WR 123	English Composition OR	3
WR 227	Technical Writing	3
MTH 105	Introduction to Contemporary Math	
OR		
MTH 111	College Algebra	4
SP111	Fundamentals of Public Speaking OR	
SP 112	Persuasive Speech OR	
SP 218	Interpersonal Communication OR	
or 219	Small Group Discussion	3
HST 106	World History	3
	*Foreign Language	4

**Term Four – Fall**

ART 204	History of Western Art	3
	Science Elective	4
	*Foreign Language	4
	Social Science	3

**Term Five – Winter**

ART 205	History of Western Art	3
	Science Elective	4
	*Foreign Language	4
	Studio Art	3

**Term Six – Spring**

ART 206	History of Western Art	3
	Science Elective	4
	*Foreign Language	4
	Studio Art	3

\*Most Art History programs require French or German. Consult with faculty adviser and transfer institution.

Suggested Transfer Guide  
Pre-Architecture

**Term One – Fall**

ART 115	Basic Design	3
ART 204	History of Western Art	3
MTH 111	College Algebra OR	
MTH 112	Elementary Functions OR	
MTH 243	Introduction to Probability & Statistics	4
PH 201	General Physics	4
WR 121	English Composition	3

**Term Two – Winter**

ART 116	Basic Design	3
ART 205	History of Western Art	3
ART 132	Drawing	3
PH 202	General Physics	4
WR 122	English Composition	3

**Term Three – Spring**

ART 117	Basic Design	3
ART 206	History of Western Art	3
PH 203	General Physics	4
WR 123	English Composition	3

This is a sample of a possible one-year course of study. Architecture programs are highly competitive and specific in their requirements, and may require up to an additional five years of full-time study after transfer. Consult with your faculty adviser for guidance.

**VISUAL COMMUNICATIONS**

The Visual Communications Program has been developed to meet student interest and industry demand for a concentrated, rigorous curriculum that will prepare students for entry level skills in both print and digital media. This program replaced the discontinued Desktop Marketing Certificate that was offered through the Business Department.

UCC offers an AAS in Visual Communications, and two skills certificates: a 15-credit Visual Communications Assistant Certificate offered entirely on line, and an 18-credit Pre-Press Technician Certificate.

Students in Visual Communications will develop skills in graphic design, layout, typography, photography, and digital media, plus essential career skills such as teamwork and creative problem solving. The VCC Program is structured to assist students in developing a broad range of entry level skills in both print and web-based applications.

Projects will include corporate identity programs, editorial design, illustration, multimedia presentations, print media publications, packaging design, typography, web site design and video production.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

**BIOLOGY**

Majors in biology and specialized fields within this broad discipline are offered at OSU, UO, PSU, WOU, EOU, and SOU. UCC offers coursework approved for transfer to these institutions.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

**BUSINESS ADMINISTRATION**

Associate of Science Degree – articulated with SOU, offering Business Administration baccalaureate degree.

This degree allows students to transfer directly as juniors. Students should contact the School of Business at their receiving school early in the first year of their AS program to be advised about additional requirements and procedures for admission to the school or program. Students transferring to SOU will be required to complete BA201 on campus at SOU during their first quarter. Students should be aware that if they transfer before completing this degree, their courses will be evaluated individually toward the school's requirements.

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

Each institution sets its own requirements for admission to the school of business. For instance, the U of O requires a 2.9 GPA in certain core courses; and each of the schools sets their own math requirements. It is important that you check with your adviser concerning the requirements in effect at the school to which you plan to transfer.

It is recommended that students wait until their second year to take the Principles of Accounting and Principles of Economics series. A business adviser should approve any deviation from this recommendation.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

**REQUIRED CURRICULUM:**

**GENERAL REQUIREMENTS 23**

**Writing Skills**

WR 121	English Composition	3
WR 122	English Composition	3
WR 123	English Composition OR	
WR 227	Technical Report Writing	3

**Oral Communication**

SP 111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication OR	
SP 219	Small Group Discussion	3

**Health**

HPE 295	Wellness/Health Assessment OR	3
PE 185	P.E. (3 classes)	

**Mathematics**

MTH 243	Intro to Probability and Statistics	4
Plus one math course from the following list:		
MTH 105	Intro. to Contemporary Math (doesn't include MTH105T)	4
MTH 111	College Algebra	4
MTH 112	Elementary Functions	4
MTH 211 & MTH 212	Fundamentals of Elementary Math I	4
	Fundamentals of Elementary Math II (Must take MTH211 & 212)	4
MTH 241	Calculus for Management and Social Science	4
MTH 251	Calculus I	4

**DISTRIBUTION REQUIREMENTS 30-36**

**Arts & Letters**

<b>(Complete three classes from the following list.)</b>		<b>9-12</b>
ART 204, 205, 206	History of Western Art	3,3,3
ENG 104, 105, 106	Introduction to Literature	3,3,3
ENG 107, 108, 109	World Literature	3,3,3
ENG 204, 205, 206	Survey of English Literature	3,3,3
FR 201, 202, 203	Second-Year French	4,4,4
GER 201, 202, 203	Second-Year German	4,4,4
MUS 201, 202, 203	Intro to Music and Its Literature	3,3,3
PHL 201	Introduction to Philosophy	3
PHL 202	Ethics	3
R 201, 202, 203	World Religions	3,3,3
SPAN 201, 202, 203	Second-Year Spanish	4,4,4

**Social Science**

<b>(Complete three classes as follows.)</b>		
ECON 201	Principles of Microeconomics	3
ECON 202	Principles of Macroeconomics	3
One of the following:		
ANTH 150	Introduction to Archaeology OR	3
ANTH 221, 222, 223	Cultural Anthropology OR	3,3,3
CJ 101	Introduction to Criminology OR	3
CJ 120	Introduction to Judicial Process OR	3
HST 104, 105, 106	World History OR	3,3,3
HST 201, 202, 203	History of United States OR	3,3,3
PS 201, 202	US Government OR	3,3
PSY 201, 202, 203	General Psychology OR	3,3,3
SOC 204, 205	Introduction to Sociology	3,3,3

**Lab Science**

<b>(Complete three from the following list; two must be lab classes)</b>		<b>12-15</b>
BI 101, 102, 103	General Biology	4,4,4
BI 211, 212	Principles of Biology	5,5,5
CH 104, 105	Introductory Chemistry	4,4,4
CH 221, 222	General Chemistry	5,5
G 201, 202, 203	General Geology	4,4,4
GS 107	Introduction to Astronomy	4
GS 104, 105, 106	Physical Science	4,4,4
PH 201, 202	General Physics	5,5,5

**BUSINESS-SPECIFIC REQUIREMENTS 17**

BA 101	Introduction to Business	4
BA 211, 212, 213	Principles of Accounting	9
BA 226	Business Law	4

**ELECTIVES 15-21**

Note: Complete a sufficient number of transfer-level (numbered 100 and above) courses to meet the total degree requirement of at least 90 credits. A maximum of 12 professional/technical course credits may be used toward this degree.

**Total Degree Credits 90**

## CHEMISTRY

Majors in chemistry are offered at UO, OSU, PSU, SOU and EOU. UCC offers programs of study which are approved for transfer to these institutions. Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

Suggested Transfer Guide  
Chemistry

### Term One – Fall

CH 221	General Chemistry	5
MTH 251	Calculus I	4
WR 121	English Composition Foreign Language	3 4

### Term Two - Winter

CH 222	General Chemistry	5
MTH 252	Calculus II	4
WR 122	English Composition Foreign Language	3 4

### Term Three – Spring

CH 223	General Chemistry	5
MTH 253	Calculus III	4
WR123	English Composition OR	3
WR 227	Technical (Workplace) Writing Foreign Language	3 4

### Term Four – Fall

CH 241	Organic Chemistry	4
MTH 254	Vector Calculus I	4
PH 211	General Physics w/Calculus	5
SP 111	Fundamentals of Public Speaking	3

### Term Five – Winter

CH 242	Organic Chemistry	4
MTH 256	Differential Equations	4
PH 212	General Physics w/Calculus	5
	Elective	3-4

### Term Six– Spring

CH 243	Organic Chemistry	4
HPE 295	Wellness/Health Assessment	3
PH 213	General Physics w/Calculus	5
	Elective	3-4

## COMMUNICATION STUDIES: JOURNALISM

Oregon universities vary greatly in transfer requirements for Communication Studies and Journalism programs. Students must consult the UCC Advising and Career Center, their adviser and their transfer school as early as possible. most B.A. degrees require a second year of foreign languages; B.S. degrees require additional math. See Communication Studies instructors on how to earn a Communication Pathways Certificate concurrently with an AAOT.

## Suggested Transfer Guide

Communication Studies: Journalism

### Term One – Fall

ENG***	Any literature	3
GS 104	*Physical Science	4
SP111**	Fundamentals of Public Speaking OR	
SP 112	Persuasive Speech OR	
SP 218	Interpersonal Communication OR	
or 219	Small Group Discussion	3
MTH 111	College Algebra	4
WR 121	English Composition	3

### Term Two - Winter

ENG***	Any literature	3
GS 105*	Physical Science	4
MTH 112	Elementary Functions OR	
MTH 243	Introduction to Probability & Statistics	4
SPAN or FR****	Foreign Language	4
WR 122	English Composition	3

### Term Three – Spring

ENG***	Any literature	3
J 205	Public Relations	3
GS 106*	Physical Science	4
SPAN or FR****	Foreign Language	4
WR 123 or 227	English Composition or	
WR 227	Technical Writing	3

### Term Four – Fall

ECON 201	Economics	3
HST 106*****	World History	3
HPE 295	Health & Wellness	3
J 215	Journalism Production	1-3
J 251	Writing for the Media	3
SPAN or FR****	Foreign Language	4

### Term Five – Winter

ECON 202	Economics	3
HST 202	History of the U.S.	3
J 215	Journalism Production	1-3
SPAN or FR****	Foreign Language	4
	Arts & Science Elective	3
	Any literature	3

### Term Six – Spring

ECON 203	Economics	3
HST 203	History of the U.S.	3
J 215	Journalism Production	1-3
J 211	Introduction to Mass Comm.	3
SPAN or FR****	Foreign Language	4
	Arts&Science Elective	3
	Any literature	3

\*The Physical Science sequence is recommended for journalists. Any science with a lab may be substituted for students working to earn the AAOT.

\*\*SOU requires SP111 or SP219

\*\*\*The U of O requires 16 literature credits. SOU requires 8 credits in Arts & Letters which may include literature.

\*\*\*Complete up through a second year if transferring to earn a B.A.

\*\*\*\*French required for Master's Degree programs.

\*\*\*\*\*The U of O requires 8 hours of any history. U.S. History is recommended by UCC.

## COMMUNICATION STUDIES: PUBLIC RELATIONS

Students may work as communication professionals by becoming journalists, speech teachers, public relations specialists, corporate communications officers, community relations managers, or broadcasters, among a growing number of different occupations in this field. Many of Oregon's public and private four-year colleges and universities include Journalism, Speech and Public Relations or related programs under the broader umbrella of Communications; some also integrate media and communication courses within one program.

### Suggested Transfer Guide

#### Communication Studies: Public Relations

##### Term One – Fall

GS 104	Physical Science	4
MTH 105	Intro to Contemporary Math OR	
MTH 111	College Algebra	4
WR 121	English Composition	3
	Humanities Elective	3
	History / Social Science	3

##### Term Two – Winter

GS 105	Physical Science	4
SP 111	Fundamentals of Public Speaking OR	
SP 112	Persuasive Speech OR	
SP 219	Small Group Discussion	3
	Humanities Elective	3
WR 122	English Composition	3
	History / Social Science	3

##### Term Three – Spring

GS 106	Physical Science	4
J 215	Journalism Production	3
J 205	Public Relations OR	
J 211	Mass Communication	3
WR 123	English Composition OR	
WR 227	Technical Writing	3
	History / Social Science	3

##### Term Four – Fall

ECON 201	Economics	3
J 215	Journalism Production	3
SP 111	Fundamentals of Public Speaking OR	
SP 112	Persuasive Speech OR	
SP 219	Small Group Discussion	3
	History / Social Science	3
	Humanities / Literature	3

##### Term Five – Winter

ECON 202	Economics	3
J 251	Writing for Media	3
SP 105	Listening OR	3
SP 218	Interpersonal Communication	
	History / Social Science	3
	Humanities Elective	3

##### Term Six – Spring

ECON 203	Economics	3
HPE 295	Health and Wellness	3
J 205	Public Relations OR	
J 211	Mass Communication	3
SP 111	Fundamentals of Public Speaking OR	
SP 112	Persuasive Speech OR	
SP 219	Small Group Discussion	3
	Humanities Elective	3

## COMMUNICATION STUDIES: SPEECH COMMUNICATION

Students should consult their UCC adviser for any special requirements of the college or university to which they will transfer.

### Suggested Transfer Guide

#### Communication Studies: Journalism

##### Term One – Fall

SP 111	Public Speaking	3
WR 121	English Composition	3
	Humanities	3
	Foreign Language OR	4
	Elective	3
	History / Social Science	3

##### Term Two – Winter

SP 219	Small Group Discussion	3
WR 122	English Composition	3
	Humanities	3
	Foreign Language OR	4
	Elective	3
	History / Social Science	3

##### Term Three – Spring

SP 112	Persuasive Speech	3
WR 123	English Composition	3
	Humanities	3
	History / Social Science	3
	Foreign Language OR	4
	Elective	3
MTH 105 or MTH 111	Intro to Contemporary Math OR College Algebra	4

##### Term Four – Fall

ENG	Literature	3
GS 104	Physical Science	3
HPE 295	Health and Wellness	3
	Social Science	3
	Foreign Language OR	4
	Elective	3

##### Term Five – Winter

GS 105	Physical Science	3
SP 105	Listening	3
SP 218	Interpersonal Com	3
	Social Science	3
	Foreign Language OR	4
	Elective	3

##### Term Six – Spring

GS 106	Physical Science	3
J 211	Intro to Mass Comm	3
	Foreign Language OR	4
	Elective	3
	Humanities	3

## COMMUNICATION STUDIES: CERTIFICATES

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. The Communication Studies coursework 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.

### Communication Specialist in Organizations Pathways Certificate

This certificate will represent 15 credit hours of coursework completed in the Communication Studies area that applies to positions such as customer service or other communication-related jobs including marketing and sales. Students who complete this certificate will have demonstrated skill in listening, developing persuasive messages, problem solving, team work, decision making, clearly communicating information, developing rapport, and technical writing.

#### REQUIRED CURRICULUM

SP 105	Listening	3
SP 112	Persuasion	3
BA 214	Business Communications OR	
BA 165	Customer Service	3
SP 219	Small Group Discussion	3
WR 227	Technical Writing	3
	<b>Total Certificate Credits</b>	<b>15</b>

### Public Relations Communication Assistant Pathways Certificate

This certificate will represent 18 credit hours of coursework completed in the Communication Studies area that applies to positions such as public relations specialists or other communication-related jobs such as marketing, sales, journalism and advertising. Students who complete this certificate will have demonstrated skill in analyzing needs of different publics, listening, developing persuasive messages, understanding the history and influence of mass media, writing for the media, problem solving, team work, decision-making, and applying relevant theories to work and public situations.

#### REQUIRED CURRICULUM

SP 105	Listening	3
SP 112	Persuasion	3
J 205	Public Relations	3
J 211	Mass Communications	3
J 251	Writing for the Media	3
In addition to required courses (listed above) students must complete 3 additional credits from the following:		
J 215	Journalism Production	1-3
CIS 125H	Writing Web Pages	2
CIS 125P	Introduction to Desktop Publishing	3
	<b>Total Certificate Credits</b>	<b>18</b>

### Public Relations Specialist Certificate

Though individuals who work in the public relations field as specialists generally have a bachelor's degree, this 48-credit 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.

## REQUIRED CURRICULUM

BA 101	Introduction to Business	4
BA 223	Principles of Marketing	3
BA 238	Salesmanship	3
CIS 125H	Writing Web Pages	2
CIS 125P	Intro to Desktop Publishing	3
J 205	Public Relations	3
J 211	Mass Communications	3
J 251	Writing for the Media	3
J 215	Journalism Production	2
SP 105	Listening	3
SP 111	Public Speaking	3
SP 112	Persuasion	3
WR 121	English Composition	3
MTH 105 or higher	Contemporary Math	4

Plus two additional courses from the following:

BA 165	Customer Service	3
BA 214	Business Communications	3
SP 218	Interpersonal Communications	3
SP 219	Small Group Discussion	3
SP 298	Independent Study	3
WR 227	Technical Writing	3
	<b>Total Certificate Credits</b>	<b>48</b>

## COMPUTER SCIENCE

Computer science is the study of programs, data, computing machinery, and how these interact. The computer science program offered at UCC is mathematically-based.

Majors in computer science are offered at UO, OSU, PSU, WOU, and SOU. However, it should be noted that the curriculum does vary at the above schools. You should consult your UCC faculty adviser before your first term at UCC.

## CRIMINAL JUSTICE

**Associate of Science Degree – articulated with the Criminology and Criminal Justice (CCJ) Program at Southern Oregon University.**

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 and to become admitted into the Department of Criminology and Criminal Justice at Southern Oregon University with no loss of credits to pursue a bachelor's degree. The program offers an excellent balance of criminal justice and general education courses that support advanced study in the field of criminology. Students should contact the Department of Criminology and Criminal Justice at SOU early in the first year of their AS program to be advised about additional requirements and procedures for admission to the school or program. Students should be aware that if they transfer before completing this degree, their courses will be evaluated individually toward the general education requirements in effect at SOU.

#### Graduation Requirements

Students must complete a minimum of 90 term credits of lower division collegiate courses with a minimum grade point of 2.0 and a grade of C or better in Writing 121, Writing 122, and the Speech class chosen to meet the Oral Communication requirement.

Students who have graduated from high school or completed a high school equivalency program in 1997 or after must have the following requirement for admission to a four-year Oregon state college or university: 1) Two years of the same high school-level language, or 2) two terms of college-level language with a grade of "C" or better (may be first-year language which can be used as elective credits). Note: If students plan to complete a Bachelor of Arts (BA) degree at a four-year school, they must have a proficiency in a foreign language regardless of when they graduated from high school or equivalency program. (Students interested in pursuing a Bachelors Degree related to Criminal Justice at other institutions should consider the AAOT. The AAOT degree can facilitate a student completing their lower division coursework before transferring to complete their degree (although the AAOT may not satisfy all "program" requirements in the new setting). Interested students should consult with the Criminal Justice Program Coordinator as well as Academic Advisers to maximize the Criminal Justice focus for their AAOT degree).

## REQUIRED CURRICULUM

### Writing and Oral Communication Skills (Grade of C or better required) Required Credits: 9

WR 121	English Composition	3
WR 122 or WR 123	English Composition	3
SP 111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication OR	
SP 219	Small Group Discussion	3

### Mathematics: Required Credits 4

MTH 105	Contemporary Math OR	
MTH 243	Probability and Statistics	4

Note: The Bachelor of Science degree requires two courses (7 credits) of math or designated programming, statistics, or logic courses. The second course may be chosen from the following list at UCC as an elective or completed later at SOU. Please see your academic adviser for details.

CS 161 or CS 162	Computer Science	4
MTH 105	Intro to Contemporary Math (does not include MTH 105T)	4
MTH 111	College Algebra	4
MTH 112	Elementary Functions	4
MTH 211+212	Fundamentals of Elementary Math (must take both)	4
MTH 241	Calculus for Mgt & Social Science	4
MTH 243	Probability & Statistics	4
MTH 251	Calculus I	4
PH 203	Introduction to Philosophy	3

### Humanities Exploration: Required Credits 9

Complete at least three Humanities courses from the SOU University Studies Transfer Guide\*

Note: Students seeking to pursue a career in criminal justice at the federal level are encouraged to take at least two years of a foreign language.

### Social Science Exploration: Required Credits 9

CJ 101	Introduction to Criminology	3
CJ 120	Introduction to Judicial Process	3

Plus one additional Social Science course from the SOU University Studies Transfer Guide \*

### Science Exploration: Required Credits 11

Complete at least three Science courses from the SOU University Studies Transfer Guide \* At least two of the science courses must have labs.

## Program Requirements for Criminology & Criminal Justice:

### Required Credits 9\*\*

CJ 101	Introduction to Criminology	3**
CJ 105	Concepts of Criminal Law	3
CJ 110	Introduction to Law Enforcement	3
CJ 120	Introduction to Judicial Process	3**
CJ 130	Introduction to Corrections	3

\*\* Note: Of the 15 credits listed above, 6 credits (CJ 101& CJ 120) already count as Social Science credits, leaving 9 required program credits.

### Electives: Required Credits 38-39

Complete a sufficient number of transfer-level courses (numbered 100 and above) to meet the total degree requirement of at least 90 credits. A maximum of 12 professional/technical course credits may be used toward this degree.

## TOTAL PROGRAM CREDITS 90

\* Use the SOU University Studies Transfer Guide to identify courses that satisfy the categories listed above. Select Umpqua Community College from the drop-down menu. Then view courses listed under each category. If you are using a paper copy of this guide, or if the link does not work, follow these steps to see the courses:

Visit: [www.sou.edu/transfer](http://www.sou.edu/transfer)

Select: Course Equivalencies & General Education Transfer Guides

Select: General Education Transfer Guide

Select: "Umpqua Community College" from the drop-down menu

Note: SOU Criminology and Criminal Justice Graduation Requirements:

Minimum GPA of 2.5 is required for graduation and no more than one grade below C- allowed in all upper division CCJ major coursework.

## Suggested Transfer Guide

### Term One - Fall

CJ 110	Intro to Law Enforcement	3
SP111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication OR	
SP 219	Small Group Discussion	3
WR 121	English Composition	3
	Elective	3
	Elective	3

### Term Two - Winter

CJ 120	Intro to Judicial Process	3
WR 122	English Composition	3
	Required Social Science*	3
	Elective	3
	Elective	3

### Term Three - Spring

CJ 101	Intro to Criminology	3
CJ 130	Intro to Corrections	3
MTH 105	Contemporary Mathematics	4
	Elective	3
	Elective	3

### Term Four - Fall

CJ 105	Concepts of Criminal Law	3
	Required Humanities*	3
	Required Science*	4
	Elective	3
	Elective	3



**Term Five - Winter**

Required Humanities*	3
Required Science*	4
Elective	3
Elective	3
Elective	3

**Term Six - Spring**

Required Humanities*	3
Required Science*	3
Elective	3
Elective	3

**NOTES:**

\* See SOU University Studies Transfer Guide

For more information about the SOU Criminology & Criminal Justice Program, visit: [www.sou.edu/criminology](http://www.sou.edu/criminology)

**DENTAL HYGIENE**

The UCC Dental Hygiene transfer program prepares students for a Bachelor of Science Degree in Dental Hygiene at Oregon Institute of Technology. Students transferring from Umpqua Community College to Oregon Institute of Technology will be given full credit for all articulated courses listed below.

The OIT Dental Hygiene program is a 1+3 program, meaning that full-time students should be able to complete prerequisites in one year, with an additional 3 years required for the OIT Bachelor's program. Students must complete a minimum of 60 credits of upper-division work (300 and 400 level classes taken at a 4-yr. institution) before a degree will be awarded - a minimum of 45 of these credits must be taken from OIT.

Students may guarantee program requirements by obtaining written approval from their OIT major department and the Registrar, based on the catalog the student uses when he/she transfers to OIT.

**Suggested Transfer Guide****Term One - Fall**

BI 231	Human Anatomy and Physiology	4
BI 232	Human Anatomy and Physiology	4
BI 233	Human Anatomy & Physiology	4
BI 234	Introductory Microbiology	4
CH 104	Introductory Chemistry	4
CH 105	Introductory Chemistry	4
CH 106	Introductory Chemistry	4
FN 225	Human Nutrition	4
MED 111	Medical Terminology I	3
MTH 111	College Algebra	4
SOC 204	Introduction to Sociology	3
SP 111	Fundamentals of Public Speaking	3
WR 121	English Composition	3

Please refer to the OIT Dental Hygiene Website [www.oit.edu/dental-hygiene](http://www.oit.edu/dental-hygiene) to view application procedures and curriculum requirements for students applying to the professional program.

**ECONOMICS**

Majors in economics are offered at UO, OSU, PSU, and SOU. UCC offers coursework approved for transfer to these institutions. Students planning to transfer in economics should work closely with UCC advisers and representatives from the school to which they may transfer.

**EDUCATION: EARLY CHILDHOOD DEVELOPMENT**

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 eligible to begin the ECD coursework at Southern Oregon University with no loss of credits to pursue a bachelor's degree. The program offers an excellent balance of education and general education courses that support advanced study in the field of early childhood development.

Students should contact the SOU School of Education early in the second year of their AS program to be advised about additional requirements and procedures for admission to SOU. 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.

**Entry Requirements**

Students are required to take the college placement test(s) at UCC to determine skill level and readiness indicated by test scores. To help ensure student success, students must begin with the courses within their skill levels as determined by placement test scores (e.g. math, foreign languages if desired, etc.) In addition, students may also be required to enroll in classes that would increase their academic success.

In addition, students will be required to enroll in the Oregon Childcare Registry, obtain a Food Handler's Certificate, First Aid and CPR card and show proof of immunizations including MMR.

**Graduation Requirements**

Students must complete a minimum of 103 term credits of lower division collegiate courses with a minimum grade of C or better.

**Education - Specific Requirements**

All coursework listed below is required for the Associate of Science degree which includes a minimum of 56 credits in education and related classes. The following is an example of a term-by-term breakdown. Other credits include the general and distribution requirements below:

**Term One - Fall**

ED 101	ECE Seminar & Practicum I	4
ED 140	Introduction to ECE	2
HDFS 226	Infant and Toddler Development	3
WR 121	English Composition	3
	Distribution Requirement from list below	3-4

**Term Two - Winter**

ED 102	ECE Seminar & Practicum II	4
ED 150	Creative Activities	3
ED 178	Observing and Guiding Behavior	3
WR 122	English Composition	3
	Distribution Requirement from list below	3-4

**Term Three - Spring**

ED 103	ECE Seminar & Practicum	4
ED 240	Lesson & Curriculum Planning	3
HDFS 228	The Exceptional Child	3
SP 111	Fundamentals of Public Speaking	3
Distribution Requirement from list below		3-4

**Term Four - Fall**

ED 104	ECE Seminar & Practicum IV	4
HDFS 240	Contemporary American Family	3
MTH 211	Fundamentals of Elementary Math I	4
Distribution Requirement from list below		3-4

**Term Five - Winter**

ED 105	ECE Seminar & Practicum V	4
ED 247	Administration of Child Care Centers	3
HDFS 225	Child Development	3
MTH 212	Fundamentals of Elementary Math II	4

Distribution Requirement from list below 3-4

**Term Six - Spring**

ED 106	ECE Seminar & Practicum VI	4
ED 244	Individualized Learning for Preschoolers	3
ENG 221	Literature & Language for Preschoolers	3

Distribution Requirement from list below 3-4

**GENERAL REQUIREMENTS (13-17 credits)****Writing Skills**

WR 121	English Composition	3
WR 122	English Composition	3

**Oral Communications**

SP 111	Fundamentals of Public Speaking	3
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**Mathematics (4-8 credits)**

MTH 211 & 212	Fundamentals of Elementary Math	OR 8
MTH 243	Probability and Statistics	4

**Distribution Requirements (30-32 credits):**

Humanities: Complete at least one ART, one MUS and one ENG Literature course

**Choice of one Art:**

ART 102	Art Appreciation	3
ART 204,205, 06	History of Western Art	3

**Choice of one Music:**

MUS 105	Introduction to Rock Music	3
MUS 201,202,203	Introduction to Music and Its Literature	3
MUS 204	Music of the World	3
MUS 205	Introduction to Jazz History	3

**Choice of One English Literature:**

ENG 104,105,06	Introduction to Literature	3
ENG 107,108,109	World Literature	3
ENG 204,205,206	Survey of English Literature	3
ENG 253,254,255	Survey of American Literature	3

**Social Science: Complete one HST, one PSY and one SOC class**

HST 201,202,203	History of the United States	3
PSY 201	General Psychology	3
SOC 204	Introduction to Sociology	3
SOC 205	Institutions and Social Changes	3

Lab Science: Complete one Life Science, one Physical Science and one other Science class (at least two courses must have labs)

**Life Science:**

BI 101, 102, 103	Introduction to Biology w/lab	4
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**Physical Science:**

GS 104, 105, 106	General Science	4
CH 104, 105	Introduction to Chemistry	4
G 201, 202	Introduction to Geology	4
PH 201, 202	General Physics w/lab. recitation	5
PH 211, 212, 213	General Physics w/Calculus w/lab, recitation	5
Total Degree Credits		103

**Additional Considerations**

Students who have graduated from high school or completed a highschool equivalency program in 1997 or thereafter must have the following requirement for admission to a four-year Oregon state college or university: 1) Two years of the same high school-level language, or 2) two terms of college-level language with a grade of C or better (may be first-year language which can be used as elective credits). Note: Students planning to complete a Bachelor of Arts (BA) degree of a four-year school will be required to complete the equivalent of one year of study of a foreign language at the second-year level (or above) before graduation.

For more information about SOU's Early Childhood Development program, visit [www.sou.edu/education/ecd](http://www.sou.edu/education/ecd).

**Early Childhood Development (Certificate and Associate of Applied Science Degree)**

The Early Childhood Education program prepares students to work with pre-school age children as teachers or aides. Both a one-year certificate, an Associate of Science and an Associate of Applied Science degree are offered at UCC. For more information about the ECE certificate and AAS degree, go to the Career and Technical portion of this catalog under EDUCATION: EARLY CHILDHOOD EDUCATION.

**EDUCATION: ELEMENTARY & SECONDARY**

There are many different educational programs available to prospective elementary and secondary teachers at Oregon Universities and Colleges. Some incorporate the teaching degree within a baccalaureate program, and some within a master's program. In secondary education, students are advised to decide what subject matter they plan to teach, and take classes as if that subject were their major. Students should work closely with UCC advisers and representatives of the intended transfer institutions(s).

All prospective teachers are urged to take ED 100, which is a teaching practicum. This will help students verify that teaching is a good career choice for them. In addition, students are urged to choose the baccalaureate school program early, and then align coursework at UCC to work best with those requirements. Secondary Education students are urged to work closely with advisers both at UCC and the "target" school in planning classes at UCC. To research Teacher Education programs in Oregon by internet: go to [www.ous.edu/programs/tached](http://www.ous.edu/programs/tached).

**EDUCATION: PARAEDUCATOR (INSTRUCTIONAL ASSISTANT)**

UCC offers a certificate program requiring a minimum of credits earned by successfully completing a set of prescribed courses. This certificate meets the highly qualified standards to become an instructional assistant in our public schools. For more information about the paraeducator certificate, go to the Career and Technical portion of this catalog under PARAEDUCATOR.

## ENGINEERING

### Associate of Science Articulated with OIT.

The UCC Engineering Transfer program prepares students for transfer to a bachelor's degree program. The curriculum provides a broad base of lower-division engineering courses, a solid foundation in mathematics and the physical sciences, and core requirements in general education. The curriculum meets the requirements for admission to most of the engineering programs at Oregon State University (OSU), and satisfies the majority of lower division course requirements for transfer to the Oregon Institute of Technology (OIT), Portland State University (PSU), and other engineering bachelor's degree programs.

Programs offered at OSU include Electrical and Computer Engineering, Civil Engineering, Construction Engineering Management, Environmental Engineering, Mechanical, Industrial and Manufacturing, and Chemical Engineering, as well as Bioengineering, Forest, Geological, Mining, Metallurgical, and Nuclear Engineering. PSU and OIT offer programs in Civil, Mechanical, Electrical, and Computer Engineering.

Prospective students should see an engineering faculty adviser, or Counseling and Career Planning Services, to develop your educational plan. Specific courses required vary according to discipline and transfer school selected. Most core engineering courses at UCC are offered only once each academic year, and must be taken in sequence. A well-planned course of study will help ensure a smooth transition to a university.

Suggested Transfer Guide for OSU and PSU

### GENERAL REQUIREMENTS

#### Term One - Fall

CH 221	General Chemistry	5
CIV 112	Computer Aided Drafting	3
ENGR 111	Engineering Orientation I	3
MTH 251	Calculus I	4
	Humanities/Social Sciences elective	3

#### Term Two - Winter

CH 222	General Chemistry	5
ENGR 112	Engineering Orientation II	3
MTH 252	Calculus II	4
WR 121	English Composition	3
	Engineering elective	4

#### Term Three - Spring

HPE 295	Wellness/Health Assessment	3
MTH 253	Calculus III	4
SP 111	Public Speaking	3
WR 227	Technical Writing	3
	Science elective	3
	Humanities/Social Science elective	3

#### Term Four - Fall

ENGR 201	Electrical Fundamentals	4
ENGR 211	Statics	4
MTH 254	Vector Calculus	4
PH 211	General Physics w/Calculus	5
	Humanities/Social Science elective	3

#### Term Five - Winter

ENGR 212	Dynamics	4
MTH 256	Differential Equations	4
PH 212	General Physics	5
	Engineering elective	4

### Term Six - Spring

PH 213	General Physics	5
	Engineering elective	4
	Humanities/Social Sciences elective	3
	Humanities/Social Sciences elective	3

*General Education Requirements.* Listed in italics under required courses. See UCC Engineering Faculty Adviser or UCC Counseling Services to review requirements for selected transfer university and AS requirements at UCC. OSU requires that for the five humanities and social science electives that one elective be taken from each of the five categories: cultural diversity; literature and arts; social process and institutions; western culture; and difference, power and discrimination. ECON 201 is accepted for social processes and institutions. OSU also requires a biological science elective - UCC Counseling Services has a list of approved courses.

*Engineering Electives.* Choose from the following, based on the program requirements (see UCC Engineering Faculty Adviser)

CH 223	General Chemistry	4
CH 241	Organic Chemistry	4
CH 242	Organic Chemistry	4
CH 243	Organic Chemistry	4
CIV 112	Computer Aided Drafting I	3
CIV 114	Computer Aided Drafting - Civil Drafting	3
CIV 223	Properties of Materials	4
CS 161	Computer Science I	4
CS 162	Computer Science II	4
ENGR 202	Electrical Fundamentals II	3
ENGR 213	Strength of Materials	4
ENGR 245	Engineering Graphics and Design	3
MTH 243	Introduction to Probability and Statistics	4
SUR 161	Surveying I	5

Following course substitutions will be made:

#### Construction Engineering Major

BA 226 for CH 222
ECON 202 for MTH 253
SUR 161 for ENGR 201
BA 211 for MTH 254
BA 212 for MTH 256
BA 232 for PH 213
ENGR 213 for ENGR 212

#### Civil Engineering Major - OIT

SUR 161 for Humanities/Social Science elective
WR 122 for Humanities/Social Science elective

#### Electrical and Computer Engineering Majors

CS 162 for CH 222
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### Surveying & Geomatics

The surveying and geomatics professions work with private and public projects. Projects may include property surveys, road construction, topographical maps or building layout. The surveying curriculum offers a hands-on approach to learning the principles of surveying. Electronic surveying equipment and computer software are used throughout the coursework.

Suggested Transfer Guide

Surveying & Geomatics

**Term One - Fall**

CIV 112	CAD	3
ENGR 111	Orientation to Engineering I	3
G 201	General Geology	4
MTH 111	College Algebra	4
PH 211	General Physics w/Calculus	5

**Term Two - Winter**

MTH 112	Elementary Functions	4
PH 212	General Physics w/Calculus	5
WR 121	English Composition	3
	Humanities elective	3

**\*\*Choose one of the following:**

BA 101	Introduction to Business OR	4
BA 206	Management Fundamentals OR	3
BA 250	Managing the Small Business OR	3
ED 122	Leadership Development II OR	3
ED 123	Leadership Development III OR	3
PSY 101	Psychology of Human Relations OR	3
SDP 109	Elements of Supervision OR	3
SDP 113	Human Relations for Supervisors OR	3
SDP 112	Communicating Effectively in /Workplace	3
SP 218	Interpersonal Communication	3

**Term Three - Spring**

CIS 125D	Database	3
MTH 251	Calculus I	4
PH 213	General Physics w/Calculus	5
WR 122	English Composition	3
ELECTIVE	Social Science elective	3

**Term Four - Fall**

CIV 114	CAD: Civil Drafting	3
MTH 252	Calculus II	4
SUR 161	Plane Surveying I	5
SUR 242	Land Descriptions	4

**Term Five- Winter**

SUR 162	Plane Surveying II	5
SUR 175	Computations & Platting	4
WR 227	Technical Report Writing	3
Elective	Humanities elective	3

**Term Six - Spring**

CIV 134	Geographic Information Systems	3
HPE 295	Wellness and Health Assessment	3
MTH 254	Vector Calculus	4
SP 111	Fundamentals of Speech	3
SUR 163	Route Surveying	5
Elective	Social Science elective	3

Refer to [www.oit.edu](http://www.oit.edu) for transfer requirements.

**ENGLISH**

English majors are offered at UO, OSU, EOU, PSU, WOU, and SOU, and most other colleges and universities across the United States offer degrees in English. UCC offers coursework approved for transfer to these institutions. Students should work with their UCC faculty adviser about any special requirements of the college or university to which they will transfer.

Through reading, discussing, researching, and writing about literature, English majors develop skills that are prized in the professional world: the ability to communicate effectively; to research, analyze, and interpret complex information; to write clear, strong, reasonable arguments; to understand human behavior and the complex issues that surround diversity; to view situations from a variety of perspectives; and to creatively solve problems. Although English majors study nonfiction works such as letters, journals, autobiographies, and essays, they focus primarily on creative works such as poetry, short stories, plays, and novels.

While the most obvious careers for English majors include the fields of teaching, writing, and editing, the degree is remarkably versatile, opening doors into a variety of graduate programs, including law and library science. An English degree also opens doors into business management, public relations, publishing, journalism, advertising, sales, and many other fields.

**Suggested Transfer Guide  
English****Term One - Fall**

BI 101	Biology	4
ENG 201	Shakespeare	3
ENG 204	Survey of English Literature	3
SPAN or FR	Foreign Language	4
WR 121	English Composition	3

**Term Two - Winter**

BI 102	Biology	4
ENG 202	Shakespeare	3
ENG 205	Survey of English Literature	3
SPAN or FR	Foreign Language	4
WR 122	English Composition	3

**Term Three- Spring**

BI 103	Biology	4
ENG 206	Survey of English Literature	3
HPE 295	Health and Wellness	3
SPAN or FR	Foreign Language	4
WR 123	English Composition	3

**Term Four - Fall**

ANTH 221	Cultural Anthropology	3
ENG 253	Survey of American Literature	3
HST 201	History of United States	3
MTH 105	Intro to Contemporary Math OR	4
MTH 111	College Algebra	4
SPAN or FR	Foreign Language	4

**Term Five - Winter**

ANTH 222	Cultural Anthropology	3
ENG 254	Survey of American Literature	3
HST 202	History of United States	3
SP 105	Listening OR	3
SP111	Fundamentals of Public Speaking OR	3
SP 112	Persuasive Speech OR	3
SP 218	Interpersonal Communication OR	3
or 219	Small Group Discussion OR	3
SPAN or FR	Foreign Language	4

**Term Six - Spring**

ENG 109	World Literature	3
HST 203	History of the United States	3
SPAN or FR	Foreign Language	4
SOC 213	Race, Class, & Ethnicity	3
	Math or Science Elective	4

## FOREIGN LANGUAGES

Foreign languages introduce students to the larger global community and allow them to communicate effectively in the larger arena by mastering the four major language skills: listening, speaking, reading, and writing. The study of a foreign language strengthens and reinforces critical thinking and fosters patience and perseverance — valuable skills in today's workplace.

Students studying foreign languages enhance their career possibilities, often combining Foreign Languages with other career fields such as Business, International Relations, Journalism, Law, Medicine, and Tourism. In today's global market, "bilingual" on a resume page is a ticket to a brilliant future!

Majors in a foreign language are offered at UO, OSU, PSU, SOU, EOU, and WOU. UCC offers coursework approved for transfer to these institutions. The UCC Foreign Language Department offers students the opportunity to study abroad through an immersion experience.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

Suggested Transfer Guide  
Foreign Languages

### Term One - Fall

ART 204	History of Western Art	3
BI 101	Biology	4
SPAN or FR	Foreign Language	4
WR121	English Composition	3

### Term Two - Winter

ART 205	History of Western Art	3
SPAN or FR	Foreign Language	4
BI 102	Biology	4
WR 122	English Composition	3

### Term Three- Spring

ANTH 223	Cultural Anthropology	3
BI 103	Biology	4
HPE 295	Health and Wellness	3
SPAN or FR	Foreign Language	4

### Term Four - Fall

ENG 107	World Literature	3
HST 104	World History	3
MTH 105	Intro to Contemporary Math	4
SPAN or FR	Foreign Language	4

### Term Five - Winter

ENG 108	World Literature	3
HST 105	World History	3
MTH 111	Mathematics	4
SP 105	Listening OR	
SP111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication	3
SPAN or FR	Foreign Language	4

### Term Six - Spring

ENG109	World Literature	3
HST 106	World History	3
MTH112	Mathematics	4
SOC 213	Race, Class & Ethnicity	3
SPAN or FR	Foreign Language	4

## GEOLOGY

Majors in geology are offered at UO, OSU, PSU, and SOU. UCC offers coursework approved for transfer to these institutions. Students should consult with their UCC faculty adviser and a representative of the college or university to which they will transfer for any special requirements.

Earth Science programs provide a wide variety of employment opportunities, usually available after receiving a bachelor's, master's or doctoral degree. Employment in the mining and petroleum industries continues to expand rapidly, offering exciting opportunities for employment worldwide. Additional private industries hiring geologists include environmental remediation, engineering firms and geological consulting firms. Other strong areas of employment in the earth sciences include state and federal government agencies such as geologic surveys, oceanographic and space agencies, as well as state and national parks and monuments. Research and teaching institutions such as museums, colleges, and universities also employ a variety of earth science specialists. There is also a need for primary and secondary school educators with earth science backgrounds. Numerous non-traditional careers in earth sciences can be explored, including such areas as forensic science, science journalism, and environmental law.

Suggested Transfer Guide  
Geology

### Term One - Fall

CH 221	General Chemistry	5
G 201	General Geology	4
MTH 251	Calculus I	4
WR 121	*English Composition	3

### Term Two - Winter

CH 222	General Chemistry	5
G 202	General Geology	4
MTH 252	Calculus II	4
WR 122	English Composition	3

### Term Three - Spring

CH 223	General Chemistry	5
G 203	General Geology	4
MTH 253	Calculus III	4
WR 123	English Composition	3

### Term Four - Fall

BI 211	Principles of Biology	5
HPE 295	Wellness/Health Assessment	3
PH 201 or 211	General Physics	5
	Humanities/Arts & Letters	3
	Social Science	3

### Term Five - Winter

BI 212	Principles of Biology	5
PH 202 or 212	General Physics	5
	Humanities/Arts & Letters	3
	Social Science	3

### Term Six - Spring

BI 213	Principles of Biology	5
PH 203 or 213	General Physics	5
	Humanities/Arts & Letters	3
	Social Science	3

## HEALTH, HEALTH EDUCATION, HEALTH CARE ADMINISTRATION

Majors in the health area are offered at UO, OSU, PSU and WOU. UO offers majors in community health, gerontology, traffic safety, school health, and comprehensive health. OSU offers majors in community health, environmental health, industrial hygiene, school health and safety, health care administration, and safety studies. PSU offers majors in health, health education, and community health. WOU offers a major in health education.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

## HISTORY

The history major is offered at public colleges and universities in Oregon, and at most private colleges in the state. UCC offers coursework approved for transfer to these institutions. Careers for students of history include work in teaching (high school, college, and university), in museums, in editing and publishing, in archives, in historic preservation, and in federal, state, and local governmental agencies and organizations.

Students planning to transfer in history should work closely with UCC advisers and representatives from the school(s) to which they may transfer. There may be special requirements for specific programs or schools.

Suggested Transfer Guide

History

### Term One - Fall

HST 104	World History 104	3
	Science Elective	4
SP111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication OR	
SP 219	Small Group Discussion	3
SPAN or FR	Foreign Language	4
WR 121	English Composition	3

### Term Two - Winter

HST105	World History	3
SPAN or FR	Foreign Language	4
WR 122	English Composition	3
	Science Elective	4
	Elective	3

### Term Three- Spring

HST 106	World History	3
MTH 105	Intro to Contemporary Math OR	
MTH 111	College Algebra	4
SPAN or FR	Foreign Language	4
WR 123 or	English Composition OR	3
WR 227	Technical Writing	3
	Science Elective	4

### Second Year -Term Four - Fall

ENG 107	World Literature	3
HST 202	History of the U.S.	3
PS 201	Political Science	3
R 201	World Religions	3
	Math or Science Elective	4

### Term Five - Winter

ENG 108	World Literature	3
HPE 295	Health and Wellness	3
HST 202	History of the U.S	3
PS 202	Political Science	3
	Math or Science Elective	4

### Term Six - Spring

ENG 108	World Literature	3
HST 203	History of the U.S	3
PS 203	Political Science	3
	Math or Science Elective	4

## HUMAN SERVICES

### Associate of Science Degree - Articulated with the Interdisciplinary Bachelor of Arts or Science in Social Science (Human Services Program) at Southern Oregon University.

The Associate of Science degree is based on a signed articulation agreement with Southern Oregon University (SOU). It has been developed in close cooperation with the College of Arts and Sciences at 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.

### GRADUATION REQUIREMENTS:

Students must complete a minimum of 90 term credits of lower division collegiate courses with a minimum grade point of 2.0 and a grade of "C" or better in Writing 121, Writing 122, and the Speech class chosen to meet the Oral Communication requirement.

Students who have graduated from high school or completed a high school equivalency program in 1997 or after must have the following requirement for admission to a four-year Oregon state college or university: 1) Two years of the same high school-level language with grades of C- or better, or 2) two terms of college-level language with grades of C- or better (may be first-year language which can be used as elective credits). If students plan to complete a Bachelor of Arts (BA) degree at a four-year school, they must have a proficiency in a foreign language regardless of when they graduated from high school or equivalency program. (Students interested in pursuing a Bachelors Degree related to Human Services at other institutions should consider the AAOT. The AAOT degree can facilitate completing lower division coursework before transferring to complete their degree, although it may not satisfy all program major requirements in the new setting. Students interested in the AAOT should consult with UCC faculty and advisory staff as well as their transfer college or university. For more specific information regarding the Family and Human Services Program at the U of O or the Psychology degree at Northwest Christian University students can contact the Human Services Program Coordinator).

### REQUIRED CURRICULUM

**Writing and Oral Communication Skills:**  
Grade of C or better required

<b>Required Credits:</b>		<b>9</b>
WR 121	English Composition	3
WR 122 or WR 123	English Composition	3
SP 111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication OR	
SP 219	Small Group Discussion	3

<b>Mathematics: Required Credits</b>		<b>8</b>
MTH 105	Contemporary Math OR	
MTH 111	College Algebra OR	
MTH 211+212	Fundamentals of Elementary Math (must take both)	4
<b>AND</b>		
MTH 243	Probability and Statistics	4

**Humanities Exploration: Required Credits** 9  
Complete at least three Humanities courses from the SOU University Studies Transfer Guide\*

Note: A Bachelor of Arts degree requires the equivalent of one year of study of a foreign language at the second-year level or above

<b>Social Science Exploration: Required Credits</b>		<b>9</b>
PSY 201 + 202 + 203	General Psychology	(all three) 3,3,3

**Science Exploration: Required Credits** 11  
Complete at least three Science courses from the SOU University Studies Transfer Guide\* At least two of the science courses must have labs.

\* To view the SOU University Studies (General Education) courses, open the SOU University Studies Transfer Guide link. Select Umpqua Community College from the drop-down menu and view courses that satisfy each category. Alternately, you may follow these instruction:

Visit: [www.sou.edu/transfer](http://www.sou.edu/transfer)  
Select: Course Equivalencies & General Education Transfer Guides  
Select: General Education Transfer Guide  
Select: "Umpqua Community College" from the drop-down menu

~If you cannot access a computer, please see your academic adviser for assistance~

<b>Prerequisites/Program Requirements for Human Services: Required Credits</b>		<b>24</b>
HS 100	Introduction to Human Services	3
HS 155	Counseling Skills ***	3
HS 226	Ethics and Law	3
HS 229	Crisis Intervention and Prevention**	3
HS 265	Counseling Services II ***	3
HS 267	Cultural Competence in Human Svcs	3
HDFS 201	Individual and Family Development****3	
SOC 204	Introduction to Sociology	3

**Electives: (May include HS classes) Required Credits:** Up to 20  
Complete a sufficient number of transfer-level (numbered 100 and above) courses to meet the total degree requirement of at least 90 credits. A maximum of 12 professional/technical course credits may be used toward this degree.

**TOTAL PROGRAM CREDITS** 90

Note: SOU Human Services Baccalaureate Graduation Requirements:

Minimum GPA of 2.5 is required for graduation and no grade below C- allowed in all upper division HS major coursework or lower division coursework directly applied to the Human Services degree requirements. This requirement applies to HS 155/229/265, HDFS 201, MTH 243, PSY 201/202/203, and SOC 204.

Suggested Transfer Guide

**Term One - Fall**

HS 100	Intro to Human Services	3
PSY 201	General Psychology	3
SOC 204	Intro to Sociology	3
SP111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication OR	
SP 219	Small Group Discussion	3
WR121	English Composition	3

**Term Two - Winter**

HS 155	Counseling Skills I	3
HS 229	Crisis Intervention and Prevention	3
HDFS 201	Individual & Family Development	3
PSY 202	General Psychology	3
WR 122	English Composition	3

**Term Three- Spring**

HS 226	Ethics and Law	3
HS 265	Counseling Skills II	3
HS 267	Cultural Competence in HS	3
MTH 105	Contemporary Mathematics OR	
MTH 111	College Algebra	4
PSY 203	General Psychology	3

**Term Four - Fall**

Required Humanities*	3
Required Science *	4
Elective	3
Elective	3
Elective	3

**Term Five - Winter**

MTH 243	Probability & Statistics	4
Required Humanities *	3	
Required Science*	4	
Elective	3	
Elective	3	

**Term Six - Spring**

Required Humanities *	3
Required Science *	3
Elective	3
Elective	3

**TOTAL PROGRAM CREDITS** 90

NOTES:

\* See SOU University Studies Transfer Guide

\*\*HS 229 is accepted by SOU as an equivalent to PSY475 Crisis Intervention Strategies; however, upper division credit for HS229 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 Psy475 as suggested and approved by an adviser at SOU.

\*\*\*HS155 and HS265 are accepted by SOU as an equivalent to PSY471 Introduction to Helping Skills; however, upper division credit for HS165 and HS265 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 Psy471 as suggested and approved by an adviser at SOU.

\*\*\*\* HDFS 201 is accepted as an equivalent to PSY 370 Lifespan Development; however upper division credit for HDFS 201 is not given.

Students who complete the Human Service Associate of Science Degree at UCC will not be required to take Psy 471 Introduction to Helping Skills or Psy 475 Crisis Intervention Strategies at SOU; however, substitute upper division level credits in psychology must be taken as suggested and approved by an adviser.

A maximum of 124 lower division credits can be transferred from a community college to SOU.

## INTERNATIONAL STUDIES

International Studies includes such specialized areas as government service, education, humanitarian aid, international law, international business and peace studies. The student's program choices should be relevant to his/her intended career. Suggested area courses available at UCC are listed below. It is highly encouraged that the International Studies major should include two full years of the language of your choice. Suggested language courses are French and Spanish 100 and 200 level sequences.

Additional program suggestions:

Students interested in government service, including working for the United Nations or the United States Department of State, should select courses from the group which includes Anthropology 221, 222, and 223, Political Science 201, 202 and 203, Sociology 202, 203 and 204, and literature courses. Students interested in humanitarian aid should select science sequences which will prepare them for either medical or agricultural work. Students interested in international business should consider courses such as BA 211, 212 and 213, and/or BA 223, along with additional mathematics and statistics courses. Students interested in international law should add Business Law, BA 226, to their curriculum. Students interested in education should take Anthropology, Political Science or Psychology courses. Students interested in peace studies should take Philosophy 201, 202 and 203.

## MATHEMATICS

Majors in mathematics are offered at all seven Oregon University System campuses and most independent colleges and universities. Umpqua Community College offers a program of study for students who plan to transfer to a 4-year institution to complete a bachelor's degree in mathematics. Courses are also offered to help students prepare to teach mathematics at the elementary or high school level.

Students interested in transferring should consult with Umpqua Community College's math faculty and college advisers for help in planning a transfer curriculum. In addition, students should work closely with a representative from the institution(s) to which they may transfer.

## MEDICAL IMAGING TECHNOLOGY

The Umpqua Community College Medical Imaging transfer program prepares students for a Bachelor of Science Degree in Diagnostic Medical Sonography, Echocardiography, Nuclear Medicine Technology, Radiologic Science and Vascular Technology at Oregon Institute of Technology. Students transferring from Umpqua Community College to Oregon Institute of Technology's will be given full credit for all articulated courses listed below.

Students must complete a minimum of 60 credits of upper-division work (300- and 400- level classes taken at a 4-year institution) before a degree will be awarded - a minimum of 45 of these credits must be taken at OIT.

Students may guarantee program requirements by obtaining written approval from their OIT major department and the Registrar, based on the catalog the student uses when he/she transfers to OIT.

### REQUIRED CURRICULUM:

BI 231	Human Anatomy & Physiology	4
BI 232	Human Anatomy & Physiology	4
BI 233	Human Anatomy & Physiology	4
CH 104	Introductory Chemistry	4
MED 111	Medical Terminology I	3
	*Humanities Elective	3
	ART, ENG, FA, MUS, PHL, R, or TA prefixes	
MTH 111	College Algebra	4
MTH 112	Elementary Functions	4
PSY 201, 202 or 203	General Psychology	3
	Social Sciences Elective	3
	ANTH, ECON, HST, PS, PSY or SOC prefixes	
SP 111	Fundamentals of Public Speaking	3
WR 121	English Composition	3
WR 122	English Composition	3
MIT 103	Introduction to Medical Imaging	

MIT 103 must be taken at OIT online or on campus. This is a requirement for admission into the OIT Medical Imaging Program.

\* Only 3 humanities credits may be studio/performance based.

Please refer to the OIT Medical Imaging Website, [www.oit.edu/mit](http://www.oit.edu/mit), to view application procedures and curriculum requirements for students admitted to the professional programs. Some of these courses may be taken prior to admission into the program.

## MEDICAL TECHNOLOGY

Medical Technology programs are available at Oregon Health Sciences University. For the OHSU program you may complete the first year at UCC, then transfer to any college or university providing pre-medical technology education. A three-year program is required prior to application for admission to the UO Medical School, which offers the fourth year.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

## MUSIC

Associate of Science Degree - Articulated with the School of Music at Southern Oregon University.



The Associate of Science degree (Music) has been developed with the cooperation and support of Southern Oregon University (SOU). The degree is fully articulated with SOU's Music program and allows students to transfer directly as juniors and to become admitted into the Music program at Southern Oregon University with no loss of credits to pursue a baccalaureate degree. The program offers an excellent balance of music and general education courses that support advanced study in the field of music. Students should contact the SOU Music Department early in the first year of their AS program to be advised about additional requirements and procedures for admission to the school or program. Students should be aware that if they transfer before completing this degree, their courses will be evaluated individually toward the general education requirements in effect at SOU. All students must pass a New Student Hearing before being accepted as a Music Major at SOU. The student's applied level of study (MUP courses) will be set based on the audition.

## GRADUATION REQUIREMENTS

Students must complete a minimum of 96 term credits of lower division collegiate courses with a minimum grade point of 2.0 and a grade of C or better. Students who have graduated from high school or completed a high school equivalency program in 1997 or after must have the following requirement for admission to a four-year Oregon state college or university: 1) Two years of the same high school-level language, or 2) two terms of college-level language with a grade of C or better (may be first- year language which can be used as elective credits). Note: If students plan to complete a Bachelor of Arts (BA) degree at a four-year school, they must have a proficiency in a foreign language regardless of when they graduated from high school or equivalency program.

(Students interested in pursuing a baccalaureate degree related to Music at other institutions besides SOU should consider the Associate of Arts Oregon Transfer degree instead. The AAOT degree can facilitate a student completing their lower division coursework before transferring to complete their degree (although the AAOT may not satisfy all "program" requirements in the new setting). Interested students should consult with the Music Program Coordinator as well as Academic Advisers to maximize the Music Studies focus for their AAOT degree.)

## REQUIRED CURRICULUM

Writing and Oral Communication Skills (Grade of C or better required) Required Credits: 9

WR 121	English Composition	3
WR 122 or	English Composition	3
WR 123		

SP 111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication OR	
SP 219	Small Group Discussion	3

Mathematics: Required Credits 4

Complete at least one Mathematics course from the SOU University Studies Transfer Guide\*.

Note: The Bachelor of Science degree requires two courses (7 credits) of math or designated programming, statistics, or logic courses. The second course may be chosen from the following list at UCC as an elective, or completed later at SOU. Please see your academic adviser for details.

CS 161 or 162	Computer Science I or Computer Science II	
MTH 105	Intro to Contemporary Math (does not include MTH 105T)	
MTH 111	College Algebra	
MTH 112	Elementary Functions	
MTH 211+212	Fundamentals of Elementary Math (must take both)	
MTH 241	Calculus for Management & Social Science	
MTH 243	Probability and Statistics	
MTH 251	Calculus I	
PHL 203	Intro to Philosophy	

Humanities Exploration: Required Credits	9
Complete at least three Humanities courses from the SOU University Studies Transfer Guide*	
Social Science Exploration: Required Credits	9
HPE 295 Health & Wellness Assessment	3

Plus at least two additional Social Science courses from the University Studies Transfer Guide \*

Science Exploration: Required Credits	11
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Complete at least three Science courses from the SOU University Studies Transfer Guide \* At least two of the science courses must have labs.

\* Use the University Studies Transfer Guide to identify courses that satisfy the categories listed above.

Select Umpqua Community College from the drop-down menu. Then view courses listed under each category. If you are using a paper copy of this guide, or if the link does not work, follow these steps to see the courses:

Visit: [www.sou.edu/transfer](http://www.sou.edu/transfer)

Select: Course Equivalencies & General Education Transfer Guides

Select: General Education Transfer Guide

Select: "Umpqua Community College" from the drop-down menu

Music Requirements Total Required Credits: 54

A. Complete all the following: Credits: 30

MUS 111, 112, 113	Music Theory I	3,3,3
MUS 211, 212, 213	Music Theory II	3,3,3
MUS 114, 115, 116	Aural Skills I	1,1,1
MUS 224, 225, 226	Aural Skills II	1,1,1
MUP 101-292	Performance Studies	6

B. Demonstrated Piano Proficiency Credits: 12

MUS 131, 132, 133	Class Piano	2,2,2**
MUS 214, 215, 216	Intermediate Piano	2,2,2**

\*\*Note: MUP 101-292 can be substituted for "piano" credits if student demonstrates proficiency

C. 6 credits from below: Credits: 6

MUS 201	Intro to Music Lit	3
MUS 202	Intro to Music Lit	3
MUS 203	Intro to Music Lit	3

\*\*\*\*Note: Third course can be used for Humanities Exploration Credit

D. Selected MUP/MUS courses - Credits from below: 6

MUP 196 A/B/C	Chamber Orchestra***	1,1,1
MUP 197 A/B/C	Concert Choir ***	1,1,1
MUP 295 A/B/C	Jazz Band***	1,1,1
MUP 189 A/B/C	Chamber Choir - Vocal Jazz ***	2,2,2
MUS 134,135,136	Class Voice ***	2,2,2
MUS 137,138,139	Beginning Class Guitar***	2,2,2

Music Electives (Optional)

MUP 101-292	Performance Studies**	
MUS 105	Intro to Rock Music****	3
MUS 204	Intro to World Music****	3
MUS 205	Intro to Jazz History****	3

Total Degree Credits 96

\* See University Studies Transfer Guide

\*\* MUP 101-292 can be substituted for "piano" credits if student demonstrates proficiency

\*\*\* Six credits from these selected MUP/MUS courses required (See section D above)

\*\*\*\* May also be used for Humanities Exploration Credit

Suggested Transfer Guide  
Music**Term One – Fall**

MUP 101-292	Individual Lessons	1
MUS 111	Music Theory I	3
MUS 114	Aural Skills I	1
MUS 131	Class Piano**	2
MUS 201	Intro to Music Lit	3
WR 121	English Composition	3
	Required Humanities*	3

**Term Two – Winter**

MUP 101-292	Individual Lessons	1
MUS 112	Music Theory I	3
MUS 115	Aural Skills I	1
MUS 132	Class Piano	2
MUS 202	Intro to Music Lit	3
WR 122	English Composition	3
	Required Humanities*	3

**Term Three – Spring**

Required Mathematics*		4
MUP 101-292	Individual Lessons	2
MUP 121-222	Ensembles	2
MUS 113	Music Theory I	3
MUS 116	Aural Skills I	1
MUS 133	Class Piano	2
	Selected MUP/MUS credits***	2
	Required Humanities*	3

**Term Four – Fall**

MUP 101-292	Individual Lessons	1
MUS 211	Music Theory II	3
MUS 214	Intermediate Piano	2
MUS 224	Aural Skills II	1
HPE 295	Health/Wellness	3
	Selected MUP/MUS credits***	2
	Required Science	4

**Term Five – Winter**

MUS 212	Music Theory II	3
MUS 215	Intermediate Piano	2
MUS 225	Aural Skills II	1
SP 111	Fundamentals of Public Speaking OR	
SP 118	Interpersonal Communication OR	
SP 219	Small Group Discussion	3
	Required Social Science	3
	Required Science	4

**Term Six – Spring**

MUP 101-292	Individual Lessons	2
MUS 213	Music Theory II	3
MUS 216	Intermediate Piano	2
MUS 226	Aural Skills II	1
	Selected MUP/MUS credits***	2
	Required Social Science	3
	Required Science	3
TOTAL DEGREE CREDITS REQUIRED		96

## NOTES:

- A maximum of 124 lower division credits can be transferred from a community college to SOU.
- SOU Music Program Graduation Requirements: Baccalaureate students must complete a minimum of 60 credits of upper division work before a degree will be awarded and meet all the requirements of SOU prior to graduation. Upper division is defined as 300- and 400-level classes at a bachelor's degree-granting institution.
- For more information about the SOU Music Program, visit: [www.sou.edu/music](http://www.sou.edu/music)

**MUSIC**

The UCC Fine and Performing Arts Department offers a comprehensive two-year Music Studies program for vocal and instrumental students. It is approved for transfer to the University of Oregon School of Music, Southern Oregon University, Western Oregon University, and to liberal arts and education programs at most four-year colleges and universities.

The coursework in Music Studies at UCC includes 2 years of music theory and ear training, private lessons, and music literature. UCC award-winning performance groups include choir, band and orchestra, with groups specializing in both jazz and classical music. Additional classes are offered in jazz improvisation, music technology, jazz history, and rock history.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools. The following suggested transfer guide is designed to incorporate the AAOT degree requirements on pg. 42.

Suggested Transfer Guide  
Music**Term One – Fall**

MUS 111	Music Theory I	3
MUS 114	Aural Skills I	1
MUS 201	Intro to Music Lit	3
WR 121	English Composition	3
MUP 101-292	Individual Lessons	2
MUP 121-222	Ensembles	2
MUS 131	Class Piano	
	(unless excused)	2
	Social Science	3

**Term Two – Winter**

MUS 112	Music Theory I	3
MUS 115	Aural Skills I	1
MUS 202	Intro to Music Lit	3
WR 122	English Composition	3
MUP 101-292	Individual Lessons	2
MUP 121-222	Ensembles	2
MUS 132	Class Piano	
	(unless excused)	2

**Term Three – Spring**

MUS 113	Music Theory I	3
MUS 116	Aural Skills I	1
MUS 203	Intro to Music Lit	3
WR 123	English Composition	3
MUP 101-292	Individual Lessons	2
MUP 121-222	Ensembles	2
MUS 133	Class Piano (unless excused)	2
MTH 105	Intro to Contemporary Math or	4
or 111	College Algebra	

**Term Four – Fall**

MUS 211	Music Theory II	3
MUS 224	Aural Skills II	1
	Science w/lab	4
MUP 101-292	Individual Lessons	2
MUP 121-222	Ensembles	2
MUS 214	Intermediate Piano	2
	Arts and Letters course	3
	Social Science	3
	Math or Science	3-4

**Term Five – Winter**

MUS 212	Music Theory II	3
MUS 225	Aural Skills II	1
SP 105	Listening OR	
SP111	Fundamentals of Public Speaking OR	
SP 112	Persuasive Speech OR	
SP 218	Interpersonal Communication OR	
or 219	Small Group Discussion OR	3
	Science w/lab	4
HPE 295	Health/Wellness	3
MUP 101-292	Individual Lessons	2
MUP 121-222	Ensembles	2
MUS 215	Intermediate Piano	2

**Term Six – Spring**

MUS 213	Music Theory II	3
MUS 226	Aural Skills II	1
	Science w/lab	4
MUP 101-292	Individual Lessons	2
MUP 121-222	Ensembles	2
MUS 216	Intermediate Piano	2
	Social Science	3

**MUSIC: ENTERTAINMENT TECHNOLOGY**

Entertainment Technology prepares graduates for careers in the entertainment industry as lighting and sound technicians, recording engineers, theater and auditorium managers, talent agents, and equipment marketing representatives. Additional career options include film, radio, and television production, casino and theme park operations, music publishing, and all related performing arts production and management.

The program can be easily integrated with AAOT requirements, and details are available at the UCC Music Department, Counseling Center, and <http://www.umpqua.edu/Programs/Music>. Students planning to transfer in entertainment technology should work closely with UCC faculty and advisers and representatives from the school(s) to which they may transfer.

Suggested Transfer Guide  
Music: Entertainment Technology

**Term One – Fall**

MUS 105	Intro to Rock Music	3
MUS 117	Music Technology	2
MUS 131	Class Piano	2
TA 211	Set Design	3
WR 121	English Composition	3
	Social Science	3

**Term Two – Winter**

FA 256	American Film History	4
MUS 118	Music Technology	2
MUS 132	Class Piano	2
TA 213	Lighting Design	3
WR 122	English Composition	3
	Social Science	3

**Term Three – Spring**

MUS 119	Music Technology	2
MUS 133	Class Piano	3
MUS 205	Intro to Jazz History	3
SP 105	Listening OR	
SP111	Fundamentals of Public Speaking OR	
SP 112	Persuasive Speech OR	
SP 218	Interpersonal Communication OR	
or 219	Small Group Discussion OR	3
WR 123	English Composition	3
	Social Science	3

**Term Four – Fall**

BA 238 or	Salesmanship or	3
BA 239	Advertising (in Term Five - Spring)	3
MTH 105	Intro to Contemporary Math OR	
MTH 111	College Algebra	4
MUS 280	CWE (Recording/Media Services/ Sound and Lighting)	2

**Term Five – Winter**

	Science sequence with lab	4
	Social Science Electives	3
	Math/Science Electives	3
MUS 280	CWE (Recording/Media Services/ Sound and Lighting)	2

**Term Six – Spring**

ART 224	Computer Graphic Design	3
BA 239	Advertising OR	3
BA 238	Salesmanship (in Term Four - Fall)	3
ENG xxx	Literature course	3
HPE 295	Wellness/Health Assessment	3
MUS 280	CWE (Recording/Media Services/ Sound and Lighting)	2
	Science sequence with lab	4

**OUTDOOR RECREATION**

This Outdoor Recreation program is designed to prepare students for careers in the growing fields of outdoor adventure, outdoor programming, outdoor and experiential education and the application of outdoor recreation.

Douglas County is a perfectly suited environment for this type of program. After completing the 2 year degree requirements, students are encouraged to continue their education at either: Oregon State University Cascades (Bend) Campus, University of Idaho in Moscow, Eastern Washington University in Cheney, or Northern Arizona University in Flagstaff.

There are many career opportunities for outdoor recreation majors, including: tourism and leisure services (hostels, hotels, restaurants, resorts, guiding), municipal recreation (city and school-based recreation programs); therapeutic recreation for special populations, and outdoor and adventure occupations.

Suggested Transfer Guide  
Outdoor Recreation

\*\*Snow Boarding/Skiing 1  
\*\*Scuba-Beg/Adv 1  
\*\*Rescue Diver 1

**Term One - Fall**

ANTH 221 Cultural Anthropology 3  
WR 121 English Composition 3  
Humanities/Arts & Letters 6  
BA 223 Principles of Marketing 3  
GS 107 Astronomy 4  
PE 110 - 294 Activity Courses  
\*\*\*Compass, GPS, Maps 2  
\*\*Rock Climbing 1, 2, 3 1  
\*\*Rock Climbing Instructor Aide 3  
\*\*Scuba - Beg/Adv 1  
\*\*Altitude Diver 1  
\*\*Rescue Diver 1  
\*\*Mountain Biking 1

**Term Two - Winter**

ANTH 222 Cultural Anthropology 3  
BA 101 Intro to Business 4  
PE 110 - 294 Activity Courses  
\*\*\*Wilderness Emergency Care 2  
\*\*Snow Boarding/Skiing 1  
\*\*Scuba-Beg/Adv 1  
\*\*Rescue Diver 1  
SP111 Fundamentals of Public Speaking OR  
SP 112 Persuasive Speech OR  
SP 218 Interpersonal Communication OR  
SP 219 Small Group Discussion 3  
Humanities/Arts & Letters 3  
WR 122 English Composition 3

**Term Three - Spring**

ANTH 223 Cultural Anthropology 3  
HPE 295 Wellness/Health Assessment 3  
Humanities/Arts & Letters 3  
PE 110-294 Activity Courses  
\*\*\*Wilderness Survival 2  
\*\*Rock Climbing 1, 2, 3 or 1  
\*\*Rock Climb Instructor Aide 3  
\*\*Whitewater Rafting/ 1  
\*\*Kayaking-Beg/Adv 1  
\*\*Whitewater Guiding 1  
\*\*Kayak Roll 1  
\*\*Scuba - Beg/Adv 1  
\*\*Rescue Diver 1  
\*\*Altitude Diver 1  
\*\*Fly Fishing 1  
\*\*Mountain Biking 1  
\*\*\*Lifeguard Training 2  
PE 291 \*\*Water Safety Instructor 2  
PE 292 English Composition 3  
WR 123

**Term Four - Fall**

BA 226 Business Law 4  
GS 104 Physical Science 4  
MTH 105 Intro to Contemporary Math 4  
(or higher)  
SOC 213 Social Science 3  
PE 110 - 294 Activity Courses  
\*\*\*Compass, Maps, GPS 2  
\*\*Rock Climbing 1, 2, 3 or PT 1  
\*\*Rock Climbing Instructor Aide 3  
\*\*Scuba - Beg/Adv 1  
\*\*Rescue Diver 1  
\*\*Mountain Biking 1

**Term Five - Winter**

ENG xxx Literature 3  
Social Science 3  
GS 105 Physical Science 4  
PE 110 - 294 Activity Courses  
\*\*\*Wilderness Emergency Care 2

**Term Six - Spring**

Social Science 3  
Tourism & Recreation (Online) 3  
GS 106 Physical Science 4  
PE 110 - 294 Activity Courses  
\*\*Wilderness Survival 2  
\*\*Rock Climbing 1, 2, 3 1  
\*\*Rock Climb Instructor Aide 3  
\*\*Whitewater Rafting/ 1  
\*\*Kayaking-Beg/Adv 1  
\*\*Whitewater Guiding 1  
\*\*Kayak Roll 1  
\*\*Altitude Diver 1  
\*\*Rescue Diver 1  
\*\*Scuba - Beg/Adv 1  
\*\*Fly Fishing 1  
PE 291 \*\*\*Lifeguard Training 2  
PE 292 \*\*Water Safety Instructor 2

\*\* Optional - pick 5/year  
\*\*\* Required

Refer to <http://www.ous.edu/stucoun/prospstu/tadmissions.php>

**PHILOSOPHY**

Majors in Philosophy are offered at UO, OSU, and PSU. UCC offers coursework approved for transfer to these institutions.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

**PHYSICS**

The Physics major is available at UO, OSU, PSU, EOU, WOU and SOU. Programs of study offered at UCC are approved for transfer to these institutions.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools. Well prepared entering students may take the following courses and then transfer upon completion of the first year.

Suggested Transfer Guide  
Physics

**Term One - Fall**

CH 221 General Chemistry 5  
MTH 251 Calculus I 4  
PH 211 General Physics w/calculus 5  
WR 121 English Composition 3

**Term Two - Winter**

CH 222 General Chemistry 5  
MTH 252 Calculus II 4  
PH 212 General Physics w/calculus 5  
WR 122 English Composition 3

**Term Three - Spring**

CH 223 General Chemistry 5  
MTH 253 Calculus III 4  
PH 213 General Physics w/calculus 5  
WR123 Eng. Composition 3

## POLITICAL SCIENCE

Political Science major programs are offered at UO, OSU, PSU, WOU, and SOU. Transfer programs at UCC are approved to meet lower division requirements at these institutions.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

## PRE-LAW

Most law schools (including UO) require a bachelor's degree as prerequisite for admission. They are not concerned about the applicant's major, but wish to see evidence of intellectual maturation. Therefore, most require that no more than ten percent of the applicant's pre-legal education consist of "activity" courses of a "non-theoretical" nature. Keen analytical capabilities and well-developed writing skills are emphasized. Courses such as PS 201 and 202 relating to U.S. Government institutions, including courts and the law, can help the student to comprehend the role of law in American society and can provide the student with an opportunity to analyze real-life court decisions.

In selecting a pre-law major, students should consider the area to be selected for law practice: government, business and corporate, sciences, criminal justice, publishing, domestic relations, etc. Admission to law schools is based on academic achievement, employment experience, extra-curricular activities, and performance on the Law School Admission Test (LSAT).

Students should follow the transfer curriculum for the field of study and college or university in which they plan to complete the baccalaureate degree. After transfer, consult with the institution's pre-law adviser to plan upper division coursework.

## PRE-PROFESSIONAL HEALTH CARE

### Pre-Professional: Dentistry, Medical Technology, Medicine, Optometry, Pharmacy, Physical Therapy, Veterinary Medicine

Each course of study is designed to allow students to complete the first two years of a four-year pre-professional program at UCC. The students will then complete the remaining pre-professional prerequisites at a four-year college or university. The majority of students apply to the professional schools after earning a Bachelor's degree. The course work completed at UCC is applied towards a Bachelor's degree in a related field.

The first two years of course work includes prerequisites in mathematics, the sciences (such as chemistry and physics), the humanities and social sciences. Admission to most professional schools is highly competitive, and there are only a few such programs available within the state of Oregon. Students completing one of these professional programs can expect to earn an excellent salary. Employment in these fields is expected to grow at faster rates than the average of other occupations.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

### Suggested Transfer Guide

#### Term One - Fall

BI 211	Principles of Biology	5
CH 221	General Chemistry	5
MTH(by plcemnt)	Mathematics	4
WR 121	English Composition	3

#### Term Two - Winter

BI 212	Principles of Biology	5
CH 222	General Chemistry	5
MTH	Mathematics	4
WR 122	English Composition	3

#### Term Three - Spring

BI 213	Principles of Biology	5
CH 223	General Chemistry	5
MTH	Mathematics	4
WR 123	English Composition	3

#### Term Four - Fall

CH 241	Organic Chemistry	4
HPE 295	Wellness/Health Assessment	3
PH 201	General Physics	5
	Humanities/Arts & Letters OR	
	Social Science Elective	3

#### Term Five - Winter

CH 242	Organic Chemistry	4
PH 202	General Physics	5
SP 111	Fundamentals of Public Speaking OR	
SP 219	Small Group Discussion	3
PSY 202	General Psychology	3

#### Term Six - Spring

CH 243	Organic Chemistry	4
PH 203	General Physics	5
PSY 203	General Psychology	3
	Humanities/Arts & Letters OR	
	Social Science Elective	3

## PRE-DENTISTRY

Admission to professional schools of dentistry is competitive with limited placement. The Dental School requires a minimum of two full academic years prior to admission. Students beginning a pre-dentistry program at a community college should plan to transfer to an accredited four-year institution at least one year prior to anticipated enrollment at the School of Dentistry and complete the pre-dental requirements.

## PRE-MEDICINE

Pre-medicine programs are offered at most four-year colleges and universities in Oregon. Students may take two years at UCC, then complete two additional years at four-year institutions offering the complete pre-medicine program. Students should consult their UCC adviser for any special requirements of the college or university to which they will transfer. To avoid scheduling conflicts, it is recommended that the Principles of Biology sequence (BI 211, 212, 213) and the General Chemistry sequence (CH 221, 222, 223) be taken in the first year, and that the Physics sequence (either PH 201, 202, 203 or PH 211, 212, 213) and/or the Organic Chemistry sequence (CH 241, 242, 243) be taken in the second year.

## PRE-OPTOMETRY

The only professional School of Optometry in Oregon is located at Pacific University in Forest Grove. UCC offers a program which is approved for transfer to Pacific in the junior year of the pre-professional program, after which admission to the professional program is on a competitive basis.

The majority of candidates accepted for the professional program already have earned bachelor's degrees. Therefore, a second option is transfer to UO or OSU for two years and completion of a baccalaureate degree prior to application to Pacific University.

## PRE-PHARMACY

OSU is the only institution in Oregon offering a professional pharmacy degree. Approximately three years of pre-pharmacy study (at the undergraduate level) is required prior to entering the four year Doctor of Pharmacy (Pharm.D.) program. Two of these three years can be completed at UCC.

## PRE-PHYSICAL THERAPY

Students pursuing a degree in Physical Therapy must first complete a two-year pre-professional program, which may be taken at UCC. After completion of this program, students may apply for admission to schools of physical therapy. However, admission is highly competitive, and most students transfer either to an Oregon four-year college or to Pacific University for two additional years of pre-therapy training in order to be competitive. Clinical training facilities are not available at Oregon public colleges and universities. Following pre-therapy education, you must apply at Pacific University or at an out-of-state school. Students considering out-of-state schools should consult with UCC advisers about regional programs. "WICHE" and "WUE" feature tuition assistance for Oregon students.

## PRE-VETERINARY MEDICINE

Oregon has established a college of veterinary medicine at OSU and has an agreement with the College of Veterinary Medicine at Washington State University and the University of Idaho for a cooperative program in veterinary medical education leading to the Doctor of Veterinary Medicine. Be advised that admission to professional schools of veterinary medicine is very competitive. It is recommended that students pursue an academic major in science or animal science in conjunction with meeting pre-veterinary requirements.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

Psychology majors should complete the general psychology sequence by taking one course in each term of their first year.

## PSYCHOLOGY

Psychology majors are available at UO, OSU, PSU, EOU, WOU and SOU. UCC provides a transfer program for psychology which has been approved by these institutions.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

## PUBLIC ADMINISTRATION

Students interested in public administration may pursue degree programs in Planning, Public Policy and Management offered in the School of Architecture and Allied Arts at UO, or at WOU. UCC offers coursework approved for transfer to these institutions.

Career possibilities for public administration graduates include jobs with municipalities and counties in planning and administration, in policy development and budget analysis with state and federal agencies, and with numerous other public agencies needing upper level administration and advisement.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

Suggested Transfer Guide  
 Public Administration

### Term One - Fall

HPE 295	Wellness/Health Assessment	3
PS 201	United States Government	3
SOC 204	Introduction to Sociology	3
SP111	Fundamentals of Public Speaking	3
WR 121	English Composition	3

### Term Two - Winter

MTH	at least one course with MTH 095 as a prerequisite	4
PS 202	United States Government	3
SOC 205	Institutions and Social Change	3
SP 218	Interpersonal Communication	3
WR 122	English Composition	3

### Term Three- Spring

PS 203	United States Government	3
SOC 206	Social Problems and Issues	3
SP 219	Small Group Discussion	3
WR 123	English Composition OR	
WR 227	Technical Report Writing	3
	Lab Science	4

### Term Four - Fall

ECON 201	Economics	3
PSY 201	General Psychology	3
WR 123	English Composition OR	
	Arts and Letters to complete AAOT requirement	3
	Computer Sciences/Mathematics/	
	Science to complete AAOT req	4
	Lab Science	4

### Term Five - Winter

ECON 202	Economics	3
HS 154	Community Resources	3
PSY 202	General Psychology	3
	Arts and Letters to complete AAOT requirement	3
	Lab Science	4

### Term Six - Spring

ECON 203	Economics	3
PSY 203	General Psychology	3
	Elective	3
	Elective	3

## RESPIRATORY CARE

The Umpqua Community College Respiratory Care transfer program prepares students for a Bachelor of Science Degree in Respiratory Care at Oregon Institute of Technology. Students transferring from Umpqua Community College to Oregon Institute of Technology's will be given full credit for all articulated courses listed below.

Students must complete a minimum of 60 credits of upper-division work (300- and 400- level classes taken at a 4-year institution) before a degree will be awarded - a minimum of 45 of these credits must be taken at OIT.

Students may guarantee program requirements by obtaining written approval from their OIT major department and the Registrar, based on the catalog the student uses when he/she transfers to OIT.

### REQUIRED CURRICULUM:

BI 231	Human Anatomy & Physiology	4
BI 232	Human Anatomy & Physiology	4
BI 233	Human Anatomy & Physiology	4
CH 104	Introductory Chemistry	4
MED 111	Medical Terminology I	3
	*Humanities Elective	3
	ART, ENG, FA, MUS, PHL, R, or TA prefixes	
MTH 111 or	College Algebra OR	
MTH 243	Intro to Probability and Statistics	4
PSY 201, 202	General Psychology	3
or 203		
	Social Sciences Elective	3
	ANTH, ECON, HST, PS, PSY or SOC prefixes	
SP 111	Fundamentals of Public Speaking	3
WR 121	English Composition	3
WR 122	English Composition	3
RCP 100	Introduction to Respiratory Care	
RCP 231	Pulmonary Physiology	
RCP 100 and RCP 231	must be taken at OIT online or on campus.	

\* Only 3 humanities credits may be studio/performance based.

Please refer to the OIT Respiratory Care Website, [www.oit.edu/rcp](http://www.oit.edu/rcp), to view application procedures and curriculum requirements for students admitted to the professional programs. Some of these courses may be taken prior to admission into the program. Students are strongly advised to complete all the general education courses in the freshman year curriculum before applying to the professional program.

## SOCIOLOGY/SOCIAL WORK

A Bachelor's degree in Sociology is offered at UO, OSU, PSU, EOU, and SOU. UCC provides a transfer program for sociology which has been approved by these institutions.

Students planning to transfer should work closely with UCC faculty and advisers, and with representatives from the receiving college or university. There may be special requirements for specific programs or schools.

## THEATRE ARTS

The UCC Fine and Performing Arts Department offers a comprehensive two-year course of study with an emphasis in acting, design, and theatrical production. It is approved for transfer to the University of Oregon, Oregon State University, Southern Oregon University, Western Oregon University, and to liberal arts and education programs at most four-year colleges and universities.

The coursework in Theatre Studies at UCC includes two years of acting, a general introduction to theatre studies, scenic design, lighting design, stage make-up, rehearsal and performance, and technical production laboratory. The department produces four to six major play productions each year, including the Oregon Musical Theatre Festival each summer on the UCC campus. Students gain extensive experience with all aspects of theatrical production by performing and crewing departmental productions. Additional classes are offered in American Film history, video production and aesthetics. A complete list of recommended courses and detailed planner are available through the Counseling Office, or electronically at <http://www.umpqua.edu/degree-programs/83>. Students planning to transfer in theatre studies should work closely with UCC advisers and representatives from the school(s) to which they may transfer.

### Suggested Transfer Guide

#### Term One – Fall

SP 111	Fundamentals of Public Speaking	3
TA 271	Intro to Theatre	4
TA 141	Acting I	3
WR 121	English Composition	3
	Social Science Elective	3

#### Term Two – Winter

HPE 295	Health/Wellness	3
MTH 105	Intro to Contemporary Math OR	
MTH 111	College Algebra	4
TA 142	Acting II	3
WR 122	English Composition	3
	Social Science Elective	3

#### Term Three – Spring

ENG 105	Intro to Lit-World Drama	3
MTH 105	Intro to Contemporary Math OR	
MTH 111	College Algebra	4
TA 143	Acting III	3
TA 213	Intro to Lighting Design	3
TA 265	Production Lab	3
WR 123	English Composition	3
	Social Science Elective	3

#### Term Four – Fall

ENG 201	Shakespeare	3
TA 227	Stage Makeup	3
TA 241	Intermediate Acting	3
	Social Science Elective	3
	Science Elective	4
	Music/Art Elective	1-3

#### Term Five – Winter

TA 253	Rehearsal & Performance	3
TA 242	Intermediate Acting	3
ENG 202	Shakespeare	3
	Math/Science Elective	3
	Science Elective	4
	Music/Art Elective	1-3

#### Term Six – Spring

TA211	Intro to Set Design	3
TA 243	Intermediate Acting	3
ENG 203	Shakespeare	3
	Science Elective	4
	Music/Art Elective	1-3

- GENERAL INFORMATION
- TRANSFER EDUCATION
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# career & technical education



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## ready to start a career?

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*You could be on your way to a rewarding career in less than a year!*

### **Umpqua Community College offers coursework for a variety of careers**

1. Career and technical programs provide instruction in the knowledge and skills in 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.
2. While career-technical programs are designed primarily to prepare you for immediate employment, many also offer opportunities for transfer to another college or university. You are encouraged to speak with an adviser about these possibilities.
3. **GET STARTED NOW!**



# career and technical areas

PROGRAM	CERTIFICATE	AAS
Accounting Technology		83
Administrative Assistant		105
Administrative Medical Assistant		105
Apprenticeship Training	76	
Automotive Technology	79	
Automotive Technology/Toyota Option		80
Aviation Flight Technology	80	81
Clinical Medical Assistant	104	
Communication Studies	85	
Computer Information Systems		86
Construction Technology	87	
Criminal Justice	87	88
Culinary Arts	89	
Dental Assisting	90	
Dental Hygiene		90
Drafting Technology	93	
Early Childhood Education	90	91
Education: Paraeducator	91	
Electrician Apprenticeship Technologies	76	77
Electrician Apprenticeship Technologies, Ltd.	76	
Emergency Medical Services		92
Employment Skills Training	93	
Engineering-Civil & Surveying Technology		94
Entrepreneurship		
Entry Management		84
Financial services	82	
Fire Science		94
Fitness Technician		
Graphic Communications		84
Green Technician	96	
Health Informatics		97
Human Services		97
Industrial Mechanics and Maintenance Technology	78	78
Legal Assistant/Paralegal Studies	98	99
Marketing		85
Medical Billing & Collections	104	
Nursing		101
Practical Nursing	102	
Occupational Skills Training	103	
Office Assistant	103	
Paralegal Studies		99
Public Relations	86	
Retail (WAFC)	82	
Supervision	82	
Trucking and Transportation Logistics (Truck Driving)	106	
Visual Communications	107	107
Viticulture and Enology	108	108
Welding	109	
Wine Marketing Assistant	108	

# career & technical certificates and degrees

## CERTIFICATES OF COMPLETION

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

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

Related Instruction requirement for one-year certificate programs (45 or more credits) are as follows:

1. Complete a recognizable core of general education courses.
  - A. Mandatory Placement Scores in mathematics, and/or writing which demonstrate meeting or exceeding the minimum or higher requirements set for the department with competencies established for each individual program by the Advisory Board and faculty.

Required learning outcome competency may be provided by:

    - a. Embedded Learning
    - b. Completion of required specified content area class(es)
    - c. Competency Testing
2. WR 115 English Comp or above
3. Three credits of mathematics numbered 52 or above.
4. Human Relations Component

## ASSOCIATE OF APPLIED SCIENCE

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

General requirements for the Associate of Applied Science are:

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

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

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

1. Satisfactorily complete all required courses in a specified occupational curriculum.
2. Complete a minimum of 90 credit hours or equivalent proficiency.
3. Maintain a cumulative grade point average of 2.00.
4. Complete a recognizable core of general education courses.

- A. The student will demonstrate competency in mathematics and/or writing which meets or exceeds the requirements set for each program by the Advisory Board and faculty.

Required learning outcome competency may be provided by:

- a. Embedded Learning
  - b. Successful completion of required specified content area class(es)
  - c. Competency Testing
- B. 3 credit hours of Mathematics numbered 52 or above or demonstrated competency.
  - C. 3 credit hours in WR 115 English Composition or above or demonstrated competency.
  - D. 3 credit hours of Human Relations as specified by program.
5. Attend Umpqua Community College two terms, including the last term. Complete a minimum of 24 credit hours at UCC, 15 of which must be in the career-technical major area at UCC.
  6. A maximum of 24 credits of CWE will count towards the Associate of Applied Science Degree.

CWE - Elective credits: Thirteen credits count for the A.A.S. Degree.

## HUMAN RELATIONS COURSES

Human Relations includes topics such as:

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.

These courses satisfy Related Instruction requirement.

Approved Human Relations Courses:

- PSY 101 Psychology of Human Relations (3)
- SDP 112 Communicating Effectively (3)
- SDP 113 Human Relations/Supervisors (3)
- SP 105 Listening (3)
- SP 218 Interpersonal Communications (3)
- SP 219 Small Group Discussion (3)

## APPRENTICESHIP TRAINING

State and federal laws determine entry requirements. General minimum requirements for entrance are:

- 18 years of age
- High school graduation preferred; GED accepted
- One year of high school math with a passing grade of C or better
- Acceptance after interview by the local Joint Apprenticeship Training Committee (JATC)

Candidate selection varies by occupation. Normally, there are two ways to enter a program. Either enter the program while employed by a company, or apply when the trade opens for application.

Opportunities statewide and more information about apprenticeship can be obtained at the Oregon Bureau of Labor and Industries Apprenticeship Training Division (BOLI-ATD) website [www.oregon.gov/boli/atd/](http://www.oregon.gov/boli/atd/).

Related training at UCC is currently available for the trades of:

- Inside Electrician
- Limited Manufacturing Plant Electrician
- Limited Maintenance Electrician
- Industrial Maintenance Millwright
- Industrial Machinist
- Industrial Pipe-fitter

The apprenticeship program is two-fold. Apprentices gain experience working in a chosen field and also attend classes. Local JATCs of both labor and management work with the college to implement the apprenticeship programs.

Upon being selected as an apprentice, a contractual agreement is secured with the JATC, the employer, and BOLI-ATD. The apprentice, as an employee, earns wages while receiving on-the-job training and related training in class. Every six months progress is reviewed and evaluated.

An apprentice may also earn a Certificate of Completion and an Associate of Applied Science degree by successfully completing the required credit hours with a grade of "C" or better in all courses. Additional information can be obtained from the Apprenticeship Coordinator at 541-440-4675.

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 Science degree in Operations Management at Oregon Institute of Technology.

The Certificates and AAS degrees are based on BOLI-ATD and local JATC trade-specific standards. The certificates and AAS degrees provide additional access to related training courses across the state for registered apprentices and aligned program outcomes, assessments, and courses. They are restricted to BOLI-ATD registered apprentices and not available to the general student population. Therefore, they are closed enrollment.

### Certificate Limited Electrician Apprenticeship Technologies

The Certificate of Completion in Limited Electrician Apprenticeship Technologies is a credential in Oregon Community College Electrician Apprenticeship and is available only to BOLI-ATD registered apprentices and not available to the general student population. Therefore, it is a closed enrollment program. The following 4000-hour BOLI-ATD registered apprenticeship and Oregon Building Codes licensed trade is offered:

- Limited Maintenance Electrician

Enrollment into this closed-enrollment program requires sponsorship by an approved training agent (employer) and successful

completion of MTH 052 or MTH 060 with a grade of "C" or better, or equivalent placement scores. CPR/First Aid certification is also required for entry. Additional information can be obtained from the Apprenticeship Coordinator at 541-440-4675.

#### Required Curriculum

APR 151	Basic Electronics and Electricity	4
APR 153	Electrical Applications and Techniques	3
APR 157	Introduction to the NEC	2
APR 159	Electrical Blueprint Reading	2
APR 165	AC Electronics and Electricity	4
APR 167	Electric Motors and Transformers	3
APR 169	Electrical Code Study 2	2
APR 253	Electrical Code Study 3	2
APR 255	Motor Controls 1	2
	<b>Total for Certificate</b>	<b>24</b>

### Certificate Electrician Apprenticeship Technologies

The Certificate of Completion in Electrician Apprenticeship Technologies is a credential in Oregon Community College Electrician Apprenticeship and is available only to BOLI-ATD registered apprentices and not available to the general student population. Therefore, it is a closed enrollment program. The following 8000-hour BOLI-ATD registered apprenticeship and Oregon Building Codes licensed trades are offered.

- Inside Electrician
- Limited Manufacturing Plant Electrician

Enrollment into this closed-enrollment program requires sponsorship by an approved training agent (employer) and successful completion of MTH 052 or MTH 060 with a grade of C or better, or equivalent placement scores. CPR/First Aid certification is also required for entry. Additional information can be obtained from the Apprenticeship Coordinator at 541-440-4675.

#### Required Curriculum

\*Course requirements vary slightly based on specific electrical trade.

*APR 140	Beginning Welding for Apprentices (*Limited Manufacturing Plant Electrician only)	1
APR 151	Basic Electronics and Electricity	4
APR 153	Electrical Applications and Techniques	3
APR 155	Electrical Best Practices	2
APR 157	Introduction to the NEC	2
APR 159	Electrical Blueprint Reading	2
*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
APR 251	Electrical Sensors and Control	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
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
*Elective (Limited Manufacturing Plant Electrician Only)		
MTH 065 (or higher)	Elementary Algebra	4
WR 121	English Composition	3
	Human Relations from approved list -page 83	3
<b>Total for Certificate</b>		<b>63</b>

### Associate of Applied Science Electrician Apprenticeship Technologies

This statewide AAS degree in Electrician Apprenticeship Technologies is a credential in Oregon Community College Electrician Apprenticeship and is available only to BOLI-ATD registered apprentices and not available to the general student population. Therefore, it is a closed enrollment program. The following 8000-hour BOLI-ATD registered apprenticeships and Oregon Building Codes licensed trades are offered:

- Inside Electrician
- Limited Manufacturing Plant Electrician

Enrollment into this closed-enrollment program requires sponsorship by an approved training agent (employer) and successful completion of MTH 052 or MTH 060 with a grade of "C" or better, or equivalent placement scores. CPR/First Aid certification is also required for entry. Additional information can be obtained from the Apprenticeship Coordinator at 541-440-4675.

This degree is a credential in Oregon Community College Electrician Apprenticeship. The model provides statewide transfer opportunities, ladder-type Certificates of Completion, and an optional transfer path into a Bachelor of Science degree in Operations Management at the Oregon Institute of Technology. The AAS degree is based on Oregon State Apprenticeship Training Council and local Joint Apprenticeship Training Committee (JATC) trade specific standards. The AAS degree provides additional access to related training courses across the state for registered apprentices and aligned program outcomes, assessments, and courses.

#### Required Curriculum

- Inside Electrician
- Limited Manufacturing Plant Electrician

\*Course requirements vary slightly based on specific electrical trade.

*APR 140	Welding for Apprentices (*Limited Manufacturing Plant Electrician only)	1
APR 151	Basic Electronics and Electricity	4
APR 153	Electrical Applications and Techniques	3
APR 155	Electrical Best Practices	2
APR 157	Introduction to the NEC	2
APR 159	Electrical Blueprint Reading	2
*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	2
APR 169	Electrical Code Study 2	2
APR 251	Electrical Sensors and Control	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
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
MTH 065 (or higher)	Elementary Algebra	4
WR 121	English Composition	3
HR	Human Relations from approved list	3
	Additional Related Instruction from list below	6
MTH 095 or higher	Intermediate Algebra and/or	4
WR 122 or higher	English Composition and/or	3
Human Relations from approved list-page 83		3
CPC	Credit for Prior Certification (Journeyman Card)	22
<b>Total for Degree</b>		<b>91</b>

### Certificate Industrial Mechanics and Maintenance Technology Apprenticeship

This certificate of completion is a credential in Oregon Community College Industrial Mechanics and Maintenance Technology Apprenticeship and is available only to BOLI-ATD registered apprentices and not available to the general student population. Therefore, it is a closed enrollment program. The following 8000-hour BOLI-ATD registered apprenticeship trades are offered.

- Industrial Machinist
- Industrial Maintenance Millwright
- Industrial Pipe-fitter

Enrollment into this closed-enrollment program requires sponsorship by an approved training agent (employer) and successful completion of MTH 052 or MTH 060 with a grade of C or better, or equivalent placement scores. CPR/First Aid certification is also required for entry. Additional information can be obtained from the Apprenticeship Coordinator at 541-440-4675.

#### Required Curriculum

\*Course requirements vary slightly based on each specific trade.

#### REQUIRED FOR ALL SPECIALTIES (CORE COURSES)

APR 120	Industrial Safety	3
APR 140	Beginning Welding for Apprentices	1
APR 141	Intermediate Welding for Apprentices	1
APR 228	Rigging Fundamentals	3
CIV 112	CAD for Engineers	3
MTH 075	Applied Geometry	3
MFG 111	Machine Shop Practices I	3
MFG 121	Hydraulics I	3
WLD 131	Basic Metallurgy	3
WLD 140	Blueprint Reading and Sketching	3
WR 115 or higher	Intro to Expository Writing	3
HR	Human Relations from approved list	3

## ADDITIONAL REQUIRED FOR MILLWRIGHTS

APR 130	Mechanical Principles & Drive Designs	3
APR 229	Pneumatics	3
MFG 112	Machine Shop Practices II	3
MFG 122	Hydraulics II	3
MFG 123	Hydraulics III	3
	Electives from approved list	1
	Total Certificate Credits	48

## ADDITIONAL REQUIRED FOR MACHINISTS:

APR 130	Mechanical Principles & Drive Designs	3
CIS 120	Intro to Computer Information Systems	4
MFG 112	Machine Shop Practices II	3
MFG 113	Machine Shop Practices III	3
	Electives from approved list	3
	Total Certificate Credits	48

## ADDITIONAL REQUIRED FOR PIPE FITTERS:

APR 143	Pipe Welding	1
APR 229	Pneumatics	3
APR 239	Pumps and Pumping	3
MFG 122	Hydraulics II	3
MFG 123	Hydraulics III	3
WQT 130	Water Treatment Plant Operation	3
	Total Certificate Credits	48

## ELECTIVES as necessary to reach 48 credits

(Depending on specialty) Must be non-duplicative

APR 142	Advanced Welding for Apprentices	1
APR 143	Pipe Welding	1
APR 151	Basic Electronics and Electricity	4
APR 153	Electrical Applications and Techniques	3
APR 165	AC Electronics and Electricity	3
APR 239	Pumps and Pumping	3
APR 259	Solid State and Digital Applications	4
BA 101	Introduction to Business	4
CIS 120	Intro to Computer Information Systems	4
CIS 125D	Computer Applications - Database	3
CIS 125S	Computer Applications - Spreadsheets	3
ENGR 245	Engineering Graphics and Design	3
HPE 295	Wellness & Health Assessment	3
MFG 112	Machine Shop Practices II	3
MFG 113	Machine Shop Practices III	3
MFG 122	Hydraulics II	3
MFG 123	Hydraulics III	3
MFG 124	Hydraulics IV	3
MFG 125	Hydraulics V	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations for Supervisors	3
	Total for Certificate	48

## Associate of Applied Science

Industrial Mechanics and Maintenance Technology  
Apprenticeship

This AAS degree is a credential in Oregon Community College Industrial Mechanics and Maintenance Technology Apprenticeship and is available only to BOLI-ATD registered apprentices and not available to the general student population. Therefore, it is a closed enrollment program. The following 8000-hour BOLI-ATD registered apprenticeship trades are offered:

- Industrial Machinist
- Industrial Maintenance Millwright
- Industrial Pipe-fitter

Enrollment into this closed-enrollment program requires sponsorship by an approved training agent (employer) and successful completion of MTH 052 or MTH 060 with a grade of C or better, or equivalent placement scores. CPR/First Aid certification is also required for entry. Additional information can be obtained from the Apprenticeship Coordinator at (541) 440-4675.

## Required Curriculum

\*Course requirements vary slightly based on each specific trade.

## REQUIRED FOR ALL SPECIALTIES (CORE COURSES)

APR 120	Industrial Safety	3
APR 140	Beginning Welding for Apprentices	1
APR 141	Intermediate Welding for Apprentices	1
APR 228	Rigging Fundamentals	3
CIV 112	CAD for Engineers	3
MTH 075	Applied Geometry	3
MFG 111	Machine Shop Practices I	3
MFG 121	Hydraulics I	3
WLD 131	Basic Metallurgy	3
WLD 140	Blueprint Reading and Sketching	3
WR 115 or higher	Intro to Expository Writing	3
HR	Human Relations from approved list	3
CPC	Credit for Prior Certification (Journeyman Card)	22
	Related Instruction from the list below	6
	MTH 065 or higher and/or	
	WR 121 or higher and/or	
	Human Relations from approved list (p. 83)	

## ADDITIONAL REQUIRED FOR MILLWRIGHTS

APR 130	Mechanical Principles & Drive Designs	3
APR 229	Pneumatics	3
MFG 112	Machine Shop Practices II	3
MFG 122	Hydraulics II	3
MFG 123	Hydraulics III	3
	Electives from approved list	15
	Total Degree Credits	90

#### ADDITIONAL REQUIRED FOR MACHINISTS:

APR 130	Mechanical Principles & Drive Designs	3
CIS 120	Intro to Computer Information Systems	4
MFG 112	Machine Shop Practices II	3
MFG 113	Machine Shop Practices III	3
	Electives from approved list	17
	Total Degree Credits	90

#### ADDITIONAL REQUIRED FOR PIPE FITTERS:

APR 143	Pipe Welding	1
APR 229	Pneumatics	3
APR 239	Pumps and Pumping	3
MFG 122	Hydraulics II	3
MFG 123	Hydraulics III	3
WQT 130	Water Treatment Plant Operation	3
	Electives from approved list	14
	Total Degree Credits	90

#### ELECTIVES as necessary to reach 90 credits

(Depending on specialty) Must be non-duplicative

APR 142	Advanced Welding for Apprentices	1
APR 143	Pipe Welding	1
APR 151	Basic Electronics and Electricity	4
APR 153	Electrical Applications and Techniques	3
APR 165	AC Electronics and Electricity	3
APR 239	Pumps and Pumping	3
APR 259	Solid State and Digital Applications	4
BA 101	Introduction to Business	4
CIS 120	Intro to Computer Information Systems	4
CIS 125D	Computer Applications - Database	3
CIS 125S	Computer Applications - Spreadsheets	3
ENGR 245	Engineering Graphics and Design	3
HPE 295	Wellness & Health Assessment	3
MFG 112	Machine Shop Practices II	3
MFG 113	Machine Shop Practices III	3
MFG 122	Hydraulics II	3
MFG 123	Hydraulics III	3
MFG 124	Hydraulics IV	3
MFG 125	Hydraulics V	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations for Supervisors	3

NOTE: Students who transfer to UCC with BOLI-ATD issued Certificates of Completion and/or journey cards seeking a UCC certificate or degree should contact the Apprenticeship Coordinator at 541-440-4675 for advising.

## AUTOMOTIVE

The Automotive Program is designed to provide basic skills and technical knowledge required to achieve an entry level position as an Automotive Technician. Courses offered may be transferred to other community colleges and four-year schools. A basic tool set is required of all entering students and a list of those required tools are available from the automotive instructors. UCC offers Automotive Certificates and AAS options.

## AUTOMOTIVE TECHNOLOGY

### Certificate

A one-year certificate will be awarded upon completion of 47 credits with a minimum accumulative GPA of 2.00.

#### Program Admission Process

The Automotive AAS and T-Ten programs, and Automotive one-year certificate, have limited enrollment - applications are due by August 30, 2010. Applicants must successfully complete the admission application form and process and must meet program requirements described below. Admission to the program will be based on accepted application to the program and then on a first-come, first-served basis as space allows. (Applications submitted after August 30, 2010 may be considered on a space-available basis.)

#### Entry Requirements

1. Pre-requisites: program applicants must have completed MTH 010, RD 080, and WR 090 with a grade of C or better- equivalent math, reading or writing courses and/or placement scores may be accepted with department approval.
2. Drug screening: program applications must have successfully passed a drug screening test, and may be subject to a random drug screening test. UCC's Automotive Department will designate which company will conduct the drug screen testing.
3. In accordance with industry standards, the Automotive Program maintains a no-tolerance policy regarding substance abuse, as outlined in UCC's Student Code of Conduct, 721.3.
4. Automotive Program orientation: attend the orientation session as scheduled. A screening interview may be required.
5. Students in the Automotive program may be required to enroll in other classes or participate in supplementary activities to increase their success.
6. Students must be in the Automotive program to enroll in any of the Automotive program courses, or have special permission from the Automotive Department.

The Automotive Program courses, policies and graduation requirements are under constant review and subject to change. (Contact the department for details, or see updates at [www.umpqua.edu/Automotive](http://www.umpqua.edu/Automotive).)

### Required Curriculum

#### First Term - Fall

AUT 168	Automotive Electricity I	5
AUT 169	Automotive Electricity II	5
	Mathematics 052 or higher based on placement test scores.	4

#### Second Term - Winter

AUT 155	Brakes	5
AUT 158	Suspension and Alignment	5
CIS 120	Intro to Computer Information Systems	4
HPE 295	Wellness/Health Assessment or HE 252 First Aid	3
WR 115	Intro to Expository Writing (or higher)	3

<b>Third Term - Spring</b>		
AUT 151	Internal Combustion Engines	5
AUT 161	Power Trains	5
PSY 101	Psychology of Human Relations	3
	<b>Total Certificate Credits</b>	<b>47</b>

**Automotive Service Technology Associate of Applied Science**

Minimum GPA in automotive classes shall be 2.00. For current program requirements, you are strongly urged to consult with a member of the automotive staff or an adviser.

Automotive courses are offered in five-week modules. Check the class schedule to determine the sequence of courses and the order in which they will be taught each year.

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

**Required Curriculum-Track A:**

**Term One — Fall**

AUT 168	Automotive Electricity I	5
AUT 169	Automotive Electricity II	5
	Mathematics 052 or higher based on placement test scores	4

Reading as needed

**Term Two — Winter**

AUT 155	Brakes	5
AUT 158	Suspension and Alignment	5
CIS 120	Intro to Computer Info Systems	4

**Term Three — Spring**

AUT 151	Internal Combustion Engines	5
AUT 161	Power Trains	5
WR 115 (or higher)	Intro to Expository Writing	3

**Term Four — Fall**

AUT 259	Electronic Fuel Injection, Computer Systems I	5
AUT 260	Electronic Fuel Injection, Computer Systems II	5
PSY 101	Psychology of Human Relations	3

**Term Five — Winter**

AUT 263	Automatic Transmissions	5
AUT 289	Engine Performance	5
WLD 101	Welding Processes and Applications	4

**Term Six — Spring**

AUT 286	Climate Control Systems	5
AUT 290	Automotive Repair I	5
	HE 252 First Aid or HPE 295 Wellness/Health Assessment	3
	*CWE/Electives (100 level or higher)	11
	<b>Total Degree Credits</b>	<b>92</b>

\*Electives for the program are offered F, W, S, Su. See program adviser or automotive staff.

**Automotive Technology Associate of Applied Science/ Toyota Option**

Umpqua Community College's partnership with Toyota offers a Toyota Option for students who want to become Toyota Certified in addition to the Automotive Technology Degree. The students need to complete the following requirements:

- Meet all school requirements for degree, including all general education requirements.
- Pass each of Toyota's required tests in E-Learning and Instructor led, Toyota infused classes. All test scores must be 80% or higher for student seeking Toyota certificate.
- Complete an approved Worksite Education Experience of a minimum 640 hours (Note 425 hours are included in the UCC degree), which increases electives from 9 to 13 (see Program Adviser)
- Pass any TWO ASE tests from A-1 through A-8
- Pass an Air-Conditioning Certificate from one of the following organizations:  
 ASE (Refrigerant recovery and recycling certification test)  
 Mobile Air Conditioning Society  
 International Mobile Air Conditioning Association

**Total Degree requirements for Toyota option = 94**

**See your Toyota program adviser.**

NOTE: Students may be able to attend different courses (tracks) through FIRST YEAR Automotive classes - see your automotive instructors/advisers for track advising.

Students in the T-TEN program will be responsible for travel, housing and living expenses during the required summer internship. Cost varies according to internship location, and are not covered by student fees.

**AVIATION FLIGHT TECHNOLOGY**

**One-Year Certificate**

This program prepares students with knowledge, skills, experience, and certification necessary to enter careers in flight instruction, general aviation, business aviation, corporate aviation, airlines, military aviation and more. On completion of one-year certificate, students will have their private pilots license. Students are encouraged to continue on to OSU or Embry-Riddle University to complete a 4 year degree with an emphasis in Aerospace Leadership Concentration through the School of Education. Expect additional fees.

**Courses required for One-Year Private Pilot Certificate**

<b>First Term - Fall</b>		<b>Credits</b>
AV 110	Private Pilot — Ground	5
	Required labs	
AV 121, 122	Flight Lab (Dual)	1-2
AV 123, 124	Flight Lab (Solo)	1-2
	(weather permitting-AV 121-124 must be taken in succession- may take more than one term to complete - minimum of 4 credits of flight hours required for private pilot certificate.)	
AV 115	Careers in Aviation	3
MTH 095	Intermediate Algebra	4
CIS 120	Intro to Computer Information Systems	4
AV 280	Aviation CWE-optional	1

**Second Term - Winter**

AV 104	Introduction to Aircraft Systems	4
AV 108	Aviation Meteorology Theory	4
MTH 111	College Algebra	4



WR 121	English Composition	3
	Humanities or PE Elective	3-1
AV 280	Aviation CWE-optional	1

### Third Term - Spring

AV 210	Instrument Pilot Required lab	5
AV 121	10 Flight Hours (Dual)	1
AV 150	Aerodynamics	5
HPE 295	Health & Wellness	3
PSY 101	Psychology of Human Relations	3
AV 280	Aviation CWE-optional	1
	Total Degree Credits	51-55

### Associate of Applied Science Degree

An Associates of Applied Science degree is awarded upon successful completion of the 98 credit hours listed below. These include 52 credits of Aviation courses with additional credits and time needed for flight school.

This degree prepares the students to continue into a career as a commercial pilot. Students are encouraged to continue their education at two colleges UCC has been articulating with: Embry Riddle University (Prescott, AZ or Daytona Beach, FL) or Oregon State University (Corvallis, OR). Note: Placement scores indicating Math 100 or higher is required for entry into this program.

### First Term - Fall

AV 110	Private Pilot — Ground	5
AV 115	Careers in Aviation	3
MTH 111	College Algebra*	4
WR 121	English Composition	3
	Required labs	
AV 121, 122	Flight Lab (Dual)	1-2
AV 123, 124	Flight Lab (Solo)	1-2

(weather permitting-minimum of 4 credits of flight hours required for private pilot certificate)

AV 280	Aviation CWE-optional	1
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### Second Term - Winter

AV 104	Introduction to Aircraft Systems	4
AV 108	Aviation Meteorology Theory	4
AV 121	Flight Lab	1
WR 122	English Composition	3
	Humanities elective	3
AV 280	Aviation CWE-optional	1

### Third Term - Spring

AV 210	Instrument Pilot	5
AV 150	Aerodynamics	3
AV 121	Flight Lab	1
MTH 243	**Probability & Statistics	4
AV 280	Aviation CWE-optional	1

### Fourth Term - Fall

AV 220	Commercial Pilot	5
AV 121	Flight Lab	1
AV 208	Meteorology App	4
ECON 201	Principles of Econ. I	3

AV 240	Small Business in Aviation OR	3
BA 206	Management Fundamentals	3
AV 280	Aviation CWE-optional	1

### Fifth Term - Winter

AV 230	Multi-engine Pilot	5
AV 204	Advanced Aircraft systems II	4
AV 121	Flight Lab	1
ECON 202	Principles of Economics II	3
CIS 120	Intro to Computer Information Systems4	4
AV 280	Aviation CWE-optional	1

### Sixth Term - Spring

AV 235	Human Factors	4
AV 256	CFI Ground School	5
AV 121	Flight Lab	1
SP 111	Public Speaking	5
GS 104	Physical Science	5
AV 280	Aviation CWE-optional	1
	<b>Total Degree Credits</b>	<b>98-101</b>

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

### NOTE:

Students planning to attend Embry-Riddle Aeronautical University need to add the following courses:

BA 211	Principles of Accounting	3
	Concurrent enrollment in BA 128 (2)	

## BUSINESS TECHNOLOGY

### Entrepreneurship Career Pathways Certificate

The Entrepreneurship Career Pathways Certificate is an exciting new program that will help prepare you to start and effectively operate your own small business. The program builds skills in many areas critical to the success of a small business owner such as written and verbal communication, marketing, business law, accounting, financial management, and small business development. Many aspects of starting and running a small business are encompassed in the certificate from initial evaluation of a business opportunity and developing a business plan, to managing the small business and recordkeeping.

The less than one-year certificate has the flexibility to meet your individual needs. Almost a third of the required curriculum is made up of electives where you can choose from an entrepreneur's dream list of subjects including international business for those interested in taking advantage of global market opportunities, to web page design, to communicating with employees and technical report writing.

Students should take the classes in the order listed below. If the classes do not fit within your schedule please see a faculty adviser for help.

Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If you do not have these basic skills, you should take Introduction to Computer Information Systems (CIS120) during your first term at UCC. Placement scores indicating MTH 045 or higher and WR 115 or higher are required for entry into the program.

**Required Curriculum**

**Term One – Fall**

BA 101	Introduction to Business	4
BA 180	Business Math I	3
BA 206	Management Fundamentals	3
BA 280C	CWE: Management	2
	*BA Approved Electives	3

**Term Two – Winter**

BA 150	Developing a Small Business	4
BA 211	Principles of Accounting I	3
BA 226	Business Law	4
BA 280C	CWE: Management	1
	*BA Approved Electives	3

**Term Three – Spring**

BA 223	Principles of Marketing	3
BA 250	Managing the Small Business	3
	*BA Approved Electives	6
	Total Certificate Credits	42

\* The following is a list of the approved electives for the Entrepreneurship Certificate. Electives must be selected from this list.

Course #	Course Name	Credits
BA165	Customer Service	3
BA203	Introduction to International Business	3
BA207	Introduction to E-Commerce	3
BA222	Financial Management	3
BA238	Salesmanship	3
BA239	Advertising	3
BA249	Retailing	3
CIS125D	Microcomputer Apps. – Database	3
CIS195	Authoring for the World Wide Web	4
SDP109	Elements of Supervision	3
SDP112	Communicate Effectively in Workplace	3
SDP208	Human Resources for Supervisors	3
SDP223	Employee Appraisal & Development	3
WR121	English Composition	3
WR227	Technical Report Writing	3

**Financial Services Certificate**

This program is designed to prepare students for entry-level teller positions in banks or credit unions. Students will gain the theoretical knowledge and will learn practical skills necessary for success in this field. The program can be completed in two school terms. Minimum placement scores include college-level reading, WR 115, and MTH 060 or higher. 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 student should plan to take OA 110 and OA 124 to meet the exit-level keyboarding requirement. See academic adviser for occupational requirements.

**Required Curriculum**

**Term One – Fall**

BA 101	Introduction to Business	4
BA 165	Customer Service	3
CIS 120	Intro to Computer Information Systems	4
CWE 161	CWE Seminar I	1
OA 131	Ten-Key Calculators	1

**Term Two – Winter**

BA 116	Principles of Financial Services	4
BA 218	Personal Finance	3
BA 214	Business Communications	3
SP 218	Interpersonal Communication OR	
SP 105	Listening	3
	Total Certificate Credits	26

**Retail (WAFC) Less-than-one-year Certificate**

This certificate is designed to prepare students for entry-level positions and possible promotion in the retail industry. A statewide consortium and the Western Association of Food Chains sponsor this certificate.

Students are required to take a placement test to determine skill level and academic readiness. Students are required to start at the level(s) indicated by the placement tests. A grade of “C” or better must be earned in all courses within this certificate.

**Required Curriculum**

**Term One – Fall**

BA 101	Introduction to Business OR	4
BA 206	Management Fundamentals OR	3
SDP 109	Elements of Supervision	3
BA 180	Business Math I	3
BA 211	Principles of Accounting OR	3
BA 151	Practical Accounting	4

**Term Two – Winter**

BA 249	Retailing	3
CIS 120	Intro to Computer Information Systems	4
BA 214	Business Communications	3
SDP 208	Human Resources for Supervisors	3

**Term Three – Spring**

SP 111	Fundamentals of Public Speaking	3
BA 223	Principles of Marketing	3
SDP 113	Human Relations for Supervisors	3
	Total Certificate Credits	31-33

**Supervision Certificate**

This certificate program is designed to give students flexibility in course selection while specializing in topics relevant to supervisors. Students must meet with academic adviser to review course selections.

## Required Curriculum

### Term One - Fall

WR 121	English Composition	3
SDP 109	Elements of Supervision	3
BA 101	Introduction to Business	4
	Any course from UCC approved Human Relations List (see pg. 83)	3

### Term Two - Winter

SDP 208	Human Resources for Supervisors	3
CIS 120	Intro to Computer Information Systems	4
BA180	Business Math I OR	3
MTH060	Introduction to Algebra	4
	Select 6 credits from other SDP courses	6

### Term Three - Spring

SDP 201	Coaching in the Workplace	3
SDP 205	Supervision Topics	3
Electives:	Select 10 credits in any combination from these prefixes, numbered 100 or above: BA, SDP, CIS, SP, PSY, MED, WR	10
	<b>Total Certificate Credits</b>	<b>45-46</b>

## Accounting Technology Associate of Applied Science

Accounting Technology is a two-year Associate of Applied Science (AAS) degree program designed to develop a working knowledge of widely accepted accounting principles, techniques, and practices. Those successfully completing this program will be prepared for entry level positions in the field of accounting.

The required accounting courses include classroom instruction and computer lab periods wherein students make extensive use of computers in practicing accounting applications. Students are encouraged to participate in Cooperative Work Experience during the program. Students not knowing how to keyboard (type by touch) should add OA 121 Keyboarding to Term One classes. Students with little or no computer experience are encouraged to add CIS 140W - Intro to Windows to Term One classes also.

To qualify for the AAS- Accounting Technology degree, students must satisfactorily complete all required courses and electives for a minimum of 96 credit hours. Some courses may be waived by examination and/or demonstrated experience. Accounting students must have a 2.5 cumulative GPA on accounting courses indicated with a (\*) and no individual course grade lower than a "C" in (\*) courses.

When planning your schedule, please note that Accounting Technology majors are to enroll in Accounting Applications I, II, III (BA 128, BA 129, BA 130) concurrently with Principles of Accounting (BA 211, BA 212, BA 213). In addition, Accounting Technology majors are to enroll in Computer Accounting Systems I, II, III (BA 228, BA 229, BA 230) concurrently with Intermediate Accounting (BA 235, BA 236, BA 237). Accounting Technology majors must begin their program Fall term to meet the recommended sequence of required courses that are offered unless the Principles of Accounting I, II, III (BA 211, BA 212, BA 213) and Accounting Applications I, II, III (BA 128, BA 129, BA 130) are offered as a trailer course beginning Winter Term. Please see your accounting faculty adviser for help in planning your academic schedule.

## Required Curriculum

### Term One - Fall

BA 211	* Principles of Accounting	3
BA 128	* Accounting Applications I	2
MTH 095	Intermediate Algebra	4
WR 121	** English Composition	3
BA 214	Business Communication	3
BA 106A	Business Leadership I	1

### Term Two - Winter

BA 212	* Principles of Accounting	3
BA 129	* Accounting Applications II	2
CIS 120	Intro to Computer Information Systems	4
MTH 105	Introduction to Contemporary Math OR	
MTH 111	College Algebra	4
ECON 115	Introduction to Economics	3
BA 106B	Business Leadership II	1

### Term Three - Spring

BA 213	* Principles of Accounting	3
BA 130	* Accounting Applications III	2
BA 101	Introduction to Business	4
PSY 101	Psychology of Human Relations	3
BA 106C	Business Leadership III	1
OA 131	Ten-Key Calculator	1

### Term Four - Fall

BA 231	Computers in Business	4
BA 228	* Computerized Acct. Systems I	2
BA 177	* Payroll Accounting	4
BA 235	* Intermediate Accounting I	3
BA 215	* Cost Accounting	4

### Term Five - Winter

BA 236	* Intermediate Accounting II	3
BA 229	* Computerized Acct. Systems II	2
BA 226	Business Law	4
BA 256	* Tax Accounting I	3
BA 240	* Introduction to Auditing	3

### Term Six - Spring

BA 237	*Intermediate Accounting III	3
BA 230	*Computerized Acct. Systems III	2
BA 257	*Tax Accounting II	3
BA 222	*Financial Management	3
PE 185	Physical Education (3 classes) OR	3
HPE 295	Wellness/Health Assessment	3
	Elective	3
	<b>Total Degree Credits</b>	<b>96</b>

**Other Recommended Courses**

CWE 161	CWE Seminar I	1
BA 280A	Cooperative Work Experience	2-4
WR 227	Technical Report Writing	3
SP 111	Fundamentals of Public Speaking	3
CIS 125W	Microcomputer Applications - Word Processing	3
CIS 125D	Microcomputer Apps - Database	3
CIS 140W	Introduction to Windows	2
SDP 109	Elements of Supervision	3

\* Minimum grade of "C" and minimum accumulative GPA of 2.50 required in these classes for AAS - Accounting Technology degree.

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

**Graphic Communications****Associate of Applied Science**

The Graphic Communications program has been suspended for the 2011-12 academic year and is not accepting new students. Current majors with questions should contact their academic adviser.

**Entry Management****Associate of Applied Science**

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

The curriculum combines "leading edge" classroom instruction with on-the-job training (cooperative work experience). Students should take the classes in the order listed below. If classes do not fit within your schedule, please see a faculty adviser for help.

Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If you do not have these basic skills, you should take Introduction to Computer Information Systems (CIS120) during your first term at UCC. Placement scores indicating MTH 045 or higher and WR 115 or higher are required for entry into the program.

**Required Curriculum****Term One**

BA 101	* Introduction to Business	4
BA 180	Business Math I	3
	Business Leadership I	1
SP 111	Fundamentals of Public Speaking	3
WR 121	* English Composition	3

**Term Two**

BA 106B	Business Leadership II	1
BA 249	Retailing OR	
SDP 208	Human Resources for Supervisors	3
ECON 115	Introduction to Economics	3
	Human Relations course**	3
	Elective	3
WR 122	*English Composition	3

**Term Three**

BA 223	* Principles of Marketing	3
WR 227	* Technical Report Writing	3
BA 181	Business Math II	3
BA 214	* Business Communications	3
SDP 205	Supervision Topics	3
BA 106C	Business Leadership III	1

**Term Four**

BA 206	* Management Fundamentals	3
BA 211	* Principles of Accounting I	3
BA 128	* Accounting Applications I	2
BA 231	Computers in Business	4
BA 280C	* Coop. Work Experience-Management 2	
CWE 161	CWE Seminar I	1

**Term Five**

BA 212	* Principles of Accounting II	3
BA 129	* Accounting Applications II	2
SDP 112	Communicating Effectively in Wrkplce	3
BA 226	* Business Law	4
BA 280C	* Coop. Work Experience-Management 2	
CWE 162	CWE Seminar II	1

**Term Six**

BA 213	* Principles of Accounting III	3
BA 250	Managing the Small Business OR	
SDP 109	Elements of Supervision	3
BA 222	Financial Management	3
BA 232	Introduction to Business Statistics	3
BA 280C	* Coop. Work Experience-Management 2	
	<b>Total Degree Credits</b>	<b>90</b>

**Other Recommended Courses**

BA 165	Customer Service	3
BA 130	Accounting Applications III	2
BA 239	Advertising	3
MTH 060	Introduction to Algebra	4
SDP 223	Employee Appraisal and Development3	
OA 131	Ten-Key Calculator	1
HPE 295	Wellness/Health Assessment	3
CIS 120	Intro to Computer Information Systems4	

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

\*\* Choice of Human Relations is from list of approved Human Relations courses not already required by program.

## Marketing

### Associate of Applied Science

The two-year Marketing degree provides many solid well-paid opportunities for today's men and women in the exciting field of marketing. The program is designed to prepare you for a career and leadership role in business by developing your skills in building customer value and satisfaction, working with teams, supervising employees, communicating effectively both oral and written, understanding business terminology, presenting information, and using business software. Whether you are seeking to upgrade your skills or are new to business, this program will help you become successful in a competitive, rapidly changing business environment.

The curriculum combines "leading edge" classroom instruction with on-the-job training (cooperative work experience). Students should take the classes in the order listed below. If classes do not fit within your schedule, please see a faculty adviser for help.

Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If you do not have these basic skills, you should take Introduction to Computer Information Systems (CIS120) during your first term at UCC. Placement scores indicating MTH 045 or higher and WR 115 or higher are required for entry into the program.

NOTE: You should see your business faculty adviser for help in planning your schedule. BA 101, Introduction to Business, should be taken during the first term or as soon as possible. Keyboarding is an essential skill for success.

#### Required Curriculum

##### Term One - Fall

BA 101	* Introduction to Business	4
	Business Leadership I	1
BA 165	Customer Service	3
	Human Relations course**	3
WR 121	* English Composition	3

##### Term Two - Winter

BA 106B	Business Leadership II	1
BA 180	Business Math I	3
BA 214	* Business Communications	3
SP 111	* Fundamentals of Public Speaking	3
WR 122	* English Composition	3
	Elective	3

##### Term Three - Spring

BA 226	* Business Law	4
BA 106C	Business Leadership III	1
BA 181	Business Math II	3
BA 223	* Principles of Marketing	3
SDP 109	Elements of Supervision	3

##### Term Four - Fall

CIS 195	Authoring for the World Wide Web	4
BA 128	* Accounting Applications I	2
BA 211	* Principles of Accounting I	3
BA 231	Computers in Business	4
BA 238	* Salesmanship	3
CWE 161	CWE Seminar I	1

##### Term Five - Winter

BA 249	* Retailing	3
BA 280B	* CWE—Marketing	3
CWE 162	CWE Seminar II	1
ECON 115	Introduction to Economics	3
WR 227	* Technical Report Writing	3

##### Term Six - Spring

BA 207	Introduction to E-Commerce	3
BA 239	* Advertising	3
BA 280B	* CWE—Marketing	3
CIS 125D	Microcomputer Apps- Database	3
CWE 163	CWE Seminar III	1
SP 219	Small Group Discussion	3
	Total Degree Credits	90

#### Recommended Electives

BA 206	Management Fundamentals	3
BA 250	Managing the Small Business	3
OA 121	Keyboarding	3
OA 131	Ten-Key Calculator	1
OA 260	Principles of Office Management	3
PS 205	International Relations	3

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

\*\* Choice of Human Relations is from list of approved Human Relations courses not already required by program.

## COMMUNICATION STUDIES

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. The Communication Studies coursework 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.

### Communication Specialist in Organizations

#### Pathways Certificate

This certificate will represent 15 credit hours of coursework completed in the Communication Studies area that applies to positions such as customer service or other communication-related jobs including marketing and sales. Students who complete this certificate will have demonstrated skill in listening, developing persuasive messages, problem solving, team work, decision making, clearly communicating information, developing rapport, and technical writing.

#### Required Curriculum

SP 105	Listening	3
SP 112	Persuasion	3
BA 214	Business Communications OR	
BA 165	Customer Service	3
SP 219	Small Group Discussion	3
WR 227	Technical Writing	3
	Total Certificate Credits	15

## Public Relations Communication Assistant Pathways Certificate

This certificate will represent 18 credit hours of coursework completed in the Communication Studies area that applies to positions such as public relations specialists or other communication-related jobs such as marketing, sales, journalism and advertising. Students who complete this certificate will have demonstrated skill in analyzing needs of different publics, listening, developing persuasive messages, understanding the history and influence of mass media, writing for the media, problem solving, team work, decision-making, and applying relevant theories to work and public situations.

### Required Curriculum

SP 105	Listening	3
SP 112	Persuasion	3
J 205	Public Relations	3
J 211	Mass Communications	3
J 251	Writing for the Media	3

In addition to required courses (listed above) students must complete 3 additional credits from the following:

J 215	Journalism Production	1-3
CIS 125H	Writing Web Pages	2
CIS 125P	Introduction to Desktop Publishing	3
<b>Total Certificate Credits</b>		<b>18</b>

## Public Relations Specialist Certificate

Though individuals who work in the public relations field as specialists generally have a bachelor's degree, this 47-credit 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.

### Required Curriculum

BA 101	Introduction to Business	4
BA 223	Principles of Marketing	3
BA 238	Salesmanship	3
CIS 125H	Writing Web Pages	2
CIS 125P	Introduction to Desktop Publishing	3
J 205	Public Relations	3
J 211	Mass Communications	3
J 251	Writing for the Media	3
J 215	Journalism Production	2
SP 105	Listening	3
SP 111	Public Speaking	3
SP 112	Persuasion	3
WR 121	English Composition	3
MTH 105 or higher	Contemporary Math	4

Plus two additional courses from the following:

BA 165	Customer Service	3
BA 214	Business Communications	3
SP 218	Interpersonal Communications	3
SP 219	Small Group Discussion	3
SP 298	Independent Study	3
WR 227	Technical Writing	3
<b>Total Certificate Credits</b>		<b>48</b>

## COMPUTER INFORMATION SYSTEMS

### Associate of Applied Science

This curriculum is designed to train students in a variety of modern Internet and business oriented computer skills. Students will initially develop software and hardware problem solving skills using programming logic and hands-on lab situations. Students will learn to efficiently use common office applications, receive practical experience with current mainstream operating systems (OS), and work with typical hardware configurations. Advanced databases (DBMS), Internet resource design (web pages & database use) systems analysis (project management), Microsoft Server management, Cisco Networking and networking security are focal areas in the second year.

Students will also be trained in basic business procedures, accounting and communication skills. Several of the Computer Information System (CIS) program's classes map directly to leading industry certifications such as the Microsoft Certified IT Professional (MCITP) and the Cisco Certified Network Administrator (CCNA) credential. The CIS program is designed to prepare students for employment in (or for a job path leading to) any one of several career opportunities as listed by the Department of Labor. Computer Support Specialist, Computer Operator, Computer and Information Systems Manager, Computer Programmer, Network Administrator, Network Systems and Communications Analyst, Internet Service Technician, and Database Administrator are among those targeted job paths or job market careers. To qualify for the AAS degree you must satisfactorily complete all required courses. If you are entering other than Fall term or desire to transfer to a four-year CIS degree program, you should see your CIS faculty adviser.

Note: Completion of MTH 095 or placement test score indicating MTH 105 or higher and WR 121 or higher is required for entry into the CIS program.

### Required Curriculum

#### Term One - Fall

CIS 122	Introduction to Programming	4
CIS 120	Intro to Computer Information Systems	4
WR 121	*English Composition	3
BA 151	Practical Accounting I OR	3
BA 211	Principles of Accounting I	4

#### Term Two - Winter

CIS 133VB	Intro to Programming-Visual Basic	5
CIS 140M	Intro to Microsoft Operating Systems	4
CIS 135	Applications Development for Computers	3
WR 122	*English Composition	3

#### Term Three - Spring

CIS 151C	Networking Essentials	4
CIS 240M	Windows Server Administration	4
CIS 275	Intro to Database Management Systems	4
WR 227	Technical Report Writing	3

#### Term Four - Fall

CIS 195	Authoring for the World Wide Web I	4
CIS 276	Intermediate Database Management	4
CIS 152C	Introduction to Basic Routers	4
MTH	MTH 105, MTH 105T or higher	4

### Term Five - Winter

CIS 153C	Intermediate Routing & Switching	4
CIS 279M	Network Management	4
CIS 295	Authoring for the World Wide Web II	4
CIS 280	Cooperative Work Experience	2
PSY 101	Psychology of Human Relations (or equivalent-SDP 112/SP 218)	3

### Term Six - Spring

CIS 154C	Wide Area Network Protocols	4
CIS 244	Systems Analysis and Design	4
SP 111	Fundamentals of Public Speaking	3
CIS 284	Network Security Fundamentals	4
	Total Degree Credits	91-92

## CONSTRUCTION TECHNOLOGY

### One Year Certificate Program

The purpose of this program is to train students in the technical skills and knowledge of the construction industry. The graduate of this program can expect to work in the residential and commercial building construction field.

#### Required Curriculum

##### Term One - Fall

CST 110	Blueprint Reading	3
CST 111	Construction Orientation	2
CST 118A	Building Construction I	7
WR 115 (or higher)	Intro to Expository Writing	3
MTH 052 (or higher)	Intro to Algebra for the Trades	4

##### Term Two - Winter

CST 116	Construction Estimating	4
CST 118B	Building Construction II	7
CST 122	Construction Codes I	2
CIS 120	Intro to Computer Information Systems	4

##### Term Three - Spring

CST 112	CAD for Construction	3
CST 118C	Building Construction III	7
CST 119	Building Construction Surveying	1
CST 123	Construction Codes II	2

### Select one of the following Human Relations courses:

ED 122	Leadership I	3
ED 123	Leadership II	3
SP 218	Interpersonal Communication	3
BA 101	Introduction to Business	4
BA 206	Management Fundamentals	3
BA 250	Managing the Small Business	3
PSY 101	Psychology of Human Relations	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations for Supervisors	3
SDP 112	Communicating Effectively in the Workplace	3
	<b>Total Certificate Credits</b>	<b>51-52</b>

### Other Recommended Course:

CIS 140	Introduction to Windows	2
CST 280	CWE: Construction Technology	2-6

## CRIMINAL JUSTICE

The Public Safety Department offers several programs related to a career in criminal justice. For students interested in becoming a law enforcement officer, the Police Reserve Academy provides a 320 hour program over the course of three terms. For students interested in working in the field of juvenile corrections, the one year Juvenile Corrections Certificate Program is available. The AAS Degree in Criminal Justice is a two year Associate of Applied Science degree that provides a strong basis for employment in the field. For those students intending to proceed on to a related Bachelor's degree, the AAOT (Associate of Arts Oregon Transfer) Degree is available with a Criminal Justice focus, as well as Associate of Science (AS) articulated transfer programs. For more information, see the following program descriptions.

### Police Reserve Academy

This is a 320-hour program designed to train police reserve officers to enter a career in law enforcement. Students interested in this program must apply to the Public Safety Department Chair prior to Fall Term. All program participants must meet all of the following criteria:

- Be a citizen of the United States.
- Be at least 21 years of age upon completion of the training program.
- Not have been convicted by any state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or state prison.
- Be a high school graduate or have passed the General Education Development test.
- Possess a valid Oregon driver's license with an acceptable driving record.

This nine-month Academy program is instructed on Saturdays between early September and mid-May of each year. The classes are scheduled from 7:00 a.m. to 5:30 p.m. each Saturday. Students are required to provide their own uniforms, equipment, and supplies.

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

This program may be taken in conjunction with the AAS, AS, or AAOT Criminal Justice Programs (see following descriptions). For further information, contact the Criminal Justice Program Coordinator.

**Required Curriculum:**

**Term One - Fall**

CJ 100A	Law Enforcement Skills Training	2
CJ 105	Concepts of Criminal Law	3
CJ 110	Introduction to Law Enforcement	3

**Term Two - Winter**

CJ 100B	Law Enforcement Skills Training	2
CJ 120	Introduction to Judicial Process	3
CJ 212	Report Writing for Criminal Justice	3

**Term Three - Spring**

CJ 100C	Law Enforcement Skills Training	2
CJ 109	Contemporary Issues in Criminal Justice	3
CJ 112	Field Operations and Patrol Procedures	3
CJ 203	Crisis Intervention	1
<b>Total Program Credits</b>		<b>25</b>

**Juvenile Corrections Certificate Program**

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

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

**Required Curriculum:**

**Term One - Fall**

MTH 052 or above	Algebra for the Trades	4
PSY 201	General Psychology I	3
WR 121	*English Composition	3
CIS 120	Intro to Computer Information Systems	4
HDFS 201	Individual & Family Development	3
<b>(may be taken Fall, Winter, or Spring)</b>		

**Term Two - Winter**

CJ 280	****CWE - Criminal Justice	2
HS 154	Community Resources	3
HS 227	Understanding Dysfunctional Families	3
SOC 207	Juvenile Delinquency	3
SP 218	**Interpersonal Communication	3

**Term Three - Spring**

CJ 101	Introduction to Criminology	3
CJ 280	****CWE: Criminal Justice	2
CJ 230	Intro to Juvenile Justice Systems	3
SOC 206	Social Problems & Issues	3
SOC 225	Social Problems of Addiction	3

**Summer**

CJ 232	*** Intro to Correctional Casework	3
<b>Total Certificate Credits</b>		<b>48</b>

\*A grade of C or better must be attained in these classes.

\*\* Meets Human Relations class requirement.

\*\*\* Prerequisite: CJ 230 OR CJ 261 OR Instructor Approval

\*\*\*\* CWE must be in juvenile-related settings.

**Associate of Applied Science**

An Associate of Applied Science degree is awarded upon successful completion of the 90 credit hours.

Criminal Justice related majors are offered at SOU (Criminology and Criminal Justice) PSU (Administration of Justice) and WOU (Corrections and Law Enforcement.) Note: Students expecting to continue on to attain a B.A. or B.S. should consider the AAOT or AS – Criminal Justice Program- see the transfer section for more details.

**Required Curriculum:**

**Term One - Fall**

CJ 110	Introduction to Law Enforcement	3
CJ 261	Introduction to Probation & Parole	3
WR 121	*English Composition	3
SOC 204	Introduction to Sociology	3
Approved Elective (see list following)		3

**Term Two - Winter**

CJ 120	Intro to Judicial Process	3
CJ 114	Cultural Diversity Issues in Criminal Justice	3
WR 122	*English Composition	3
PSY 101	**Psychology of Human Relations OR	3
SP 218	**Interpersonal Communication	3
Approved Elective (see list following)		3

**Term Three - Spring**

CJ 101	Introduction to Criminology <sup>1</sup>	3
CJ 130	Introduction to Corrections	3
WR 227	Technical Report Writing	3
MTH 052 or above	Introduction to Algebra for the Trades	4
Approved Elective (see list following)		2 or 3

**Term Four - Fall**

CJ 105	Concepts of Criminal Law <sup>1</sup>	3
PSY 201	General Psychology	3
Social Sciences Elective		3
Approved Elective (see list following)		3
Approved Elective (see list following)		3



**Term Five - Winter**

SP 111	Fundamentals of Public Speaking	3
	Social Sciences Elective	3
	Social Science Elective	3
	Approved Elective (see list following)	3
	Approved Elective (see list following)	3

**Term Six - Spring**

CJ 203	Crisis Intervention	1
PS 203	US Government	3
	Approved Elective (see list following)	3
	Approved Elective (see list following)	3
	Approved Elective (see list following)	3
	Approved Elective (see list following)	2 or 3
	<b>Total Degree Credits</b>	<b>90</b>

**Note:** Program requirements include 22 credits in CJ Core Requirements, 37 credits in General Education Requirements, and 31 credits in CJ Approved Electives, for a total of 90 credits. Core Requirements (22 credit hours)

**+Approved Electives:****Fall**

CIS 120	Intro to Computer Info Systems <sup>1</sup>	4
CJ 100A	Law Enforcement Skills Training	2-PRA
CJ 216	Law Enforcement Supervision and Management	3
CJ 243	Narcotics and Dangerous Drugs	3
CJ 275	Comparative Criminal Justice Systems	3
CJ 280	CWE: Criminal Justice/Corrections <sup>2</sup>	1-4
CJ 298	Criminal Justice Independent Study <sup>2</sup>	1-3
HS 227	Understanding Dysfunctional Families <sup>1</sup>	3

**Winter**

CJ 100B	Law Enforcement Skills Training	2-PRA
CJ 140	Introduction to Criminalistics	3
CJ 169	Terrorism & Homeland Security	3
CJ 212	Report Writing for Criminal Justice	3-PRA
CJ 280	CWE: Criminal Justice/Corrections <sup>2</sup>	1-4
CJ 298	Criminal Justice Independent Study <sup>2</sup>	1-3
SOC 207	Juvenile Delinquency	3

**Spring**

CJ 100C	Law Enforcement Skills Training	2-PRA
CJ 109	Contemporary Issues in Criminal Justice	3
CJ 112 3-PRA	Field Operations and Patrol Procedures	
CJ 210	Criminal Investigations	3
CJ 230	Introduction to Juvenile Justice Systems	3
CJ 240	Criminalistics II	3
CJ 280	CWE: Criminal Justice/Corrections <sup>2</sup>	1-4
CJ 298	Criminal Justice Independent Study <sup>2</sup>	1-3
SOC 225	Social Aspects of Addiction	3
SPAN 122	Spanish for Safety & Emergency Personnel	4

**Summer**

CJ 169	Terrorism & Homeland Security	3
CJ 232	Introduction to Correctional Casework <sup>3</sup>	3
CJ 280	CWE: Criminal Justice/Corrections <sup>2</sup>	1-4
CJ 298	Criminal Justice Independent Study <sup>2</sup>	1-3

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

\*\* Meets Human Relations class requirement

PRA - Police Reserve Academy only

+ Any unlisted CJ classes may be applied as approved electives

1 Available in another term

2 Three (3) credits of CJ 298 or four (4) credits of CJ 280 can be applied to AAS degree

3 Prerequisite: CJ 230 or CJ 261 or Instructor Approval

**CULINARY ARTS****One Year Certificate**

The culinary arts certificate program provides basic chef training. It immerses the student into three working areas of the kitchen: the ala carte kitchen, the production kitchen and the pastry and bake shop. The student will rotate term by term through each area of the kitchen. This will provide the student with authentic working conditions in a restaurant setting. The student will also participate in an internship during their second or third term.

**Required Curriculum****Term One - Fall**

CA 160	Introduction to the Culinary Arts	3
CA 173	Fundamentals of the Professional Production Kitchen	1
CA 174	The Professional Production Kitchen	8

**Term Two - Winter**

CA 186	Fundamentals of the A La Carte Kitchen and Dining Room	1
CA 185	A La Carte Kitchen and Dining Room	8
CA 176	Fundamentals of Menu Planning	2
CA 204	Winter Capstone: Restaurant Operation	2

**Term Three - Spring**

CA 192	The Fundamentals of the Professional and Pastry Bake Shop	1
CA 191	The Professional Pastry and Bake Shop	8
CA 205	Spring Capstone: Catering Operation	2
CA 280	CWE: Culinary Arts internship	3

Rotation to be determined by instructor.

General Education classes required for the certificate:

WR 115	Introduction to Expository Writing	3
MTH 052	Introduction to Algebra for the Trades	4
PSY 101	Psychology of Human Relations OR Human Relations Course	3
	<b>Total Certificate Credits</b>	<b>49</b>

## DENTAL ASSISTING

### Certificate Program

This one year certificate program is to prepare graduates for employment in the dental setting with emphasis on current concepts of clinical chairside assisting. A dental assistant may serve as a clinical chairside assistant, receptionist, bookkeeper, office manager or laboratory technician. Students must show evidence of beginning their immunizations (Hep A & B, MMR and PPD. test) and completion of physical exam at the start of the program. Limited enrollment: Call the Dental Assisting Coordinator for more information at 541-440-7814.

**Co-requisites/Prerequisites:** These courses must be completed with a grade of C or better prior to beginning the Dental Assisting program:

MTH 060 (or higher)	Introduction to Algebra	4
PSY 101	Psychology of Human Relations	3
CIS 120	Intro to Computer Information Systems	4
WR 115	Introduction to Expos Writing or above	3

**Required Curriculum - Students must maintain a grade of C or better in all required courses to continue in program.**

#### Term One - Fall

DA 103	Dentistry, Law & Ethics	1
DA 107	Dental Health Education	1
DA 110	Health Sciences (Intro to Body System)	3
DA 115	Dental Anatomy	3
DA 139	Medical Emergencies in Dental Office	2
DA 195	Chairside Procedures I/Lab	4

#### Term Two - Winter

DA 108	Dental Health Education II	1
DA 135	Oral Pathology	2
DA 192	Dental Materials I/Lab	3
DA 196	Chairside Procedures II/Lab	4
DA 210	Dental Radiology I/Lab	4
DA 280	Cooperative Work Experience	5

#### Term Three - Spring

DA 102	Advanced Clinical Experiences/Lab	4
DA 111	Dental Terminology	2
DA 198	Dental Materials II/Lab	2
DA 199	Dental Office Procedures	3
DA 211	Dental Radiology II/Lab	3
DA 280	Cooperative Work Experience	5
	Total Certificate Credits	66

## DENTAL HYGIENE

UCC offers an AAS degree in Dental Hygiene through partnership with Lane Community College. This program is targeted at prospective students from Douglas, Coos, Curry, Josephine, and Jackson counties. Dental Hygiene class lectures will be delivered via distance education technology through Lane Community College, while the general education and clinical portions of the curriculum can be completed locally. Applications are being accepted at Lane Community College March and April of each year. The UCC program accepts students every other year. For more information call 541-463-5616 or e-mail hagens@lanec.edu.

## EARLY CHILDHOOD EDUCATION

### Certificate

This program prepares students to work with preschool age children as teachers or aides. Graduates are trained to work in a variety of educational and child care settings, including nursery schools, preschools, in child care homes and centers, and as a nanny.

Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

The student is required to complete and pay for a Criminal Records Check through the Oregon Childcare Registry and MMR vaccination before beginning ED 101. CPR and First Aid, and Food Handler's Certificate are required before ED 103.

### Required Curriculum

#### Term One

ED 101	ECE Seminar & Practicum I	4
ED 140	*Intro to Early Childhood Education	2
*HDFS 226	*Infant & Toddler Development	3
HDFS 240	Contemporary American Family	3
WR 121	**English Composition	3

#### Term Two

ED 102	ECE Seminar & Practicum II	4
ED 150	*Creative Activities	3
ED 178	*Observing & Guiding Child Behavior	3
HDFS 225	*Child Development	3
MTH 060 or above	Introduction to Algebra	4

#### Term Three

ED 103	ECE Seminar & Practicum III	4
ENG 221	*Literature & Language for Children	3
FN 230	Personal Nutrition	3
HDFS 228	*The Exceptional Child	3
PSY 130	*Understanding Child Behavior	2
	Total Certificate Credits	47

\* Indicates classes taught only once a year

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

## Associate of Applied Science

The Early Childhood Education associate degree program prepares students to work with preschool and school-aged children in both public and private school settings. This program is designed for persons of all ages and backgrounds, with special attention given to individual student needs and abilities.

Graduates are trained to work in a variety of educational and child care settings including nursery school, nanny, preschool, day care, private kindergarten, and as paraprofessionals in the public schools.

Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

The student is required to complete and pay for a Criminal Records Check and MMR vaccination before beginning ED 101. CPR and First Aid is required before ED 102.

### Suggested Transfer Guide

#### Early Childhood Education

##### Term One - Fall

ED 101	ECE Seminar & Practicum I	4
ED 140	*Intro to Early Childhood Education	2
HDFS 226	*Infant & Toddler Development	3
PSY 101	Psychology of Human Relations	3
WR 121	English Composition	3
	Elective	

##### Term Two - Winter

ED 102	ECE Seminar & Practicum II	4
ED 150	*Creative Activities	3
ED 178	*Observing & Guiding Behavior	3
HDFS 225	*Child Development	3
	Elective	3

##### Term Three - Spring

ED 103	ECE Seminar & Practicum III	4
HDFS 228	*The Exceptional Child	3
HPE 295	Wellness & Health Assessment	3
PSY 130	*Understanding Child Behavior	2
	Elective	

##### Term Four - Fall

ED 104	ECE Seminar & Practicum IV	4
HDFS 240	Contemporary American Family	3
MTH 060 or above	Introduction to Algebra	4
SOC 205	Institutions and Social Change	3
	Elective	

##### Term Five - Winter

ED 105	ECE Seminar & Practicum V	4
ED 247	*Administration of Child Care Centers	3
FN 230	Personal Nutrition	3
MUS 202	**Introduction to Music & Its Literature	3

## Term Six - Spring

ED 106	ECE Seminar & Practicum VI	4
ED 240	*Lesson & Curriculum Planning	3
ED 244	*Individual Learning for Preschoolers	3
ENG 221	*Literature & Language for Children	3
SOC 213	Race, Class & Ethnicity	3
	Total Degree Credits	92

\* Indicates classes taught only once a year

\*\* MUS 105, 201, 203, 204, 205 may be substituted in different times

## EDUCATION - PARAEDUCATOR (INSTRUCTIONAL ASSISTANT)

### Paraeducator Certificate

Students who complete this one-year certificate program will be prepared to enter the K-12 school system successfully as paraeducators (instructional assistants) and will demonstrate the following outcomes through successful completion of required courses:

Demonstrate appropriate strategies and techniques to provide instructional support to students of diverse populations, including but not limited to students with special needs, students from poverty, and ELL students;

Demonstrate attitudes and behaviors that are appropriate to meeting the needs of diverse populations;

Apply best practices in classroom management to optimize the potential for student learning;

Practice ethical and legal standards of conduct;

Apply technology effectively to support teaching learning;

Demonstrate competence in core skill area; written and oral communication, problem-solving, critical thinking, reading, and mathematics.

This curriculum is an Oregon Department of Education statewide approved program that meets the requirements of the No Child Left Behind Federal Legislation for "Highly Qualified Status". The core curriculum offers instruction in basic teaching strategies for language arts, math, and science. It also develops skills in working with diverse, special needs populations, using technology, and applying classroom management strategies. Practicum and cooperative work experience in schools are required. In addition, general education courses in human relations, communication, and computation are incorporated. The curriculum is available through distance education courses as well as face to face courses. A criminal history check is required for ED 100 and CWE 280 and all courses requiring classroom observations.

#### Course of Study

Students must meet, at a minimum, the competence equivalencies of the following core courses:

CIS 120	Intro to Computer Information Systems	4
MTH 060	Introduction to Algebra	4
WR 115	Introduction to Expository Writing	3
RD 090	College Text Reading	3

If competence is met through testing, credit in core courses must be met through higher level courses.

All coursework listed below is required which includes a minimum of 36 credits in education classes. The following is an example of a term-by-term breakdown. Other credits may include core courses listed above if competence equivalencies have not been met.

#### Term One - Fall

ED 100	*Introduction to Education	3
ED 130	Classroom Management	3
ED 131P	Instructional Strategies	3

#### Term Two - Winter

ED 113	Instructional Strategies in Language Arts	3
ED 169	Students with Special Needs	3
ED 200	Foundations in Education	3
ED 280	**Cooperative Education or Practicum	1-3

#### Term Three - Spring

ED 114	Instructional Strategies in Math/Science	3
ED 229	Learning and Development	3
ED 254	Instructional Strategies for ELL Students	3
ED 280	**Cooperative Education or Practicum	1-3

#### Term Four - Summer:

ED 235	Educational Technology	3
ED 258	Multicultural Education	3
	Total Certificate Credits	50

\* A criminal history check is required before a student can begin Introduction to Education and participate in the practicum and Cooperative Work Experience.

\*\* A Cooperative Work Experience is designed to provide experience in the classroom and an opportunity to apply skills developed through coursework. **(A minimum of 3 credits in Cooperative Work Experience is required for completion of the certificate.)**

## EMERGENCY MEDICAL SERVICES

### Associate of Applied Science

The Emergency Medical Services department offers career training for entry-level positions in emergency medical settings. Ambulance companies, fire departments, police departments, and various other industries requiring emergency medical services may employ emergency medical technicians. After successful completion of all requirements for EMT-Basic, Intermediate, or Paramedic training, the student is eligible to apply to take the respective state certification exams. The department also offers training for First Responders and EMS continuing education.

The program has been designed to be completed in two years if you attend full time. However, there are entry-level expectations for skill levels in reading, writing, and mathematics. The length of time you take to complete the program will depend on your skills in these areas. This program has special admission requirements and enrollment limits. Please see the EMS department for admission requirements and to advise your course outline for the program.

#### Program prerequisites and requirements

The EMT Basic certification is offered in a two term format known as EMT A and EMT B. An accelerated EMT Basic is also offered. Successful completion of either the two terms or accelerated EMS Basic program qualifies the student to take the national/state

certification examination. Admission to the EMT Basic A and B levels is open to the general student population. However, the following prerequisites must be turned into the EMS office prior to registration.

1. Must be a minimum of 18 years of age prior to application for examination.
2. Must have a high school diploma or GED.
3. Placement test scores less than five years old or transcript with course completion. Placement into or completion of Reading 90 with a grade of C or better. Placement into or completion of WR 115 with a grade of C or better. Placement into or completion of MTH 020 with a grade of C or better.
4. Must have documented results of: TB exam (within 6 months), MMR (measles, mumps, rubella immunity) if born after 12-31-1956, Tetanus (within the past 5 years), Hepatitis B immunization series started, Varicella (chicken pox immunity).

The EMT Intermediate certification is offered in a two term format as well as an accelerated format. Successful completion of either format will qualify the student to take the state certification examination. EMT Intermediate is offered only as a non-credit class.

1. Must be a minimum of 18 years of age.
2. Must have a high school diploma or GED.
3. Placement test scores less than five years old or transcript with course completion. Placement into or completion of Reading 90 with a grade of C or better. Placement into or completion of WR 115 with a grade of C or better. Placement into or completion of MTH 065 with a grade of C or better.
4. Must have documented results of: TB exam (within 6 months), MMR (measles, mumps, rubella immunity) if born after 12-31-1956, Tetanus (within the past 5 years), Hepatitis B immunization series started, Varicella (chicken pox immunity).
5. EMT Intermediate candidates must also be sponsored by a physician adviser and be affiliated with an EMS agency.

Admission to the Paramedic program requires the student to make a separate application through the EMS department. The application will be available from the first day of winter term to the last day of winter term. Admission to the Paramedic A course will be based upon:

1. Applicant must have an accumulative GPA of 2.00 or higher.
2. Applicants must be enrolled, or have completed. BI 231, BI 232, BI 233, WR 121, MTH 095, EMS 151, EMS 152, EMS 170, EMS 171, EMS 175, EMS 180, and MED 111 with a grade of "C" or better. Please Note: If the applicant is currently enrolled in above classes and making satisfactory progress they will be considered for admission..
3. Must have documented results of: TB exam (within 6 months), MMR (measles, mumps, rubella immunity) if born after 12-31-1956, Tetanus (within the past 5 years), Hepatitis B immunization series started, Varicella (chicken pox immunity).
4. Up to eighty percent of those accepted will be residents of the UCC district, at the time of application..
5. Applicants must complete the physical application and pass an oral interview in order to be considered for acceptance into the Paramedic Program.

#### Program restrictions:

Convictions of a felony, drug usage, or distribution may result in the State of Oregon EMS Office withdrawing the privilege of taking any EMS or Paramedic certification examination. It is also cause for the revoking of certification by the EMS Office.

Because of limited space in the Paramedic program, applications for admission will be evaluated based on relative ranking of students' prerequisites. The EMS Program Coordinator will have the final decision in acceptance of a candidate. Applications for the EMS Paramedic Associate of Applied Science degree program may be picked up at the EMS Program office in PE 7.

You may earn an Associate of Applied Science degree by successfully completing the required credit hours with a grade of C or better (Grade of C is 75% or higher in EMT designated classes) in all courses:

#### Required/Recommended courses

##### General Requirements

BI 231	Anatomy & Physiology	4
BI 232	Anatomy & Physiology	4
BI 233	Anatomy & Physiology	4
CIS 120	Intro to Computer Information Systems	4
HPE 295	Health & Wellness	3
MTH 095	Intermediate Algebra	4
PSY 101	Psychology of Human Relations	3
SP 111	Fundamentals of Public Speaking or higher	3
WR 121	English Composition	3
	Social Science/Humanities/ Fine Arts Elective	3

##### Technical Courses

EMS 151	EMT Basic A	5
EMS 152	EMT Basic B	5
EMS 170	Emergency Communications	2
EMS 171	Emergency Transport	2
EMS 175	Intro to Emergency Medical Services	3
EMS 180	Crisis Intervention	3
EMS 251	Paramedic A	10
EMS 252	Paramedic B	8
EMS 253	Paramedic C	8
EMS 254	Paramedic D	6
EMS 261	Paramedic Clinical & Internship I	2
EMS 262	Paramedic Clinical & Internship II	2
EMS 263	Paramedic Clinical & Internship III	4
FRP 201 A	Fire Rescue: Rough Terrain	1
FRP 201 B	Fire Rescue: Swift Water	1
FRP 201 C	Fire Rescue: Vehicle Extrication	1
MED 111	Medical Terminology	3

#### EMPLOYMENT SKILLS TRAINING

##### Certificate of Completion

The training offers students the opportunity to receive a state-approved credential for completion of an individualized program of 12-44 credits that leads to the skills and knowledge necessary for employment in an identified occupation or career field.

Students who enroll in this short-term program develop an individualized program of study from UCC's college-level credit classes after completing the UCC placement exams and consulting with the Director of Counseling. The plan must also be approved by the appropriate Department Chair(s) and the UCC Registrar before a student begins his/her studies. A Certificate of Completion is awarded after the student successfully completes the prescribed courses in the approved training plan.

#### ENGINEERING TECHNOLOGY: CIVIL AND SURVEYING TECHNOLOGY

##### Drafting Technology

The drafting technology program is a technical curriculum designed to assist students in acquiring basic skills and knowledge necessary to successfully enter drafting occupations. Skilled Computer-Aided Design (CAD) operators find careers in engineering, architecture, construction, manufacturing, graphical design, and many other fields. A career in drafting is often an entry point into design, engineering, management and other related areas with salary increases based on skill and experience. Drafters make detailed drawings of objects that will be manufactured or built. Examples include architectural drafting of buildings and structures; civil drafting of highways, bridges, pipelines, site plans, and maps; electrical drafting of wiring and layout diagrams; and mechanical drafting of machinery and mechanical devices.

Drafting technology offers three paths of entry into drafting and design: 1) drafting pathways certificate with 16 hours of coursework, 2) a one-year, drafting technician certificate of completion and 3) a second year of coursework to acquire an AAS degree in Civil Engineering and Surveying Technology. Students that successfully complete a drafting pathways certificate will be proficient in use of AutoCAD and SolidWorks software and be adaptable to other software; producing 2-D and 3-D drawings with CAD software; solids modeling; structural drafting; and college algebra. In addition, the drafting-technician certificate of completion includes courses in: geographical information systems (ArcGIS); introduction to engineering; problem solving with Excel spreadsheets and introduction to computer programming; writing; trigonometry; human relations; and cooperative work experience. All courses in the drafting program align with the AAS degree in Civil Engineering and Surveying Technology.

##### Drafting Technology Pathways Certificate

###### Required Curriculum

###### Term One

CIV 112	Computer Aided Drafting I	3
MTH 111	College Algebra	4

###### Term Two

CIV 113	Computer Aided Drafting II	3
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###### Term Three

CIV 116	Computer Aided Drafting -Structural	3
ENGR 245	Engineering Graphics	3
	Total for Pathways Certificate	16

**Drafting Technology Certificate**

**Required Curriculum**

**Term One**

CIV 112	Computer Aided Drafting I	3
ENGR 111	Engineering Orientation I	3
MTH 111	College Algebra	4
WR 121	English Composition	3

**Term Two**

CIV 113	Computer Aided Drafting II	3
CIV 134	Geographic Information Systems	3
ENGR 112	Engineering Orientation II	3
HR	Human Relations List - pg. XX	3
MTH 112	Elementary Functions	4

**Term Three**

CIV 135	Geographic Information Systems II	3
CIV 114	Computer Aided Drafting -Civil	3
CIV 116	Computer Aided Drafting - Structural	3
CWE 161	CWE Seminar I	1
CIV 280	CWE	3
ENGR 245	**Engineering Graphics	3
<b>Total for One Year Certificate</b>		<b>45</b>

**Civil and Surveying Technology Program Associate of Applied Science**

Upon completion of the AAS degree, students will be prepared to seek employment as either engineering technicians or surveying technicians. The field of civil engineering deals with planning, design, construction and maintenance of structures and utilities. Civil engineering projects may include highways, bridges, buildings, dams, subdivisions, water supply and wastewater systems. Surveying projects may include property surveys, road construction surveys, topographical surveys or building layout. The surveying curriculum offers a hands-on approach to learning principles of surveying. The surveying curriculum helps prepare students for taking the Fundamentals of Surveying exam after two years of work experience., for those that wish to pursue licensing as a professional land surveyor. Students interested in completion of a Bachelor of Science degree in Civil Engineering should enroll in the transfer program instead of the technology program, and should contact an engineering adviser to discuss alternatives. Students completing the first year of coursework for the AAS degree program will qualify to be awarded a Drafting Technology Certificate.

**Required Curriculum**

**Term One - Fall**

CIV 112	Computer Aided Drafting I	3
ENGR 111	Engineering Orientation I	3
MTH 111	College Algebra	4
WR 121	English Composition	3

**Term Two - Winter**

CIV 113	Computer Aided Drafting II	3
CIV 134	Geographic Information Systems I	3
ENGR 112	Engineering Orientation II	3
HR	**Human Relations (see pg.XX)	3
MTH 112	*Elementary Functions	4

**Term Three - Spring**

CIV 114	CAD - Civil Drafting	3
CIV 116	CAD - Structural Drafting	3
CIV 135	Geographic Information Systems II	3
CIV 280	Cooperative Work Experience	3
CWE 161	CWE Seminar	1
ENGR 245	Engineering Graphics	3

**Term Four - Fall**

CIV 215	Contract Documents	3
CIV 229	Principles of Engineering	3
SUR 161	*Surveying I	5
SUR 242	*Land Descriptions & Cadastre	4

**Term Five - Winter**

CIV 223	Properties of Materials	4
CIV 261	Fluid Mechanics	4
SUR 162	*Surveying II	5
SUR 175	Surveying Platting and Computations	4

**Term Six - Spring**

CIV 225	Municipal Engineering	3
CIV 227	On-Site Systems	3
SUR 163	Surveying III	5
WR 122	English Composition OR	
WR 227	Technical Writing (preferred)	3
<b>Total Degree Credits</b>		<b>91</b>

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

\*\*Choose one of the following:

ED 122	Leadership Development II	3
ED 123	Leadership Development III	3
SP 218	Interpersonal Communication	3
BA 101	Introduction to Business	4
BA 206	Management Fundamentals	3
BA 250	Managing the Small Business	3
PSY 101	Psychology of Human Relations	3
SDP 109	Elements of Supervision	3
SDP 113	Human Relations for Supervisors	3
SDP 112	Communicating Effectively in the Workplace	3

**FIRE SCIENCE**

**Associate of Applied Science**

Umpqua Community College offers an Associate in Fire Science degree which provides two alternatives. First, the degree prepares you to qualify for the specialized demands of a highly diversified and technological society, and thereby gain employment as a firefighter as a result of the training.

Second, it provides the first two years of a four-year degree in Fire Science Administration at Western Oregon State or Eastern Oregon State.

For current program requirements, you are strongly urged to consult with the department or a counselor.

Program participants must meet the following criteria:

1. Be a U.S. citizen.
2. 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.
3. Be of good moral character as determined by a thorough background investigation.
4. Be capable of passing a series of basic physical agility tests.
5. Possess a valid Oregon driver's license with an acceptable driving record.

To obtain an AAS degree in Fire Science 93 credits are required: 62 credits in Fire Science and 30 credits in General Education. Due to continually changing laws and regulations mandated by Oregon's Occupational Safety and Health Administration (OR-OSHA), DPSST, and the National Fire Protection Association (NFPA), students may be required to add, modify, or delete courses and/or hours to the curriculum to meet current standards. See your adviser for current requirements. All courses require a grade of C or better.

#### General Education Courses

WR 121	English Composition	3
HPE 295	Wellness/Health Assessment	3
MTH 095	Intermediate Algebra	4
SP 111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communications OR	
SP 219	Small Group Discussion	3
PSY 101	Psychology of Human Relations	3
	Science Elective (CH, GS, PH)	4

#### Applied Courses

WR 122	English Composition	3
CIS 120	Intro to Computer Information Systems	4
WR 227	Technical Report Writing	3

#### Technical Courses Required

EMS 151	EMT Basic A	5
EMS 152	EMT Basic B	5
FRP 201A	Fire Rescue Practices-Rough Terrain	1
FRP 201B	Fire Rescue Practices-Swift Water	1
FRP 201C	Fire Rescue Practices-Vehicle Extrication	1
FRP 213	Firefighting Tactics & Strategy	3
FRP 121	Elementary Science for Firefighters	4
FRP 122	Fundamentals of Fire Prevention	2
FRP 230	Fire Service Hydraulics	4
FRP 132	Pump Construction	3
FRP 123	Hazardous Materials	4
FRP 280	Fire Related Skills	12
FRP 212	Fire Investigation	3
FRP 111	Building Construction for Fire Suppression	2
FRP 202	Fire Protection Systems/Extinguishers	3
FRP 163	NFPA Fire Instructor I	2
FRP 101	Firefighting Safety & Survival	2

FRP 133	Natural Cover Fire Protection	3
FRP 240	Water Distribution Systems	3
	<b>Total Degree Credits</b>	<b>93</b>

#### Recommended Electives

FRP 263	NFPA Fire Instructor II	2
FRP 151A	CPAT	3
FRP 151B	CPAT	3
FRP 151C	CPAT	3
FRP 201D	Swift Water Advance	2
FRP 270	Fire Officer I A	4
FRP 271	Fire Officer I B	4
FRP 290	Fire Officer II A	4
FRP 291	Fire Officer II B	4
EMS 251	EMT Paramedic A	10
EMS 252	EMS Paramedic B	8
EMS 253	EMS Paramedic C	8
EMS 254	EMS Paramedic D	6

### FITNESS TECHNICIAN

To prepare students as fitness professionals for various careers in the fitness industry. This is a one-year certificate, which can be started any term (fall, winter, spring). The program also prepares the student to take the ACE National Certification Exam for Professional Trainers.

#### Fitness Technician Certificate

##### Required Curriculum

##### Term One - Fall

FN 225	Human Nutrition OR	4
FN 230	Personal Nutrition	3
MTH 065	Elementary Algebra (or higher)	4
PE 280	CWE-Fitness Center Technician	2
PE 185Y	Yoga	1
PE 194F	Fitness Assessment and Exercise Prescription	2
WR 115	Introduction to Expository Writing (or higher)	3

##### Term Two - Winter

HPE 295	Wellness/Health Assessment	3
PE 280	CWE-Fitness Center Technician	1
PE 185S	Step and Pump	1
PE 290	Fitness Instructor	3
	Human Relations Elective	3

NOTE: CH 112 Chemistry for Health Occupations (5 cr) recommended but not required.

##### Term Three - Spring

HE 252	First Aid	3
PE 135	Anatomy & Physiology for Fitness	4
PE 185A	Aerobic Fitness	1
PE 280	CWE-Fitness Center Technician	3
PE 194S	Principles of Strength Training and Conditioning Instruction	2

SP 105	Listening OR	
SP 111	Fundamentals of Public Speaking OR	
SP 218	Interpersonal Communication	3
<b>Total Certificate Credits</b>		<b>47</b>

## GREEN TECHNICIAN CERTIFICATE

The Oregon Green Technician Certificate is funded by a grant from the U.S. Department of Labor and as a result have special admission requirements. The certificate prepares entry level employees with the foundation skills needed in a variety of industries that are associated with or support green jobs. The certificate is designed to meet the unique needs of rural Oregon, where companies tend to be smaller, many occupations may have only one or two local job openings, and employers need workers who have basic technical skills that can transfer to different kinds of work and work settings as employer requirements and labor market demands shift. In addition to technical skills, students will also receive specific instruction in sustainability and green practices.

The certificate will serve as a solid foundation for individuals wishing to increase their skills via additional education or on-the-job training in occupations such as millwright or electrical apprenticeships, industrial machinery mechanics and equipment installers and technicians. The certificate will also serve as excellent preparation for graduates wishing to increase their skills via additional education or on-the-job training for a variety of "Green Occupations" such as wind turbine technicians, energy systems auditors, photo-voltaic solar technicians and installers, as well as wave energy technicians.

The program is a partnership between The Oregon Consortium, local Workforce Investment Act service providers such as Umpqua Training and Employment and eight Oregon community colleges. The nine colleges deliver the program jointly using a combination of on-line instruction and hands-on labs. The core content and related instruction will be 42 credits, plus three credits of elective courses. The program content is standardized and fully transferable across/among the participating colleges. Participating Colleges:

- Blue Mountain Community College
- Clatsop Community College
- Columbia Gorge Community College
- Klamath Community College
- Southwestern Oregon Community College
- Tillamook Bay Community College
- Treasure Valley Community College
- Umpqua Community College

The primary intended outcome of the Green Certificate program is placement in a variety of entry level positions across a number of industry sectors, building an in-demand set of skills that will allow program graduates to advance rapidly in a variety of current and emerging occupational areas across Oregon's rural communities.

NOTE: Enrollment into this closed-enrollment program requires sponsorship with a referral from Umpqua Employment and Training. For referral information, contact Stephe Reid at 541-677-1623 or [stephe@ute1stop.org](mailto:stephe@ute1stop.org).

## Certificate

### Term One - Winter

GT 101	Introduction to Sustainability	3
GT 102	Industrial Safety	2
GT 103	Mechanical Systems	3
GT 104	Electrical Systems Troubleshooting I	2
GT 105 or MTH 052	Applied Math/Workplace Math	4

### Term Two - Spring

GT 106	Introduction to Green Technologies	2
GT 107	Electrical Systems Troubleshooting II	3
GT 108	Building Systems	2
GT 109	HVACR Systems Operations	3
GT 110	Workplace Communication Skills/Information Literacy	2
WR 115 or higher	Introduction to Expository Writing	3

### Term Three - Summer

GT 111	Preventive Maintenance and Energy Conservation	2
GT 112	Control Systems	3
GT 113	Fluid Power	2
GT 114	Local Applications for Alternative Energy	4
GT 115 or PSY 101	Customer Service in Business OR Human Relations	3
	Elective	3
<b>Total Certificate Credits</b>		<b>45</b>

In addition to required courses (listed above) students must complete 3 additional credits from the following:

APR 120:	Industrial Safety	3
CIS 120:	Introduction to Computer Systems	4
CIV 112:	Computer Aided Drafting I	3
GS 104:	Physical Science	4
ECON 115:	Intro to Economics	3
HD 100:	College Success	3
HD 208:	Career Planning	2
Math 65 or higher:	Elementary Algebra	4
MFG 104:	Principles of Lean Manufacturing	1
SDP 109:	Elements of Supervision	3
SDP 113:	Human Relations for Supervisors	3
WLD 101:	Welding Processes and Applications	4

## HEALTH INFORMATICS

This program will prepare graduates to work in an emerging occupation in the health care industry. Health Informatics is a new high-demand occupation that encompasses many different positions and skills. Individuals who earn this degree will be able to fill a variety of entry-level positions within any health care organization related to the use of technology in the management and delivery of health care services. This degree focuses on providing the student with basic knowledge of the healthcare industry as well as the skills necessary to use various technologies in a healthcare setting.



## Associate of Applied Science Degree

### Term One - Fall

	*General Education-Approved Required Related Instruction	4
BA 211	Principles of Accounting I	3
BA 214	Business Communications	3
CIS 122	Introduction to Programming	4

### Term Two - Winter

CIS 135	Application Development for Micros	3
CIS 140M	Introduction to Operating Systems	4
CIS 245	Project Management	4
MED 110	Health Information Technology I	4

### Term Three - Spring

	**Health Informatics-Approved Elective	3
CIS 125D	Microcomputer Applications-Database	3
CIS 151C	Networking Essentials	4
CIS 275	Adv DBMS Programming I	4

### Term Four - Fall

	*General Education-Approved Required Related Instruction	4
CIS 276	Adv DBMS Programming II	4
MED 182	Health Care Delivery Systems	3
MED 283	Health Informationion Systems	4

### Term Five - Winter

	*General Education-Approved Required Related Instruction	8
	**Health Informatics-Approved Electives	6
MED 285	Healthcare Financing and Compliance	3

### Term Six - Spring

	**Health Informatics-Approved Electives	6
CIS 244	Systems Analysis and Design	4
CIS 280D	Cooperative Work Experience	4
MED 111	Medical Terminology I	3

### \*General Education-Approved Related Instruction

MTH 105 or higher Contemporary Math	Introduction to	4
WR 121	English Composition	3
WR 122	English Composition	3
WR 227	Technical Writing	3
PSY 101	Psychology of Human Relations	3

### \*\*Health Informatics-Approved Electives:

CIS 140L	Intro to Operating Systems-Linux	4
CIS 140M	Intro to Operating Systems-MS	4
CIS 151C	***Network Fundamentals (Cisco 1)	4
CIS 152C	Routing Protocols & Concepts (Cisco 2)	4
CIS 153C	Intermediate Routing & Switching (Cisco 3)	4
CIS 154C	Wide Area Network Protocols (Cisco 4)	4
CIS 240M	MS Windows Server Administration	4
CIS 279M	Network Management	4
CIS 284	Network Security	4
GS 104	General Science	4
CH 104	Introduction to Chemistry	4

\*\*\* Listed as an elective for students transferring to UCC from another institution.

## HUMAN SERVICES

### Associate of Applied Science Degree

The Human Services program offers training for entry-level positions in social service agencies. It is a two-year program which combines academic coursework with supervised field work. Note: Students expecting to continue on to attain a B.A. or B.S. should consider the AAOT or AS – Human Services Program- see the Transfer section in this catalog for more details.

The AAS program focuses on the general study and provision of human and social services to individuals and communities and prepares individuals to work in public and private human services agencies and organizations. Human Services coursework includes instruction in the social sciences, psychology, principles of social service, social services law and administration, and applications to particular issues, services, localities, and populations. A typical program plan includes the following required courses and electives:

### Term One - Fall

HS 100	Introduction to Human Services	3
HS 150	Personal Effectiveness Human Services	3
WR 121	*English Composition <sup>5</sup>	3
SOC 204	Introduction to Sociology <sup>5</sup>	3
	Approved Elective (see list following)	3

### Term Two - Winter

HS 154	Community Resources <sup>5</sup>	3
HS 155	#Counseling Skills I	3
HS 227	Understanding Dysfunctional Families <sup>5</sup>	3
WR 122	*English Composition <sup>5</sup>	3
SP 218	Interpersonal Communication OR	
PSY 101	Psychology of Human Relations <sup>5</sup>	3

### Term Three - Spring

HS 226	#Ethics and Law	3
HS 267	Cultural Competence Human Services <sup>5</sup>	3
WR 227	Technical Report Writing <sup>5</sup>	3
MTH 052 (or higher)	Introduction to Algebra for the Trades	4
	Approved Elective (see list following)	2 or 3

**Summer Term (optional)**

Approved Elective (see list following)

**Term Four - Fall**

HS 280	#Cooperative Work Experience	3
PSY 201	General Psychology <sup>5</sup>	3
	Approved Elective (see list following)	3
	Approved Elective (see list following)	3
	Approved Elective (see list following)	3

**Term Five - Winter**

HS 229	Crisis Intervention	3
HS 266	Case Management for Human Services	3
HS 280	#CWE-Human Services	3
PSY 202	General Psychology <sup>5</sup>	3
	Approved Elective (see list following)	3

**Term Six - Spring**

HS 280	CWE-Human Services	3
PSY 203	General Psychology <sup>5</sup>	3
	Approved Elective (see list following)	3
	Approved Elective (see list following)	3
	Approved Elective (see list following)	2-3
	<b>Total Degree Credits</b>	<b>90</b>

Note: Program requirements include 36 credits in HS Core Requirements, 28 credits in General Education Requirements, and 26 credits in HS Approved Electives, for a total of 90 credits.

**+Approved Electives:****Fall Term:**

HS 102	#Addiction Pharmacology <sup>2</sup>	3
HS 217	#Group Counseling Skills <sup>3/5</sup>	3
HS 280	#CWE-Human Services <sup>4</sup>	3-4
HS 298	Independent Studies: Human Services1-3	
ANTH 221	Cultural Anthropology	3
CJ 101	Introduction to Criminology <sup>2/5</sup> (On-line)	3
CJ 243	Narcotics and Dangerous Drugs	3
CJ 261	Introduction to Parole and Probation	3
HDFS 201	Individual and Family Development <sup>5</sup>	3
HDFS 240	Contemporary American Family <sup>5</sup>	3
SPAN 101/201	Spanish <sup>6</sup>	4

**Winter Term:**

HS 242	Program Planning and Evaluation <sup>2</sup>	3
HS 280	#CWE-Human Services <sup>4</sup>	3-4
HS 298	Independent Studies: Human Services1-3	
ANTH 222	Cultural Anthropology	3
HDFS 201	Individual and Family Development <sup>5</sup>	3
SOC 205	Institutions and Social Change <sup>5</sup>	3
SOC 207	Juvenile Delinquency	3
SPAN 102/202	Spanish <sup>6</sup>	3-4

**Spring Term:**

HS 107	Gerontology	3
HS 211	#HIV/AIDS and Other Infectious Diseases	2
HS 265	Counseling Skills II <sup>3</sup>	3
HS 280	#CWE-Human Services <sup>4</sup>	3-4
HS 298	Independent Studies: Human Services1-3	
ANTH 223	Cultural Anthropology	3
CJ 101	Introduction to Criminology <sup>5</sup>	3
CJ 230	Introduction to Juvenile Justice Systems3	
HDFS 201	Individual and Family Development <sup>5</sup>	3
HDFS 240	Contemporary American Family <sup>5</sup>	3
SOC 206	Social Problems and Issues <sup>5</sup>	3
SOC 225	Social Aspects of Addiction	3
SPAN 103/203	Spanish <sup>6</sup>	4

**Summer Term:**

HS 280	#CWE-Human Services <sup>4</sup>	3-4
HS 298	Independent Studies: Human Services1-3	
CJ 232	Introduction to Correctional Casework <sup>7</sup>	3

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

# indicates classes necessary for CADC I Certification

+ Any unlisted HS classes may be applied as approved electives

1 Make be taken 1st or 2nd Yr

2 Recommended for 2nd Yr

3 Prerequisite: HS 155 or Instructor Approval

4 In addition to the 9 credits required, up to 4 credits in HS 280 can be applied to electives.

5 Available in other terms

6 Up to 12 credits in Spanish 101 or higher can apply to AAS

7 Prerequisite: CJ 230 or CJ 261 or Instructor Approval

**LEGAL ASSISTANT/PARALEGAL STUDIES****Legal Assistant Certificate**

The UCC one-year Legal Assistant Certificate Program prepares students for entry-level positions. The curriculum is designed to provide the basic competencies and practical skills necessary to succeed as a legal assistant or continue working towards a degree in paralegal studies. Prerequisites: If required by placement test results, students will need to take MTH 060 to reach the MTH 065 requirement and WR 115 to reach the WR 121 requirement. Acceptance into the Paralegal Program will be postponed if placement is below MTH 060 and WR 115. Students who cannot accurately keyboard at least 40 wpm should plan on taking OA 110 Alphabetic Keyboarding or OA 124 Keyboarding Skills Enhancement early in the program. A grade of C or better must be attained in all LA courses or courses must be retaken.

**Required Curriculum****Term One - Fall**

MTH 065	Elementary Algebra	4
WR 121	English Composition	3
LA 100	*Legal Procedures I	4
OA 240	Legal Terminology	3
OA 128	Editing for Business	3

**Term Two - Winter**

CIS 120	Intro to Computer Information Systems	4
LA 128	*Legal Procedures II	4
LA 101	*Introduction to Paralegal Studies	3
BA 211	**Principles of Accounting	3

**Term Three - Spring**

BA 214	Business Communications	3
LA 105	*Civil Procedures	3
LA 132	*Ethics for the Legal Professional	3
	Any Human Relations course (see pg. ??)	3
LA 280	***CWE - Cooperative Work Experience	2
	<b>Total Certificate Credits</b>	<b>45</b>

\* See catalog descriptions for prerequisites

\*\* Students may substitute BA 151 Practical Accounting (4 credits) AND BA 152 Practical Accounting II (3 Credits). This substitution will necessitate a minimum of 94 credits for the degree instead of 90.

\*\*\* 2 credits equal 66 working hours.

**Paralegal Studies****Associate of Applied Science**

The UCC two-year associate degree Paralegal Studies prepares students for highly responsible entry-level positions as paralegals or legal assistants. Students take first year courses that provide them with basic competencies and practical skills. In the second year, students broaden their education by taking classes in specialty areas targeted to achieve the legal skills necessary to assist in the legal activities of law firms, businesses, insurance companies, financial institutions, public agencies, title companies, or government offices. The curriculum is designed to prepare the future paralegal professional with both a theoretical understanding of the world of law and the practical skills necessary to succeed. Prerequisites: A grade of C or better must be attained in all LA courses or courses must be retaken. Students who cannot accurately keyboard at least 40 wpm should plan to take OA 110 Alphabetic Keyboarding or OA 124 Keyboarding Skill Enhancement early in the program. If required by placement test results, students will need to take MTH 060 to reach the MTH 065 requirement and WR 115 to reach the WR 121 requirement. Acceptance into the Paralegal Program will be postponed if placement is below MTH 060 and WR 115.

**Required Curriculum****Term One - Fall**

MTH 065	Elementary Algebra	4
WR 121	English Composition	3
LA 100	*Legal Procedures I	4
OA 240	Legal Terminology	3
OA 128	Editing for Business	3

**Term Two - Winter**

CIS 120	Intro to Computer Information Systems	4
LA 128	*Legal Procedures II	4
LA 101	*Introduction to Paralegal Studies	3
BA 211	**Principles of Accounting	3

**Term Three - Spring**

BA 214	Business Communications	3
LA 105	*Civil Procedure	3
LA 132	*Ethics for the Legal Professional	3
	Human Relations (see pg. ??)	3
LA 280	***CWE - Paralegal	2

**Term Four - Fall**

BA 101	Introduction to Business	4
LA 204	*Legal Research & Writing	3
LA 208	*Family Law	3
LA 210	*Wills, Probate and Estates	3
LA 226	*Criminal Law for Paralegals	3

**Term Five - Winter**

BA 226	Business Law	4
LA 217	*Real Estate Law	3
LA 224	*Torts, Pleading & Practice	3
	Electives or CWE	4

**Term Six - Spring**

BA 231	*Computers in Business	4
LA 222	*Contract Law	3
LA 230	*Elder Law	3
LA 280	***CWE - Paralegal	2
	Electives	3
	<b>Total degree credits</b>	<b>90</b>

**ELECTIVES**

	<b>Choose 7 credits from the following:</b>	
BA 165	Customer Service	3
BA 212	Principles of Accounting	3
BA 213	Principles of Accounting	3
BA 218	Personal Finance	3
BA 232	Introduction to Business Statistics	3
CJ 105	Concepts of Criminal Law	3
CJ 114	Cultural Diversity Issues in Criminal Justice	3
CJ 120	Intro to the Judicial Process	3
CIS 125D	Microcomputer Applications -Database	3
CIS 125S	Microcomputer Applications - Spreadsheets	3
CJ 169	Terrorism and Homeland Security	3
CJ 226	Introduction to Constitutional Law	3
CJ 230	Introduction to Juvenile Justice System	3
CWE 161	CWE Seminar I	1
HPE 295	Wellness and Health Assessment	3
LA 280	CWE - up to 4 additional credits	
LIB 127	Library and Internet Research	3
MED 111 & 112	Medical Terminology I and II	3 each
OA 110 or 124	Keyboarding (If needed to reach 45 wpm)	2/3
PHL 202	Ethics	3
PS 201	US Government	3
PS 202	US Government	3
PS 203	US Government	3
PSY 101	Psychology of Human Relations	3

SDP 112	Communicating Effectively in the Workplace	3
SP 105	Listening	3
SP 111	Fundamentals of Public Speaking	3
SP 218	Interpersonal Communication	3
SPAN 120	Spanish in the Workplace	4
WR 122	English Composition	3
WR 227	Technical Report Writing	3

\* See catalog descriptions for prerequisites

\*\* Students may substitute BA 151 Practical Accounting (4 credits) AND BA 152 Practical Accounting II (3 Credits). This substitution will necessitate a minimum of 94 credits for the degree instead of 90.

\*\*\* 2 credits equal 66 working hours.

## NURSING (PRE)

### Pre-Nursing and College Transfer

The Nursing education curriculum in the state of Oregon is changing. This catalog reflects the current status of the program at the time of publication. Please consult with the Counseling Department faculty adviser for pre-nursing for further clarification and updates.

Beginning Fall 2008, pre-nursing requirements will be the same for both UCC and Oregon Health Science University students. UCC will continue to offer the AAS in nursing along with the option of obtaining a bachelors degree from OHSU with one additional year of study at UCC. All prerequisites must be completed with a "C" grade or better. Applicants must have at least a 3.25 GPA in completed prerequisite classes to apply to the program.

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 through out 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 covered by the student fees.

Along with the pre-requisites it is critical for students to be computer competent. Computer competency is being able to use word processing, excel spreadsheets, e-mail, uploading & downloading documents, using an on-line learning management system and electronic medical records.

### Recommended Pre-Nursing Year

#### Term One - Fall

*CH 104	Introduction to Chemistry OR	4
CH 112	Chemistry for Health Occupations	5
**MTH 095	Mathematics (or higher)	4
HDFS 201	Individual & Family Development OR	
PSY 237	Life Span Development (online) OR	
WR 121	English Composition	3
	Social Science elective I	3

#### Term Two - Winter

*BI 231	***Anatomy and Physiology	4
FN 225	Human Nutrition	4
WR 122	English Composition	3
	Social Science elective II	3

### Term Three - Spring

BI 232	***Anatomy and Physiology	4
BI 234	Microbiology	4
WR 123	English Composition OR	
WR 227	Technical Writing	3
	Humanities, Social Science or Natural Science (for OHSU BSN only)	3-4

### Summer

BI 233	***Anatomy and Physiology	4
	Total Prerequisite credits	46-48

Additional course if desired (not required and does not count towards credits needed for admissions):

NRS 11	Nursing Assistant	9
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\* Must have completed Math 95, Chemistry and Anatomy and Physiology 1 (BI 231) at time of application plus enough other prerequisite courses to equal 30 credits. Must have 45 prerequisite credits before entering the nursing program in fall.

\*\* A Math test placement score of 105 or higher on the UCC placement test by the application deadline

\*\*\*Must have been completed within last 5 years

### Suggested alternate course of study for pre-Nursing:

#### Term One - Summer

*CH 104	Introduction to Chemistry OR	4
CH 112	Chemistry for Health Occupations	5
MTH 095	Intermediate Algebra	4

#### Term Two - Fall

BI 231	Anatomy & Physiology	4
HDFS 201	Ind. Family Development OR	3
PSY 237	Life Span Development	3
WR 121	English Composition	3
	Social Sciences Elective I	3

#### Term Three - Winter

BI 232	Anatomy & physiology	4
BI 234	Microbiology	4
WR 122	English Composition	3
	Social Sciences Elective II	3

#### Term Four - Spring

BI 233	Anatomy & Physiology	4
FN 225	Human Nutrition	4
	Humanities, Social Sciences OR Natural Sciences Elective	3/4
WR 123	English Composition OR	
WR 227	Technical Writing	3
	Total for pre-Nursing year credits	46-48

## NURSING

The college offers a variety of programs in Nursing. The department reserves the privilege of retaining only those students who, in the judgment of the college, satisfy the requirements of scholarship, health, and personal suitability for nursing.

The UCC Nursing program is accredited by the National League for Nursing Accrediting Commission and the Oregon State Board of Nursing.

### Associate of Applied Science

The Nursing program is a partner in the Oregon Consortium for Nursing Education (OCNE) and offers a competency-based curriculum jointly developed by nursing faculties from the consortium schools. The core competencies address the need for nurses to be skilled in clinical judgment and critical thinking; evidence-based practice; relationship-centered care; interdisciplinary collaboration; assisting individuals and families in self-care practices for promotion of health and management of chronic and acute illness; end-of-life care; and teaching, delegation, leadership and supervision of caregivers. Acceptance to the program allows for co-admission to Umpqua Community College and Oregon Health and Science University (OHSU) nursing programs. The program is designed as four years of full-time study, with the first year devoted to **prerequisite** and/or preparatory courses (45 credits) required for admission to the restricted (limited) admission Nursing program.

Successful completion of the second and third years leads to an Associate of Applied Science (AAS) degree offered by Umpqua Community College. The program continues for four additional terms leading to a Bachelor of Science degree, Nursing (BS,N) offered by OHSU.

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-RN licensure testing or can be used to begin the coursework for the BS,N or a combination of both. Both the AAS and BS,N degrees meet the educational requirement for the national licensure examination for RN licensure. The Nursing program is approved by the Oregon State Board of Nursing (OSBN, 17938 SW Upper Boones Ferry Rd., Portland, OR 97224-7012) and the NLNAC.

### Entry Requirements

As part of their training program, students must begin with the courses within their skill levels as determined by placement test scores. In addition, students may also be required to enroll in classes that would increase their success. Program admission occurs once per year. Deadline for submitting program application material and requirements is Winter 2012 (February 15, 2012), for fall term 2012 admission (see program website and/or application packet for more information). Transcripts showing satisfactory completion of at least 30 credits of **prerequisites** must be in the Enrollment Services office by the application deadline in 2012. All **prerequisites** must have been taken with a letter grade rather than pass/no pass. Applicants must have either graduated from high school, obtained a GED at the high school level, completed a home school program at the high school level, or completed a program of study in a post-secondary school at a one-year certificate level or higher. Consortium partner schools will use shared standards in a point system and a set of core criteria for evaluation and selection of candidates to the consortium curriculum, but selection processes, acceptance decisions, and admissions will occur at individual schools. Application to the Nursing program requires a minimum GPA of 3.25 and a grade of C or better for all completed **prerequisites**. If an applicant has taken an equivalent course elsewhere which has a course number, title, or credit hour different from the UCC course, the applicant must contact UCC's Enrollment Services office for a transcript review, or

the appropriate department head to obtain a course substitution, as far in advance of the application deadline as possible. To be admitted into nursing courses students must complete all required **prerequisite** and preparatory courses (minimum 45 credits) and be accepted into the Nursing program.

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 through out 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 covered by the student fees.

Along with the pre-requisites it is critical for students to be computer competent. Computer competency is being able to use word processing, excel spreadsheets, e-mail, uploading & downloading documents, using an on-line learning management system and electronic medical records.

All accepted nursing students will be required to undergo a criminal 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 criminal background checks and disqualifying crimes can be found at the OSBN web link: <http://www.oregon.gov/OSBN/pdfs/npa/Div45.pdf>

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 in the nursing program. The program is required to 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. 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 Criminal Background Check for OHSU at the time of transition and ability to enroll in OHSU courses may be negatively impacted by any criminal history in their background.

Nursing students attend classes on campus and in the Nursing Science Resource Center (NSRC) and clinical practicum at many community sites including Mercy Medical Center and the Veterans Hospital. Students will be responsible for their own transportation to the clinical site. See the program website and/or program information for progression policies.

### Graduation Requirements

These requirements apply only to nursing students admitted to the program during the current academic year. The program of study, graduation requirements, and courses are under constant review and are subject to revision. Students contemplating admission in a later year may have different requirements and must obtain the advising guide or catalog for that year. If required courses (e.g., clinicals) are graded only on a pass/no pass basis, a grade of P for these courses indicate a student earned a C or better grade. Students must complete all courses on this advising guide with a grade of C or better to continue in and complete the program, receive their degrees, and meet the educational requirements to apply to take the national licensure exam (NCLEX-RN). The OSBN screens all applicants for licensure and may deny licensure to or place on probation applicants with convictions for certain crimes. Licensure applicants with a history of chemical dependence will be required to have a drug and alcohol counselor assessment. Contact the OSBN with any questions. See Pre-Nursing for prerequisites.

**NURSING: FIRST YEAR****Required Curriculum****Term One - Fall**

BI 222	Introduction to Genetics	3
NRS 110/210	Foundations of Nursing– Health Promotion (See note 2)	9

**Term Two - Winter**

NRS 111/211	Foundations of Nursing in Chronic Illness 1 OR	6
NRS 112/212	Foundations of Nursing in Acute Care I	6
NRS 230	Clinical Pharmacology I	3
NRS 232	Pathophysiological Processes I	3

**Term Three - Spring**

NRS 111/211	Foundations of Nursing in Chronic Illness 1 OR	6
NRS 112/212	Foundations of Nursing in Acute Care I	6
NRS 231	Clinical Pharmacology II	3
NRS 233	Pathophysiological Processes II	3
<b>Total First Year Credits</b>		<b>36-37</b>

**Term Four - Summer**

NRS 216	Nursing Skills Acute Hospital Clinical 2-3 (elective)	
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**NURSING: SECOND YEAR****Course Requirements****Term One - Fall**

NRS 221/321	Nursing in Chronic Illness II and End-of-Life OR	9
NRS 222/322	Nursing in Acute Care II  Approved humanities, social or natural science electives (see UCC catalog for approved list of electives, may want to take MTH 243, (See note 5)	0-3

**Term Two - Winter**

NRS 221/321	Nursing in Chronic Illness II and End-of-Life OR	9
NRS 222/322	Nursing in Acute Care II  Approved humanities, social or natural science electives (see UCC catalog for approved list of electives may want to take MTH 243, (See note 5)	0-4

**Term Three - Spring**

NRS 224	Scope of Practice and Preceptorship Approved humanities, social or natural science electives see UCC catalog for approved list of electives, See program note # 5 may want to take MTH 243, (See note 5)	9      0-4
<b>Total Second Year Credits</b>		<b>27-31</b>
<b>Total Program Credits</b>		<b>108-113</b>

**Program Notes:**

1. MTH 095 or higher level math and BI 231 must be part of the 30 credits completed to be eligible to apply.
2. To be admitted into NRS 110, students must complete all required **prerequisite** and preparatory courses. (minimum 45 credits) and be accepted into the Nursing program.
3. BI 222 and other general education courses in this year may be completed during summer term, but must be completed to progress to second year nursing courses.
4. 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 foreign language (if they graduated from high school after 1997), or two terms of the same college-level language, or a language proficiency examination. College-level foreign language (including American sign language) credits count toward degree requirement
5. Students planning to earn a bachelor's degree are encouraged to complete MTH 243 Probability and Statistics soon after their **prerequisite** math course.

For more information regarding the program, selection process, and points contact the Nursing program: 541 440-4613.

**PRACTICAL NURSING****Practical Nursing  
Certificate**

The college provides an additional nursing career pathway, the Certificate of Practical Nursing. This course of study requires one year of prerequisites followed by one year of nursing course work. Admission to this program is by a competitive application process. All prerequisites must be completed with a grade of C or better.

**Recommended Pre-PN Course of Study****Term One - Fall**

CH 104 or 112	Chemistry	4-5
MTH 065	Elementary Mathematics	4

**Term Two - Winter**

BI 231	Anatomy & Physiology	4
WR 121	English Composition	3

**Term Three - Spring**

BI 232	Anatomy & Physiology	4
MED 111	Medical Terminology (elective)	3

**Term Four - Summer**

BI 233	Anatomy & Physiology	4
MED 112	Medical Terminology (elective)	3
<b>Total Pre-PN year credits</b>		<b>21-30</b>

**Entry Requirements**

As part of their training program, students must begin with the courses within their skill levels, as determined by placement test scores. In addition, students may also be required to enroll in classes that would increase their success. Program admission occurs once per year. Deadline for submitting program application materials is fall term for a winter term admission. Transcripts showing satisfactory completion of the required prerequisites must be in the Enrollment Services office by the deadline in mid-fall. All prerequisite course work must have a grade of C or better and the total prerequisite GPA must be at least a 3.00. In addition to course work, students are required to either hold a current Oregon Nursing Assistant certificate (CNA 1) or have completed the Nursing Assistant course

(NRS 11). See specific application.

Drug screening: All nursing students must successfully pass a drug screening test at the time of admission into the Practical Nursing program and are subject to random drug screening through out 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 covered by the student fees.

Along with the pre-requisites it is critical for students to be computer competent. Computer competency is being able to use word processing, excel spreadsheets, e-mail, uploading & downloading documents, using an on-line learning management system and electronic medical records.

All accepted nursing students will be required to undergo a criminal 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 criminal background checks and disqualifying crimes can be found at the OSBN web link: <http://www.oregon.gov/OSBN/pdfs/npa/Div45.pdf>

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 in the nursing program. The program is required to 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.

Practical Nursing students must attend classes on campus, in the Nursing Science Resource Center (NSRC), and clinical practicum at many community healthcare sites, including Mercy Medical Center, the Veterans Administration Hospital, Rose Haven, and Umpqua Valley Rehabilitation and Care Center. Students will be responsible for their own transportation to the clinical sites.

#### Graduation Requirements

These requirements apply only to nursing students admitted to the program during the current academic year. The program of study, graduation requirements, and courses are under constant review and are subject to revision. Students contemplating admission in a later year may have different requirements and must obtain the advising guide or catalog for that year. If required courses (e.g., clinicals) are graded only on a pass/no pass basis, a grade of P for these courses indicate a student earned a C or better grade. 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-PN). The OSBN screens all applicants for licensure and may deny licensure to or place on probation applicants with convictions for certain crimes. Licensure applicants with a history of chemical dependence will be required to have a drug and alcohol counselor assessment. Contact the OSBN with any questions.

#### Required Curriculum

##### Term One - Winter

PN 101 Introduction to Practical Nursing 9

##### Term Two - Spring

PN 102 Foundations of Practical Nursing I 9

##### Term Three - Summer

PN 103 Foundations of Practical Nursing II 9  
Total Credits 27  
Total Program Credits (2 yr) 48-57

## OCCUPATIONAL SKILLS TRAINING

### Certificate

The Occupational Skills Training Program offers students the opportunity to earn college credit for work-site-based training at an approved community training site. Students in this program are usually agency sponsored. When you enroll in this short-term program, you will receive instruction based on a curriculum personalized for your chosen occupation and your individual abilities, skills, and interest. A suitable training site and curriculum will be determined jointly by your sponsoring agency.

A variety of occupational areas may be appropriate for the Occupation Skills Training Program. Related technical classes may be included in the program if deemed part of the approved training plan.

## OFFICE TECHNOLOGY

### Microsoft Office Technologist Pathways Certificate

This certificate program is designed to provide students with advanced skills in Microsoft Office 2007 applications such as Access, Excel, Word, and PowerPoint. Students completing each course in the series will be better prepared to sit for and pass the Microsoft Certified Application Specialist (MCAS) designation.

CIS 125D	Microcomputer Applications - Database	3
CIS 125E	Microcomputer Applications - E-mail	2
CIS 125R	Microcomputer Applications - Presentation Software	2
CIS 125S	Microcomputer Applications - Spreadsheets	3
CIS 125W	Microcomputer Applications - Word Processing	3
<b>Total Certificate Credits</b>		<b>13</b>

### Office Assistant Certificate

The Office Assistant certificate program is designed to provide basic training in office skills and business knowledge that is expected in the business world today. The curriculum prepares students for entry-level positions such as clerks, receptionists or office assistants.

Students not knowing how to keyboard, must take OA 110 their first term. If required by placement test results, students will need to take MTH 020, WR 115.

#### Required Curriculum

##### Term One - Fall

CIS 120	Intro to Computer Information Systems	4
OA 115	Administrative Office Professional	3
OA 131	10-key	1
OA 128	Editing for Bus	3
PSY 101	Psychology of Human Relations	OR
SP 105	Listening	OR
SP 218	Interpersonal Communications	OR
SP 219	Small Group Discussion	3

**Term Two - Winter**

BA 151	Practical Accounting I	4
BA 180	Business Math I	3
OA 116	Records Management	2
OA 124A	Keyboarding Skill Enhancement	3
**WR 115 or above	Intro to Expository Writing	3

**Term Three - Spring**

BA 165	Customer Service	3
CWE 161	CWE Seminar I	1
OA 123	Formatting	4
OA 250	General Office Procedures	3
	Elective, if needed to reach 45 (from approved list of electives)	5
	<b>Total Certificate Credits</b>	<b>45</b>

**Approved Electives**

BA 152	Practical Accounting II	3
CIS 140W	Introduction to Windows	2
OA 201	Word Processing Applications	3
OA 280A	CWE-Admin/Office Assistant	1-5

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

### Clinical Medical Assistant Certificate

This program is designed to train individuals to become clinical medical assistants (CMAs). Graduates work primarily in ambulatory care settings, such as medical offices and clinics. Duties of medical assistants vary but generally include taking and recording vital signs and medical histories, preparing patients for x-ray or other diagnostic exams, collecting and preparing lab specimens, and assisting the physician during the examination.

The Clinical Medical Assistant one-year certificate program includes classes in anatomy and physiology, medical terminology, and clinical procedures. Other pertinent topics include medical law and ethics, procedures and diagnoses coding, and patient relations. Because medical assistants often help with administrative functions, students are required to take courses in general and medical office practices as well. Students not having keyboarding skill at entry should take OA 110 during their first quarter.

NOTE: Please see prerequisites for MED 124 and OA 280D before starting this program.

**Required Curriculum****Term One - Fall**

CIS 120	Intro to Computer Information Systems	4
OA 115	Administrative Office Professional	3
MED 111	*Medical Terminology I	3
HE 252	First Aid	3
MED 220	Medical Office Procedures I	3

**Term Two - Winter**

MED 112	Medical Terminology II	3
MED 221	Medical Office Procedures II	3
MED 115	*Anatomy & Physiology for the Medical Assistant	3
MED 060	Math for the Medical Asst.	3
OA 116	Records Management	2
PSY 101	Psychology of Human Relations	3

**Term Three - Spring**

MED 140	Electronic Health Records	3
MED 124	*Clinical Medical Assisting	6
BA 165	Customer Service	3
WR 115 or above	*Intro to Expository Writing	3
CWE 161	CWE Seminar I	1

**Term Four - Summer**

OA280D	CWE for Clinical Medical Assistants	3
	<b>Total Certificate Credits</b>	<b>52</b>

**Other Recommended Courses**

	Phlebotomy	
NRS 11	Nursing Assistant	9
OA 110	Alpha Keyboarding, if needed	2

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

### Medical Billing and Collections Clerk Certificate

Students gain theoretical knowledge and practical skills that will help them to succeed as entry-level outpatient medical billing and collections clerks. Prerequisite skills: Touch typing skills of at least 20 wpm at 95% accuracy.

**Required Curriculum****Term One - Fall**

MED 111	Medical Terminology I	3
MED 220	Medical Office Procedures I	3
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 131	10-Key Calculators	1
WR 115 or above	Intro to Expository Writing	3

**Term Two - Winter**

CIS 120	Intro to Computer Information Systems	4
MED 112	Medical Terminology II	3
MED 114	Medical Coding for the Physician's Office	3
MED 115	Anatomy and Physiology for Medical Asst.	3
MED 221	Medical Office Procedures II	3
MED 230	Health Insurance Concepts	3



**Term Three - Spring**

BA180	Business Math OR	3
MED 060	Math for the Medical Asst. OR	3
MTH 060	Introduction to Algebra	4
CWE 161	Coop. Work Experience Seminar I	1
MED 140	Electronic Health Records	3
MED 222	Medical Office Procedures III	3
MED 231	Health Care Reimbursement & Collections	3
PSY 101	Psychology of Human Relations	3
<b>Total Certificate Credits</b>		<b>50-51</b>

**Administrative Assistant****Associate of Applied Science**

This program is designed to prepare individuals for professional office positions. During the first year of preparation, emphasis is placed upon building basic office skills. The second year is primarily devoted to courses in this specialty area. To qualify for the AAS degree, you must type 45 wpm for 5 minutes using error cutoff, satisfactorily complete all required course work and accumulate a minimum of 90 credit hours.

Upon entering the program, students are evaluated on the basis of previous experience for placement in the keyboarding/formatting sequence. Some courses may be waived on the basis of demonstrated proficiency or experience.

**Required Curriculum****Term One - Fall**

BA 180	Business Math I	3
CIS 120	Intro to Computer Information Systems <sup>4</sup>	
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 131	Ten-Key Calculator	1
WR 121	**English Composition	3

**Term Two - Winter**

BA 116	Principles of Financial Services	4
CIS 125S	Microcomputer Applications - Spreadsheets	3
OA 124A	Keyboarding Skill Enhancement	3
OA 128	Editing for Business	3
PSY 101	Psychology of Human Relations OR	
SP 105	Listening OR	
SP 218	Interpersonal Communications OR	
SP 219	Small Group Discussion	3

**Term Three - Spring**

BA 101	Introduction to Business	4
BA 165	Customer Service	3
CIS 125W	Microcomputer Applications - Word Processing	3
OA 123	Formatting	4

**Term Four - Fall**

BA 151	Practical Accounting I	4
CIS 125E	Microcomputer Applications - E-mail	2
CIS 125R	Microcomputer Applications - Presentation Software	2
CWE 161	CWE Seminar I	1
OA 201	**Word Processing Applications	3
SDP 109	Elements of Supervision	3

**Term Five - Winter**

BA 152	Practical Accounting II	3
BA 214	**Business Communications	3
BA 226	Business Law	4
OA 225	**Machine Transcription I	3
OA 245	Office Administration	1

**Term Six - Spring**

BA 218	Personal Finance	3
CIS 125D	Microcomputer Applications - Database	3
OA 250	**General Office Procedures	3
OA 258	**Machine Transcription II-General	3
OA 260	Principles of Office Management	3
<b>Total Degree Credits</b>		<b>90</b>

Other Recommended Courses (Does NOT meet general education requirements)

BA 106 A, B, C	Business Leadership I, II, III	1-3
BA 206	Management Fundamentals	3
OA 280A	CWE: Admin. Asst./Office Asst.	3-5
WR 227	Technical Report Writing	3

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

**Administrative Assistant - Medical Option****Associate of Applied Science**

This program is designed for positions in the medical environment. During the first year of preparation, emphasis is placed upon building basic office skills. The second year is primarily devoted to courses in this specialty area. To qualify for the AAS degree, you must type 45 wpm for 5 minutes using error cutoff, satisfactorily complete all required course work and accumulate a minimum total of 90 credit hours.

Upon entering the program, you are evaluated on the basis of previous experience for placement in the keyboarding and formatting sequences. Some courses may be waived on the basis of demonstrated proficiency or experience.

**Required Curriculum****Term One - Fall**

CIS 120	Intro to Computer Information Systems <sup>4</sup>	
OA 115	Administrative Office Professional	3
OA 116	Records Management	2
OA 124A	Keyboarding Skill Enhancement	3
WR 121	**English Composition	3

**Term Two - Winter**

BA 151	Practical Accounting I	4
BA 218	Personal Finance	3
BA 226	Business Law	4
OA 123	Formatting	4

**Term Three - Spring**

BA 180 or MED 060	Business Math I OR Math for the Medical Assistant	3
PSY 101 SP 105 SP 218 SP 219	Psychology of Human Relations OR Listening OR Interpersonal Communication OR Small Group Discussion	3
BA 152	Practical Accounting II	3
BA 214	**Business Communications	3
CWE 161	CWE Seminar I	1
OA 201	Word Processing Applications	3

**Term Four - Fall**

BA 101	Introduction to Business	4
CIS 125E	Microcomputer Applications - E-mail	2
MED 111	**Medical Terminology I	3
MED 220	**Medical Office Procedures I	3
OA 128	Editing for Business	3

**Term Five - Winter**

MED 112	**Medical Terminology II	3
MED 140	Electronic Health Records	3
MED 221	**Medical Office Procedures II	3
OA 225	**Machine Transcription I	3
OA 245	Office Administration	1
MED 230	Health Insurance Concepts	3

**Term Six - Spring**

BA 165	Customer Service	3
MED 222	**Medical Office Procedures III	3
MED 260	Beginning Medical Transcription	3
OA 260	Principles of Office Management	3
OA 131	Ten-Key Calculator	1
	<b>Total Degree Credits</b>	<b>90</b>

**Other Recommended Courses**

BA 106 A, B, C	Business Leadership I, II, III	1-3
HE 252	First Aid	3
OA 280C	CWE: Administrative Medical Asst.	3-5

§ See Adviser

**\*\* A grade of C or better must be attained in the courses indicated****TRUCKING AND TRANSPORTATION LOGISTICS  
CERTIFICATE (TRUCK DRIVER TRAINING)****Certificate**

This certificate will prepare the student to take the Oregon State Commercial Drivers License test and meet the requirements of industry as well as a state-wide community college certificate. The program utilizes a career-pathway model which allows for immediate employment after two classes and with additional course work the opportunity to complete an industry endorsed career-technical certificate of completion.

TTL 101	*Intro to Transportation and Logistics	4
TTL 121	*Practical Applications in Transportation and Logistics	6
TTL 141	**Transportation Customer Service Skills	3
TTL 281	**CWE: Transportation	6
	<b>Total Certificate Credits</b>	<b>19</b>

\* (Required for Oregon CDL and Certificate)

\*\* (Required for Certificate)

**Certificate**

The Umpqua Community College Truck Driving certificate includes classroom training covering: log books, trip planning, and hours of service. This is followed by road/yard training covering; behind-the wheel driving, entry-level driver training, backing, chaining up, make and brake, and completion of the CDL drive test. In order to obtain the Certificate students also take the Transportation Customer Service course and complete a minimum of 100 hours of Cooperative Work Experience which includes a sixteen hour seminar.

Applicants for the Truck Driver Training program must:

- Be 23 years of age unless employed or pre-approved by a trucking company;
- Have a clear driving record for the past 5 years;
- Complete an application packet
- Take placement tests scoring 29 on the Reading and 33 on the Numerical Skills;
- Complete and pass a DOT physical and Drug Screen.

Students will be issued a certificate of completion when they have successfully completed all program requirements. Pre-registration is required. Contact 580-0390 for further information.

**VISUAL COMMUNICATIONS**

The Visual Communications Program has been developed to meet student interest and industry demand for a concentrated, rigorous curriculum that will prepare students for entry level skills in both print and digital media. This program replaced the discontinued Desktop Marketing Certificate that was offered through the Business Department.

UCC offers an AAS in Visual Communications, and two skills certificates: a 15-credit Visual Communications Assistant Certificate offered entirely on line, and an 18-credit Pre-Press Technician Certificate.

Students in Visual Communications will develop skills in graphic design, layout, typography, photography, and digital media, plus essential career skills such as teamwork and creative problem solving. The VCC Program is structured to assist students in developing a broad range of entry level skills in both print and web-based applications.

Projects will include corporate identity programs, editorial design, illustration, multimedia presentations, print media publications, packaging design, typography, web site design and video production.

Graduates of this program will be qualified to work as:

- Graphic Design Assistants
- Publication Designers
- Web Graphics Producer
- Digital Pre-press Technician
- Junior Art Director
- Marketing Assistant
- Multimedia Designer

**It is important to note that classes are only offered once per year. Students choosing an alternate schedule will need more than two years to complete the program.**

### Visual Communications Assistant Career Pathways Certificate

#### Required Curriculum:

VC 114	Introduction to Adobe InDesign	3
VC 130	Introduction to Photoshop	3
VC 134	Introduction to Dreamweaver	3
VC 139	Introduction to Adobe Illustrator	3
VC 151	Digital to Print	3
	Total Certificate Credits	15

### Visual Communications Pre-Press Technician Career Pathways Certificate

#### Required Curriculum:

VC 111	Introduction to Visual Communications	3
VC 114	Introduction to Adobe InDesign	3
VC 121	InDesign Basics	3
VC 130	Introduction to Photoshop	3
VC 139	Introduction to Adobe Illustrator	3
VC 151	Digital to Print	3
	Total Certificate Credits	18

### Associate of Applied Science

#### Term One - Fall

ART 115	Basic Design	3
ART 131	Introduction to Drawing	3
VC 111	Introduction to Visual Communications	3
VC 114	Introduction to Adobe InDesign	3
VC 121	InDesign Basics	3
WR 121	English Composition	3

#### Term Two - Winter

ART 116	Basic Design	3
ART 132	Introduction to Drawing	3
ART 226	Typography	3
PSY 101	Psychology of Human Relations	3
VC 130	Intro to PhotoShop CS5	3

#### Term Three - Spring

ART 197	Artist's Survival/Practical Issues	3
ART 221	Illustration for Designers	3
SP 111	Fundamentals of Public Speaking	3
VC 139	Intro to Adobe Illustrator CS4	3
WR 227 or J 251	Technical Writing OR Writing for the Media	3

#### Term Four - Fall

ART 197	Artist's Survival/Practical Issues	3
ART 222	Graphic Design I	3
ART 261	Photography	3
ART 270 or ART 281	Introduction to Printmaking OR Painting	3
MTH 095 or higher	Intermediate Algebra	4

#### Term Five - Winter

ART 223	Graphic Design II	3
ART 263	Advanced Photography: Digital	3
<b>BA 239</b>	<b>Advertising</b>	<b>3</b>
<b>J 215</b>	<b>Journalism Production</b>	<b>2</b>
VC 151	Digital to Print	3

#### Term Six - Spring

ART 224	Graphic Design III	3
ART 239	Digital Illustration	3
ART 298	Independent Study: Final Portfolio	1
<b>BA 223</b>	<b>Principles of Marketing</b>	<b>3</b>
<b>HPE 295</b> or <b>PE 185</b>	<b>Wellness &amp; Health Assessment OR Physical Education (total of 3 credits)</b>	<b>3</b>
J 215	Journalism Production	2
VC 134 or VC 135	Introduction to Dreamweaver OR Introduction to Flash	3
	<b>Total Degree Credits</b>	<b>96</b>

### VITICULTURE AND ENOLOGY

The one-year certificate program in Viticulture and Enology prepares students for entry into the industry and is the first year of the two-year AAS degree. The certificate program includes an introduction to grape growing, basic principles of soil science, vineyard practices throughout all four seasons, and supervised practical work experience. The second year curriculum emphasizes enology (wine making).

Job opportunities exist throughout the Pacific Northwest and northern California. The average annual wage for winery production workers (including seasonal workers and excluding contracted workers) was \$24,510 in 2006.

## Wine Marketing Assistant Pathway Certificate

The Wine Marketing Assistant Pathway Certificate includes parts of the full Viticulture and Enology one-year certificate and two-year degree that prepare students for entry level positions in wine sales and distribution. Students can continue with either the Viticulture/Enology program or augment business skills. Students completing the program will be able to demonstrate understanding of the role and function of marketing in the wine industry; familiarity with the basic chemistry of winemaking; ability to conduct sensory evaluations of wine qualities; and knowledge of worldwide wine varieties, regions, and markets.

### Term One - Fall

VE 101	Introduction to the Wine Industry	1
VE 201	Winemaking for Viticulturists	3
VE 203	Wines of the World	1

### Term Two - Winter

VE 202	Sensory Evaluation of Wine	3
VE 204	Wines of the Pacific Region	1

### Term Three - Spring

VE 205	Wines of Oregon	1
VE 223	Wine Marketing	3
<b>Total Pathways Certificate Credits</b>		<b>13</b>

## Viticulture Certificate

### Required Curriculum

#### Term One - Fall

MTH 095	Intermediate Algebra (or above)	4
VE 101	Introduction to the Wine Industry	1
VE 110	Vineyard Practices I	4
VE 201	Winemaking for Viticulturists	3
WR 115	English Composition (or above)	3

#### Term Two - Winter

GS 105	Physical Science (Chemistry)	4
PSY 101	Psychology of Human Relations OR	
SP 105	Listening OR	
SP 218	Interpersonal Communications OR	
SP 219	Small Group Discussion	3
HPE 295	Wellness/Health Assessment	3
VE 111	Vineyard Practices II	4

#### Term Three - Spring

SPAN 122	Spanish in the Workplace: Viticulture	4
VE 102	Integrated Pest Control	4
VE 112	Vineyard Practices III	4
VE 280	CWE Practicum	2

#### Summer

VE 103	Vineyard Soils, Plant Nutrition and Irrigation	4
VE 280	CWE Practicum	2
<b>Total Certificate Credits</b>		<b>49</b>

## Viticulture and Enology Associate of Applied Science

The Viticulture and Enology program prepares students for entry into the industry in production and sales as winemaking technicians, vineyard and winery owners, and vintners. The curriculum builds upon one-year certificate program in Viticulture. The Enology AAS degree program includes an introduction to grape growing, basic principles of soil science, vineyard and winery practices throughout all four seasons, chemistry of the winemaking process, principles of wine production, and supervised practical work experience. Students must be at least 21 years of age to participate in wine tasting.

Job opportunities exist throughout the Pacific Northwest and northern California. The average annual wage for wine sales and distribution workers was \$42,168. The industry is expanding rapidly, with the number of vineyards and wineries and related employment all increasing at the rate of 10% per year over the past five years. Efforts are underway to articulate the degree for transfer to other colleges and universities, including Oregon State University, which has both undergraduate and graduate programs in the field.

### Required Curriculum

#### Term One - Fall

VE 101	Introduction to the Wine Industry	1
VE 110	Vineyard Practices I	4
VE 201	Winemaking for Viticulturists	3
MTH 095	Intermediate Algebra (or above)	4
WR 115	Introduction to Expository Writing (or above)	3

#### Term Two - Winter

GS 105	Physical Science (Chemistry)	4
HPE 295	Wellness and Health Assessment	3
PSY 101	Psychology of Human Relations OR	
SP 105	Listening OR	
SP 218	Interpersonal Communications OR	
SP 219	Small Group Discussion	3
VE 111	Vineyard Practices II	4

#### Term Three - Spring

SPAN 122	Spanish in the Workplace: Viticulture	4
VE 102	Integrated Pest Control	4
VE 112	Vineyard Practices III	4
VE 280	CWE Practicum	2

#### Summer Term

VE 103	Soils, Plant Nutrition, and Irrigation	4
VE 280	CWE Practicum	2

#### Term Four - Fall

VE 203	Wines of the World	1
VE 209	Laboratory Analysis of Musts and Wines	4
VE 210	Science of Winemaking I	5
VE 280	CWE Practicum	2
CH 104	Introduction to Chemistry	4

**Term Five - Winter**

VE 202	Sensory Evaluation of Wine	3
VE 204	Wines of the Pacific Region	1
VE 211	Science of Winemaking II	5
VE 280	CWE Practicum	2
CH 105	Introduction to Chemistry	4

**Term Six - Spring**

VE 205	Wines of Oregon	1
VE 212	Science of Winemaking III	5
VE 223	Wine Marketing	3
VE 280	CWE Practicum	2
CH 106	Introduction to Chemistry	4
<b>Total Degree Credits</b>		<b>95</b>

**Term Three - Spring**

WLD 121	Gas Metal Arc Welding	3
WLD 122	Gas Metal Arc Welding-Pulse	3
WLD 141	Flux-Cored Arc Welding I (Gas Shielded)	3
WLD 142	Flux-Cored Arc Welding II (Self Shielded)	3
PSY 101 or equiv.	Psychology of Human Relations	3
	Elective if needed	1
<b>Total Certificate Credits</b>		<b>45-46</b>

**WELDING**

The welding program courses focus on the skills needed in the following areas: OFC, OFW, PAC, ACAC, SMAW, GMAW, GMAW-P, FCAW, GTAW, GLAW-G. Students will learn to weld in all four positions (flat, horizontal, vertical, and overhead) using the latest technology and equipment used in the welding industry. Upon successful completion of the Basic Certificate the student will have the skills necessary to attain an entry level welding position, as this program is an EIM of AWS Curriculum and lab exercises are directly aligned with the national standards for entry level welders.. Courses are available to extend the skills learned in the Basic Certificate to include advanced welding techniques required in the manufacture and repair of products made from materials requiring special fabricating procedures. The skills acquired will enable one to pursue welding jobs which require advanced knowledge and skills with higher pay.

**Certificate****Required Curriculum****Term One – Fall**

WLD 101	Welding Processes & Applications	4
WLD 111	Shielded Arc Metal Welding	4
WLD 131	Basic Metallurgy	3
MTH 052 or higher	Introduction to Algebra for the Trades	3 or 4

**Term Two - Winter**

WLD 112	Shielded Arc Metal Welding: Mild Steel I	3
WLD 113	Shielded Arc Metal Welding: Mild Steel II	3
WLD 114	Shielded Arc Metal Welding: Mild Steel III	3
WLD 140	Blueprint Reading and Sketching	3
WR 115	Intro to Expository Writing	3

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## 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. Affords an opportunity for students with previous study in a subject area to pursue further investigations for credit. Prerequisite: Instructor, Department Chair, and Dean approval of study plan. 6 credits maximum total credit.

## course descriptions

### ANTH - ANTHROPOLOGY

#### ANTH 150: Introduction to Archaeology (3)

This course offers an introduction to the archaeology and prehistory of the world and archaeological method and theory. We will review the basic field and lab techniques that archaeologists use to investigate the past, the theoretical paradigms that guide the archaeological process, and the origins of human behavior from the earliest fossils and artifacts to the ancient civilizations of the Old and New Worlds. 3 lecture hrs/wk. S

#### ANTH 221: Cultural Anthropology (3)

Preliterate and modern societies are studied, compared, and contrasted to discover common human themes. Both evolutionary and institutional approaches are used; that is, we look at hunters and gatherers, bands, tribes, and state societies as well as institutions such as the family, political organization, economics, technology, and religion. This is the first term of a three term sequence. 3 lecture hrs/wk. Prerequisite: Writing 121. F

#### ANTH 222: Cultural Anthropology (3)

A continuation of the major themes explored in ANTH 221/223, including social organization, cultural adaptation and change, the family, values, economics, politics, and religion. May be taken independently of ANTH 221/223. 3 lecture/hrs/wk. Prerequisite: Writing 121. W

#### ANTH 223: Cultural Anthropology (3)

A continuation of the major themes explored in ANTH 221/222. Ancient traditions and modern adaptations and problems are considered. May be taken independently of ANTH 221/222. 3 lecture hrs/wk. Prerequisite: Writing 121. S

### APR - APPRENTICESHIP

#### APR 101: Introduction to the 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 120: Industrial Safety (3)

This course will present training in OR-OSHA standards and related general safety and health provisions. Oregon Safety Law and subjects listed in OAR 437, Division 3 and OAR 437, Division 2 training and accident prevention measures are included, as well as safety committee procedures. 3 lecture hrs/wk.

#### APR 130: Mechanical Principles and Drive Designs (3)

This course will familiarize the student with the proper identification, interchanging, application, failure analysis, and selection of all types of bearings. Drive designs will also be taught in relation to belts and roller chain. 3 lecture hrs/wk.

#### APR 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.

#### APR 141: Intermediate Welding for Apprentices (1)

This course will build upon the 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 outcome based course utilizing a lab in which students demonstrate and build their skill level. Registration Enforced Prerequisite: APR 140. 3 lab hrs/wk.

#### APR 142: Advanced Welding for Apprentices (1)

This course will build upon the skills learned in APR 140 and APR 141, with a continuing emphasis on the fundamentals and mechanics, welding processes, safety, equipment, and essential variables of operation. This is an outcome based course utilizing a lab in which students demonstrate and build their skill level. Registration Enforced Prerequisite: APR 141. 3 lab hrs/wk.

#### APR 143: Pipe Welding (1)

This course covers multiple welding processes for pipe welding applications. Safety, equipment, and essential variables of operation will be emphasized, as well as the fundamentals and mechanics of pipe welding. This is an outcome based course utilizing a lab in which students demonstrate and build their skill level. Registration Enforced Prerequisite: APR 141. 3 lab hrs/wk.

#### APR 151: Basic Electronics and Electricity (4)

This course covers information on basic DC and AC electrical theory, definitions, basic component identification and analysis of series, parallel and combination circuits. Emphasis is placed on practical application, troubleshooting and problem solving. Registration Enforced Prerequisite: MTH 052 or MTH 060. 3 lecture, 2 lecture/lab hrs/wk. 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 MTH 060. 3 lecture hrs/wk.

#### APR 155: Electrical Best Practices (2)

The course includes techniques in conduit bending and installation, conductor installation, cable installation and conductor termination, including hands-on instruction. It covers tools available for installation, fasteners and panelboard mounting. The material presented will stress workmanship and professionalism, and will include a review of NEIS publications. 2 lecture hrs/wk.

#### APR 157: Introduction to the National Electric Code (2)

This course is an introduction to the National Electrical Code and examines the structure, language and basic content of the Code. It will examine the basic wiring methods outlined in chapters 1, 2 and 3 of the National Electrical Code and evaluate methods and techniques necessary for a safe and reliable installation. 2 lecture hrs/wk.

#### APR 159: Electrical Blueprint Reading (2)

This course will provide the apprentice with the knowledge and understanding of how to read, draw, and interpret electrical drawings, symbols, schematics, prints, and schedules. One-line drawings, controller operational sequencing/troubleshooting, and applicable sections of the National Electrical Code are included. 2 lecture hrs/wk.

**APR 160: Residential Wiring (3)**

This course is an introduction to basic residential wiring and calculations. Topics include circuit layout, wiring design, wiring installation, service installation, and service and branch circuit calculations. Design techniques are reinforced through the use of testing equipment and installation practice. **Registration Enforced Prerequisite:** MTH 052 or MTH 060 3 lecture hrs/wk.

**APR 163: Commercial Wiring (3)**

This course is an introduction to basic commercial wiring and calculations. It will give the student background in all aspects of commercial work, including services. Design techniques are reinforced through the use of testing equipment and installation practice. **Registration Enforced Prerequisite:** MTH 052 or MTH 060. 3 lecture hrs/wk.

**APR 165: AC Electronics and Electricity (4)**

This course covers the theory and application of magnetism, electro-magnetism, the generation of electromotive force, AC and DC motor principles, transformer theory, types and applications. Focus is on alternating current principles and the theories involving the proper wiring of AC circuits. The student will be introduced to electrical control circuits and the operation of a transistor. **Registration Enforced Prerequisite:** APR 151. 3 lecture, 2 lecture/lab hrs/wk.

**APR 167: Electric Motors and Transformers (3)**

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

**APR 169: Electrical Code Study II (2)**

This course is an in-depth study of grounding, over-current and electrical safety as found in Articles 240 and 250, along with safety-oriented excerpts found elsewhere in the National Electrical Code. 2 lecture hrs/wk.

**APR 228: Rigging Fundamentals (3)**

This course introduces the uses of slings and common rigging hardware along with basic inspection techniques, hitch configurations, and load-handling safety practices. Components of wire rope, wire rope inspection, proper installation of wire rope, maintenance guidelines, and end terminations and preparations will also be taught. **Registration Enforced Prerequisite:** MTH 052 or MTH 060. 2 lecture/lab hrs/wk.

**APR 229: Basic Pneumatics (3)**

This course will help students understand fundamental concepts of a pneumatic system. **Registration Enforced Prerequisite:** MTH 052 or MTH 060. 3 lecture hrs/wk.

**APR 239: Pumps and Pumping (3)**

The course offers a complete spectrum of pump-related information needed to operate, maintain, and repair pumps. Pump theory, pump types, and pump components and their functions are included. Additional information includes pump curves, pump hydraulics, and operating conditions, as well as packing methods and selections, mechanical seals, pump piping systems, and pump identification. **Registration Enforced Prerequisite:** MTH 052 or MTH 060. 3 lecture hrs/wk.

**APR 251: Electrical Sensors and Control (3)**

This course covers the basic concepts of open and closed loop control systems common to motion and process control. Process controls including pressure, temperature, flow, and levels of gases, liquids, and solids are studied. Various measurement methods are covered, and the operation of mechanical and electronic measurement sensors are explained. Introduction to AC and DC variable speed drives, as well as the fundamental operation of programmable logic controllers, PLC programming, basic numbering systems, and application examples are covered. **Registration Enforced Prerequisite:** APR 167. 3 lecture hrs/wk.

**APR 253: Electrical Code Study III (2)**

This course is an in-depth overview of Chapter 3 in the National Electrical Code. It includes the study of general rules for wiring and calculating ampacity, as well as specific wiring methods and the codes involved in their installation. 2 lecture hrs/wk.

**APR 255: Motor Controls I (2)**

This course will teach basic electromechanical motor control theory, including input devices, logic, and pertinent sections of the National Electrical Code. The course will teach various common motor control circuits and will include hands-on training. **Registration Enforced Prerequisite:** APR 151 1 lecture, 2 lecture/lab hrs/wk.

**APR 257: High Voltage Applications (2)**

This course will outline hazards associated with high voltage work, along with applicable safety codes and practices. NFPA 70E will be discussed. Methods for routing, handling and terminating high voltage cable will be reviewed, along with applicable references from the NEC. **Registration Enforced Prerequisite:** APR 153 2 lecture hrs/wk.

**APR 259: Solid State and Digital Applications (4)**

This course covers information on thyristors, digital and analog IC's, sensors and transducers. Digital circuit fundamentals are studied with an emphasis on troubleshooting and problem solving. Students will use test equipment to analyze digital integrated circuits. An overview of computer interfacing will be presented. **Registration Enforced Prerequisite:** APR 165. 3 lecture, 2 lecture/lab hrs/wk.

**APR 261: Electrical Code Study IV (2)**

This course includes instruction on calculations required for wiring to Code, i.e., conduit and box fill, ampacity, motor and transformer calculations, service size, voltage drop and available short-circuit current. 2 lecture hrs/wk.

**APR 263: Communications, Alarm and Control (2)**

This course will examine NEC requirements for low voltage installations, and will also cover the theory of operation of communications circuits, control and communications cable types, and termination and splicing techniques for various systems. **Registration Enforced Prerequisite:** APR 151. 2 lecture hrs/wk.

**APR 265: Motor Controls 2 (2)**

This course will teach basic motor speed control theory, including input devices, logic, and motion control device theory. It will introduce variable frequency drives and PLC's as well as other speed control methods. The course will include hands-on training. **Registration Enforced Prerequisite:** APR 255. 1 lecture, 2 lecture/lab hrs/wk.

**APR 267: Advanced Code Study (3)**

This course is an examination of the contents of Chapters 5, 6 and 7 of the National Electrical Code covering special occupancies and special equipment. It also examines the Oregon Specialty Codes as well as federal codes such as OSHA, UL, IEEE, UBC and others. **Registration Enforced Prerequisite:** APR 157 or APR 169 or APR 253 or 261. 3 lecture hrs/wk.

**APR 269: Journeyman Exam Preparation (3)**

This course is refresher instruction with regular drills designed to improve the student's ability to find and interpret National Electrical Code references. **Registration Enforced Prerequisite:** APR 157 or APR 169 or APR 253 or 261. 3 lecture hrs/wk.

**ART - ART****ART 115: Basic Design (3)**

First course of a three-term sequence. Introduction of the visual elements and principles that constitute the language of art and design. Lectures and hands-on exercises enable the student to integrate theory and practice into effective visual communication. 2 lecture, 3 studio (lab) hrs/wk. F



### ART 116: Basic Design (3)

Second course of a three-term sequence. Extensive study of the characteristics of color, with emphasis on the use of color as an expressive art medium. 2 lecture, 3 studio (lab) hrs/wk. W

### ART 117: Basic Design (3)

Fundamentals of three dimensional design and form. Classical principles, elements and construction methods of three-dimensional forms. 2 lecture, 3 studio (lab) hrs/wk. S

### ART 131: Introduction to Drawing (3)

Fundamentals of drawing. Sighting, measurements and other techniques used to create accurate drawings will be discussed and practiced. 2 lecture, 3 studio (lab) hrs/wk. F, Su

### ART 132: Introduction to Drawing (3)

Continuation of Art 131. Shading, drawing the effects of light and shadow to create the illusion of volume and deep space. 2 lecture, 3 studio (lab) hrs/wk. W

### ART 133: 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 197: Artist's Survival/Practical Issues (3)

This class is designed for students in the Fine Arts, Art Education, Pre-Architecture, Desktop Marketing and Graphic Design. Through lectures, demonstrations and discussions, participants will learn and apply professional practices relevant to emerging artists' careers. Students will learn to write artist's statements and resumes, portfolio preparation, networking strategies, gaining exposure and representation for art work, creating publicity, basic marketing and exhibition strategies, presenting and installing art work, business concerns, art market dynamics, and about art collecting. Field trips to galleries and/or guest lectures will supplement classroom activities. Students may have opportunities to gain practical experience in the UCC gallery, through internships and/or through Service Learning Projects. 3 lecture hrs/wk. S

### ART 204: History of Western Art (3)

A historical survey of the visual arts from prehistoric to modern times. Selected works of painting, sculpture, architecture, and other arts are studied in relation to the cultures producing them. Cave paintings to Early Christian and Byzantine period. **Prerequisite:** Reading 90 or equivalent score, computer literacy. 3 lecture hrs/wk. F

### ART 205: History of Western Art (3)

Continuation of ART 204 emphasizing Islamic, Medieval, and Renaissance Art. **Prerequisite:** Reading 90 or equivalent score, computer literacy. 3 lecture hrs/wk. W

### ART 206: History of Western Art (3)

Continuation of ART 205, emphasizing the Baroque, Romantic, Neoclassical, Impressionist and Modern Art movements. **Prerequisite:** RD 090 or equivalent score, computer literacy. 3 lecture hrs/wk. S

### ART 221: Illustration for Designers (3)

This course will explore illustration as a tool for communicating concepts. Imaging skills (drawing, painting, illustration, and photography) are a large part of the class, but we will also explore the importance of concept and ideas in relaying visuals successfully. The class will specifically focus on visual narratives through the use of a variety of media and formats. A dialogue of drawing and illustration issues is an encouraged and expected part of the classroom experience. 2 lecture, 3 lab hours/week. S

### ART 222: Graphic Design I (3)

This is the first in a three-course sequence required for second year Visual Communications students. This series focuses on using images and type to communicate effectively in a variety of visual formats. The course will build on typographic, compositional and imaging skills that students have started to develop in earlier classes. The design of series, sequences and publications will extend the potential of image/type relationships. The class structure is primarily studio-oriented and project-based, although there will be readings assigned and some required writing. The hands-on "doing" of design will be supplemented with lectures, demonstrations, critiques, and possible field trips and guests. Exposure to the technical aspects of graphic arts production for printing will supplement the creative and problem-solving exercises. **Registration Enforced Prerequisites:** ART 115, VC 111, VC 114, VC 130, VC 139. 2 lecture, 3 lab hours/wk. F

### ART 223: Graphic Design II (3)

This is the second course in a three-course sequence required for second year Visual Communications students. This series focuses on using images and type to communicate effectively in a variety of visual formats. The course will build on typographic, compositional and imaging skills that students have started to develop in earlier classes. The design of series, sequences and publications will extend the potential of image/type relationships. The class structure is primarily studio-oriented and project-based, although there will be readings assigned and some required writing. The hands-on "doing" of design will be supplemented with lectures, demonstrations, critiques, and possible field trips and guests. Exposure to the technical aspects of graphic arts production for printing will supplement the creative and problem-solving exercises. **Registration Enforced Prerequisites:** ART 222. 2 lecture, 3 lab hrs/wk. W

### ART 224: Graphic Design III (3)

This is the third course in a three-course sequence required for second year Visual Communications students. This series focuses on using images and type to communicate effectively in a variety of visual formats. The course will build on typographic, compositional and imaging skills that students have started to develop in earlier classes. The design of series, sequences and publications will extend the potential of image/type relationships. The class structure is primarily studio-oriented and project-based, although there will be readings assigned and some required writing. The hands-on "doing" of design will be supplemented with lectures, demonstrations, critiques, and possible field trips and guests. Exposure to the technical aspects of graphic arts production for printing will supplement the creative and problem-solving exercises. 2 lecture, 3 lab hrs/wk. S

### ART 225: Computer Illustration (3)

This course is designed to provide the student with basic skills and experience in creating and editing illustrations using Adobe Photoshop & Illustrator. Practice creating images that are print-ready will be emphasized. Co-requisite: CIS 125P. 2 lecture, 3 studio (lab) hrs/wk. S

### ART 226: Typography (3)

An exploration of typographic structures, terminology and methods as a tool for visual problem solving. This studio course uses both computer and hands on methods to address the language of type and its effective use. By studying the language of type through its history and application, students will gain strong working knowledge of this essential element in graphic design. **Registration Enforced Prerequisite:** ART 115. 2 lecture, 3 lab hrs/wk. W

### 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 non-professionals. 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. S

**ART 254: Ceramic Handbuilding II (3)**

This course is the second in a series of three classes on the art of ceramic handbuilding. The course will continue to explore the various ways to form art objects in clay without the use of the potters' wheel. The emphasis in this class will be on slab construction with an increased consideration of content in the ceramic projects. Glaze formulation and testing will also be emphasized. 2 lecture, 3 lab hrs/wk. W

**ART 261: Photography (3)**

First course of a three-term sequence. Introduction to photographic seeing, camera use, black and white film development and printing, and historical development of the medium. This is a digital and chemical darkroom photography class. Students must provide a fully adjustable Single Lens Reflex (SLR) film or digital camera. 2 lecture, 3 studio (lab) hrs/wk. F

**ART 262: Photography (3)**

Advanced photography and darkroom procedures, including alternative processes. This is a chemical darkroom photography class. It does NOT cover digital techniques. Students must provide a fully adjustable Single Lens Reflex (SLR) film camera. **Prerequisite:** ART 261 or consent of instructor. 2 lecture, 3 studio (lab) hrs/wk. S

**ART 263: Advanced Photography: Intro to Digital Imaging (3)**

Introduces the beginning student to input, manipulation, and output of digital photographs. Students will learn basic uses of digital cameras and desktop scanners to input images into the computer. Introduction to use Adobe Photoshop, and the use of digital equipment as an enhancement to conventional darkroom processes. Some computer and darkroom experience is strongly recommended. Students must provide a fully adjustable 35 mm film OR digital SLR camera. 2 lecture, 3 studio (lab) hrs/wk. W

**ART 270: Introduction to Printmaking (3)**

Students will learn the basics of relief printing on wood and linoleum. Course covers single- and multiple color reduction cuts and multiple block techniques. Color registration and stencil use will also be covered. All printing will be done by hand on Japanese paper using water-soluble inks. 2 lecture, 3 studio (lab) hrs/wk. F

**ART 272: Introduction to Printmaking II (3)**

Printmaking techniques allow an artist to produce multiple copies of the same image. This studio course is an instruction in the fundamentals of: collograph or monotype, single-color relief or intaglio printing using solar prints, and silkscreen techniques. 2 lecture, 3 studio (lab) hrs/wk. W

**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.

**ART 281: Painting (3)**

Introductory course for beginning students, employing oil 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. F, W - varies, not offered every year

**ART 282: Painting (3)**

Continuation of experiences begun in ART 281, emphasizing personal interpretations and varied experiences with the painting medium. 2 lecture, 3 studio (lab) hrs/wk. F, W - varies, not offered every year

**ART 291: Sculpture (3)**

History and techniques of sculptural form. Modeling, carving and construction in clay and plaster, human and organic figure study. 2 lecture, 3 studio (lab) hrs/wk. F

**ART 292: Sculpture (3)**

Sculptural techniques in wood and stone. Introduction to welding and brazing techniques. Mold making, wax sculpture, and casting bronze. 2 lecture, 3 studio (lab) hrs/wk. W

**ART 293: Sculpture (3)**

Sculptural techniques cast in bronze. Jewelry and sculpture casting. Study of traditional and contemporary form and technique. 2 lecture, 3 studio (lab) hrs/wk. S

**ART 294: Watercolor (3)**

Students will explore the use of various water media, with particular emphasis on transparent watercolor. This class introduces the basic technical skills of painting with water media, the physical properties and manipulation of the materials, visual theory of composition and color knowledge. Students complete a number of painting assignments. In-class instruction and demonstrations will be supplemented with work on location. Prior experience with drawing and/or Basic Design is helpful. 2 lecture, 3 studio (lab) hrs/wk. S

**ART 299: Special Studies in Art (1-2)**

Offers private, one-on-one studio instruction in a specific medium. This course provides an opportunity for the student to acquire additional depth and personal achievement in any area of art beyond what is supplied by usual course. 3-6 lab hrs/wk

**AUT - AUTOMOTIVE****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.

**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.

**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 lec/lab hrs/wk..

### AUT 151: Internal Combustion Engines (5)

The operating principles and function of each of the major parts of the American produced, reciprocating piston, internal combustion, gasoline and diesel burning engines are presented and discussed. Service, overhaul, and trouble-shooting techniques as they relate to each component are also covered. 26 lecture/78 lab hrs (5-wk course) S

### AUT 155: Automotive Brakes (5)

A course designed to teach students the principles of automotive brakes. Basic concepts and terminology, fundamental principles, diagnosis and overhaul techniques are an integral part of this course. Special emphasis is placed on the study, diagnosis and repair of braking systems found on late model, domestic and import vehicles. The student should acquire knowledge of brake and trouble-shooting procedures for both disc and drum brakes, as well as overhaul and rebuilding of all brake components. Toyota infused course. 26 lecture/78 lab hrs (5-wk course) F, W

### AUT 158: Automotive Suspension and Alignment (5)

A study of automotive suspension systems including history and development. Fundamentals of front and rear suspension, steering geometry, diagnosing suspension and steering problems, and overhaul techniques are covered in this course. Rebuilding of the different types of front and rear suspensions including strut types is practiced. This course provides a detailed study of both two and four wheel alignment. Wheel alignment factors, wheel balancing equipment and procedures are also covered in detail. Toyota infused course. 26 lecture, 78 lab hrs (5-wk course) F, W

### AUT 161: Power Trains (5)

Instruction is provided in the theory, operation and repair of the components of the automotive power train in both domestic and foreign cars. Clutches, standard transmissions, transaxles, drive shafts, and final drives are covered in structured class sessions. Lab sessions are devoted to work on components of the power train with some experience provided on live vehicles. Toyota infused course. 26 lecture/78 lab hrs (5-wk course) S

### AUT 168: Automotive Electricity I (5)

This is the first course in a two-course sequence and is an introductory course in electricity and electronics for automotive students. Basic electrical theory, types of electrical circuits, batteries, relays, starting systems, meter construction and use are an integral part of this course. Lab times are used to reinforce those concepts discussed in class through the use of directed projects and activities. Time is spent in the lab developing troubleshooting techniques and skills with the Snap-On EEDM504D auto ranging meter. The integration of applied mathematics, basic chemistry and physics, and other such scientific concepts is stressed. Practical skills are established including component identification, wiring techniques, use of test equipment, and the appropriate safe work habits. Topics include; electric circuits, magnetism, electronic devices, and integrated circuits. Toyota infused course. 26 lecture/78 lab hrs (5-wk course) F, W

### AUT 169: Automotive Electricity II (5)

In part one of this sequence of electrical courses, the topic of study centered on basic electrical principles. The identification of different types of circuits and how they work, including the application of Ohm's law to demonstrate the relationship between current, voltage and resistance. A continuance of the battery and starting systems will carry over briefly as a review and will be discussed when the topics apply to the concepts at hand. In this course we will take those concepts one step further and apply them directly to the work that you'll do anytime you diagnose an electrical problem. Drawing from your prior learning in part one of this series, you will apply that knowledge in detail toward the diagnosis of electrical systems utilizing all resources available. New knowledge topics presented will be; automotive charging systems, ignition systems, and body electrical. Toyota infused course. **Prerequisite:** AUT 168. 26 lecture/78 lab hrs (5-wk course) F, W

### AUT 259: Electronic Fuel Injection & Computer Control Systems I (5)

This is an introductory course that begins with the history of automotive computer systems. This history includes electronic feed back carburetors and first generation fuel injection. Course of study will begin with first generation fuel control systems and the sensory sub-systems that controlled them. Students will be exposed to the progressive improvement in design and operation of the production vehicle. Operation, basic theory, and basic diagnosis will be a part of this course in the classroom and lab work. Toyota infused course. **Prerequisites:** AUT 168, AUT 169, AUT 151. 26 lecture/78 lab hrs (5-wk course) F

### AUT 260: Electronic Fuel Injection & Computer Control Systems II (5)

Computer controlled engine systems are studied, including operation, testing, and trouble-shooting. Emphasis is placed on trouble-shooting, diagnosis, and repair of specific complaints. Techniques used for detecting faulty coils, distributor components, engine emission components, fuel components and fuel system air fuel ratios are studied. Laboratory exercises involve the use of computer controlled system testers, infrared exhaust analyzers, and other advanced equipment. Toyota infused course. **Prerequisite:** AUT 259. 26 lecture/78 lab hrs (5-wk course) F

### AUT 263: Automatic Transmissions (5)

Instruction in automatic transmissions, including principles of operation, trouble-shooting and overhaul procedures. Instruction includes hydraulically-operated transmissions, torque converters and fluid couplings common to the domestic automotive field; along with knowledge and skills necessary to successfully diagnose, trouble-shoot, and repair electronically controlled transaxles, and transmissions. 26 lecture/78 lab hrs (5-wk course) W

### AUT 280: Cooperative Work Experience—Automotive (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Toyota infused course. **Registration Enforced Prerequisite:** Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

### AUT 286: Climate Control Systems (5)

This course covers the automotive heating, cooling and air conditioning systems. Lecture sessions are devoted to the purpose, operational theory, and diagnostic processes common to each of the above areas. Lab sessions are provided to develop student skills in servicing, trouble-shooting and repairing each component within the specific system. Student will work on both components and live vehicles as part of the learning process. Toyota infused course. **Prerequisite:** 30 credits in Automotive or instructor approval. 26 lecture/78 lab hrs (5-wk course) S

### AUT 289: Engine Performance (5)

An introductory class in engine tune-up. Emphasis is placed on tune-up procedure and performing complete maintenance tune-up work. Instruction is given in diagnosing malfunctions in the automotive engine and its accessory systems. Methods of testing electrical and fuel systems directly to engine performance are studied and practiced. Emission control systems will also be studied. **Prerequisite:** AUT 259 and AUT 260. 26 lecture, 78 lab hrs (5-wk course) W

### AUT 290: Automotive Repair I (5)

A shop course in which the student can develop additional abilities and understanding through diagnosis and repair of automotive systems. It includes overhaul and maintenance procedures and practices on suspension systems, brakes, power trains, and engines. **Prerequisite:** 30 credits in Automotive or instructor approval. 26 lecture, 78 lab hrs (5-wk course) S

**AUT 291: Automotive Repair II (5)**

A continuation of Automotive Repair I with an emphasis on skill building.

**Prerequisite:** AUT 290. 26 lecture, 78 lab hrs (5-wk course) S

**AV - AVIATION FLIGHT TECHNOLOGY****AV 104: Aircraft Systems I (4)**

This course introduces the student to the training aircraft that will be used in this program. Aircraft in current use for training by industry will be studied and emphasis placed on basic operations, including emergencies. Applicable Federal Aviation Regulations, including use of Minimum Equipment Lists, will be introduced. 4 lecture hrs/wk. **Prerequisite:** MTH 095 W

**AV 108: Aviation Meteorology (4)**

This course is designed as an introduction to the fundamentals of meteorology specific to aviation and the understanding of basic weather concepts to flight planning and in flight operations. Emphasis is placed on maximizing aircraft performance and minimizing exposure to weather hazards. Study will include atmospheric circulation patterns and resultant weather systems. Detailed analysis of weather reports and forecasts will place emphasis on pilot flight planning and decision making with respect to flight operations. 4 lecture hrs/wk W

**AV 110: Private Pilot (5) — Ground School**

This course involves an introduction to pilot training, human factors in aviation, and aviation opportunities, with emphasis on flight planning and decision making, human factors, and crew resource management. FAA written exam. Flight Labs AV 121, AV 122, AV 123 and AV 124 required per FAA minimum. See AV 121, 122, 123, 124. 5 lecture hrs/wk. F,W,S,Su

**AV 115: Careers in Aviation (3)**

The course is designed to help students explore various career options and prepare for a career in aviation. A variety of employment opportunities are investigated, including commercial, business, corporate, military and general aviation. Emphasis will be given to careers in operations and flight technology. 3 lecture hrs/wk F

**AV 121, 122, 123, 124: Flight Hours-Dual & Solo**

Dual & Solo Flight time at Western Oregon School of Aviation in Roseburg. Classes are sequential, weather permitting. In order to receive FAA license, minimum of 40 hours flight time required. (20 hrs in dual, 20 hrs in solo.)

F,W, S, Su

AV 121	Flight Lab/Dual
AV 122	Flight Lab/Dual
AV 123	Flight Lab/Solo
AV 124	Flight Lab/Solo

**AV 150: Aerodynamics (5)**

This course is an in depth study of aerodynamics, beginning with a brief history of the development of flight and flight theory. The physics of lift, drag, weight and thrust are related to airfoil and airplane design and operational characteristics. Aircraft stability and control are related to airplane performance and safety. Students will demonstrate their knowledge of aerodynamics through projects in which they predict aircraft performance, then test their predictions in flight. 5 lecture hrs/wk. **Prerequisite:** MTH 095. S

**AV 204: Aircraft Systems II (4)**

This course entails a detailed study of aircraft systems and structures and enables the student to progress into heavier, more complex single and multi-engine aircraft. Aircraft in current use by industry will be studied with an emphasis placed on operations, including emergencies. Applicable Federal Aviation Regulations, including use of Minimum equipment Lists, will be studied. 4 lecture hrs/wk. **Prerequisite:** AV 104 W

**AV 208: Aviation Meteorology Applications (4)**

This class includes detailed analysis of weather reports and forecasts and application of weather information to VFR and IFR flight planning and decision-making. Atmospheric circulation systems, airmass characteristics, and large scale weather patterns are related to instrument and commercial flight operations. Weather hazards, including wind shear, thunderstorms, turbulence, icing and instrument meteorological conditions will be discussed with emphasis on flight safety. 4 lecture hrs/wk. **Prerequisite:** AV 108 or instructor consent. F

**AV 210: Instrument Pilot (5)**

This course includes ground instruction of aeronautical skills and knowledge applicable to the instrument pilot certification portion of the Professional Pilot training syllabus. Emphasis is on flight planning and decision-making. Subjects covered include night flight, physiology, aircraft flight instruments and instrument systems, systems and equipment malfunctions, altitude instrument flight, instrument preflight procedures, radio navigation systems, and operation, and basic radio navigation. Study also includes environmental hazards, airspace and airport operations, Air Traffic Control system and services, obtaining weather reports and forecasts for IFR flight, Federal Aviation Regulations applicable to instrument flight, IFR departure, enroute and approach procedures and operations, and IFR emergencies. FAA Written Exam. This course requires 10 hours of simulator instruction. Flight Lab AV 121 required per FAA minimum. See AV 121, 122, 123, 124. 5 lecture hrs/wk. **Prerequisite:** AV 110; FAA Private Pilot Rating. S

**AV 220: Commercial Pilot (5)**

Ground instruction of aeronautical skills and knowledge applicable to the commercial pilot certification portion of the Professional Pilot training syllabus. Subjects covered include night flight, physiology, advanced aerodynamics, aircraft performance, weight and balance, complex aircraft operations, advanced airplane systems, commercial operations, and Federal Aviation Regulations for commercial pilots and commercial flight operations, with emphasis on human factors, crew resource management and decision-making. FAA Written Exam. This course requires three hours of simulator instruction. Flight Lab AV 121 required per FAA minimum. See AV 121, 122, 123, 124. 4 lecture hrs/wk **Prerequisite:** AV 210; FAA Instrument Pilot Rating. F

**AV 230: Multi-engine Pilot (5)**

Ground instruction of aeronautical skills and knowledge applicable to the commercial and multi-engine pilot certification portion of the Professional Pilot training syllabus. Emphasis is on flight planning and decision-making, human factors, and crew resource management. Includes multi-engine aircraft systems, and operations, aerodynamics of multi-engine aircraft, performance considerations, engine-out operations, emergency operations, and multi-engine instrument operations, and high altitude operations. This course requires four hours of simulator instruction. 5 lecture hrs/wk. **Prerequisite:** AV 210; FAA Instrument Pilot Rating. W

**AV 235: Crew Resource Management (4)**

An introduction to the field of human behavior and characteristics as critical factors in the design and operations of electronic/machine systems. Emphasis is on crew resource management and human factors, including the study of human performance in complex systems with an examination of personality, stress, anxiety, fatigue, communication skills, decision-making, situational awareness, analysis of aviation incidents and accidents, and practical application of human factors and performance to modern aviation. Three hours of simulator training is required to complete this course. 4 lecture hrs/wk, 3 lab hrs/term. S

**AV 240: Small Business in Aviation (4)**

An introductory course designed to acquaint the student with the various entrepreneurial opportunities in general aviation and the requirements for the formation of a business in general aviation. Emphasis is placed on the development of the business concept, how to research concept feasibility, legal structures, organization, management, financial requirements, marketing, decision process, goal setting, and the business plan. 4 lecture hrs/wk.F

## AV 256: CFI Ground School

An introductory course designed to acquaint the student with the various entrepreneurial opportunities in general aviation and the requirements for the formation of a business in general aviation. Emphasis is placed on the development of the business concept, how to research concept feasibility, legal structures, organization, management, financial requirements, marketing, decision process, goal setting, and the business plan. 4 lecture hrs/wk. S

## AV 280: Cooperative Work Experience—Aviation(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 - BUSINESS ADMINISTRATION

### BA 062B: AMA Managing and Resolving Conflict (1)

This course focuses on resolving conflicts effectively and developing productive working relationships. Designed for managers and supervisors in business, industry, and government. 1 lecture hr/wk.

### BA 062C: AMA-Communication Skills for Managers (1)

This course focuses on effective oral, non-verbal and written communication. Participants will develop techniques to better express themselves in writing reports, conferencing with colleagues, and running meetings. This course is designed for managers and supervisors for business, industry, and government. 1 lecture hr/wk.

### BA 062D: AMA-First Line Supervision (1)

The course covers the essential elements of supervising others. Focus will be on leadership styles, decision making, rewards, productivity, conflict, grievances, and problem employees. Designed for managers and supervisors in business, industry, and government. 1 lecture hr/wk.

### BA 062F: AMA -What Managers Do (1)

This course focuses on contemporary management skills of planning, organizing, staffing, motivating, and controlling. Designed for managers and supervisors in business, industry, and government. 1 lecture hr/wk.

### BA 062I: AMA -Manager's Guide to Human Behavior (1)

This course focuses on methods to inspire employees for high performance, maximize positive impact on others, deal with on-the-job conflict, develop more productive working relationships, establish rapport, establish mutual trust, and receive performance feedback. Designed for managers and supervisors in business, industry, and government. 1 lecture hr/wk.

### BA 062K: AMA -Leadership Skills For Managers (1)

This course covers methods to enhance leadership qualities for managing a diverse and changing workforce. Emphasis will be on visioning, coaching, and empowerment. Designed for managers and supervisors in business, industry, and government. 1 lecture hr/wk.

### BA 101: Introduction to Business (4)

A one-term survey of modern business concepts and including: economics, accounting, stock market, ethics, global business, management, human relations and marketing. Students utilize the Internet to research corporate profiles and stock information. An essential course for persons who have not yet determined their academic majors. A useful course for students unfamiliar with the business world. 4 lecture hrs/wk. F, W, S, Su

### BA 106A: Business Leadership I (1)

This is one in a series of three courses designed to introduce students to leadership. Within the scope of topics, students will examine traits and characteristics of business leaders. Behavior, influence, conflict, resolution, and team leadership will also be examined. 1 lecture hr/wk. F, W, S

### BA 106B: Business Leadership II (1)

This is one in a series of three courses designed to introduce students to leadership. Within the scope of topics, students will examine traits and characteristics of business leaders. Optimism, ethics, motivation, praise, networking, and negotiating will also be examined. 1 lecture hr/wk. F, W, S

### BA 106C: Business Leadership III (1)

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

### BA 116: Principles of Financial Services (4)

This course is designed for students interested in a financial services career. Students gain knowledge of the financial services field and a basic understanding of products, services, regulations, accounts, cash and checks, the lending function, future trends, and other relevant topics. 4 lecture hrs/wk. W

### BA 128: Accounting Applications I (2)

The first in a three-course sequence designed to provide the student with extensive hands-on experience in the application of accounting practice and methodology in a computerized environment. Focusing exclusively on spreadsheet applications, the emphasis of the course is divided between learning the software, Microsoft Excel, and using the software to complete numerous accounting and financial reporting problems. **Registration Enforced Co-requisite:** BA 211 or instructor permission. 1 lecture, 2 lecture/lab hrs/wk. F, W

### BA 129: Accounting Applications II (2)

The second in a three-course sequence designed to provide the student with extensive hands-on experience in the application of accounting practice and methodology. Students are required to complete numerous accounting applications involving progressively more complex and difficult material in a computerized financial accounting environment. **Registration Enforced Prerequisite:** BA 128 with a grade of C or better. **Registration Enforced Co-requisite:** BA 212 or instructor permission. 1 lecture, 2 lecture/lab hrs/wk. W,S

### BA 130: Accounting Applications III (2)

The third in a three-course sequence designed to provide the student with extensive hands-on experience in the application of accounting practice and methodology with an emphasis on internal reporting. Students are required to complete numerous accounting applications involving progressively more complex and difficult material in a computerized managerial accounting environment. **Registration Enforced Prerequisite:** BA 129 with a grade of C or better. **Registration Enforced Co-requisite:** BA 213 or instructor permission. 1 lecture, 2 lecture/lab hrs/wk. S, Su

### 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. 4 lecture hrs/wk. W

### BA 151: Practical Accounting I (4)

The first of a two-term sequence designed to provide students with sound basic knowledge of accounting terms, concepts, and procedures. Topics include; an introduction to the accounting cycle, analyzing and recording business transactions, posting to ledgers, using special journals, inventory valuation, preparing financial statements, and year-end closing. Practical applications of bookkeeping and accounting will be emphasized through various assignments and exercises. 4 lecture hrs/wk. F, W

**BA 152: Practical Accounting II (3)**

The second course of a two-term sequence, 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 items. Practical bookkeeping and accounting applications will be emphasized through various assignments and exercises, and a practice set which will be completed using a computerized accounting system. Enrollment is therefore limited based on available computer resources. **Registration Enforced Prerequisite:** BA 151 with a grade of C or better or instructor permission. 2 lecture, 2 lecture/lab hrs/wk. W, S

**BA 160: Accounting for Managers (3)**

This course is designed to provide the non-financial manager (supervisor) with an understanding of accounting and the manner in which it can be used to make financial decisions. Topics covered include: 1) measuring and reporting of accounting data; 2) analyzing and interpreting accounting data; 3) systems and controls (including computer applications); and 4) analyzing costs. 3 lecture hrs/wk.

**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,W, S,Su

**BA 177: Payroll Accounting (4)**

Instructs students on how to compute payroll using both a manual and computerized approach. Students gain a knowledge of the various Federal and State laws and programs that affect payroll, and how to make tax payments and file the required tax returns. Computerized accounting will be emphasized as students apply "QuickBooks Pro" software to an extensive payroll project. **Registration Enforced Prerequisite:** BA 211 or BA 151 or instructor approval. Minimum grade of C for Accounting Technology majors. 3 lecture, 2 lecture/lab hrs/wk. F

**BA 180: Business Mathematics I (3)**

A quick review of the basics of place value, rounding, fractions, decimals, ratios and proportions, simple equations, and percents provides the student with the background necessary to solve problems involving trade and cash discounts, markup and markdown, payroll, simple interest, and open-end credit. Hand-held calculators are used throughout the term to solve business application problems. **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)**

Students use financial function calculators (TI BA35) to solve business problems relating to the time value of money. Applications include investments, amortization, use of credit, etc. Other topics include risk management math, and promissory notes. **Registration Enforced Prerequisite:** BA 180 with a grade of C or better. 3 lecture hrs/wk. S

**BA 203: Introduction to International Business (3)**

This course provides an overview and introduces the student to international business including within which international transactions take place. Emphasis is placed on international business organizations, strategic planning, negotiations and considerations for international business operations. Provides an insight into the political, economic, technological and cultural environments and how each affect world trade, foreign direct investment and human resources management in the context of globalization. 3 lecture hrs/wk. F

**BA 206: Management Fundamentals (3)**

A telecourse designed for business, government and industrial management. Skills in planning, organizing, staffing, directing, controlling, decision making, motivation, communication, and application of management skills. (Does not substitute for Elements of Supervision course requirement in business programs.) **Registration Enforced Prerequisite:** BA 101, CIS 120. F

**BA 207: Introduction to E-Commerce (3) Online**

This course provides students with a firm grounding in the technologies, strategies and impact of e-commerce. Broadly defined, e-commerce refers to the use of Information Technologies, in particular the Internet, in providing support to all types of activities that take place both within and between organizations. **Registration Enforced Prerequisite:** BA 101, CIS 120. 3 lecture hrs/wk. S

**BA 211: Principles of Accounting (3)**

First course of a three-term transferable sequence. This course is designed to aid students in understanding financial statements and the process of financial reporting. Topics include the fundamental concepts and assumptions underlying accounting, relationships between financial statements, and accounting for sales, purchases, and valuation of inventory. **Prerequisite:** Second-year standing for students planning to transfer to a 4-year university and earn their bachelor's degree in business administration. Accounting Technology (AAS degree) majors should enroll in their first year and be concurrently enrolled in Accounting Applications I (BA 128). 3 lecture hrs/wk. F, W

**BA 212: Principles of Accounting (3)**

A continuation of BA 211, topics include accounting for fixed assets, introduction to payroll accounting, debt and equity financing, the income statement, and the statement of cash flows. The course concludes with an introduction to financial statement analysis. **Registration Enforced Prerequisite:** BA 211 with a grade of C or better or instructor permission. Accounting Technology and Entry Management majors need to be concurrently enrolled in Accounting Applications II (BA 129). 3 lecture hrs/wk. W, S

**BA 213: Principles of Accounting (3)**

The third course of the three-term principles of accounting sequence covers managerial accounting which focuses on the information needs of an organization's internal managers. Topics covered include cost classification, costing systems, cost behavior analysis, cost-volume-profit analysis, and standard costing. **Registration Enforced Prerequisite:** BA 212 with a grade of C or better or instructor permission. Accounting Technology majors need to be concurrently enrolled in Accounting Applications III (BA 130). 3 lecture hrs/wk. S, Su

**BA 214: Business Communications (3)**

Covers strategies of effective communication, both written and oral, with an emphasis on business letters, memos, and other writings used in today's offices. Good English skills (sentence structure, punctuation, vocabulary and spelling) are stressed. **Registration Enforced Prerequisite:** WR 115 or equivalent. 3 lecture hrs/wk. F, W, S

**BA 215: Cost Accounting (4)**

This course provides a thorough understanding of cost concepts, cost behavior, and cost accounting techniques as they are used for estimating the cost of products produced and services provided by an organization and for providing cost information for managerial use in decision making, planning, controlling, and performance evaluating. Topics covered include standard costing, service department costing, financial statement analysis, overhead variance analysis, flexible budgeting, profitability analysis, and capital budgeting. Analysis of cost data for management decision-making is integrated with cost accounting systems. **Registration Enforced Prerequisite:** BA 213 with a grade of C or better or instructor permission. 3 lecture, 3 lab hrs/wk. F

**BA 218: Personal Finance (3)**

Introduces students to topics effecting personal financial planning such as budgeting, spending, saving, borrowing, and investing. Learning will be accomplished through a variety of activities including reading the text, completing homework problems and accessing Texas Instruments Business Calculator for problem solving. 3 lecture hrs/wk. W, S

### BA 222: Financial Management (3)

An introduction to financial management structured to provide the student with an intuitive understanding of finance concepts and an appreciation of the way those concepts are applied in practice. Students should gain a firmer grasp on material previously covered in accounting, but now translated into the financial decision-making process. **Registration Enforced Prerequisite:** BA 211 and BA 212. Minimum of C grade for Accounting Technology majors. 3 lecture hrs/wk. S

### BA 223: Marketing (3)

Covers the basic components of marketing such as consumer behavior, marketing research, production, distribution, promotion and price planning. Includes current marketing emphasis on customer service and global marketing. Case studies, videos and guest speakers 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)

Develops a basic knowledge of the objectives and methods of business law. Topics covered include the court system, civil and criminal law, contracts and the Uniform Commercial Code. The latter will introduce making transactions and commercial paper. **Prerequisite:** BA 101 or instructor approval. 4 lecture hrs/wk. F, W, S

### BA 228: Computerized Accounting Systems I (2)

The first in a three-course sequence, this course provides an introduction to computerized accounting software. Students progress through the entire accounting cycle including input of a variety of transactions for both service and merchandising entities, posting, report preparation, and year-end adjusting and closing. **Prerequisite:** Second year standing in AAS accounting program or instructor approval. **Registration Enforced Co-requisite:** BA 235. 2 lecture, 1 lab hrs/wk. F

### BA 229: Computerized Accounting Systems II (2)

The second in a three-course sequence. The emphasis of this course is on the conversion of manual accounting systems to computerized accounting systems. The course utilizes an extended practice set that requires students to maintain a manual accounting system, convert the manual system to a computerized system, maintain the computerized system, and prepare year-end reports using the computerized system. Students become familiar with the special complexities and decisions required during the conversion process and how these decisions affect subsequent procedures. **Registration Enforced Prerequisite:** BA 228 with a grade of C or better **Registration Enforced Co-requisite:** BA 236. 2 lecture, 1 lab hrs/wk. W

### BA 230: Computerized Accounting Systems III (2)

The third in a three-course sequence, the focus of this class is on the special requirements of a computerized accounting system used by a non-profit/governmental entity. Students will work through a comprehensive accounting practice set for a fictitious city using commercially available software. Additionally, students will prepare a governmental-style Comprehensive Annual Financial Report using a computerized spreadsheet. **Registration Enforced Prerequisite:** BA 229 with a grade of C or better. **Registration Enforced Co-requisite:** BA 237. 2 lecture, 1 lab hrs/wk. S

### BA 231: Computers in Business (4)

Computers in Business is designed for business students as a second course in using computers. Assignments will build on what was learned in previous computer and business classes. Students will produce professional-style documents using a popular suite of software applications. A final integrative project will be prepared and presented as a group project. Must be a 2nd year major in one of the following AAS programs: Accounting, Entry Management, Marketing, or Paralegal: or instructor approval. 4 lecture hrs/wk. F, S

### BA 232: Introduction to Business Statistics (3)

This course is a balance between descriptive statistics (tables, charts, frequency distribution, etc.) and inferential statistics, the primary tool in business decision making. It is mostly a "how to do it" and problem solving course with little emphasis on the actual theory of statistics. **Prerequisite:** BA 181 or MTH 065 or equivalent. 3 lecture hrs/wk. S

### BA 235: Intermediate Accounting I (3)

The first in a three-course sequence that introduces students to intermediate accounting theory and practice. Material covered builds on basic knowledge of Generally Accepted Accounting Principles (GAAP) learned in first-year accounting courses, and progresses to increasingly complex and detailed coverage of Accounting Standards. Topics include the historical development of accounting theory, practice and GAAP, the accounting cycle, financial statements, the time-value of money, and accounting for receivables. **Registration Enforced Prerequisite:** BA 213 with a grade of C or better. **Registration Enforced Co-requisite:** BA 228. 3 lecture hrs/wk. F

### BA 236: Intermediate Accounting II (3)

The second in a three-course sequence. Topics include accounting for inventory measurement and reporting, asset management, depreciation, intangible assets, and liabilities. **Registration Enforced Prerequisite:** BA 235 with a grade of C or better. **Registration Enforced Co-requisite:** BA 229. 3 lecture hrs/wk. W

### BA 237: Intermediate Accounting III (3)

The third in a three-course sequence, this course provides an introduction to the special requirements of governmental and not-for-profit accounting as well as the particular requirements of accounting for various funds: such as the general, capital projects, special revenue, debt service, proprietary, and fiduciary funds. **Registration Enforced Prerequisite:** BA 236 with a grade of C or better. **Registration Enforced Co-requisite:** BA 230. 3 lecture hrs/wk. S

### BA 238: Salesmanship (3)

A basic course dealing with the fundamentals of selling. Specifically studied are prospecting, qualifying, presentations, closing, selling communications, customer motivation, selling occupations, sales management and customer service. 3 lecture hrs/wk. F

### BA 239: Advertising (3)

An introduction to profitable advertising. The total advertising campaign and advertising preparation is studied from the standpoint of: copy, layout, various media, budgets, buyer motivation, market structure, and analysis of various types of advertisements. 3 lecture hrs/wk. S

### BA 240: Introduction to Auditing (3)

An introductory course in auditing procedures. Includes the audit profession, professional standards, the audit process and environment, financial statement examination and workpaper preparation. **Registration Enforced Prerequisite:** BA 235 or instructor permission. 3 lecture hrs/wk. W

### BA 249: Retailing (3)

Designed to acquaint students with the nature and scope of retailing. Topics studied include: history of retailing; managing retail operations including financial planning; merchandise buying and handling; store design and layout. 3 lecture hrs/wk. W

### BA 250: Managing the Small Business (3)

Aspects of small business critical to the entrepreneur. Topics include: the business plan, forms of business organization, franchising, location analysis, financing a small business, employer-employee relations, and the computer in the small business. 3 lecture hrs/wk. S

### BA 256: Tax Accounting I (3)

The first of a two-term sequence, this course offers an introduction to federal income taxation of individuals. Practical experience is gained through completion of a number of tax returns at varying levels of complexity. Theory and Concepts of the current tax code are analyzed through a number of class exercises. **Registration Enforced Prerequisite:** BA 213 with a grade of C or better or instructor permission. 3 lecture hrs/wk. W

### BA 257: Tax Accounting II (3)

A continuation of Tax Accounting I, this course continues coverage of federal income taxation of individuals and provides an introduction to tax laws affecting partnerships and corporations. A variety of practical applications will be completed both manually and using computerized tax return preparation software. **Registration Enforced Prerequisite:** BA 256 with a grade of C or better or instructor permission. 3 lecture hrs/wk. S

**BA 280: Cooperative Work Experience Business (1-13)**

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. **Registration Enforced Prerequisite:** Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

**BA 280A: Cooperative Work Experience Accounting (1-13)****BA 280B: Cooperative Work Experience Marketing (1-13)****BA 280C: Cooperative Work Experience Management (1-13)****BA 280D: Cooperative Work Experience Graphic Communication (1-13)****BIOLOGY****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.

**BI 101:** (The biology sequence changed FA03. See an Adviser. BI 101: 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 110: Wildlife Biology on Safari (4)**

An introductory non-majors course dealing with Oregon's wildlife and wildlife management. This is a field-oriented course including trips to Wildlife Safari and other local wildlife areas. Oregon's mammals, birds, reptiles, amphibians, fishes, and their anatomy, physiology, ecology, and taxonomy, as well as the animal husbandry practices carried out in zoological parks. Laboratory sessions will include manu skulls, specimens, animal tracks, and slide programs. 3 lecture, 3 lab hrs/wk. W

**BI 211, 212, 213: Principles of Biology (5,5,5)**

Designed for science and pre-professional medical majors.

**BI 211:** Chemistry of life; origins of life; populations genetics and natural selection; diversity of prokaryotes and eukaryotes; ecology of biomes, communities and populations; conservation biology. **Registration Enforced Prerequisite/Corequisite:** CH 221. F

**BI 212:** Cell structure and function; cellular metabolism; cell division; heredity; molecular genetics and biotechnology; molecular evolution. **Registration Enforced Prerequisite:** BI 211. W

**BI 213:** Plant structure and function: animal structure, function and behavior. **Registration Enforced Prerequisite:** BI 212. S

Courses must be taken in sequence. 4 lecture, 3 lab hrs/wk.

**BI 222: Genetics (3)**

Focusing primarily on human genetics, this course includes mitosis and meiosis; Mendelian inheritance and multifactorial trait expression; DNA replication, gene transcription, and translation; mutations and their consequences; population genetics and human evolution; the genetics of immunity and cancer; and biotechnology; gene therapy and reproductive technologies. **Registration Enforced Prerequisite:** CH 104, CH 112, or CH 221; previous biology course recommended. 3 lecture hrs/wk. W, S

**BI 231, 232, 233: Human Anatomy & Physiology (4,4,4)**

Introduction to structure and function of the various systems of the human body.

**BI 231:** Organization of the body, homeostasis, cell biology, tissues, integument, the skeletal system, the muscular system. F, W

**BI 232:** Nervous system, special senses, endocrine system, blood and cardiovascular system. W, S

**BI 233:** Lymphatic system, immune system, respiratory system, digestive system, nutrition, metabolism, urinary system, reproductive systems, genetics. S, Su

**Registration Enforced Prerequisite:** CH 104 or CH 112. Courses must be taken in sequence, or with consent of instructor. 3 lecture, 3 lab hrs/wk.

**BI 234: Introductory Microbiology (4)**

Structure, physiology, metabolism, genetics, growth and control of microbes; structure and function of viruses; the role of microorganisms in nature and disease. Laboratories emphasize differential staining, metabolism 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

**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.

**BOT - BOTANY****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

**CA - CULINARY ARTS****CA 160 Introduction to the Culinary Arts (3)**

This course begins with a thorough study of the basic safety and sanitation standards in a food service operation. Then the student will be presented with the basic skills, principles, and techniques used in the preparation of foods in volume feeding situations, such as restaurants and institutional food service operations. Emphasis will be placed on the vocabulary of cooking, menu terms, food quality standards, proper equipment use, and application of basic math skills to recipe conversions. Methods of instruction will include lecture, demonstration, individual and group projects. 1 lecture/4 lab hrs/wk. F

**CA 173 Fundamentals of the Professional Production Kitchen (1)**

This is a lecture based class designed to introduce the student to the fundamentals of the production kitchen. The importance of food production to multiple food outlets will be discussed. Emphasis will be placed on understanding the nature of ingredients commonly found in the kitchen. Included is meat, poultry, seafood, vegetables, starches, dairy and egg products, fruits, herbs and spices. The student will then explore the functions of these ingredients to different applications including: soups, stocks, sauces, variety of salads, garde minge, and entrees. **Registration Enforced Prerequisite:** CA 160. 1 lecture hr/wk. F, W, S



### CA 174: The Professional Production Kitchen (8)

This is a production driven course designed to create authentic working conditions of a food service operation. It covers multiple food preparation techniques for an a la carte restaurant, a catering operation, and cafeteria service. The student learns the procedures for scratch cookery through small batch assignments prepared for daily restaurant menu and caterings: including soups, stocks, sauces, protein cookery, starch cookery. Emphasis will be placed on proper ordering, receiving, identification and handling of: seasonal fruits and vegetables, legumes, common starches, various types of meat and poultry and their fabricated cuts, various fish and shellfish, cheeses, dairy products, salad greens, fresh and dried herbs, spices, variety of grains, oils and vinegars. **Registration Enforced Prerequisite:** CA 160. 16 lecture/lab hrs/wk. F, W, S

### CA 176: Fundamentals of Menu Planning (2)

Fundamentals of Menu Planning offers a complete overview of menu planning, including designing, writing, costing, marketing, and merchandising a menu. This course reflects the latest trends in the restaurant industry along with updated nutrition information. Emphasis will be placed on understanding the need for standardized recipes, product costs, pricing, menu design and product placement, inventory, and control of production in order to minimize product loss. 2 lecture hrs/wk. W, S

### CA 185: A La Carte Kitchen and Dining Room (8)

This is a production driven course designed to create authentic working conditions of a food service operation. It offers students learning experiences involving food preparation skill development, food theory, management and personnel responsibilities, and a progressive attitude toward food preparation and service. Emphasis will be placed on the management of a food service operation including ordering, inventory control, staffing, product requisition, safety and sanitation procedures and inspections. Students will identify various regional American and international cuisines and be able to effectively serve them in a buffet and a la carte setting. **Registration Enforced Prerequisite:** CA 160. 16 lecture/lab hrs/wk. F, W, S

### CA 186: Fundamentals of the A La Carte Kitchen and Dining Room (1)

This is a lecture based class designed to introduce the student to the fundamentals of a la carte service. The dynamics of front and back of the house operations will be explored. Emphasis will be placed on understanding the customer and methods for delivering quality customer service. The student will explore different styles of dining room service including beverage service and beverage management. **Registration Enforced Prerequisite:** CA 160. 1 lecture hr/wk. F, W, S

### CA 191: The Professional Pastry and Bake Shop (8)

This is a production driven course designed to create authentic working conditions of a bakery operation. Emphasis is placed on understanding the basic principles of baking and the necessary tools and equipment for the practice and development of techniques and skills expected of the working chef in the industry. Under the direction of the instructor, students will produce different types of yeast doughs, quick breads, leavened cakes, pies, tarts, cookies, various pastry doughs, meringues, syrups, sauces, assorted custards, mousses, souffles, and frozen desserts. This course will also cover the fundamentals of chocolate, dessert presentation and decorative work including marzipan, pastillage, and sugar work. The emphasis is on baking science, terminology, nutrition, equipment, techniques, ingredients, weights and measures, formula conversions, sanitation, safety, and storage of baked goods. **Registration Enforced Prerequisite:** CA 160. 16 lecture/lab hrs/wk. F, W, S

### CA 192: Fundamentals of the Professional Pastry and Bake Shop (2)

This is a lecture based course designed to introduce the student to the fundamentals of the bake shop exploring baking science, terminology, nutrition, equipment, techniques, ingredients, weights and measures, formula conversion, and storage of baked goods. The importance of proper mise en place to the bake shop will be discussed. Emphasis will be placed on understanding the principals of the bake shop including identifying common equipment and ingredients and their proper uses. A variety of different products will be explored including quick breads, yeast doughs, pies, tarts, pastries, cookies, custards, creams, and various frozen desserts. The student will also explore the fundamentals of chocolate, dessert presentation and decorative work including marzipan, pastillage and sugar work. **Registration Enforced Prerequisite:** CA 160 1 lecture hr/wk. F, W, S

### CA 204: Winter Capstone: Restaurant Operation (2)

This course is designed to give the student firsthand experience of operating a restaurant. The student will learn the dynamics of working in a group in order to successfully plan, advertise and execute two weeks of menus to be served in a restaurant setting. Emphasis will be placed on menu and recipe writing, product ordering and receiving, operating within a budget including the management of food costs and portion controls, scheduling, and effective dining room service. **Registration Enforced Prerequisite:** CA 160 4 lecture/lab hrs/wk. W

### CA 205: Spring Capstone: Catering Operation (2)

This course is designed to give the student firsthand experience of a catering operation. The student will learn the dynamics of working in a group in order to successfully plan, advertise and execute a series of prix fixe dinners. Emphasis will be placed on menu and recipe writing, product ordering and receiving, operating within a budget including the management of food costs and portion controls, scheduling, and effective dining room service. **Registration Enforced Prerequisite:** CA 160 4 lecture/lab hrs/wk. S

### CA 280: CWE Culinary Arts Internship (1-13)

Qualified students work as interns in variety of training sites that provide experience related to the food service industry. These sites include hospitals, restaurants, casino resorts, motels, assisted-care facilities, and cruise ships. 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.

## CH- CHEMISTRY

### 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, acid, 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: Chemistry for Health Occupations (5)**

A one-term introductory course in Inorganic, Organic, and Biochemistry that is specifically designed for preparing students taking Human Anatomy and Physiology and entering Nursing, Emergency Medical Services, and other health occupations programs. **Registration Enforced Prerequisite:** MTH 065 or higher or math placement test score. 4 lecture, 3 lab hrs/wk. F, W, S, Su

**CH 221, 222, 223: General Chemistry (5,5,5)**

Sequence designed for science and pre-medical majors and engineering majors.

**CH 221:** Topics include atomic structure, stoichiometry, thermodynamics, periodic trends, bonding, molecular structure. **Registration Enforced Co-requisite:** MTH 111 or higher. F

**CH 222:** States of matter, solution chemistry, kinetics, and equilibrium. **Registration Enforced Prerequisite:** CH 221. W

**CH 223:** 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, substitution and elimination reactions, 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.

**CIS - COMPUTER INFORMATION SYSTEMS****CIS 090: Computer Skills—Word Processing (1)**

This class is intended for students who would like to become acquainted with the computer and word processing. It emphasizes how to use the computer to practice each step in the process of writing a college paper. 2 week course, 5 lecture hrs/wk. F, W, S

**CIS 092: Computer Skills - File Management (1)**

This course is designed to teach students file management basics. Information about disks, directory structures, folders and file organization will be covered. Students will be introduced to the UCC network structure and how to use various storage devices such as floppy drives, CD/DVD drives, zip drives, and USB drives. 2 week course, 5 lecture hrs/wk. F, W, S

**CIS 094: Computer Skills - Windows (1)**

Introduction to the Windows Operating System for a beginner computer user. Includes computer concepts, system components, using help, menus and dialog boxes, as well as using the mouse and keyboard. Basic operating system functions such as using a Graphical User Interface and simple problem troubleshooting will also be covered. 2 week course, 5 lecture hrs/wk. F, W, S

**CIS 096: Computer Skills -Internet (1)**

Broad introduction to the global network known as the Internet. Emphasizes browsing the World Wide Web and using a variety of client programs including e-mail usage. Describe methods used to protect a computer from Internet viruses and other malicious software. 2 week course, 5 lecture hrs/wk. F, W, S

**CIS 099: Computer Skills - Online Research (1)**

The course is designed to teach students basic methods of conducting online research using Internet search engines, online library catalogs, and subscription databases. Students will learn how to determine the best places to look for information and to design effective searches to produce useful search results. **Prerequisite:** CIS 096; 2 week course, 5 lecture hrs/wk. F, W, S

**CIS 111: Computer Configuration (4)**

(This course is currently not being offered.) This is an introduction to micro-computer hardware. The course is designed to supplement the Computer Information Systems training to the extent that the student can install, configure, troubleshoot and do simple repairs of computing hardware systems. Students will be exposed to the tools and equipment used in a hardware oriented laboratory environment. **Prerequisite:** CIS 120 or instructor approval. 3 lecture, 3 lecture/lab hrs/wk.

**CIS 120: Introduction to Computer Information Systems (4)**

This course is designed as an introductory computer course for students in all fields. Course content includes an overview and history of the field, basic computer architecture, auxiliary storage and file organization, data communications, with "hands-on" work using modern business application software packages on the microcomputer including word processing, spreadsheets, database, graphics, and communications as tools used in data processing. CIS majors are urged to enroll in CIS 122 in the Fall, concurrent with this course. 4 lecture hrs/wk. F, W, S, SU

**CIS 122: Introduction to Programming (3)**

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 Basic 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: Microcomputer Application for Auto Technicians (3)**

This course is an introduction to microcomputers and microcomputer 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 microcomputer 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 microcomputer as a basic communications tool to access industry supported bulletin boards and databases. **Prerequisite:** Automotive major. 2 lecture, 2 lecture/lab hrs/wk.

**CIS 125D: Microcomputer 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. **Prerequisite:** Keyboarding skills or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. S

### CIS 125E: Microcomputer Applications - E-mail (2)

This course serves as a continuing introduction to microcomputers and their applications in business. The course is lab oriented and will focus on learning the functions of a modern e-mail program. The course is lab oriented and will focus on learning the functions of a modern e-mail 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 client security. **Instructor Enforced Prerequisite:** 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 home pages. Topics will include; HTML commands, hyperlinks, use of graphics, and a basic introduction to Java Script. **Prerequisite:** Experience with Windows. 1 lecture, 2 lecture/lab hrs/wk. F, S

### CIS 125P: Introduction to Desktop Publishing (3)

This course is designed for the person who has a need to use or go beyond a word processor's advanced features to create newsletters, training manuals or simply to improve the appearance of any printed materials. The course is lab oriented and will use the desktop publishing features of Adobe InDesign. **Prerequisite:** Moderate word processing experience or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. F

### CIS 125R: Microcomputer Applications — Presentation Software (2)

This course will serve as an introduction to presentation software. This course 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 documents, work with text, visual elements, and program features that enhance slide shows. Import and export of files from Microsoft Word and Excel, and the use of sound or video clips are explored. Create hyperlinks to other slides, presentations, applications, or the Internet. Design principles are applied to create professional-looking presentations. 1 lecture, 2 lecture/lab hrs/wk. F

### CIS 125S: Office Applications — Spreadsheets (3)

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, business graphics 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: Microcomputer Applications Word Processing (3)

This course will serve as an introduction to microcomputers and their applications in business. The course is lab-oriented and will focus on using a modern word processor. Terminology and concepts regarding microcomputers and their peripherals will also be covered. Emphasis is placed on developing confidence in use of computer hardware and software. **Prerequisite:** Keyboarding skills or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. S

### CIS 133VB: Introduction to Programming in Visual Basic (5)

A continuation of CIS 122. Students will learn and apply programming concepts using a high level programming language. This course will emphasize all phases of program development for the business environment including program design, development, documentation, test, implementation and maintenance. Particular attention will be directed toward the use of structured programming techniques. The course will provide an introduction to writing programs to handle data files and interactive applications. Object orientation and design concepts will be introduced in this course. **Registration Enforced Prerequisite:** CIS 122, or instructor approval. 3 lecture, 4 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. W

### CIS 140L: Introduction to Linux Operating Systems

A hands-on study of operating systems which prepares students for an industry-based certification such as Comp TIA's Linux+ examination. The course includes the installation and administration of a desktop operating system as well as management, troubleshooting, and optimizing techniques. **Registration Enforced Prerequisite:** CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk.

### CIS 140M: Introduction to Operating Systems (4)

A hands-on study of operating systems which prepares students for an industry-based certification such as the Microsoft MCP examination. The course includes the installation and administration of a desktop operating system as well as management, troubleshooting, and optimizing techniques. **Registration Enforced Prerequisite:** CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

### 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 151C: Networking Essentials (4)

This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. Instruction includes, but is not limited to, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools and equipment and all local, state, and federal safety, building, and environmental codes and regulations. This is the first of a four course sequence that prepares students for an industry certification such as the CCNA (Cisco Certified Network Administrator). **Registration Enforced Prerequisite:** CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

### CIS 152C: Introduction to Basic Routers (4)

The second term course continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. Instruction includes, but is not limited to, the Open System Interconnection (OSI) Reference Model, local area networks (LANs), wide area networks (WANs), transmission control protocol/Internet protocol (TCP/IP) addressing, routers, router configuration, routing and routing protocols, internetwork open system (IOS) images and network troubleshooting. Particular emphasis is given to understanding the nature of and component of networks that make up LANs, WANs and the Internet. Students will become familiar with the use of command protocols that are used when configuring networks and will learn how to troubleshoot a 5-router topology. **Registration Enforced Prerequisite:** CIS 151C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

**CIS 153C: Intermediate Routing & Switching (4)**

The third term continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. Instruction, includes, but is not limited to: a review of the Open System Interconnection (OSI) Reference Model, a study of the OSI layer functions, local area network (LAN) switching, Ethernet and virtual LANS (VLANs), LAN design, interior gateway routing protocol (IGRP), access control lists (ACLs), and network management. In addition, the student will learn appropriate methodologies for managing networks, with emphasis placed on clear and adequate documentation of the Network. **Registration Enforced Prerequisite:** CIS 152C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

**CIS 154C: Wide Area Network Protocols (4)**

The fourth term continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. 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), the open system interconnection (OSI) reference model, networking, point-to-point protocols (PPPs), dial-on-demand routing (DDR), frame relays and network management. **Registration Enforced Prerequisite:** CIS 153C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

**CIS 195: Authoring for the World Wide Web (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. **Prerequisite:** CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

**CIS 240M: MS Windows Server Administration (4)**

This course is designed to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. This course provides the skills and knowledge to prepare for a Microsoft Certified Professional Exam. **Registration Enforced prerequisites:** CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

**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 this student to better appreciate the importance of the role of the Systems Analyst, the Programmer, the User and the Manager in the development and implementation of modern, computer based, information systems. The students will participate in a series of activities including group discussions, case studies, interviews, research reports, role playing and structured walk throughs. Throughout the course, emphasis will be placed on human interaction situations with particular focus on teaming. A secondary goal of this course will be to introduce the 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. S

**CIS 245: Project Management (4)**

Project Management - Information Systems Study practical approaches for managing, planning, organizing and implementing Information Systems projects using modern management techniques. Complete hands-on projects requiring management of project resources, scope, time-line, cost, scheduling, human and other resources. Use Microsoft Project and other project monitoring tools. **Registration Enforced Prerequisite:** CIS 122 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

**CIS 275: Introduction to Database Management Systems (4)**

Students will be introduced to database management systems (DBMS) Microsoft Access. Topics include database theory and practice and table creation, database normalization and structured query language (SQL). Students will use the tools of the DBMS to develop applications that include input screens, queries, reports and batch processes to automate a typical business computer application. Students will begin to learn and modify computer-generated programs to customize an application. **Registration Enforced Prerequisite:** CIS 133VB or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

**CIS 276: Intermediate Database Management (4)**

A continuation of the concepts and software expertise developed in CIS 275. Students will cover advanced SQL techniques and program on an enterprise level database. **Registration Enforced Prerequisite:** CIS 275. 3 lecture, 2 lecture/lab hrs/wk. F

**CIS 279M: Network Management (4)**

This course is designed to provide students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol Security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course provides the skills and knowledge to prepare for a Microsoft Certified Professional Exam. **Registration Enforced Prerequisite:** CIS 240M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

**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 280D: Cooperative Work Experience Health Informatics (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 is designed to provide students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. **Registration Enforced Prerequisite:** CIS 240M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

**CIS 295: Authoring for the World Wide Web II (4)**

Designing, developing, publishing, and maintaining dynamic Web sites; Web security and privacy issues; e-commerce; emerging Web technologies. **Prerequisite:** CIS 195 and CIS 275 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

## CIS 297: Capstone Project (4)

(This course is currently not being offered.) Student will develop an individual "real-world" project to demonstrate the ability to apply the concepts covered in the Computer Information Systems (CIS) curriculum. With guidance from a faculty adviser, students will analyze, design, program and document a database, web-based or network system. Emphasis will be placed on working effectively with clients, professional work habits, and documentation. **Registration Enforced Prerequisite:** Instructor approval; 1 lecture, 9 lab hrs/wk

## CIV - CIVIL ENGINEERING

### CIV 112: Computer Aided Drafting I—Engineering (3)

This is a beginning level course which introduces computer-aided drafting (CAD). The AutoCAD program is used to set up drawings and perform basic drawing and editing commands. Emphasis is on two-dimensional drawings and engineering aspects of computer drafting. 2 lecture, 2 lecture/lab hrs/wk. F

### CIV 113: Computer Aided Drafting II (3)

Emphasizes advanced computer-aided drafting (CAD) commands and skills. Sectional, isometric, and three-dimensional drawings are created using the AutoCAD program. Experience with the AutoCAD program is necessary for this course. **Registration Enforced Prerequisite:** CIV 112 with grade of "C" or better. 2 lecture, 2 lecture/lab hrs/wk. W

### CIV 114: Computer Aided Drafting—Civil Drafting (3)

This course uses the AutoCAD program to produce drawings for civil engineering projects. Drafting practices are used to prepare site plans, layout building sites, and construct drawings of the infrastructure. **Registration Enforced Prerequisite:** CIV 112 with grade of C or better or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. S

### CIV 116: Computer Aided Drafting Structural Drafting (3)

This course uses the AutoCAD program to produce working drawings of simple structures. Drafting practices are applied to the use of wood, steel, concrete, and masonry building materials. **Registration Enforced Prerequisite:** CIV 112 with grade of C or better or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. S

### CIV 134: Geographic Information Systems I (3)

History and development of GIS technology. Introduction to relational and spatial databases and spatial analysis. Use of raster and vector data, elements of map design and legal considerations of GIS data. GIS implementation strategies. Extensive use of ArcGIS software and introduction to AutoCAD Map. 2 lecture, 2 lecture/lab hrs/wks. W

### CIV 135: Geographic Information Systems II (3)

This course is the second in a sequence and builds on concepts introduced in CIV 134, Geographic Information Systems. The student will be introduced to using ArcMap, AutoCAD Map, and Access software to generate, display, and analyze geographic relationships. **Registration Enforced Prerequisite:** CIV 134. 2 lecture, 2 lecture/lab hrs/wk. S

### CIV 215: Contract Documents (3)

Legal terminology, legal matters of concern to engineers, and civil law with emphasis on civil engineering contract documents and legal subcontractors, and material suppliers. **Prerequisite:** Second year Engineering Technology major or instructor approval. **Registration Enforced Prerequisite:** ENGR 111. 3 lecture hrs/wk. F

### CIV 223: Properties of Materials (4)

This course covers the properties of soil and concrete as used in the field of civil engineering. Laboratory techniques are developed for testing and classifying soil and aggregate. Concrete mix designs are developed and evaluated based on laboratory tests. **Registration Enforced Prerequisite:** ENGR 111. 3 lecture, 3 lab hrs/wk. W

### CIV 225: Municipal Engineering (3)

This course introduces the basics of water and sewer pipe sizing, general system components, and installation and inspection techniques. Also included are the basics of storm water systems and components. Elementary street construction and inspection are also studied. Field trips will be made to existing facilities and work under construction. **Registration Enforced Prerequisite:** ENGR 111. 3 lecture hrs/wk. S

### CIV 227: On-site Systems (3)

This course covers on-site utility systems including water supply, waste water disposal, and storm water disposal. Various systems will be studied including alternate solutions for handling the problems of supply and disposal of the fluids. Also dry utilities will be introduced and how they relate to the overall development of the site. **Registration Enforced Prerequisite:** ENGR 111. 3 lecture hrs/wk. S

### CIV 229: Principles of Engineering (3)

This course introduces the concepts of forces and loads in engineering applications. Properties of materials and stress analysis of simple members is covered. **Registration Enforced Prerequisite:** ENGR 111. 3 lecture hrs/wk. F

### CIV 261: Fluid Mechanics (4)

This course covers the fundamental properties of fluids, hydrostatic pressure, fluid flow and energy distribution. The solution of practical, applied problems is emphasized. **Registration Enforced Prerequisite:** ENGR 111. 4 lecture hrs/wk. W

### 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. **Registration Enforced Prerequisite:** Instructor approval. 1 credit = 33 hours of lab.

### CIV 297: Continuing Professional Development for Professional Land Surveyors and Engineers. (1-3)

This course will cover a variety of topics to meet the needs of Professional Land Surveyors and Engineers. The course content and material will be structured to meet the requirements of the Oregon State Board of Examiners for Engineers and Land Surveyors as defined in OAR 820. The primary venue for this course will be Internet. **Prerequisite:** Licensure by the Oregon State Board of Examiners for Engineers and Land Surveyors or Instructor approval. Credit will be assigned for each individual offering at the rate of one credit hour per ten hours of lecture.

## CJ - CRIMINAL JUSTICE

### CJ 100A: Law Enforcement Skills Training (2)

A variety of topics including: First Aid & CPR, Tactical Communication, Special Event Ops, Radio Communications, Search & Handcuffing, Confrontational Simulation, Chemical Agents. **Corequisite:** CJ 105 and CJ 110. **Prerequisite:** Acceptance into Police Reserve Academy. 4 lecture/lab hrs/wk. F

### CJ 100B: Law Enforcement Skills Training (2)

A variety of topics including: Emergency Vehicle Ops, Control Holds, Expandable Baton, Traffic Control, Crowd Control, Tactics & Strategies in Buildings and Open/Wooded Areas. **Corequisite:** CJ 120 and CJ 212. **Prerequisite:** Acceptance into Police Reserve Academy. 4 lecture/lab hrs/wk. W

### CJ 100C: Law Enforcement Skills Training (2)

A variety of topics including: Vehicle Stops, Defensive Tactics, Bicycle Patrol, Firearms. **Corequisite:** CJ 109 and CJ 112. **Prerequisite:** Acceptance into Police Reserve Academy. 4 lecture/lab hrs/wk. S

**CJ 101: Introduction to Criminology (3)**

This course is designed as an introduction to the study of crime and criminal behavior. One segment covers concepts of crime and criminology, the nature and extent of crime, and victims and victimization. A second segment covers theories of crime causation, including choice and trait theories, social structure, social process, and social conflict theories, and developmental theories. A third segment covers crime typologies, including violent crimes, property crimes, enterprise crimes (white-collar, organized, and cyber crimes), and public order crimes. The final segment looks at the criminal justice system, including various functions of the system as well as different models applied to the field. 3 lecture hrs/wk. S Available online F

**CJ 105: Concepts of Criminal Law (3)**

This class is designed to introduce students to the basic concepts underlying criminal law. Topics covered will include the origins of criminal law, the basic requirements of a criminal act, the limitations of criminal liability, types and classifications of criminal law, and procedural defenses. Additional topics covered include constitutional limits on law, inchoate crime, and criminal culpability levels. 3 lecture hrs/wk. F Available online Su

**CJ 109: Contemporary Issues in Criminal Justice (3)**

This course provides an intermediate look at modern police practices, operations, and issues. The Criminal Justice student and prospective law enforcement employee will develop a view of police work from both theoretical and practical perspectives. This course will cover contemporary issues in police operations that include policing philosophies, police organization, police management and supervision, crime control, and patrol efficiency. 3 lecture hrs/wk. S

**CJ 110: Introduction to Law Enforcement (3)**

A study of law enforcement that emphasizes police work at the community level. Students will review the history and evolution of law enforcement, the criminal justice system and the future of law enforcement. Particular areas of study include criminal law, responsibilities of law enforcement, community relations, accountability and corruption, values and judgement and careers in law enforcement. 3 lecture hrs/wk. F

**CJ 112: Field Operations and Patrol Procedures (3)**

To introduce the student to the nature and purpose of patrol activities for the law enforcement officer. Includes tactics and strategies, routine and emergency procedures, types of patrols, crime prevention, and community policing. **Prerequisite:** Acceptance into Police Reserve Academy. 3 lecture hrs/wk. S

**CJ 114: Cultural Diversity Issues in Criminal Justice (3)**

This course looks at the relationship between the criminal justice system, cultural and other diversity, and police/community dynamics. Focusing on positive police/citizen contacts, the principle emphasis will be on the importance of a continuing dialogue between law enforcement and all segments of the community. Students will acquire an understanding of cultural norms and their impact on criminal justice interactions. Other relevant issues such as hate crimes and racial profiling will be covered. 3 lecture hrs/wk. W

**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, the duties and responsibilities of corrections agencies, and the functions of related administrative agencies at the local, state, and federal levels. Past, present, and future relationships of these systems will be analyzed. 3 lecture hrs/wk. W

**CJ 130: Introduction to Corrections (3)**

This course provides an overview of the American corrections system including its history, processes, purposes and goals. Course study will introduce the student to institutional and penal systems that include detention facilities, jails, prisons, and work release facilities. This course provides both a practical and theoretical perspective of the need and purpose for offender confinement and post-conviction jurisdiction within a free society. Supervision and management of confined and released offenders, juvenile and adult, will be reviewed. 3 lecture hrs/wk. S

**CJ 140: Introduction to Criminalistics (Forensic Science) (3)**

This is an introductory course in forensic science. Forensic science or criminalistics applies the knowledge and technology of science for the definition and enforcement of laws, and to the solution of criminal offenses. Course study will include development of the principles and techniques used to compare and identify physical evidence collected at crime scenes. The course will explore the services performed by evidence collection teams as well as the activities of the forensic scientists in the crime labs. 3 lecture hrs/wk W

**CJ 169: Terrorism and Homeland Security (3)**

This course examines the basic history, evolution and effects of terrorism on both domestic and international levels. Through historical and objective analysis the course is intended to provide a basic foundation for the root cause of terrorism and how terrorism is confronted by political, diplomatic, law enforcement and military intervention. This course provides a basic understanding of the various threats from terrorism, and the ability of terrorists to advance a political agenda, raise funds, and use the media to promote their vision ideology. 3 lecture hrs/wk. W, Su

**CJ 203: Crisis Intervention Seminar (1)**

An overview of the techniques and approaches to crisis intervention for entry-level criminal justice professionals. Covers initial intervention, defusing and assessment, resolution and/or referral, with emphasis on safety. Includes personal effectiveness, recognition of threat levels, voluntary compliance, verbal and non-verbal communication, active listening, and mediation. 1 lecture hr/wk. 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. 3 lecture hrs/wk. S

**CJ 212: Report Writing for Criminal Justice (3)**

The fundamentals of writing law enforcement reports including definitions, type, needs, and objectives. Emphasis will be on preliminary crime reports, arrest reports, evidence reports, and administrative reports. Students will obtain the necessary knowledge to investigate, interview, and distill general information into documented facts. **Prerequisite:** Acceptance into Police Reserve Academy. 3 lecture hrs/wk. W

**CJ 216: Law Enforcement Supervision & Management (3)**

This course provides an in-depth examination of the role and responsibilities of the first-level supervisor and manager/command officer in the specialized field of law enforcement. Principles of effective leadership, team-building and specific operational issues related to law enforcement are addressed in this course. 3 lecture hrs/wk. F

**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 which criminal justice community performs its duties. Course available through Credit for Professional Certification (CPC) only.

**CJ 230: Introduction to Juvenile Justice System (3)**

This course provides an introductory perspective of the historical and contemporary aspects of juvenile corrections. Topics covered include the components of the juvenile justice system and its philosophy, functions and goals, the role of law enforcement, the courts, community based corrections, and custodial facilities. Included is an overview of the ongoing debate over the Balanced and Restorative Justice approach in the juvenile justice system, especially as it relates to safety/security issues and public concern. 3 lecture hrs/wk. S

### CJ 232: Introduction to Corrections Casework (3)

Introductory overview of casework in corrections settings. Includes introduction to behavior modification theories and methods, contemporary counseling methods, assessment processes, and the development of officer/client relations. Emphasizes observation skills, perception issues, information gathering, interpersonal communication skills, and interviewing strategies and techniques as part of corrections casework. **Registration Enforced prerequisite:** CJ 230 or CJ 261 or instructor approval. 3 lecture hrs/wk. Su

### CJ 240: Criminalistics II (3)

This is a course in forensic science and criminalistics. Forensic science applies the principles and technology of various scientific disciplines to the definition and enforcement of laws and to the solution of criminal offenses. Criminalistics is the collection of disciplines of forensic science commonly practiced in the modern crime lab and in laboratory services applied at crime scenes. This course will build upon basic principles of evidence processing and analysis covered in earlier coursework and integrate them with more advanced and individualizing techniques in forensic science. These include bloodstain pattern analysis, forensic toxicology, trace evidence processing and analysis, DNA, arson investigations and computer forensics. **Registration Enforced Prerequisite:** CJ 140, 3 lecture hrs/wk. S

### CJ 243: Narcotics and Dangerous Drugs (3)

This course covers the full range of psychoactive drug use, from legal medicinal use to criminal recreational use, from casual use to addiction. Emphasis is on the sociological perspective, explaining the drug phenomenon supported by recent data from a wide range of sources. 3 lecture hrs/wk. F

### CJ 261: Introduction to Parole & Probation (3)

This course provides introductory perspectives of parole, probation, and community corrections. The course investigates the purposes of parole and probation as alternatives to incarceration of criminal offenders. Issues related to sentencing recommendations, terms and conditions of probation, day treatment options, group homes, and criteria for violating status are examined. 3 lecture hrs/wk. F

### CJ 275: Comparative Criminal Justice Systems (3)

Using a topical approach, this course compares the criminal justice systems in other nations with that in the United States. Underlying sources of law will be covered as well as practices and policies used by different nations in their criminal justice systems. This course will give students a better understanding of the similarities and differences of each system. 3 lecture hrs/wk. F

### CJ 280: Cooperative Work Experience: Criminal Justice \* (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. **Registration Enforced Prerequisite:** Instructor approval. 1 credit = 33 hours of lab.

### CJ 280: Cooperative Work Experience: Law Enforcement/Corrections \* (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. **Registration Enforced Prerequisite:** Instructor approval. 1 credit = 33 hours of lab.

\* Students may select - either CJ 280 Cooperative Work Experience: Criminal Justice or CJ 298 Criminal Justice Independent Study.

## CPL - CREDIT FOR PRIOR LEARNING

### CPL 120: Credit for Prior Learning Resume (3)

The Credit for Prior Learning Resume class provides a means to obtain credit hours for prior learning. It focuses on identifying career and educational goals, defining college-level learning; identifying, documenting, and describing prior learning; writing competency statements; and preparing a resume for credit evaluation. 3 lecture hr/wk. W

## CS- COMPUTER SCIENCE

### 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 lab hrs/wk.

### 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 and programs will be written on microcomputer using Borland C++ or Microsoft J++. **Prerequisite:** MTH 111 or equivalent. 3 lecture, 2 lab hrs/wk. F, W, S Online

### 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 lab hrs/wk. F, W, S Online

## CST - CONSTRUCTION TECHNOLOGY

### CST 101: Introduction to the Construction Trades (2)

This course provides an introduction to career opportunities in the construction trades and teaches the basic employability and communication skills necessary for success in the field. General topics include: the many specialties within the construction and related industries, basic safety, trade vocabulary, construction math, commonly used hand and power tools, basic blueprint terms and components, and workplace employability skills. Students will learn about trends in local employment and further training available in the Construction Technology career pathway. 1 lecture, 2 lecture/lab hrs/wk.

### CST 110: Blueprint Reading (3)

The course covers the basic language of prints their purpose and make-up. 6 lecture/lab hrs/wk. F

### CST 111: Construction Orientation (2)

The Construction Orientation course is an introduction to the construction industry. Social, economic, and environmental influences affecting the construction field will be discussed in this class. In addition, material will be presented about the vocational, technical, and professional opportunities open to construction graduates. 2 lecture hrs/wk. F

### CST 112: CAD for Construction (3)

This is a beginning level course which introduces computer-aided drafting (CAD). The AutoCAD program is used to set up drawings and perform basic drawing and editing commands. Emphasis is on two dimensional drawings and architectural aspects of computer drafting in relation to residential construction and the relationship between the various building components comprised within. 2 lecture, 2 lecture/lab hrs/wk. S

**CST 116: Construction Estimating (4)**

This course provides opportunities for advanced, in-depth study of techniques used in estimating construction material, labor, and costs for residential and commercial structures. Students evaluate estimating methodology used by contractors, material suppliers, and consultants and learn to apply appropriate techniques to actual estimating projects. 4 lecture hrs/wk. F

**CST 118A, 118B, 118C:****Building Construction I, II, III (7)**

This course provides principles, techniques, and project work for students interested in the knowledge and skills required to plan, design, construct, and remodel building structures. The instruction deals with a variety of elements and topics related to the materials, and methods used in the construction of buildings to include planning the undeveloped site, foundation work, framing, and interior and exterior finishing. Energy efficient concepts are included in the project. This course through the project, provides an orientation to electrical, mechanical, and plumbing systems. In general, these systems are sub-contracted to area building contractors. With department approval, this class is repeatable for credit. 2 lecture, 10 lecture/lab hrs/wk. F, W, S

**CST 119: Building Construction Surveying (1)**

A beginning course in surveying concepts and techniques with application to building construction. It covers fundamental surveying methods and the use and care of surveying equipment as related to surveying tasks involved in building construction. Emphasis is placed on field practice. 2 lecture/lab hrs/wk. S

**CST 122: Construction Codes I (2)**

This will be a practical approach to understanding the Oregon Residential Specialty Code. This course will cover the legal and administrative aspects of the current code as prescribed in Chapter 1 and applicable Oregon Revised Statutes. Students will understand how to navigate the Code format and learn about the interpretation process, the typical functions of a jurisdiction, and the building permit process. Emphasis is placed on understanding what the Code requirements are based upon, thus understanding the principle involved for a particular Code section. The main focus of Chapters 2 through 9 will focus on planning, materials and construction from the site thru the roof assembly for light framed construction. Integrating the Building Code into the initial planning, design and site preparation stages will be emphasized. The Plumbing and Electrical aspects of this code will not be cultural issues. 2 lecture hrs/wk. ration and inspection of bulding construction. 2 lecture hrs/wk. W

**CST 123: Construction Codes II (2)**

This will be a practical approach to understanding the Oregon Residential Specialty Code. This course will be a continuation of CST 122. OSSC chapters 1 thru 25 will be studied. The focus will be on energy and mechanical requirements covered in chapters 10 thru 25. Building planning involving all of the combined elements will be emphasized. A detailed review of chapter 6 will e included. Common problems involving advanced framing and shear-wall construction will be solved. Design cost comparisons relating to options specified in the Code will also be considered. The Plumbing and Electrical aspects of this code will not be addressed except as they apply to building planning and structural issues. Registration Enforced Prerequisite: CST 122. 2 lecture hrs/wk.lec

**CST 280: Cooperative Work Experience—Construction (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.

**COOPERATIVE WORK EXPERIENCE****CWE 161: CWE Seminar I (1)**

Develops career preparation skills. Students learn resources available for job searching and resume writing. Individual resumes are developed and an informational interview is planned and completed. 1 lecture hr/wk. F, W, S

**CWE 162: CWE Seminar II (1)**

Assists students enrolled in business programs. Students research and prepare reports on specific areas of business such as personnel, advertising, finance, and marketing. **Prerequisite:** CWE 161; instructor approval. 1 lecture hr/wk.

**CWE 163: CWE Seminar III (1)**

Continuation of CWE Seminar II, with emphasis placed on managerial skills. Student is required to develop a marketing plan or business plan. **Prerequisite:** CWE 162; instructor approval. 1 lecture hr/wk.

**DA - DENTAL ASSISTING****DA 102: Advanced Clinical Experiences (4)**

In Advance Clinical Experience, students will demonstrate competence in several dental procedures. These procedures will be timed and demonstrate the competency of the student. **Prerequisite:** currently enrolled in the Dental Assisting Program. **Registration Enforced Prerequisite:** DA 195, DA 196 3 lecture, 3 lab hrs/wk. S

**DA 103: Dentistry, Law & Ethics (1)**

The 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 team; ethics in dentistry and law that covers dental professionals with emphasis on Oregon Dental Practice Act. **Prerequisite:** currently enrolled in the Dental Assisting Program. 1 lecture hr/wk. F

**DA 107: Dental Health Education I (1)**

This course covers the basic concepts of preventive dentistry including the study of plaque-related diseases, fluoride therapy, brushing, and flossing techniques. **Prerequisite:** currently enrolled in the Dental Assisting Program. 1 lecture hr/wk F

**DA 108: Dental Health Education II (1)**

Must be taken in sequence. This Course covers the practical application of preventive dentistry concepts. Topics will include patient motivation, coronal polishing, fluoride application, nutritional counseling and the recognition of normal and abnormal oral conditions. **Prerequisite:** currently enrolled in the Dental Assisting Program. **Prerequisite:** DA 107. 1 lecture hr/wk. W

**DA 110: Health Sciences (3)**

The study of structure and function of the human body. Bacteriology and microbiology, as related to dentistry are discussed. **Prerequisite:** currently enrolled in the Dental Assisting Program. 3 lecture hrs/wk. 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. Emphasis on preparing for a career in dental professions. 2 lecture hrs/wk. S

**DA 115: Dental Anatomy (3)**

This course covers the study of head and neck anatomy with an emphasis on individual teeth and tooth surfaces using the universal numbering system. **Prerequisite:** currently enrolled in the Dental Assisting Program. 3 lecture hrs/wk. F

**DA 135: Oral Pathology (2)**

Study of diseases and conditions affecting gums, teeth, tongue and oral cavity. **Prerequisite:** currently enrolled in the Dental Assisting Program. 2 lecture hrs/wk. W



## DA 139: Medical Emergencies in the Dental Office (2)

CPR-Health Occupational Medical Emergencies in the dental office.

**Prerequisite:** currently enrolled in the Dental Assisting Program. 2 lecture hrs/wk F.

## DA 192: Dental Materials I (3)

The composition, clinical properties, preparation, use and storage of materials used in dentistry. **Prerequisite:** Currently enrolled in the Dental Assisting Program. 2 lecture, 3 lab hrs/wk. W

## DA 195: Chairside Procedures I (4)

Basic chairside assisting procedures, such as preparation of client, oral evacuation techniques, instrument exchange, placement and removal of rubber dam, dental examination procedures, sterilization procedures, operative dentistry. It covers assessment data, asepsis and infection control, and contains an introduction to clinical procedures used at Umpqua Community College. **Prerequisite:** Currently enrolled in the Dental Assisting Program. 3 lecture, 3 lab hrs/wk. F

## DA 196: Chairside Procedures II (4)

Specialties of dentistry, principle procedures, set-up, clinical experience.

**Prerequisite:** currently enrolled in the Dental Assisting Program. **Registration Enforced Prerequisite:** DA 195. 3 lecture, 3 lab hrs/wk. W

## DA 198: Dental Materials II (2)

Completion of simple laboratory procedures, such as study model construction, die construction, Hawley retainer, bleaching trays, temporary crown construction, temporary restorations, and custom trays associated with specialties covered in Chairside Procedures II DA 196. **Prerequisite:** Currently enrolled in the Dental Assisting Program. 1 lecture/3 lab hrs/wk. S

## DA 199: Dental Office Procedures (3)

Principles of appointment planning, telephone techniques, case presentation, and management of client accounts. Teaching computer lab to support computerized instruction. **Prerequisite:** Currently enrolled in the Dental Assisting program. 3 lecture hrs/wk. S

## DA 210: Dental Radiology I (4)

Historical background, terminology, and basic physics associated with Roentgen Ray x-ray. Types and speed ratings of x-ray film. Radiological health measurements are studied. Examination and operation of dental x-ray unit. Darkroom chemistry and advanced procedure. exposure of radiological films taken on Dextermanikin. **Prerequisite** Currently enrolled in the Dental Assisting Program. 3 lecture, 3 lab W

## DA 211: Dental Radiology II (3)

Provides basis for various occlusal film projections intra-oral periapicals and panoramic radiographs. Clinical laboratory provides skills in perapicals and bite-wing radiography. Students progress to exposure of radiological films on clinical patients. At the end of Spring Term students will produce the required State Board full mouth set of radiographs within the allocated time restraints. **Prerequisite:** currently enrolled in the Dental Assisting Program. **Registration Enforced Prerequisite:** DA 210. 2 lecture; 3 lab hrs/wk. S

## DA 280: Cooperative Work Experience Dental Assisting (1-13)

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. 21 lab hrs/wk.

## DLSC- DEVELOPMENTAL COURSES

### DLSC 040, 041, 042: Learning Skills (1-3)

This course is a combination study skills/strategies coaching/support group for students with unique learning needs. Students are exposed to a variety of strategies and study skills and are encouraged to practice strategies in course work from other concurrent classes. Instructor approval required.

## DSKH - DEVELOPMENTAL COURSES

### DSKH 025\*: Adaptive Keyboarding (3)

This course is designed to teach keyboarding basics to students with disabilities who must use adaptive technologies for successful access to the keyboard or screen and/or unable to compete successfully in mainstream typing classes. This course is graded on a P/F basis. Instructor approval required.

## ECON - ECONOMICS

### ECON 115: Introduction to Economics (3)

A one-term course that focuses on the definition of economics and the application of economic analysis to one's own life, within and among businesses, to product and labor markets, to national monetary and fiscal policy and to international trade. Current issues, including Internet research, are used wherever possible to illustrate fundamental concepts. Students should delay taking this course until they have successfully completed one term of college-level writing and one term of college-level mathematics. 3 lecture hrs/wk. F, W

### ECON 201, 202, 203: Economics (3,3,3)

A sophisticated, three-term course sequence that includes fundamental vocabulary, theories, and analytical methods of economics. Students use the Internet for text-related exercises and current events research. **ECON 201** focuses on markets, consumer behavior and government-business interaction. **ECON 202** focuses on the national government's role in the economy via fiscal and monetary policies and on models that illustrate these policies' effects on the business cycle. **ECON 203** utilizes techniques learned in the previous courses as well as additional concepts to analyze contemporary regional and national economic problems, current international trade and financial developments and conditions in the world's developing countries. Students should not attempt to take these courses until they have successfully completed WR 121, 122, 123, and MTH 111. Students should take the courses in sequence. Instructor approval is required to enter **ECON 202** or **203** if students have not completed **ECON 201**. 3 lecture hrs/wk. F, W, S

### ECON 280: Cooperative Work Experience Economics (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. **Registration Enforced Prerequisite:** Instructor approval. 1 credit = 33 hours of lab. F, W, S

## ED - EDUCATION

### ED 100: Intro to Education (3)

An introductory course in the field of education. There will be an emphasis upon teaching methods and skills, instructional processes, and philosophies of education. The class is an opportunity for students considering a career in education to gain insight. Criminal Background Check required. Contact instructor. 1 lecture hr/wk. Six practicum hrs/wk. F, W, S

**ED 101: Early Childhood Education Seminar & Practicum I (4)**

Discussion centered on ECE lab activities, behavior management and problem solving techniques. Practical work experience will provide the student with a variety of experience working with children in early childhood programs under the close supervision of the instructional staff. Students work with children individually and in small groups and supervising children in outdoor activities. **Prerequisites:** Oregon Childcare Registry enrollment required, and record of MMR vaccine. **NOTE:** Students registered on the Oregon Registry Step 7 may begin from ED 102 through to their desired level of Practicum. 2 lecture; 6 practicum hrs/wk. F,W,S

**ED 102: Early Childhood Education Seminar & Practicum II (4)**

Classroom time with ECE seminar instructor concerning practicum experiences - guidance of young children. Students will gain experience working with young children in an organized group setting, and will assist with supervision of the various daily activities in an ECE program. **Prerequisites:** ED 101, Oregon Childcare Registry enrollment and MMR vaccine. **NOTE:** Students registered on the Oregon Registry Step 7 may begin from ED 102 through to their desired level of Practicum. 2 lecture; 6 practicum hrs/wk. . **Prerequisite:** ED 101, criminal history check. F,W,S

**ED 103: Early Childhood Education Seminar & Practicum III (4)**

Classroom time with ECE seminar instructor concerning practicum experiences - guidance of young children. Practical experience working with young children in the ECE lab. Activities and projects carried out will be student planned and implemented - more responsibility for student. 2 lecture; 6 practicum hrs/wk. **Prerequisite:** Infant/Child First Aid and CPR and Food Handlers Certificate F, W, S

**ED104: Early Childhood Education Seminar & Practicum IV (4)**

Classroom time with Early Childhood Educational seminar instructor concerning practicum experiences-guidance of young children. 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. 2 lecture, 6 practicum hrs/wk. F, W, S

**ED 105: Early Childhood Education Seminar & Practicum V (4)**

Discuss one's own teaching style and the relationship of a teacher to children and parents. Practical experiences working with children. Explore interpersonal skills in order to function as a team member in planning and carrying out a comprehensive program for children. 2 lecture, 6 practicum hrs/wk. F, W, S

**ED 106: Early Childhood Education Seminar & Practicum VI (4)**

Review state and local regulations and agencies that deal with young children. Plan to implement programs that provide positive learning experiences for the individual child and groups. Assist with administrative and supervisory tasks. 2 lecture, 6 practicum hrs/wk. . F, W, S

**ED 113: Classroom Techniques in Reading & Language Arts (3)**

Introduces the nature of the reading process and presents a systematic approach to language arts instruction. Students learn to link literacy instruction and assessment to state content standards. Classroom observations require a criminal background check. 3 lecture hrs/wk W

**ED 114: Classroom Techniques in Math & Science (3)**

This course prepares instructional assistants to help children learn specific math and science concepts. This will help students apply concepts to solve problems and develop a positive attitude toward math and science. Classroom observations require a criminal background check. 3 lecture hrs/wk. S

**ED 121, 122, 123: Leadership Development I, II, III (3,3,3)**

These courses are designed to provide emerging and existing leaders with the opportunity to explore the concept of leadership skills. The courses integrate readings, experiential exercises, films, and historical and contemporary readings on leadership.

ED 121: Leadership theory, philosophy, vision, goal-setting. F

ED 122: Decision making, team building, empowering and delegating. W

ED 123: Initiating change, managing conflict, leadership ethics, service. S  
May be taken singly or in any order, although sequence is recommended. 3 lecture hrs/wk.

**ED 125: Tutoring Adults (1)**

Individual instruction in teaching required skills and opportunity to practice these skills in order to become an effective tutor of adult learners. Topics include, but are not limited to, reading, writing, spelling, mathematics and English as a Second Language. Tutoring Adults may be repeated two terms, for a maximum of three credits earned in three terms. F, W, S

**ED 128: Professional Truck Driver Trainer Certificate (4)**

This class is designed to assist trainers and instructors, develop, fine-tune, and improve skills in training and facilitation. The course has been developed to certify individuals to deliver the Transportation Customer Service Skills course to warehouse workers and truck drivers as part of the Professional Truck Driver Trainer Certificate. 4 lecture hrs/wk.F

**ED 130: Classroom Management (3)**

Provides a foundation in comprehensive classroom management theory and application related to emotional education, management techniques, and problem solving for effectively handling unproductive student behaviors in the classroom, the cafeteria, assemblies, on the playground, and on field trips. 3 lecture hrs/wk. F

**ED 131P: Instructional Strategies (3)**

This introductory course for educators focuses on the components of effective instruction. Students will design standards based activities that integrate multiple content areas, address the instructional needs of diverse learners and include appropriate strategies for assessment. 3 lecture hrs/wk. F

**ED 140: Introduction to Early Childhood Education (2)**

Focus on the historical and philosophical development of the field, programs, and major approaches to early childhood education and current trends in the field. Emphasis will be focused on early childhood education as career. Students will become aware of professional organizations concerned with young children. 2 lecture hrs/wk. F

**ED 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. 3 lecture hrs/wk. W

**ED 169: Overview of Students with Special Needs (3)**

This course is designed to introduce participants to categories of special education eligibility as defined by the Individuals with Special Disabilities Act. Through various activities students will learn to recognize, understand, and plan for instruction and/or tutoring for students with special needs. 3 lecture, hrs/wk. W

**ED 178: Observing/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 in an early childhood education center. Oregon Childcare Registry enrollment required. 3 lecture hrs/wk. W

**ED 200: Foundation of Education (3)**

This course will examine historical, philosophical, political legal, and economic aspects of K-12 public education. Current issues and trends will also be explored. 3 lecture hrs/wk. W

### ED 209: Theory and Practicum (2)

An introductory experience in an elementary or secondary classroom where the student experiences what teaching really is like, by "practice teaching" with an authorized supervising teacher. **Prerequisite:** Concurrent enrollment in ED 200. 6 lab hrs/wk. F, W, S

### 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. S

### 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. Su

### ED 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. S

### ED 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. 3 lecture hrs/wk. S

### ED 247: 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

### ED 250: Essential Motivational Interviewing Strategies (1)

This practice based training class is designed for professionals in any setting who are working with people to change behavior. Participants will learn motivational interviewing as an approach to facilitating change, and its underlying principles. Participants will learn: the spirit of motivational interviewing, ways of understanding motivation, the Stages of Change model. FRAMES, principles of motivational interviewing, five early strategies of motivational interviewing, how to evoke and facilitate "change talk", when to be directive and non-directive, and how to recognize and respond to resistance. Participants will explore how to effectively adapt motivational interviewing concepts to the context of one's work setting and role; including issues of complimentary service philosophies and approaches, program goals, service intensity, cultural congruence, and sequencing of services. 1 lecture hr/wk. Instructor approval required.

### ED 254: Instructional Strategies for English Language Learners (3)

This course will examine pedagogical and cultural approaches which lead to successful acquisition of English Language skills and content knowledge. Classroom observations require a criminal background check. 3 lecture hrs/wk. S

### 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. Su

### ED 280: Cooperative Work Experience—Education (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.

## EMS - EMERGENCY MEDICAL SERVICES

### EMS 151: EMT Basic A (5)

Term one of a two-term series. Designed to train personnel to respond to emergency situations to render proper treatment in case of sudden emergencies, accidents or disasters. Course focuses on the recognition and treatment of shock, fractures, poisonings, burns, stroke and heart attack. **Prerequisite:** Completion of placement testing for reading at RD 90 or higher, writing skills at WR 115 or higher, and math at MTH 20 or higher. Must have a high school diploma, GED, or equivalent by the time of application for certification. Must meet standards as set by the Oregon State EMS Office for certification which includes health, driving, immunizations, and criminal record check. Meets or exceeds intent of National Registry. 4 lecture, 2 lecture/lab hrs/wk. Fee: \$350. F, S. **Program Coordinator Approval Required for Admission.**

### EMS 152: EMT Basic B (5)

Term two of two-term series. After successful completion of EMS 152 the student can apply for certification at the state and national level for EMT Basic. Failure of this course will require retaking the full sequence of EMT Basic courses. **Registration Enforced Prerequisite:** Successful completion of EMS 151. 4 lecture, 2 lecture/lab hrs/wk. Fee: \$350. W, Su

### EMS 170: Emergency Communication (2)

Communication systems, radio types, HEAR system, codes and correct techniques. 20 lecture hrs (1wk) S

### EMS 171: Emergency Transport (2)

Ambulance operations, laws, maintenance, safety; emergency response driving and route planning. Fee: \$75. 20 lecture hrs (1wk) S

### EMS 175: Introduction to Emergency Medical Services (3)

Organization, funding and role of ambulance and rescue services in medical care; personnel, history and trends, evaluation, planning, disaster response, training, leadership, career development. **Corequisite:** Concurrent enrollment in or completion of EMS 151. 3 lecture hrs/wk. F, S

### EMS 180: Crisis Intervention (3)

Intervention in behavioral crises of: sudden death, suicide, rape, murder, vehicle accidents, disease, trauma, and child abuse. Resources, supporting behavioral patterns, and handling emotional stress of the individual. Coping with emotional conflict within one's self. **Prerequisite:** EMS 151. 3 lecture hrs/wk. W, S

### EMS 220: ACLS - Advanced Cardiac Life Support (1)

A two-day course designed to educate healthcare professionals in the management of cardiac arrest and near-arrest patients. **Fee: \$175. F**

### EMS 225: NRP - Neonatal Resuscitation (1)

An 8-hour course addressing resuscitation of the neonate. **Fee: \$175 Su**

### EMS 230: PEDS - Pediatric Pre-Hospital Care (1)

A two-day course concentrating on advanced life support skills to be used in dealing with infants and children. **Fee: \$175. S**

### EMS 235: PHTLS - Pre-Hospital Trauma Life Support (1)

A two-day course for the pre-hospital care provider designed to give specific pre-hospital assessment of trauma patients. **Fee: \$200 W**

**EMS 251: Paramedic A (10)**

Term one of a four-term series, plus specialty courses, in Paramedic education. The course begins with foundational competencies in medical terminology, patient assessment, airway and ventilation, pathophysiology of shock, intravenous access and limited pharmacology. Delivery of currently accepted protocols and procedures is applied to patients presenting the signs and symptoms consistent with emergencies in the above categories. Prerequisite: BI 231, BI 232, BI 233, WR 121, MTH 095, EMS 151, EMS 152, EMS 170, EMS 175, EMS 180, and MED 111 with a grade of "C" or better. Oregon Basic EMT or EMT Intermediate certification, current immunizations. 8 lecture, 4 lab hrs/wk. Fee: \$400. Program Coordinator Approval Required for Admission. F

**EMS 252: Paramedic B (8)**

Term two of a four-term series, plus specialty courses, in Paramedic education. This course continues with objectives covered in EMT 251. This course will also cover Patient Assessment and Traumatic Injuries. Clinical and Internship with outside agencies will also begin during the course of this term. Corequisite: EMS 261. **Registration Enforced Prerequisite:** EMS 251. 6 lecture, 4 lab hrs/wk. Fee: \$400. W

**EMS 253: EMS Paramedic C (8)**

Term three of a four-term series, plus specialty courses, in Paramedic education. This course continues with objectives covered in EMS 251 & EMS 252. This course will also cover endocrine, abdomen, genitourinary, and environmental problems, anaphylaxis, toxicology, drug and alcohol abuse and infectious diseases. Clinical and Internship with outside agencies will continue during the course of this term. Corequisite: EMS 262. **Registration Enforced Prerequisite:** EMS 252. 6 lecture, 4 lab hrs/wk. Fee: \$400. S

**EMS 254: EMS Paramedic D (6)**

Term four of a four-term series, plus specialty courses, in Paramedic education. This course continues with objectives covered in EMS 251, EMS 252, & EMS 253. This course will also cover patients with special needs, social issues, and chronic illnesses. This course also covers assessment-based management, clinical decision making, system status management, and crime scene awareness. Clinical and Internship with outside agencies will continue during the course of this term. A comprehensive final written and practical exam is included. Corequisite: EMS 263. **Registration Enforced Prerequisite:** Completion of EMS 253. 4 lecture, 4 lab hrs/wk. Fee: \$400. Su

**EMS 261: Paramedic Clinical & Internship I (2)**

This course begins the in-hospital clinical experience including direct patient care responsibilities necessary for completion of the educational objectives. Patients are in a hospital/ clinical setting with disease and injury conditions comparable to those the student will experience in pre-hospital care situations. This course initiates the field experience designed to expose student to disease and injury conditions. This is the first in a series of three courses that fulfill the required 250 hours of clinical experience and number of prehospital calls necessary to fulfill the State curriculum. Department permission required. Corequisite: EMS 252. Prerequisite: Completion of EMS 251. Fee: \$200. W

**EMS 262: Paramedic Clinical & Internship II (2)**

This course continues the in-hospital clinical experience including direct patient care responsibilities necessary for completion of the educational 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. This is the second in a series of three courses designed to continue the field experience to expose student to disease and injury conditions they may encounter on the job. This course works towards meeting the required 250 hours of clinical experience and number of pre-hospital calls necessary to fulfill the State curriculum. Department permission required. Corequisite: EMS 253. Prerequisite: Completion of EMS 252 & EMS 261. Fee: \$200. S

**EMS 263: Paramedic Clinical & Internship III (2)**

This course completes the in-hospital clinical experience including direct patient care responsibilities necessary for completion of the educational objectives. Patients are in a hospital/ clinical setting with disease and injury conditions comparable to those the student will experience in pre-hospital care situations. This course, the third in the series, is designed as field experience which exposes student to disease and injury conditions they may encounter on the job. This course works towards completing the required 250 hours of clinical experience and number of pre-hospital calls necessary to fulfill the State curriculum. Department permission required. Corequisite: EMS 254. Prerequisite: Completion of EMS 253 & EMS 262. Fee: \$200. Su

**EMS 280: Cooperative Work Experience—EMS (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.

**EMS 298: Independent Study: EMS (1-3)**

Independent study on subjects outside the course curriculum or in-depth studies of a particular aspect of course content. Affords an opportunity for students with previous study in a subject area to pursue further investigations for credit. **Registration Enforced Prerequisite:** Instructor, Department Chair, and Dean approval of study plan. 6 credits maximum total credit.

**ENG - ENGLISH****ENG 104,105,106: Intro to Literature (3,3,3)**

In the Introduction to Literature series, students are introduced to the conventions and characteristics of short fiction (ENG 104), drama (ENG 105) and poetry (ENG 106). In ENG 105, students get the opportunity to attend a play in Ashland. Through active reading, critical thinking, engaged discussion, and effective writing, students will learn to interpret, analyze, critically evaluate, and appreciate a variety of literature. The changing historical, political, and cultural contexts in which the works were produced will be examined, as will the remarkable diversity of writers and subject matter, including issues of race, ethnicity, class, gender, and sexual orientation. The courses also introduce students to literary theory, including technical terms and their application. The three courses need not be taken in sequence. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or appropriate Compass placement test scores; AND Reading 90 with a grade of C or better or appropriate Compass placement test scores. 3 lecture hrs/wk. F, W, S

**ENG 107,108,109: World Literature (3,3,3)**

ENG 107 examines the literature of Greece, Rome, the Bible and the European medieval period. ENG 108 covers the Renaissance, Neoclassical, Romantic, and Modern periods of Western literature as well as some contemporaneous literatures worldwide. ENG 109 deals exclusively with non-Western literatures, including those from Asian, African, and non-Western cultures worldwide. Courses need not be taken in sequence. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or appropriate Compass placement test scores; AND Reading 90 with a grade of C or better or appropriate Compass placement test scores. 3 lecture hrs/wk. F, W, S

**ENG 201, 202, 203: Shakespeare (3,3,3)**

ENG 201: A study of the early comedies, tragedies, and histories. ENG 202: A study of the sonnets and important middle comedies and tragedies. ENG 203: A study of the later tragedies and romances. Special emphasis given to similarities and differences in cultural perceptions in Europe, America, and England. Courses may be taken out of sequence. Available to both first year and sophomore students. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or appropriate Compass placement test scores; AND Reading 90 with a grade of C or better or appropriate Compass placement test scores. 3 lecture hrs/wk. F, W, S

## ENG 204, 205, 206: Survey of English Literature (3,3,3)

Class discussion emphasizes the content and meaning of the selections read. **ENG 204:** Principal works of the Old English, Middle English, and Renaissance periods in English literature. **ENG 205:** Selections from the principal English writers of the seventeenth, eighteenth, and early nineteenth centuries. **ENG 206:** Works of representative novelists, essayists, and poets from the Romantic period to the present day. Intercultural aspects of each era are emphasized. Courses may be taken out of sequence. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or appropriate Compass placement test scores; AND Reading 90 with a grade of C or better or appropriate Compass placement test scores. 3 lecture hrs/wk. F, W, S

## ENG 221: Literature and Language for Children (3)

An overview of literature and language development for young children. Lectures and demonstrations, reading and evaluation of children's books and practical experiences with children are included in this course. **Prerequisite or co-requisite** of WR 121. 3 lecture hrs/wk. S

## ENG 230: Environmental Literature (3)

This course aims to explore the ways in which ideas about the physical or "natural" environment have been shaped into American literature. The course will survey a variety of important texts in this tradition and introduce students to different eras and genres, including early environmental thinkers, policy documents, progressive and radical writers, as well as gendered discourse. 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 to linking environmental questions to an area of their own interest. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or appropriate Compass placement test scores; AND Reading 90 with a grade of C or better or appropriate Compass placement test scores. 3 lecture hrs/wk. F, W, S, Su

## ENG 250: Introduction to Mythology (3)

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. 3 lecture hrs/wk. S

## ENG 253, 254, 255: Survey of American Literature (3,3,3)

A study of American poetry, drama, and prose writings from Bradford to the present with emphasis on literary and cultural values. Historical and cross cultural influences stressed as well as critical and analytical approaches. Courses need not be taken in sequence. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or appropriate Compass placement test scores; AND Reading 90 with a grade of C or better or appropriate Compass placement test scores. 3 lecture hrs/wk. F, W, S

## ENG 288: Cultural Diversity in Contemporary American Literature (3)

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 poetry and fiction of contemporary writers. The course will focus on those writers who offer first-hand views of life within traditionally marginalized cultural groups including women, GLBT, African-Americans, Latin-Americans, Asian-Americans and Native Americans. Critical and analytical approaches will be stressed. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or appropriate Compass placement test scores; AND Reading 90 with a grade of C or better or appropriate Compass placement test scores. 3 lecture hrs/wk. W

## ENGR - ENGINEERING

### 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 095. 3 lecture hrs/wk. F

### ENGR 112: Engineering Orientation II (3)

Systematic approaches to engineering problem solving using computers, spreadsheets, logical analysis, flow charting, input/output design, introductory computer programming. **Registration Enforced Prerequisite:** ENGR 111. 2 lecture, 2 lecture/lab hrs/wk W

### ENGR 201: Electrical Fundamentals (3)

Electrical theory laws. Circuit analysis of DC circuits. Natural, step, and sinusoidal responses of circuits. Operational Amplifier characteristics and applications. **Prerequisite:** MTH 251, 252, PH 211. 2 lecture, 2 lecture/lab hrs/wk F

### ENGR 202: Electrical Fundamentals II (3)

Sinusoidal steady-state analysis and phasors. Application of circuit analysis techniques to solve single-phase and three-phase circuits including powers; mutual inductance, transformers and passive filters. **Prerequisite:** ENGR 201. 2 lecture, 2 lecture/lab hrs/wk W

### 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 & Design (3)

Solid Works software used to cover three dimensional and solids modeling, graphic communication, multi-view and pictorial representation, conceptual design, spatial analysis, engineering applications; graphical analysis and solution, and industrial procedures. **Registration Enforced Prerequisite:** CIV 112 2 lecture, 2 lecture/lab hrs/wk. S

## FA - FILM ARTS

### 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, S

## FN - FOOD & NUTRITION

### 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

**FN 230: Personal Nutrition (3)**

Personal and social aspects of nutrition and basic nutrients as they apply to growth and development throughout the life cycle. Emphasis on the health and safety of the young child. Activities relate to the application of nutrition knowledge to everyday life. 3 lecture hrs/wk. F, W, S

**FR - FRENCH****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

**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

**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

**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

**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 S

**FR 211, 212, 213: Conversational French (3,3,3)**

The objective of this course is to continue to improve oral skills. Grammar and idiomatic expressions currently used in modern French will be incorporated to give students exposure to both the written and spoken language. Literature selections from the 16th and 17th centuries will be used for reading comprehension. **Prerequisite:** FR 203 or equivalent. 3 lecture hrs/wk. F, W, S

**FRP - FIRE PROTECTION TECHNOLOGY****FRP 101: Fire Fighter Safety & Survival (2)**

The course is designed for entry level fire fighters as well as company and chief fire officers. Emphasis is placed on reducing future injuries and deaths through improving safety behaviors through a study of case reviews, group exercises, and individual research work. Meets or exceeds intent of: NFPA 1021-3-7, 3-7.1, NFPA 1521 5.1-5.14. 2 lecture hrs/wk.

**FRP 111: Building Construction for Fire Suppression (2)**

Classification of buildings; structural features affecting firespread; effect of fire on structural strength; fire stops and ratings of materials; fire retardants; Samborne maps. Fundamentals of blueprint reading and the relationship of the various elements comprising architectural drawings and specifications. Interpretation of standard symbols and drawings used in building construction. Sketching and drawing of building features and layouts for inspection reference and prefire planning. Meets or exceeds intent of: NFPA 1021-2.3, 1021-2-3.1, NFPA 1021-2-32, 1021-3-2.1, NFPA 1031-4.1-4.4. 2 lecture hrs/wk.

**FRP 121: Elementary Science for Firefighters (4)**

Basic firefighting skills required of a firefighter including hose, ladders, breathing apparatus, salvage and overhaul, fire streams, ventilation, search and rescue. The course meets all accreditation requirements for NFPA FFI. Meets or exceeds intent of: NFPA 1001-5.1.1 - 6.5.4, NFPA 10 Annex "D", NFPA 1021 2-1. 3 lecture, 3 lab hrs/ wk.

**FRP 122: Fundamentals of Fire Prevention (2)**

Philosophy and history of fire protection, review of life and property loss statistics, fire protection agencies, current and future fire protection problems, fire prevention programs, general public education, development and enforcement of fire prevention laws and regulations, responsibility of state fire marshals, local fire department, property owners, fire safety, reporting fire prevention activities, drills, policies, public relations. Emphasizes "company inspections." Meets or exceeds intent of: NFPA 1021-2-3, 1021-2-3.1, NFPA 1021-2-32, 1021-3-2.1, NFPA 1031-4.1-4.4. 2 lecture hrs/wk.

**FRP 123: Hazardous Materials Awareness/Operations(4)**

How to handle emergencies involving hazardous materials. Includes recognition of the hazards, responding, intervening, and stabilizing the situation. Meets or exceeds intent of: NFPA 472-4.1-4.6, 5.1-5.6, 7.1-7.6. Prerequisite: FRP 121 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk.

**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. Student 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. Prerequisite: Second year standing or instructor approval. 2 lecture, 2 lecture/lab hrs/wk.

**FRP 133: Natural Cover Fire Protection (3)**

Studies causes, prevention, fire behavior, standing orders, and fire suppression methods of natural cover fires. Focuses on urban interface fire problems. Meets or exceeds intent of: NWCG-S-130, S-190, I-100, L180. 3 lecture hrs/wk.

**FRP 151A, B, C: CPAT Training (3)**

This is a sequential course that progresses from A to C through the academic year. New students must attend these classes in order unless they have instructor approval. Classes consist of daily physical training including jogging, running, weight lifting, stretching, and drills that familiarize the student with CPAT events. Each part has a time requirement that decreases through the sequence until a desired time is achieved. 9 lab hrs/wk.

### FRP 163: NFPA Fire Instructor I (2)

The fire service instructor and his job, principles of learning, teaching procedures (preparing course outlines and lesson plans, managing a classroom, evaluation techniques), training aids and devices. **Prerequisite:** Second year standing with fire protection agency or instructor approval. 2 lecture hrs/wk.

### 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).

### FRP 201B: Fire Rescue Practices—Swiftwater (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).

### 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).

### 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).

### FRP 202: Fire Protection Systems & Extinguishers (3)

Portable extinguisher equipment, sprinkler systems, protection systems for special hazard, fire alarm and detection systems, ventilating systems. **Prerequisite:** Second year standing or instructor approval. Meets or exceeds intent of: NFPA 1021-3-5.1, 1021-3-5.2 NFPA 1021-3-6.1 NFPA 1031-4.1-4.4. 3 lecture hrs/wk.

### FRP 212: Fire Investigation (3)

Effect on fire prevention by isolating cause of fire. Burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire scene and evidence. Meets or exceeds intent of: NFPA 1021-3-4, 3-4.1, 3-4.2, 3-4.3, 3-4.4. **Prerequisite:** Second year standing or instructor approval. 3 lecture hrs/wk.

### FRP 213: Fire Fighting Tactics & Strategy (3)

Covers the fire command system, rescue, offensive and defensive fire attack, property conservation, staging and apparatus placement, sectoring and company functions, communication, command procedures. Meets or exceeds intent of: NFPA 1021-2-2, 1021-2-2.1, 2-2.2, 2-2.3, 2-2.4, 2-2.5, 2-2.6 NFPA 1021-3-2.1, 3-2.2. **Prerequisite:** Second year standing or instructor approval. 3 lecture hrs/wk.

### FRP 230: Fire Service Hydraulics (4)

The student will review basic mathematics and learn hydraulic laws and formulas as applied to the fire service; basic fire ground hydraulics with emphasis on "rule of thumb" operations; application of formulas and mental calculations to hydraulic problems; fire ground water supply problems; advanced fire ground hydraulics with emphasis on complicated pumping operations and underwriter requirements for pumps and accessories. 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. 3 lecture; 2 lecture/lab hrs/wk.

### FRP 240: Water Distribution Systems (3)

Main systems--size, gridding, valves, hydrants, pumping stations and reservoir, fire flow requirements for commercial and residential districts, storage tanks, cisterns, and mobile supplies. **Prerequisite:** Second year standing or instructor approval. 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, NFPA 1021-2-2, 1021-2-2.1, 2-2.2, 2-2.3, 2-2.4, 2-2.5, 2-2.6 NFPA 1021-3-2.1, 3-2.2. 3 lecture hrs/wk.

### FRP 263: NFPA Fire Instructor II (2)

Provides the fire service instructor with the knowledge and necessary skills needed to prepare class outlines and basic instructional materials needed to teach formalized classes. Areas covered include; lesson plan preparation, selection and use of audio/visual aids, the learning/teaching process, student evaluation, and one practice teaching session. Meets or exceeds intent of: NFPA 10415.1-5.5. **Prerequisite:** FRP 163. 2 lecture hrs/wk.

### FRP 270: NFPA Fire Officer I A (4)

Designed to meet National Fire Protection Association Standard 1021 (NFPA). This is the first of a two-part series that explores a contemporary look at the duties and responsibilities of first level supervisors and covers first level supervisory functions associated with human resource management, community and government relations, fire administration, inspection and investigative emergency service delivery and safety. **Registration Enforced Prerequisite:** Instructor approval required. 4 lecture hrs/wk. F, W, S

### FRP 271: NFPA Fire Officer I B (4)

Designed to meet National Fire Protection Association Standard 1021 (NFPA). This is the second part of the requirements of Fire Officer I and further explores the duties and responsibilities of first level supervisors and covers first level supervisors and covers first level supervisory functions with human resource management, community and government relations, fire administration, inspection and investigative emergency service delivery and safety. **Registration Enforced Prerequisite:** FRP 270. 4 lecture hrs/wk. F, W, S

### FRP 280: Fire Related Skills (6 terms at 2 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 (12 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.

### FRP 290: NFPA Fire Officer II A (4)

Designed to meet National Fire Protection Association Standard 1021 (NFPA). This is the first of a two-part series that explores a contemporary look at the duties and responsibilities of second level supervisors. This course covers second level supervisory functions associated with human resource management, community and government relations, fire administration, inspection and investigation emergency service delivery and safety. **Registration Enforced Prerequisite:** FRP 271. 4 lecture hrs/wk. F, W, S

### FRP 291: NFPA Fire Officer II B (4)

Designed to meet National Fire Protection Association Standard 1021 (NFPA). This course is the second part of the requirements of Fire Officer II and further explores the duties and responsibilities of second level supervisors. This course covers second level supervisory functions associated with human resource management, community and government relations, fire administration, inspection and investigation emergency service delivery and safety. **Registration Enforced Prerequisite:** FRP 290. 4 lecture hrs/wk. F, W, S

**G - GEOLOGY****G 145: Geology of the Pacific Northwest (3)**

Geology and geologic history of the different provinces of Oregon and adjacent regions of Washington, Nevada, California, Idaho. Special attention paid to the intersecting geologic provinces in Douglas County: the Coast Range, Klamath and Cascade Provinces. 3 lecture hrs/wk. W, alternate years.

**G 146: Rock and Minerals (4)**

This course is designed for non-science majors and those interested in amateur rock and mineral collecting. Crystal growth, form, and symmetry will be explored in the laboratory, as well as physical, chemical and optical properties of common rocks and minerals that aid in their identification in the field and laboratory. Special attention is paid to the occurrences of unique rock types and mineral deposits in Oregon. 3 lecture, 3 lab hrs/wk. (Not offered every year)

**G 201, 202, 203: General Geology (4,4,4)**

An introduction to the study of the earth, physical processes affecting the earth, and events of earth history that have shaped it. G 201: Earth materials, rocks and minerals, volcanism, geophysics and seismology, plate tectonics. G 202: Surficial processes, weathering, mass wasting, erosion. Landforms of deserts, coasts, rivers, glaciers. Environmental topics; mining, climate change, fossil fuels, ground and surface water use, and waste disposal. G 203: History of the earth and the fossil record as recorded in the sedimentary sequence. MTH 060 recommended. Optional field excursions to areas of geologic interest. May be started any term. 3 lecture, 3 lab hrs/wk. F, W, S

**G 213: Geology of the National Parks (3)**

This course is intended for non-science majors who wish to explore the landscape formation and geologic history of North America's scenic National Parks. Of use or interest to outdoor recreation majors, those intending to work on our public lands, education, or geology majors. 3 lecture hrs/wk. S

**GEO - GEOGRAPHY****GEO 100: Introduction to Physical Geography (3)**

An introduction to the physical elements of geography and the environment in which people live. The focus is on natural processes that create physical diversity on the earth. Major topics include weather and climate, vegetation and soils, and landforms. 3 lecture hrs/wk.

**GEO 110: Introduction to Human Geography (3)**

Introduction to cultural elements of geography, including human population, agriculture, political patterns, language, religion, folk culture, popular culture, urban landscapes, industry, and transportation. 3 lecture hrs/wk.

**GEO 120: World Regional Geography (3)**

Explores the physical and human environments of each of the major world regions, including the joint interaction of environmental, historical, and cultural processes in development, globalization, and the impact of humans on the biosphere. 3 lecture hrs/wk.

**GEO 206: Geography of Oregon (3)**

An introduction to the environment and society of Oregon. Explore the diversity of physical regions, climates, biogeographic regions, history, demographic structure, economy, and politics in Oregon. 3 lecture hrs/wk.

**GER - GERMAN****GER 101,102,103: First-Year German (4,4,4)**

Survey of German grammar with the aim of mastering all the grammatical forms. Development of speaking ability. Reading and understanding of simple texts. Must be taken in sequence, but entrance permitted at any level. Recommended prerequisite: WR 095 or WR 096 with a grade of C or better or Compass placement test scores of 70 or above in writing; AND Reading 090 with a grade of C or better or Compass placement scores of 85 or above in Reading. 4 lecture hrs/wk. F, W, S (Not offered 2011-2012)

**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 2011-2012)

**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 GER 101-203. **Prerequisite:** GER 203 or equivalent. 3 lecture hrs/wk. F, W, S (Not offered 2011-2012)

**GS - GENERAL SCIENCE****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. S

**GS 105: Physical Science (4)**

Elementary concepts of chemistry including atomic structure, bonding, states of matter, solutions, and chemical reactions. Should not be taken for credit if student has completed six or more hours of college-level courses in chemistry. **Registration Enforced Prerequisite:** MTH 060. 3 lecture, 3 lab hrs/wk. W

**GS 106: Physical Science (4)**

Elementary concepts of earth science including rock and mineral formation, plate tectonics, earthquakes, volcanoes and other surface processes. . Should not be taken for credit if student has completed six or more hours of college-level courses in geology. **Registration Enforced Prerequisite:** MTH 060. 3 lecture, 3 lab hrs/wk. F

**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. Broadband internet access is highly recommended. 3 lecture, 3 lab hrs/wk. Su, F

**GS 113: Intro to Geology (3)**

A survey course providing a comprehensive study of the Earth's physical processes and properties, with emphasis on understanding the scientific theories behind geological principles. Both dramatic forces - volcanic activity and earthquakes - as well as more subtle forces of the nature geological process are presented to make apparent the connection between human activity and geologic change. 3 lecture hrs/wk. W



### GS 147: Intro to Oceanography (3)

A survey course introducing the origin and development of the oceans, marine geology and its effect on life in the seas. Discusses waves, tides, currents, and their impact on shorelines, the ocean floor, and basins. Examines physical and chemical processes as they relate to oceanographic concepts. This includes plate tectonics, ocean circulation, properties of seawater, sedimentation, marine ecosystems and climate effects. 3 lecture hrs/wk. W - alternate years

## GT - GREEN TECHNOLOGY

### GT 101: Introduction to Industrial Sustainability (3)

Students explore a broad overview of sustainability and environmental engineering. Students learn the principles, concepts, and technology of alternative resources including power production by wave energy, wind energy, solar energy, hydrogen-fuel devices and other emerging alternative power generation systems. Students learn the basics of sustainability in an industrial context, including energy conservation, waste reduction and preventive maintenance.. 3 lecture hrs/wk. W

### GT 102: Green Industrial Safety (2)

Students learn the essential skills needed to develop and maintain safe work habits in various industrial workplaces following OR-OSHA guidelines, including general accident prevention. Students demonstrate safe use of tools/equipment commonly found in a variety of manufacturing and construction industries. Emphasis will be put on safety procedures leading to sustainable practices and results. Registration Enforced Prerequisite: GT 101. 2 lecture hrs/wk. W

### GT 103: Mechanical Systems (3)

This course focuses on learning the fundamentals of mechanical power. Students learn common mechanical components from nuts and bolts to gears, gear boxes, shafts and bearings. Students perform common mechanical tasks, and learn to fine tune drive systems involving belts, chains, etc. This course demonstrates the importance of lubrication in maintaining gears and other movable parts, and emphasizes operations to reduce friction and wasted motion, which are major contributors to energy inefficiency. Registration Enforced Prerequisite: GT 101. 2 lecture, 3 lab hrs/wk. W

### GT 104: Electrical Systems Troubleshooting I (2)

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. Students learn to troubleshoot common electrical problems in industry, such as low voltage, high voltage, open circuits, high resistance shorts to ground and current/voltage imbalance. Emphasis is on prevention of electrical energy waste. Registration Enforced Prerequisite: GT 101. 1 lecture, 2 lecture/ lab hrs/wk. W

### GT 105: Workplace Math/Applied Math (4)

This is an introductory algebra and geometry class in technical/professional mathematics. Topics that are covered include measurement and conversions, signed numbers, algebraic equations and formulas, ratio and proportion, perimeters, areas, volumes, reading and interpreting graphs, and measures of central tendency. Registration Enforced Prerequisite: MTH 020 with a grade of C or better, placement test score or instructor permission; and GT 101. 4 lecture hrs/wk. W

### GT 106: Introduction to Green Technologies (2)

Students will be introduced to economic and environmental considerations for selecting appropriate green technologies and techniques to compare technology options. Technologies in the areas of energy production, transportation, electrical systems, building systems, and agriculture will be examined. Emphasis will be on identifying and selecting appropriate and cost-effective tools and technology solutions across multiple industries and sustainable decision making. Registration Enforced Prerequisite: GT 101. 2 lecture hrs/wk. S

### GT 107: Electrical Systems Troubleshooting II (3)

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. Students are introduced to electrical control circuits and the operation of a transistor. Students build on basic techniques and learn systematic troubleshooting methods and procedures to solve process problems. Analyzing motor control schematics and using advanced digital multi meters are stressed. Emphasis is on prevention and correction of energy wasting problems.. Registration Enforced Prerequisite: GT 104. 2 lecture, 3 lab hrs/wk. S

### GT 108: Building Systems (2)

Students learn basic principles of building science to assess building energy efficiency and monitor health and safety conditions, with an emphasis on a system analysis approach to inspection. Inter-connected system analysis includes the building's envelope, foundation, walls roof, doors and windows. Students learn how to use diagnostic equipment to analyze the effectiveness of the building systems to maximize energy performance, comfort, efficiency, safety and durability. Students will learn about using the HVAC ducting and digital controls (DDC) system as an aid in troubleshooting and promoting energy efficiency, and indoor air quality.. Registration Enforced Prerequisite: GT 101. 1 lecture, 2 lecture/ lab hrs/wk. S

### GT 109: HVACR Systems Operations (3)

Students will learn the concepts of the basic operations of various heating and cooling systems for commercial and residential applications. This course focuses on maintenance and service procedure for initial tuning of HVACR systems for energy efficiency. Practical application of skills include: taking pressures, identifying refrigerants, recovering and recycling refrigerant, evacuating and charging refrigeration systems. Also included are all applicable safety precautions and EPA governed environmental regulations. Energy efficiency will be emphasized. Registration Enforced Prerequisite: GT 101. 2 lecture, 3 lab hrs/wk. S

### GT 110: Workplace Communications (2)

Students will practice 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 and (2) developing attitudes and skills applicable to leadership and successful participation in the workplace. Registration Enforced Prerequisite: GT 101. 2 lecture hrs/ wk. S

### GT 111: Maintenance/Energy Conservation (2)

Examines the development and implementation of a preventative maintenance program using proven actions and procedures and common computer software. Students will learn how to design, construct, and maintain industrial transfer systems. The emphasis of this course is the application of preventive maintenance strategies to green technology and efficiency.. Registration Enforced Prerequisite: GT 101. 2 lecture hrs/wk. Su

### GT 112: Control Systems (3)

Students will learn fundamentals of programmable logic control (PLC) operation, and troubleshooting. Variable speed drive operation and programming is covered as are process control principles for temperature and flow. Emphasis is on understanding of control operations for efficiency. This course will utilize on-line training and a hands-on seminar to offer hands-on learning opportunities. Registration Enforced Prerequisite: GT 101. 2 lecture, 3 lab hrs/wk. Su

**GT 113: Fluid Power (2)**

This course provides an introduction to hydraulic schematics, troubleshooting common hydraulic problems and maintaining hydraulic systems used in a variety of production applications. It also provides an introduction to operating a pneumatic system, including maintenance and troubleshooting procedures. Students learn to read, interpret, and construct fluid systems schematic diagrams containing pneumatic and hydraulic component systems. Emphasis will be on operation of fluid power systems for energy savings and pollution controls. Registration Enforced Prerequisite: GT 101. 1 lecture, 2 lecture/lab hrs/wk. Su

**GT 114: Local Applications/Alternative Energy (3)**

This course is an introduction to the basic concepts and terminology of alternative energy sources. Subjects that will be explored in this course are biodiesel, wind, solar cells, fuel cells, ocean wave, geothermal, hydrogen, connection to the grid (homeowners), electric vehicles, as well as other emerging types of energy production. Research into old technologies as well as new will be explored, and students will research the applications of alternative energy in their local/regional communities and economies, including opportunities for employment. Registration Enforced Prerequisite: GT 101. 3 lecture hrs/wk. Su

**GT 115: Human Relations/Customer Service (3)**

This course is designed to enable students look at many factors that influence human behavior. The intent of this course is to help students increase their ability to handle interpersonal conflicts effectively at work and in your personal lives. Registration Enforced Prerequisite: GT 101. 3 lecture hrs/wk. Su

**HD - HUMAN DEVELOPMENT****HD 100: College Success (1-3)**

This course is designed for students who are just starting college. Its aim is to provide learner-centered instruction in strategies for achieving success for college, and in life. Topics include decision making, discovering one's personal identity, goal setting, time management, memory strategies, study skills, diversity, communication, use of resources, taking responsibility, and other skills that will allow students the opportunity to thrive in the culture of college. This course is a combination of lecture and workshop. In-class participation is an integral part of the format. Students will practice skills and techniques and receive instructor and peer feedback for self improvement. Instructor approval required for variable credit only. 1-3 lecture hrs/wk. F, W, S, Su

**HD 101: SSS Planning College Finances (1)**

Explores issues involved in creating a personal plan for financing higher education. Includes types of financial aid, scholarship searching, student loans, financial planning, and financial decision making strategies. Students must be enrolled in the Student Support Services program to enroll. 1 lecture hr/wk. S

**HD 110: Career Planning (1-2)**

This course is designed to expose students to a wide variety of today's career choices. We will explore the availability of community resources and support systems, create awareness of the UCC programs and services, learn skills in self-assessment, career materials and research, develop effective job search techniques, and assist in the development of a comprehensive career plan. 1-2 lecture hrs/wk. Instructor approval required. (Pass/Fail grade for 2 credits; standard grade for 1 credit) F, W, S

**HD 114: Life Planning (2)**

Designed to expose students in transition to new ways of seeing themselves and their world, to develop an awareness of their previously unrecognized capabilities, and to give them self-esteem building skills. 2 lecture hrs/wk.

**HD 118: Test Taking Strategies/Overcoming Test Anxiety (1)**

Designed to help students develop more efficient methods of preparing for tests and more effective ways for reducing test anxiety. Emphasis will be on developing an organized system for taking tests and will focus on learning by practice and feedback. 10 lecture hrs in 3 weeks. F, W, S

**HD 119: Note Taking/Text Book Reading (1)**

Designed to help students develop more efficient methods of taking notes and reading textbook material. The students will develop organized and efficient methods of taking notes and reading text book material. 10 lecture hrs in 3 weeks. F, W, S

**HD 120: Creative/Critical Thinking (1)**

Designed to help students develop the ability to create new knowledge and thoroughly examine the information and ideas. This course emphasizes learning through active critical thinking exercises and creative problem solving. 10 lecture hrs in 3 weeks. F, W, S

**HD 121: Time Management/Stress Management (1)**

Designed to help students develop essential time management skills and learn strategies for dealing with the stress students often experience while attending college. 10 lecture hrs in 3 weeks. F, W, S

**HD 122: Learning Styles/Memory Strategies (1)**

Designed to help students identify and explore various learning styles and determine their individual learning preferences. This course also provides instruction in various memory-enhancement techniques which students will adapt to their unique learning style. 10 lecture hrs in 3 weeks. F, W, S

**HD 136: Strategies for Success (3)**

This course is designed to help students create greater success in college and in life. Students will explore empowering strategies by writing a guided journal, participating in small group and class activities, and completing a final course project. Making these strategies their own through application, they will have the ability to improve the outcomes of their lives academically, professionally, and personally. 3 lecture hrs/wk. F, W, S.

**HD 202: Life Transitions (3)**

Designed to explore the impact of life changes on an individual, to develop healthy coping skills, and to remove barriers blocking the way to positive life changes. 3 lecture hrs/wk.

**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 you and your life goals, and which careers are suitable for this plan. People in the class are at various stages of career planning; some are taking initial steps in the process while others have a solid plan in place. Prerequisite: RD 080, WR 095. 3 lecture hrs/wk. F, W, S

**HD 208A: Career and Life Planning - Self Assessment (1)**

The purpose of the Career and Life Planning - Self Assessment class is to help students in making occupational decisions based on the self-evaluation process. Students will utilize the results of personal evaluation tools such as preference tests, interest surveys, skills assessments, and values clarification exercises to analyze career choices. 1 lecture hr/wk. F, W, S

**HD 208B: Career and Life Planning - Research Work World (1)**

Career and Life Planning - Research Work World provides tools needed to make informed career decisions. Students will learn how to locate occupational information, conduct informational interviewing and analyze labor market information. 1 lecture hr/wk. F, W, S

**HD 208C: Career and Life Planning - Decision Making (1)**

In this course students will explore methods of decision making and apply them to the career and life planning process. Students will evaluate their risk taking style as well as potential barriers (real and perceived) as related to the career planning process. Students will establish short and long term goals as related to career. Personal and work ethics will be examined. Integration of these concepts will be utilized to develop a career action plan. 1 lecture hr/wk. F, W, S

## HD 214: Transition to University (1)

For Transfer Opportunity Program students planning to transfer to a 4-year college or university. This course will prepare students to make a successful academic and personal transition from the community college to the 4-year college or university as well as provide survival skills for success. 1 lecture hr/wk. Transfer Opportunity Program students only. F, W

## HDFS - HUMAN DEVELOPMENT & FAMILY STUDIES

### HDFS 201: Individual and Family Development (3)

Using a lifespan development approach, this course studies individual and family 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)

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. W

### HDFS 226: Infant and Toddler Development (3)

Developmental issues concerning children from birth to 30 months; designing and evaluating activities and programs to enhance development. 3 lecture hrs/wk. F

### HDFS 228: The Exceptional Child (3)

Understanding the atypical child: the emotionally disturbed, the mentally accelerated, the slow learner, the physically handicapped, and the culturally and economically disadvantaged. 3 lecture hrs/wk. S

### 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. F

## HE - HEALTH

### 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

### 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. **Prerequisite:** Instructor approval. 1 credit = 33 hours of lab.

## HPE - HEALTH AND PHYSICAL EDUCATION

### HPE 295: Wellness & Health Assessment (3)

A foundation course including lecture and physical activity designed to expose the student to the inter-relation of health and physical fitness. Course covers both assessment and improvement of the following: Physical fitness, nutritional status, and the ability to cope with stress. The interacting role of the three components in achieving optimal health will be explored with particular emphasis on the cardiovascular system. 2 lecture, 2 lec/lab hrs/wk. F, W, S, Su

## HS - HUMAN SERVICES

### HS 100: Introduction to Human Services (3)

An overview of the scope and development of human services, including models of service delivery, historical context, clientele, the helping process, career opportunities, and professional ethics. 3 lecture hrs/wk. F

### HS 102: Addiction Pharmacology (3)

An overview of drug use, misuse and addiction, including drug chemistry, physiological effects upon the body and specific treatment formats and techniques. Consideration of current drug use and the psychological/behavioral aspects of client misuse and addiction will be examined along with the impact of culture and genetics. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. (Formerly titled Psychopharmacology. Not recommended for 1st yr students.) 3 lecture hrs/wk. F

### HS 107: Gerontology (3)

An introduction to the field of working with the elderly. The course of study is conducted from a strength-based case management perspective. Factors in a client's life that promote successful aging or that causes problems will be examined in order to more effectively empower and help them meet their immediate and long-term needs. Hospital discharge planning, home health, considerations regarding assisted-living or nursing home care will be explored as well as hospice care. 3 lecture hrs/wk. S

### HS 146: Values Clarification I (3)

This course helps the student examine beliefs, attitudes, and values behind decisions and actions. The student will examine whether behavior matches stated beliefs, evaluate the consequences of choices and develop a process that will enable the development of personalized values. Course offered through community partnership only.

### HS 147: Cognitive Behavioral Decision Making I (3)

The course helps students develop an awareness of their personal decision making style. Students will be taught how to consider the costs and benefits of changing their behavior, the stages of change, how behaviors become habits, and how to recognize high-risk things that lead to trouble for them. This course encourages the practice of different decision-making styles to make effective life choices in personal, social, or work settings. Course offered through community partnership only.

### HS 150: Personal Effectiveness for Human Services Workers (3)

This course develops knowledge and skills to improve personal effectiveness. Readings, surveys, interviews, and in class exercises to improve skills in self-awareness, values clarification, individual working and communication styles, conflict resolution, and problem solving strategies. 3 lecture hrs/wk. F

### HS 154: Community Resources (3)

An overview of the diversified field of human services via classroom presentations and field trips to local human services agencies/organizations in order to understand their purpose and philosophy, scope of services, methods of operation, funding services, populations served, and career opportunities. 3 lecture hrs/wk. W, S

### HS 155: Counseling Skills I (3)

This course will provide students with the theoretical knowledge and interviewing skills required of human service workers in a variety of work settings including substance abuse counselors. Students will learn the basic processes used for information gathering, problem solving, and information or advice giving. They will learn about and practice the skills associated with conducting an effective interview. Students will be sensitized to the issues common to interviewing people of differing cultural backgrounds. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. (Formerly titled Interviewing Theory and Techniques.) 3 lecture hrs/wk. W

### HS 205: Treatment of Addiction (3)

Recognizing, understanding and intervening with substance abuse and dependency. Content includes risk/protective factors, behavioral patterns, screening/assessment tools, and the impact of co-occurring disorders related to substance abuse. Also covered are medical aspects of addiction, disease concepts of addiction, health issues, triggers of addiction, and relapse prevention. Course offered through community partnership only.

**HS 211: HIV/AIDS & Other Infectious Diseases (2)**

The epidemiology of IV/AIDS, hepatitis, tuberculosis, and sexually transmitted diseases that frequently infect people who use drugs or who are chemically dependent. Students will examine prevention strategies, risk assessment protocols, harm reduction methods, and treatment options. The legal and policy issues that impact infected individuals as well as the larger community will be explored. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. 2 lecture hrs/wk. S

**HS 217: Group Counseling Skills (3)**

An introductory course designed to prepare students to describe, select, and appropriately use strategies from accepted and culturally appropriate models for group counseling with clients having a variety of disorders including substance abuse. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. **Registration Enforced Prerequisite:** HS 155 or instructor approval. 3 lecture hrs/wk F, 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 ACCBO to meet certification requirements for alcohol and drug counselors. 3 lecture hrs/wk. S

**HS 227: Understanding Dysfunctional Families (3)**

Dynamics of dysfunction in family systems. Students will engage in class discussion, research, and perform skills necessary to recognizing the symptoms of family dysfunction, intervention strategies, and local community resources to assist the families with whom they may be working. 3 lecture hrs/wk. F, W

**HS 229: Crisis Intervention and Prevention (3)**

Crisis counseling, early intervention, and nonphysical methods for preventing or controlling destructive behavior. How to recognize an individual in crisis, assess their needs, and prevent an emotionally or physically threatening situation from escalating. 3 lecture hrs/wk. W

**HS 242: Program Planning and Evaluation (3)**

Developing, maintaining, evaluating, and sustaining effective service delivery programs. The use of evidence-based practices from identification and implementation through fidelity evaluation will be included. Students will be exposed to various "logic" models for planning and evaluating programs. (Not recommended for 1st yr students.) 3 lecture hrs/wk.

**HS 246: Values Clarification II (3)**

This course is an advanced version of HS 146 Values Clarification I and takes the next step in helping the student examine beliefs, attitudes, and values behind decisions and actions. The student will examine whether behavior matches stated beliefs, evaluate the consequences of choices and develop a process that will enable the development of personalized values. Course offered through community partnership only.

**HS 247: Cognitive Behavioral Decision Making II (3)**

This course is an advanced version of HS 147 Cognitive Behavioral Decision Making I and takes the next step in helping students develop an awareness of their personal decision making style. Students will be taught how to consider the costs and benefits of changing their behavior, the stages of change, how behaviors become habits, and how to recognize high-risk things that lead to trouble for them. This course encourages the practice of different decision-making styles to make effective life choices in personal, social, or work settings. Course offered through community partnership only.

**HS 265: Counseling Skills II (3)**

This course builds on the skills covered in HS 155: Counseling Skills I. In addition to reviewing the basic processes and skills used for interviewing clients, students will explore and practice new technical skills. These include the skills of confrontation, focusing the interview, eliciting and reflecting meaning, strategies for change, skill integration, and determining personal style. Cross-cultural counseling issues will also be included. (Formerly titled Casework Interviewing.) Prerequisite: HS 155 or Instructor approval. 3 lecture hr/wk. S

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

Concepts, ideas, and skills necessary to effectively work as a case manager for any human services delivery program. Identifying participant (client) strengths and strategies for the case manager to provide an environment for change that encourages movement from one stage into another is the primary focus of the course. Classroom practice in all areas of case management will allow for student skill development. (Not recommended for 1st yr students.) 3 lecture hrs/wk. W

**HS 267: Cultural Competence in the Human Services (3)**

Understanding how cultural differences impact service delivery in human service programs. Personal, community, and institutional bias will be discussed. Practice in the delivery and adaptation of counseling strategies cross-culturally will be included. 3 lecture hrs/wk. F,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.

**HST - HISTORY****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 1300. Study of the 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 of the 70s and 80s, and the international role of the U.S. since 1945. 3 lecture hrs/wk. S

## J - JOURNALISM

### J 205: Intro 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. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or Compass placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or Compass placement scores of 85 or above in reading. 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 production of print 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. Prerequisite: Instructor approval. 1 credit = 33 hours of lab.

## LA - LEGAL ASSISTANT/PARALEGAL

### LA 100: Legal Procedures I (4)

This course is an introduction to the roles and duties of legal support personnel and administrative procedures specific to law offices. Students will explore legal office careers, learn legal terminology, and learn about the attorney/client relationship. Introductory preparation of legal pleadings, correspondence, and documents including contracts, wills and trusts. Extensive coverage of written and oral communications needed for law practice, law office procedures, ethics, legal terminology, the court system, the law library, and notary public duties. Instructor enforced prerequisites: Working knowledge of MS Word, accurate keyboarding speed of 45 wpm. Registration Enforced Prerequisite: placement test scores into WR 121 and MTH 065 or instructor permission. 4 lecture hrs/wk. F

### LA 101: Intro to Paralegal Studies (3)

An introduction to the role and duties of the paralegal including such topics as regulations of the legal profession, law office management, human relations skills, legal terminology, techniques of interviewing, and methods of discovery. Preparation for assisting in the legal environment by drafting legal pleadings and case briefing. Reviewing local, trial, and state court laws. Registration Enforced Prerequisites: LA 100. 3 lecture hrs/wk. W

### LA 105: Civil Procedure (3)

This course will focus on the various stages of the civil litigation process. This will include the initial client interview, the process leading to the filing of a civil lawsuit, its resolution by settlement or trial, and a brief review of the appellate process. The course 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, and is dependent upon the others. Registration Enforced Prerequisite: LA 101 with a grade of C or better and LA 128 with a grade of C or better. 3 lecture hrs/wk. S

### LA 128: Legal Procedures II (4)

Students will work on legal office projects designed to utilize a project-based approach to completing legal office activities that involve legal document preparation, layout, formatting, internet research, and transcription. Students will depict a law office setting for the projects where the student is to serve as a floating legal assistant for a number of diverse individuals practicing various types of law. Registration Enforced Prerequisite: LA 100, OA 128, and OA 240, all with a grade of C or better. 2 lecture, 4 lecture/lab hrs/wk. W

### LA 132: Ethics for Legal Professionals (3)

Covers the study of ethics as it relates to the legal profession. Study the concept of "ethics" and "being ethical". Explore the differences between morality and rules of ethics. Introduce the rules of professional responsibility as they pertain to paralegals (and lawyers). Engage in discussions and opinions of ethical issues in real-world situations. Introduce and enhance legal vocabulary as used in ethics. Introduce and study the Oregon Rules of Ethics and the practical application. Registration Enforced Prerequisite: LA 101 with a grade of C or better. 3 lecture hrs/wk. S

### LA 204: Legal Research and Writing (3)

Review principles of legal research, analysis, and writing. Students will draft legal memoranda, opinion letters, and a brief in support of a motion for summary judgment based on extensive research assignments in federal and Oregon publications. Students will prepare and carry out a legal research plan, utilizing computer assisted research resources such as Lexis. Registration Enforced Prerequisite: LA 105 with a grade of C or better. 3 lecture hrs/wk. F

### LA 208: Family Law (3)

This course will examine the social philosophy and underpinning the law governing domestic relations. The course will discuss court jurisdiction, pleading and practice before juvenile and domestic courts, and law office management of domestic relations cases. Registration Enforced Prerequisite: LA 105 with a grade of C or better. 3 lecture hrs/wk. F

### LA 210: Wills, Probate, and Estates (3)

This course will cover drafting of wills, the administration of estates, the various probate proceedings, and an introduction to estate taxation. Registration Enforced Prerequisite: LA 105 with a grade of C or better. 3 lecture hrs/wk. F

### LA 217: Real Estate Law (3)

This course is an introductory course on the principles of business law as applied to real estate. 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 Prerequisite: LA 105 with a grade of C or better. 3 lecture hrs/wk. W

### LA 222: Contract Law (3)

This course is intended to provide the student with an in-depth exposure to and analysis of law pertaining to contract information and the resolution of contract disputes. This course will also study Article 2 and 2A of the Uniform Commercial Code. Registration Enforced Prerequisite: BA 226 with a grade of C or better and LA 105 with a grade of C or better. 3 lecture hrs/wk. S

**LA 224: Torts Pleading and Practice (3)**

This course presents an introduction to the theory and practical application of the law of torts. Students will learn about torts through a study of the elements of the different causes of action. The fundamentals of drafting legal documents normally associated with torts are addressed. **Registration Enforced Prerequisite:** LA 105 with a grade of "C" or better. 3 lecture hrs/wk. W

**LA 226: Criminal Law for Paralegals (3)**

Covers basic criminal law and procedure with an emphasis on the legal assistant's role in the criminal justice system. Instructed by an experienced defense attorney or prosecutor through a combination of lecture, discussion and practical application. Presents information to define and prove crimes, identify the elements of a crime, the various parties involved, defenses and the differences between crimes against a person, property or the public. Introduces substantive procedural rules, including the right to counsel, search and seizure, interrogation and self-incrimination. Covers the rules of the criminal process itself, including preliminary stages of the 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. F

**LA 230: Elder Law (3)**

Students will learn the legal aspects of aging and disability, covering the areas of advance directives, wills, conservatorships and guardianships. Special attention is focused on patients' rights in healthcare decision-making and the programs of Social Security, Medicare and Medicaid. Students will also develop an understanding in the subjects of age discrimination, diseases of aging, financial and physical abuse of the elderly, managed care, long-term care insurance, living facilities for the elderly, and financial planning for aging and elderly clients. **Registration Enforced Prerequisite:** LA 210 with a grade of C or better. 3 lecture hrs/wk. S

**LA 280: Cooperative Work Experience Legal Assistant (1-8)**

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. W, S, SU (A maximum of 8 credits may be applied towards a Paralegal Associate Degree.)

**LIB - LIBRARY****LIB 127: Library and Internet Research (3)**

This course is designed to introduce students to current resources in the academic library, to enhance the student's research skills and effectiveness for higher level college library applications, and to promote lifelong information literacy across disciplines. Upon successful completion of this course students will become acquainted with the library, learn common research strategies, efficiently search library catalogs and online resources to locate materials both locally and remotely, understand the basics of evaluating online information in the academic setting, and explore how current technologies affect their lives as participants in the growing social framework of digital information. Students will also learn how to use basic citation styles in their own research. 3 lecture hrs/wk. Online only. F, W, S

**MED - MEDICAL OFFICE****MED 060: Math for Medical Assistant (3)**

The course is designed to review mathematics and master the critical skills necessary to calculate drug dosages correctly. Topics include review of basic math, ratios and proportions, metric and apothecary measurements, how to read drug labels, and how to calculate drug dosages for oral and parenteral methods of administering. **Registration Enforced Prerequisite:** MTH 20 with a grade of C or better or placement test score. 3 lecture hrs/wk. S, W

**MED 110: Health Informatics Technology (4)**

Introduces the concept of health information management and health informatics including the components of content, use of the structure of healthcare data along with information keeping practices in both paper and electronic systems. **Registration Enforced Prerequisite:** CIS 120 or instructor approval. 4 lecture hrs/wk W

**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,S,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. F,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 Disease, 9th Revision, Clinical Modification (ICD-9), and CMS Healthcare Common Procedural Coding System (HCPCS). Third-party payor concepts will be introduced. **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 is offered to medical assisting students interested in the clinical aspect of medical offices. It provides students a workable understanding of body structure and function and disease process. **Registration Enforced Prerequisite:** MED 111 with a grade of C or better. 3 lecture hrs/wk. W

**MED 124: Clinical Medical Assisting (6)**

This course is designed specifically to prepare students to work in the "back-office" of a medical office or clinic. The course will cover how to "room" patients, take medical histories and vital signs. Students will learn to assist both the patient and the physician with medical office exams, diagnostic exams, specimen collection, and minor surgeries. **Registration Enforced Prerequisite:** MED 115 and MED 221 with a grade of C or better; proof of the following prior to the first day of class: Hep B and MMR vaccinations and a PPD test. 4 lecture, 4 lecture/lab hrs/wk. S

**MED 140: Electronic Health Records(3)**

This course reinforces theoretical concepts with hands-on exercises using electronic health records that simulate real-world situations in the clinical setting. The course covers exam notes, prescriptions, lab orders and results, as well as the history, theory, and potential benefits of electronic health records. **Prerequisites:** CIS 120 and MED 220 or instructor approval. 2 lecture, 2 lec/lab hrs/wk. S, W

**MED 182: Health Care Delivery Systems (3)**

Explains the past, present, and future influences on the delivery of health care. Covers provider organizations and settings in health care, financing of health care, causes and characteristics of health care utilization in the United States, regulation and monitoring of health care systems and ethical issues associated with health care technology. **Registration Enforced Prerequisite:** CIS 120 or instructor approval. 3 lecture hrs/wk. F

### **MED 220: Medical Office Procedures I (3)**

The course is an introductory course in current office procedures. Subjects taught include the medical office environment, current practices and problems, medical ethics and law, and patient relations and communications. **Prerequisite or Corequisite:** MED 111. 3 lecture hrs/wk. F

### **MED 221: Medical Office Procedures II (3)**

This is an intermediate course in current 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, as well as diagnosis and procedure coding. **Registration Enforced Prerequisite:** MED 220 with a grade of C or better. 3 lecture hrs/wk. W.

### **MED 222: Medical Office Procedures III (3)**

An advanced course designed to teach students the specialized administrative duties pertaining to a medical office. Emphasis will be placed on "front office" duties including patient data entry, posting charges and payments, billing insurance and patients, making appointments, and printing specialized reports. **Registration Enforced Prerequisite:** MED 221 with a grade of C or better, and CIS 120 or instructor permission. 2 lecture, 3 lab hrs/wk. S

### **MED 230: Health Insurance Concepts (3)**

This course is designed to give students a good working knowledge of health care insurance for medical offices and clinics, i.e., non-hospital settings. Students will learn the application of coding from ICD-9, CPT, and HCPCS manuals. Topics of study include the CMS 1500 and the rules and regulations governing Medicare, Medicaid, Workers' Compensation, Blue Cross Blue Shield, an managed care programs. **Registration Enforced Prerequisite:** MED 111. 3 lecture hrs/wk. W

### **MED 231: Health Care Reimbursement and Collections (3)**

This course provides students with health care reimbursement, accounting and collection processes for medical offices and clinics. Students will be presented with how to file insurance claims and what to do after the insurance. These topics include how to request and 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: Beginning Medical Transcription (3)**

A beginning medical transcription course. The types of reports and medical specialties will vary. Students will be required to use correct punctuation and spelling as well as medical terminology to produce error-free documents. Students will use a variety of medical reference tools. **Registration Enforced Prerequisite:** OA 225 with a grade of C or better, and MED 111 with a grade of C or better. 1 lecture, 4 lecture/lab hrs/wk. S

### **MED 261: Intermediate Medical Transcription (3)**

An intermediate course requiring students to type from authentic doctor-dictated material. Reports are of various types, various specialties, and various national and regional accents. Students will be required to do their own research using various medical references, thus preparing them for the often solo work of the medical transcriptionist. **Instructor enforced Co-requisite or Prerequisite:** MED 260. 1 lecture, 4 lecture/lab hrs/wk. May be taken as Independent Study.

### **MED 283: Health Information Systems (4)**

Health Information Systems introduces the history and current status of information systems in health care; information architectures, administrative and clinical applications, evidence-based medicine, information retrieval, decision support systems, security and confidentiality, bioinformatics, information system cycles, the electronic health record, key health information systems and standards, and medical devices. Teaches strategies and tools to insure the development and/or selection of health information systems. Discusses the role of healthcare information and communication technologies in healthcare delivery including their role in improving the quality, safety and efficiency of healthcare delivery. **Registration Enforced Prerequisite:** CIS 120 or instructor approval. 4 lecture hrs/wk. F

### **MED 285: Healthcare Financing and Compliance (3)**

Provides an understanding of the essential components of financing and compliance in health care facilities. **Registration Enforced Prerequisite:** CIS 120 or instructor approval. 3 lecture hrs/wk. W

## **MFG - MACHINE MANUFACTURING TECHNOLOGY**

### **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 111: Machine Shop 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. 6 lecture/lab hrs/wk. **Registration Enforced Prerequisite:** MTH 052 or MTH 060. F,W,S

### **MFG 112: Machine Shop 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. F,W,S

### **MFG 113: Machine Shop 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. 6 lecture/lab hrs/wk. F,W,S

### **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. F

### **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 of this course 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. W

### **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. S

**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. 3 lecture hrs/wk. **Registration Enforced Prerequisite:** MFG 123. F

**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. W

**MTH - MATHEMATICS****MTH 010: Math Skills (4)**

Topics include operations on whole numbers, common fractions and decimal fractions. Students learn mathematical processes and thinking through applications. A small class size encourages individual attention and student interaction. Students learn through group work, discussions, and lecture. Successful completion prepares the student for MTH 020, Pre-Algebra.

**Registration Enforced Prerequisite:** Placement test. 4 lecture hrs/wk. F, W, S, Su

**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. **Registration Enforced Prerequisite:** MTH 010 with a grade of C or better or placement test. 4 lecture hrs/wk. F, W, S, Su

**MTH 040, 041, 042: Math Skills Lab (1)**

This course offers supplementary instruction to students enrolled in MTH 020 or MTH 060. Group tutoring and one-on-one tutoring will be used for individualized skill development. Upon completion of MTH 040 students may repeat the course up to two times by registering for MTH 041 and MTH 042. **Prerequisite:** Instructor's Permission. 1 lecture hr/wk.

**MTH 052: Intro To Algebra for the Trades (4)**

This is an introductory algebra and geometry class in professional-technical mathematics. Topics that are 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 test score, or instructor permission. 4 lecture hrs/wk.

**MTH 060: Introduction to Algebra (4)**

A first course in algebra for students who have no previous algebra experience or who need a thorough review. Introduces basic operations with integers, exponents, algebraic expressions, linear equations, geometry, interpreting graphs, ratio and proportion, realistic percent problems and other problems that lend themselves to one-variable solutions. Problem solving will be emphasized throughout the course. **Registration Enforced Prerequisite:** MTH 020 with a C or better, placement test score, or instructor permission. 4 lecture hrs/wk. F,W,S

**MTH 065: Elementary Algebra (4)**

A course in algebra for a student who has familiarity with beginning algebra concepts. Includes factoring polynomials; graphing of linear equations; quadratic formula; realistic applications using one and two variables; introduction of geometry concepts that lend themselves to algebraic solutions with or without radicals; use of linear and exponential models to predict future events. Problem solving will be emphasized throughout the course. **Registration Enforced Prerequisite:** MTH 060 with a grade of C or better, placement test score, or instructor permission. 4 lecture hrs/wk. F,W,S

**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 test score, or instructor permission. 3 lecture hrs/wk. S

**MTH 095: Intermediate Algebra (4)**

A continuing algebra course. Topics include; linear equations, algebraic fractions, fractional equations, polynomials, exponents, roots, radicals, quadratic equations, graphing, applications, functions, systems of equations, ratio-proportion. **Registration Enforced Prerequisite:** MTH 065 with a grade of C or better, placement test score, or instructor permission. 4 lecture hrs/wk. F,W,S

**MTH 105: Introduction to Contemporary Mathematics (4)**

This course will present a variety of modern mathematical topics with both focus and motivation based on contemporary applications. The course is a transfer mathematics course designed for the liberal arts major. Topics will include mathematical models, collecting and graphing data, mathematics of finance, topics from geometry, exponential growth and decay, use of logarithms, topics from trigonometry, and descriptive statistics. **Registration Enforced Prerequisite:** MTH 095 with a grade of C or better, placement test score, or instructor permission. 4 lecture hrs/wk. W,S

**MTH 105T: Mathematics for Technology (4)**

Real world problems will be explored in this course using the relevant mathematical tools. A major emphasis of the course will be problem solving and the integration of mathematics with various technical programs. **Instructor Enforced Prerequisite:** MTH 095 with a grade of C or better, placement test score, or instructor permission. 4 lecture hrs/wk. F. Not offered 2011-2012.

**MTH 111: College Algebra (4)**

College Algebra is a study of functions and their uses. Basic features of functions - domain, graph and range- are emphasized. Several types of functions are discussed including polynomial, rational, exponential and logarithmic. Functions and their graphs are used to solve equations and inequalities. Addition topics include solving exponential equations with applications, solving systems of linear and nonlinear equations, and an introduction to matrices. **Registration Enforced Prerequisite:** MTH 095 with a grade of C or better, placement test score, or instructor permission 4 lecture hrs/wk. F,W,S

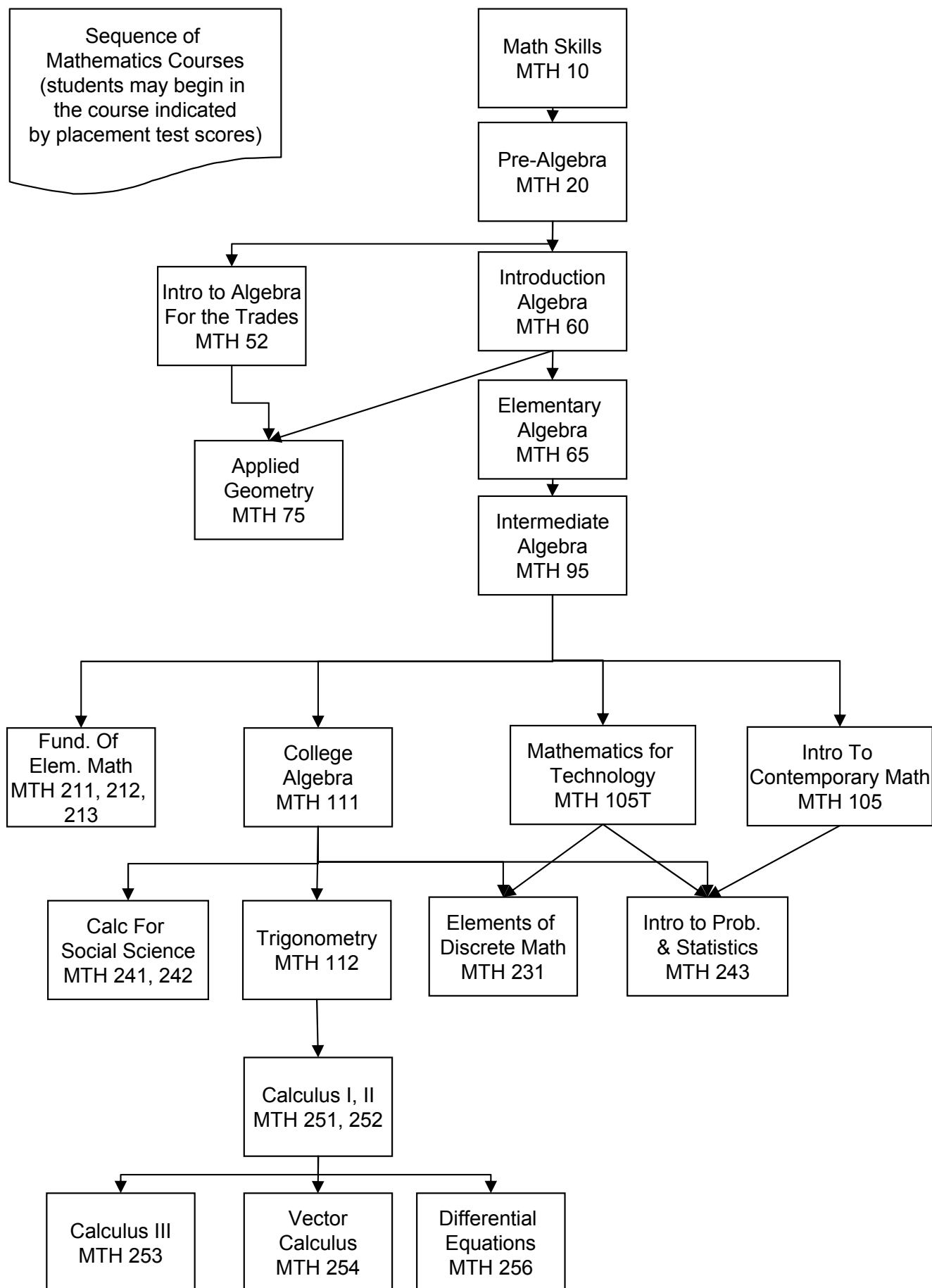
**MTH 112: Elementary Functions (4)**

The study of Trigonometry and its applications in the world around us. Topics include; trigonometric functions, radian measure, graphs of the 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

**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 test score, or instructor permission. 4 lecture hrs/wk. F





**MTH 212: Fundamentals of Elementary Mathematics II (4)**

The second of a three term sequence of mathematics for prospective elementary and middle school teachers. Topics include; fractions, integers, decimals, percent, ratio, elementary probability and statistics, beginning algebra concepts, irrational numbers, scientific notation, computer literacy activities, and elementary school activities in mathematics. **Registration Enforced Prerequisite:** MTH 211 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. W

**MTH 213: Fundamentals of Elementary Mathematics III (4)**

The third of a three term sequence of mathematics for prospective elementary and middle school teachers. Topics include; two and three dimensional geometric figures, measurement, areas, perimeters, volumes, congruency and similarity of geometric figures, computer literacy activities, and elementary school activities in mathematics. **Registration Enforced Prerequisite:** MTH 212 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. S

**MTH 231: Elements of Discrete Mathematics I (4)**

Introductory course in discrete mathematics, designed to introduce basic non-calculus mathematics required in the study of computer science. Topics include elementary logic, set theory, functions, mathematical induction, matrices, and combinatorics. **Instructor Enforced Prerequisite:** MTH 111 or MTH 105T or equivalent with a grade of C or better, or instructor permission. 4 lecture hrs/wk. W

**MTH 241: Calculus for Management & Social Science I (4)**

Differential calculus as applied to business and the social sciences. Topics include; differential calculus, exponential and logarithmic functions. Applications to business and social science stressed. For non-science majors. **Registration Enforced Prerequisite:** MTH 111 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. W. Not offered 2011-2012.

**MTH 242: Calculus for Management & Social Science II (4)**

Integral calculus as applied to business and the social sciences. Topics include; differentials, integration including integration by parts, and functions of several variables. Applications of calculus to business and social science stressed. For non-science majors. **Registration Enforced Prerequisite:** MTH 241 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. Not offered 2011-2012

**MTH 243: Introduction to Probability & Statistics (4)**

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. **Instructor Enforced Prerequisite:** MTH 105 or above with a grade of C or better, or instructor permission. 4 lecture hrs/wk. W,S

**MTH 251: Calculus I (4)**

Differential calculus designed for students majoring in mathematics, science, and engineering. Topics include; limits, continuity, differentiation formulas, chain rule, implicit differentiation, applications including rates of change and optimization, curve tracing, and the mean value theorem. **Instructor Enforced Prerequisite:** MTH 112 or with a grade of C or better, or instructor permission. 4 lecture hrs/wk. F,W

**MTH 252: Calculus II (4)**

Integral calculus designed for students majoring in mathematics, science and engineering. Topics include; integration, area and volume applications, transcendental functions, techniques of integration, average values, and exponential growth and decline. **Instructor 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)**

The third term in the calculus sequence designed for students majoring in mathematics, science, and engineering. Topics include; polar coordinates, parametric equations, surface area, sequences, indeterminate forms, improper integrals, and infinite series. **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. **Instructor 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. **Instructor Enforced Prerequisite: MTH 252 with a grade of C or better.** 4 lecture hrs/wk. W

**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 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. 1 credit = 33 hours of lab.

**MUP - MUSIC PERFORMANCE****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 quarter. 2 lecture/lab hrs/wk. . F,W,S

**MUP 121: Symphonic Choir (1)**

Symphonic Choir (Vintage Singers) is a small ensemble; entry is by audition with instructor. Students should have exceptional musical skills and considerable background in serious formal choral music. There are extra rehearsals and performances. 2 lecture/lab hrs/wk. F, W

**MUP 151: Music Theatre (3)**

The students performs in the cast of the Umpqua Community College summer 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 171A, 171B, 171C - 192A, 192B, 192C  
MUP 271A, 271B, 271C, - 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 (Vocal Jazz Ensemble) (2)**

Study of vocal jazz music. Entry by audition only. 6 lab hrs/wk. F,W,S

## **MUP 196A, 196B, 196C: Chamber Orchestra (1)**

Rehearsal and performance of classical orchestra music. 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)**

Known as the UCC Chamber Choir, this group is for majors and non-majors in music and offers a varied selection of choral music experiences. Emphasis upon correct singing techniques and choral production. Entry by permission of the instructor. 3 lab hrs/wk. F,W,S

## **MUP 295: Jazz Band (1)**

This 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, this group performs two major concerts each year, often in conjunction with other groups. 2 lecture/lab hrs/wk. F,W

## **MUS - MUSIC**

### **MUS 105: Intro to Rock Music (3)**

This course will examine the sociological and musical perspectives of the fifty 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 all state colleges. **Prerequisite:** ability to play simple piano music from score. Class piano or individual piano lessons must be taken concurrently with Music Theory until adequate pianistic skills are acquired. **Registration Enforced Co-requisite:** 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 Co-requisite:** MUS 111,112,113. 1 lecture hr/wk. F,W,S

### **MUS 117, 118, 119: Intro to Music & Technology (2)**

Music notation, arranging, recording through the use of MIDI, digital and analog synthesis. Students will learn how to notate publishing quality music manuscripts, to edit sound recordings and create sound in the digital environment. 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 students with little or no previous instruction. Students learn basic fundamentals of reading music and playing the piano. Open to all students; required for all music majors unless excused. Class piano or individual piano lessons must be taken concurrently with Music Theory until adequate pianistic skills are acquired. 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 199: Special Studies: Music (1-3)**

Presents selected topics in music offered on a temporary or experimental basis.

### **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 the general campus student and the transfer music major. 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 Americans and African Americans musical heritages will be discussed. 3 lecture hrs/wk. W, S

### **MUS 205: Intro to Jazz History (3)**

This course provides the student with listening skills and historical overview of jazz from its origin to the present. Emphasis on in-class listening and discussion of the music. No musical background is needed to take this class. The course meets Humanities requirements. 3 lecture hrs/wk.

### **MUS 211, 212, 213: Music Theory II (3,3,3)**

Second year theory examines the structure and elements of music through analysis of the styles of major composers. **Prerequisite:** MUS 111, 112, 113. **Corequisite:** MUS 224,225,226. Class piano or individual piano lessons must be taken concurrently with Music Theory until adequate pianistic skills are acquired. 3 lecture hrs/wk. F,W,S

### **MUS 214, 215, 216: Intermediate Piano (2,2,2)**

Second year of class piano. Offers theory and practice in piano techniques such as modulation, transportation, chord, reading, and extemporaneous playing. **Prerequisite:** MUS 131,132,133 or equivalent skills. 2 lecture hrs/wk. F,W,S

### **MUS 224, 225, 226: Aural Skills II (1,1,1)**

The study of ear training and sight singing. Stresses music terminology, rhythm, intervals. **Corequisite:** MUS 211, 212, 213. 1 lecture hr/wk. F,W,S

### **MUS 280: Cooperative Work Experience—Music (1-13)**

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of 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. 1 credit = 33 hours of lab.

## NRS - NURSING

### NRS 11: 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 and must take UCC's placement tests and score 30 or more on Reading, Writing and Math. **Criminal Background Checks:** Students are required to complete and pass an Oregon Criminal Background Check. **Students must show evidence that they have obtained their fingerprints and begun the process of a criminal history clearance check on the 1st day of class!**

All students are required to have a TB screening test. Students born after 1956 must also provide, prior to first day of clinicals, official written proof of immunity against measles (rubella and rubeola). The first injection of the three part immunization series for Hepatitis "B" is required prior to the first day of clinicals. 9 credits - 56 lecture/28 lab/72-80 clinical hrs F, W, S, Su

### NRS 11C: Nursing Assistant Lab/Clinical (4)

This is the lab/clinical course to complement the Basic Nursing Assistant online theory course. Students have to be enrolled in both courses simultaneously. Students will complete the online requirements and then be able to schedule lab and clinical. This portion is a mandatory attendance portion that also requires successful demonstration and competency of all OSBN CNA (1) approved skills. After successful completion of all skills and attending the required clinicals, the student's name will be submitted to the appropriate agency to test for their state certificate. 3 lab, 9 clinical hrs/wk. TBA

### NRS 12: Certified Nursing Assistant 2 (CNA-2) - Acute (3)

This course is designed to assist the Certified Nursing Assistant 1 (CNA 1) with developing the knowledge and skills necessary to become a Certified Nursing Assistant 2(CNA 2), Acute Care. The Oregon State Board of Nursing created the CNA 2 Acute Care classification in 2005 and updated June 2010. To enroll in this course you must have current unencumbered OSBN CNA Certificate; and have their name listed on the CNA Registry. The course has 40 hours of lecture/lab which includes lecture, observation, demonstration & return demonstration of certain nursing skills and 24 hours of supervised clinical instruction in the hospital setting. 3 credit hours - 40 lecture/lab + 24 clinical hrs F, W, S, Su

### NRS 110/210: Foundations of Nursing in Health Promotion (9)

This course introduces the learner to the framework of the Oregon Consortium Nursing Education (OCNE) curriculum. The emphasis is on health promotion across the life span including self-health as well as client health practices. To support self and client health practices, students learn to access and read research literature about healthy lifestyle patterns, risk factors for disease/illness, and interventions to promote health behavior change. Students learn to conduct age-appropriate and culturally sensitive assessments about client health practices and risks, recognize roles of a multidisciplinary team, give and receive feedback about performance, and use reflective thinking about their practice as nursing students. Screening of healthy school aged children, teaching the family experiencing a normal pregnancy, interventions to prevent substance abuse and motivational interactions with healthy, community-dwelling older adults are exemplars. **Prerequisite:** Acceptance into the nursing program. 5 lecture/seminar; 4 lab hrs/wk; 6 hrs clinical and 2 hrs independent study/wk. F

### NRS 111/211: Foundations of Nursing in Chronic Illness I (9)

This course introduces assessment and common interventions (including technical procedures) for clients with chronic illnesses common across the life span in major ethnic groups within Oregon. The client and family's "lived experience" of the illness, coupled with clinical practice guidelines and extant research evidence is used to guide clinical judgments in care to the chronically ill. Roles of multidisciplinary team in care of the chronically ill and legal aspects of delegations are explored. Cultural, ethical, health policy, and health care delivery system issues are explored in the context of the chronic illness care. Case exemplars include children with asthma, adolescent methamphetamine abuse, adult-onset diabetes, and older adults with dementia. **Prerequisite:** NRS 110. 3 lecture/seminar hrs, 4 lab hrs, 5 clinical hrs/wk. W, S

### NRS 112/212: Foundations of Nursing in Acute Care I (9)

This course introduces assessment and common interventions (including relevant technical procedures) for care of patients during an acute episode of disease/illness. Common disease/illness trajectories and their clinical practice guidelines and/or standard procedures are considered in relation to their impact on providing culturally sensitive, client-centered care. **Prerequisite:** NRS 110. 3 lecture/seminar hrs, 4 lab hrs, 5 clinical/wk. W, S

### NRS 162: Nursing Program Portfolio I (1)

This is the beginning course in the development of an electronic (online) portfolio with the major goal of preparation of professional documents including the personal statement, resume, and cover letter which summarizes the individual's credentials and professional dimensions. An academic diary is used to create an annotated program transcript and a record of various co-curricular, community, service, shadowing, internships, and travel/international experiences. In addition, there will be a self-evaluation to clarify the concept and meaning of what it means to be a "professional nurse". 1 lecture hr/wk. Online. W Elective

### NRS 216: Nursing Skills Acute Hospital Clinical (2-3)

This course is acute clinical experiences in the hospital setting where students have clinical instructors supervise and mentor them toward nursing skill competency. The student will perform patient assessments, pass medications, and perform skills that have been checked off in previous nursing courses (NRS 110, 111, 112). The course will focus on enhancing the students' clinical judgment (effective noticing, interpreting, responding and evaluating) in a variety of acute care settings. The students will be supervised by UCC faculty in the hospital clinical setting with the approved OSBN ratio. Registration Enforced Prerequisite: NRS 110, 111, 112; 2 credits-60 clinical hrs; 3 credits - 90 clinical hrs, 8 weeks only. Elective, Su

### NRS 221/321: Foundations of Nursing in Chronic Illness II and End-of-Life (9)

This course build on Foundations of Nursing in Chronic Illness I. The evidence base related to family care giving and symptom management is a major focus and basis for nursing interventions with patients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Complex skills associated with symptom management, negotiating in interdisciplinary teams, and the impact of cultural beliefs are included in the context of client and family-centered care. Exemplars include patients with chronic mental illness and well as other chronic conditions and disabilities affecting functional status and family relationships. Includes classroom and clinical learning experiences. (Can follow Nursing in Acute Care II (NRS 222/322). 5 lecture/seminar, 2 lab hrs, 10 clinical hrs/wk. F, W

### **NRS 222/322: Foundations of Nursing in Acute Care II (9)**

This course builds on Nursing in Acute Care I focusing on more complex and/or unstable patient care situations some of which require strong recognitional skills, rapid decision making, and some of which may result in death. The evidence base supporting appropriate focused assessments, and effective, efficient nursing interventions is explored - life span factors, cultural variables, and legal aspects of care frame, the ethical decision-making employed in patient choices for treatment or palliative care within the acute care setting. Case scenarios incorporate prioritizing care needs, delegation and supervision, family and patient teaching for discharge planning. Exemplars include acute psychiatric disorders as well as acute conditions affecting multiple body systems. Includes classroom and clinical learning experiences. (Can follow Nursing in Chronic Illness II and End-of-Life Care NRS 221/321). 5 lecture/seminar, 2 lab hrs, 10 clinical hrs/wk. F, W

### **NRS 224: Scope of Practice & Preceptorship for AAS Completion (9)**

This course is designed to formalize the clinical judgments, knowledge and skills necessary in safe, registered nurse practice. The preceptorship model provides a context that allows the student to experience the nursing work world in a selected setting, balancing the demands of job and life long learner. Faculty/preceptor/student analysis and reflection throughout the experience provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework. Includes seminar, self-directed study and clinical experience. Required for AAS and eligibility for RN Licensure. 2 lecture/seminar hrs, 20 community lab hrs, 170 clinical hrs/wk. 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. Students will learn to make selected clinical decisions regarding using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. Drugs are studied by therapeutic or pharmacological class using an organized framework. **Prerequisite:** Admission into Nursing program; BI 231, 232, 233 Anatomy and Physiology sequence; **Co-requisite:** NRS 111/112. 3 lecture/seminar hrs/wk. W

### **NRS 231: Clinical Pharmacology II (3)**

This sequel to Clinical Pharmacology I continues to provide the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout the lifespan. Students will learn to make selected clinical decisions regarding using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I. **Prerequisite:** NRS 230. **Co-requisite:** NRS 111, 112. 3 lecture/seminar hrs/wk. S

### **NRS 232: Pathophysiological Processes I (3)**

This course introduces pathophysiological processes that contribute to many different disease states across the lifespan and human responses to those processes. Students will learn to make selective clinical decisions regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. **Prerequisite:** BI 231, 232, Anatomy and Physiology sequence; **Co-requisite:** NRS 111/112. 3 lecture/seminar hrs/wk. W

### **NRS 233: Pathophysiological Processes II (3)**

This sequel to Pathophysiological Processes I continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. Students will learn to make selected clinical decisions regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. The course addresses material not covered in Pathophysiological Processes I. **Prerequisite:** Admissions into Nursing Program and NRS 111/112. **Co-requisites:** NRS 111/112 3 lecture hrs/wk S

### **NRS 262: Nursing Program Portfolio II (1)**

This is the final course where the students complete their electronic (online) portfolio with the major goal of refinement of professional documents including the personal statement, resume, and cover letter which summarizes the individual's credentials and professional dimensions. An academic diary is used to create an annotated program transcript and a record of various co-curricular, community, service, shadowing, internships, and travel/international experiences. In addition, there will be a self evaluation to clarify the concept and meaning of what it means to be a "professional nurse". 1 lecture hr/wk. Online W Elective

### **NRS 280: Cooperative Work Experience—Nursing (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. 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.

## **OA - OFFICE ADMINISTRATIVE ASSISTANT**

### **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, W, S

### **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, W

### **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, W

### **OA 121: Keyboarding (3)**

Teaches keyboarding skill, using a microcomputer, for those students with no previous keyboarding experience. Students will develop good proofreading skills and will learn to format a personal business letter. 1 lecture, 4 lecture/lab hrs/wk

### **OA 123: Formatting (4)**

A course that builds and improves upon basic keyboarding skills acquired in OA 124 and introduces the basics of word processing. Students will format business documents including letters, memos, tables, and simple reports. Document production timings and straight-copy timings are used to measure skill improvement. **Registration Enforced Prerequisite:** OA 124 or instructor permission; **Instructor Enforced Prerequisite:** Keyboarding speed 35 wpm or more. 3 lecture, 2 lecture/lab hrs/wk. W,S

**OA 124A, 124B: Keyboarding Skill Enhancement (3, 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 Prerequisite:** Touch typing at 20 wpm. 6 lecture/lab hrs/wk. F,W,S,Su

**OA 128: Editing for Business (3)**

A comprehensive, activity-oriented course designed to sharpen proofreading and editing skills. Reviews and applies the rules governing grammar, usage, and style to realistic business documents. The course also provides a spelling review. Computer exercises will provide on-screen editing practice to complement editing of printed and handwritten documents. Students will need basic keyboarding and word processing skills. 2 lecture, 2 lecture/lab hrs/wk. F,W

**OA 131: Ten-Key Calculator (1)**

An introductory course designed to familiarize a student with the functions of the ten-key office calculator and to develop speed and accuracy when operating the machine by touch. Exercises will provide examples and practice material. Weekly tests will measure skill improvement. 2 lecture/lab hrs/wk. F,W,S

**OA 201: Word Processing Applications (3)**

A course designed to give students an opportunity to apply basic word processing principles and to develop greater skills to meet job entry-level requirements. A final project will demonstrate the individual expertise acquired during the course. **Prerequisite:** CIS 120, OA 123 and 40 wpm or instructor approval. 2 lecture, 3 lab hrs/wk. F,S

**OA 207: Desktop Marketing Seminar (2)**

A course defining the concept and scope of Desktop Marketing. Students will address the legal aspects of the profession, the printing process, production orientation, job costing analysis, development of a business plan for business start-up, portfolio development, professional development, and communication with professionals in the workplace. **Prerequisite:** Sophomore standing. 2 lecture hr/wk. S

**OA 225: Machine Transcription I (3)**

Covers the preparation of business documents 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 the course. **Registration Enforced Prerequisite:** OA 128 and OA 123 or instructor approval. 2 lecture, 3 lab hrs/wk. W

**OA 240: Legal Terminology (3)**

In-depth course covering legal terminology used in a typical law office. Students will read and understand legal terminology, and they will correctly spell, define, pronounce, and apply legal terms. Practice in use of legal dictionary and thesaurus. 3 lecture hrs/wk. F

**OA 245: Office Administration (1)**

A course designed for AAS Office Technology students to be taken the term prior to graduation. The student will participate in a capstone project that includes writing an autobiographical sketch, and organizing, scheduling, and facilitating an exit interview with people working in their selected field. **Prerequisite:** Second-year standing in one of these AAS programs: Administrative Assistant, Administrative Medical Assistant, or Administrative Legal Assistant, or instructor permission. 1 lecture hr./wk. W

**OA 250: General Office Procedures (3)**

An advanced office procedures course in which the student learns to employ acceptable techniques in handling typical administrative level secretarial duties such as planning and organizing meetings, making travel arrangements, helping with reports, and making decisions. **Prerequisite:** OA 115, OA 116, OA 124, CIS 120. 2 lecture, 3 lab hrs/wk. S

**OA 252: Legal Office Procedures (3)**

An advanced office procedures course with emphasis on specialized duties of a legal secretary, such as managing client financial records: preparing, serving, and filing legal documents. Presentation of material helps students learn to exercise judgment, to take independent action when necessary, and to cope with interruptions. **Prerequisite:** OA 114. 2 lecture, 3 lab hrs/wk. S

**OA 258: Machine Transcription II — General (3)**

A course designed to provide the student with practice transcribing general office dictation. Transcription exercises will be completed for various professions, such as real estate, insurance, and retailing. Students will create merge documents, macros, and letterheads to be used in transcription exercises. **Registration Enforced Prerequisite:** OA 225 with a grade of C or better. 2 lecture, 3 lab hrs/wk. S

**OA 259: Machine Transcription II — Legal (3)**

A course designed to provide the student with practice transcribing specialized legal transcription. This includes court and non-court documents in specialized formats and letters. **Prerequisite:** OA 225 and OA 240. 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 the various tasks performed in their career field. **Prerequisite:** Second year standing; instructor approval. 3-39 lab hrs/wk. 33 hrs lab = 1 credit.

**OA 280B: Cooperative Work Experience Administrative Legal Assistant (1-13)**

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. **Prerequisite:** Second year standing; instructor approval. 3-39 lab hrs/wk. 33 hrs lab = 1 credit.

**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 the various tasks performed in their career field. **Prerequisite:** Second year standing; instructor approval. 3-39 lab hrs/wk. 33 hrs lab = 1 credit.

**OA 280D: Cooperative Work Experience Clinical Medical Assistant (1-13)**

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. **Registration Enforced Prerequisite:** MED 124 with a grade of C or better; **Instructor Enforced Prerequisite:** proof of the following prior to enrollment: Hep B and MMR vaccinations and a PPD test; proof of a clean criminal background check. 3-39 lab hrs/wk. 33 hrs lab = 1 credit.

**PE - PHYSICAL EDUCATION & OUTDOOR RECREATION****PE 110: Intro to Rock Climbing (1)**

Basic introduction to Rock Climb, includes gear, knots, beginning techniques. 2 lecture/lab hrs/wk. There is some physically demanding hiking involved. Two 10-hour days. F, S, Su

**PE 111: Beginning White Water Raft (1)**

Rafters paddle. Class 2-3 rapids. 1 5 hr. classroom session, 1 10-hr. river session. .5 lecture, 1 lecture/lab hrs/wk. S

**PE 112: Beginning Kayaking (1)**

Class 2-3 rapids. Sit on top kayak. One 2 hr. classroom session, one 10-hr. river session. .5 lecture, 1 hr lecture/lab hrs/wk. S

**PE 113: Beginning Kayak Roll (1)**

Class takes place in pool, students learn how to roll in an enclosed kayak. Five 2-hr. pool sessions, one 10-hr. river sessions. 2 lecture/lab hrs/wk. S, Su

**PE 114: Beginning Mountain Biking (1)**

Beginning to Intermediate level recommendation. One 4 hr. classroom session, Two 8-hr. Trail riding sessions. Must have own bike and helmet. 2 lecture/lab hrs/wk. F, S

**PE 115: Discover SCUBA (1)**

Designed to introduce students to four days of SCUBA. Determines whether they want to pursue this activity. One 4 hr. classroom session, Two 8-hr. pool sessions. 2 lecture/lab hrs wk. F, W, S, Su

**PE 116: Fly Fishing (1)**

Introductory class on fly fishing techniques. Five 1-hr. classroom sessions, one 10-hr. river and pond session. .4 lecture; 1 lecture/lab hrs/wk. S, Su

**PE 135: Anatomy & Physiology for Fitness (4)**

Presents the basic principles of anatomy & physiology and how that applies to exercise and fitness. This class will introduce concepts in biochemistry, cells, tissues and metabolism as they apply to the following systems: cardiovascular, pulmonary, musculoskeletal, nervous and endocrine systems. This course is designed to prepare students who are in the Fitness Technician Program. This course is also suitable for Physical Education majors as well as college transfer students seeking a course for their Laboratory Science Requirement. Recommended to take CH 112 prior, but not required. 3 lecture, 3 lab hrs/wk. S

**PE 182F: Triathlon Training (1)**

The course trains students for a Sprint Triathlon through normal competition, field trips, sport specific training, and strength training. Workouts will include and be guided by experts in swimming, biking, and running. Prerequisite: Basic Swimming. Equipment Requirements: road or mountain bike, bicycle helmet, swim goggles, running shoes. 1 lecture, 2 lab hrs/wk. Online

**PE 185: Activity Courses (1) (co-educational)**

A variety of activities taught for physiological and recreational values including: basketball and advanced basketball, bowling, step and pump, golf, physical conditioning, softball, swim for fitness, beginning water polo, tennis, volleyball, weight training, aerobic fitness, beginning swimming, martial arts, physical conditioning, yoga, and self defense. 3 lab hrs/wk. F, W, S, Su

**PE 185A: Aerobic Fitness (1)**

3 lab hrs/wk. F, W, S

**PE 185F: Fitness Center (1)**

3 lab hrs/wk. F, W, S

**PE 185S: Step and Pump (1)**

3 lab hrs/wk. F, W, S

**PE 185T: Athletic Team Members (1)**

3 lab hrs/wk. F, W, S

**PE 185Y: Yoga (1)**

3 lab hrs/wk. F, W, S

**PE 185Z: Zumba (1)**

3 lab hrs/wk. F, W, S

**PE 186L: Big Band Swing Dancing (1)**

This course is designed to teach students the fundamentals of big band swing dancing, in a relaxed, fun environment. The course will be learning basic dance techniques applied to swing-related dance styles including the lindy hop, Charleston, east coast, and the jitterbug scroll. 3 lab hrs/wk. F, W, S

**PE 194F: Fitness Assessment and Exercise Prescription (2)**

Basic fitness principles and techniques for physical fitness assessments including cardiovascular endurance, blood pressure, joint flexibility, body composition, and muscular strength and endurance. Topics include health screening, informed consent, field test protocols, data interpretation, and exercise prescription. Students will have the opportunities for practical experience in assessing fitness levels and developing appropriate exercise prescription for apparently healthy individuals as well as special populations such as physically challenged, pregnant and postpartum women, and mature adults. 4 lecture/lab hrs/wk. F

**PE 194S: Principles of Strength Training and Conditioning Instruction (2)**

Fundamental techniques of resistance training, and programs/systems of conditioning. Includes safety concerns, flexibility exercises, exercise modalities, aerobic conditioning, exercise prescription, exercise principles, weight loss and fitness assessment. Designed for those students who wish to be teachers/coaches or work in a private/corporate fitness setting. 4 lecture/lab hrs/wk. S

**PE 210: Rock Climbing I (1)**

Rappel and belay climbing as well as top rope climbing. Physically demanding climbing involved. 2 lecture/lab hrs/wk. Two 10-hour days. F, S, Su

**PE 211: Open Water SCUBA (2)**

This course teaches students to dive independently with certification upon completion. Five 2 hr. classroom sessions, five 2-hr. pool sessions, one 10-hr. open water dive. 1 lecture; 2 lecture/lab hrs/wk. F, W, S, Su

**PE 240: Rock Climbing II (1)**

Multi-pitch climbing as well as rappel and belay technical climbs. Physically demanding climbing involved. Registration Enforced Prerequisite: PE 210 or instructor approval. 2 lecture/lab hrs/wk. Two 10-hour days.. F, W, S, Su

**PE 241: Advanced White Water Raft (1)**

Rafters paddle. Class 3-5 rapids. 1 5 hr. classroom session, 1 10-hr. river session. .5 lecture, 1 lecture/lab hrs/wk. S

**PE 242: Advanced SCUBA (1)**

Emphasis on Adv. open water and deep water dives. 2 hr. sessions, 2 8-hr. water sessions. Adv. PADI certification upon completion. Instructor Enforced Prerequisite: PADI requirement upon entry. 2 lecture/lab hrs/wk. F, W, S, Su

**PE 243: Altitude Diver (1)**

This course is designed for the Advanced Scuba student looking to advance their certification through PADI (Professional Association of Diving Instructors). Altitude diving is any time that you are diving 1,000 ft to 10,000 ft above sea level. The Altitude Diver course teaches students the effects of pressure at altitudes and how to adjust your dive plan accordingly. 2 lecture/lab hrs/wk. F, S, Su

**PE 245: Rock Climbing III (1)**

Practice rock climber safety, establishing anchors. Follow and lead on multiple pitch routes. Registration Enforced Prerequisite: PE 240 or instructor approval. 2 lecture/lab hrs/wk. Two 10-hr. days. S, Su

**PE 253: Wilderness Emergency Care (2)**

Course provides necessary knowledge and skills to care for an injured or suddenly ill person in a remote location more than one hour from definitive care. Course follows "Wilderness Medical Society" guidelines. 4 lecture/lab hrs/wk. W

**PE 254: Compass, Maps & GPS (2)**

Course provides hands-on knowledge on how to use the compass, Global Positioning System, read maps and terrain in the back country. Course also covers orienteering and geocaching. 4 lecture/lab/hrs/wk. F

**PE 255: Wilderness Survival (2)**

Course provides hands-on knowledge on basic principles of surviving in the back country, how to use the compass, Global Positioning System, read maps and terrain in the back country. Course also covers orienteering and geocaching. 4 lecture/lab/hrs/wk. S

**PE 280: Cooperative Work Experience  
Fitness Technician Majors (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. **Prerequisite:** Instructor approval. 1 credit = 33 hours of lab.

**PE 284: Snow Boarding/Skiing (2)**

Introductory to Advanced levels of instruction on Snow Boarding or Skiing. 7.5 hrs/wk. x 6 visits to mountain. 6 lab hrs/wk. W

**PE 290: Fitness Instructor (3)**

The purpose of the course is to teach and train students how to become Fitness Instructors. They would be employed at health clubs, schools, and organizations that offered courses in this subject. Two levels of certification: Level 1- non-rhythmic classes and Level 2- rhythmic classes. 2 lecture, 2 lecture/lab hrs/wk. W

**PE 291: Lifeguarding (2)**

Teaches students to become a certified Lifeguard, specific to pool settings and non-surf open water. 1st Aid and CPR will be included. Five 2-hr. classroom sessions, six 5-hr. pool sessions. Instructor Enforced Prerequisites: min. 15 years of age, Intermediate level swimmer. 1 lecture, 3 lab hrs/wk. S

**PE 292: Water Safety Instructor (WSI) (2)**

Teaches student to become a certified swim instructor for children up to adults. Five 2-hr. sessions, Six 5-hr. pool sessions. Instructor Enforced Prerequisites: min. 16 years of age. 1 lecture, 3 lab hrs/wk. S

**PE 294R: Rock Climbing Instructor Aide (3)**

This course is designed for the student to be introduced to the basic concepts of guiding. The student will assist in 1 of each course: Intro, Rock Climbing I and II (within one term, if possible). **Registration Enforced Prerequisite:** Instructor approval. 1 lecture, 6 lab hrs/wk. 70 hrs F, S, Su

**PE 294S: Rescue Diver (1)**

PADI Advanced Open Water or Advanced Plus and must be 15 yrs. old upon entry. Effectively perform diver assists and respond to diving accidents and rescue. Two 2.5-hr. sessions, two 5-hr. pool sessions. Instructor enforced prerequisite: PADI Advanced Open Water or Advanced Plus and must be 15 yrs. old upon entry. .5 lecture, 1 lecture/lab hrs/wk. F, W, S, Su

**PE 294W: White Water Raft Guide (2)**

Students learn the basics of whitewater guiding, with techniques of paddling as well as rowing. One 4-hr. classroom session, four 9-hr. river sessions. Students will assist in one each of Beginning Whitewater Rafting and Advanced Whitewater Rafting. 4 lecture/lab hrs/wk. S

**PH - PHYSICS****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 Co-requisite:** 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.

**PHL - PHILOSOPHY****PHL 201: Intro to Philosophy (3)**

Philosophy 201 is the first course in a three term sequence of courses. Philosophy 201 addresses persistent problems in descriptive philosophy. Topics covered include metaphysics: What types of entities are there in existence? What is the underlying nature of reality? Epistemology questions human knowledge and its reliability. How do we come to know reliably about the world around us? 3 lecture hrs/wk. F

**PHL 202: Ethics (3)**

The second course in this series is devoted to the study of ethics, a prescriptive branch of philosophy that asks: How ought we to act? Major ethical theories studied are macro ethics, deontology, consequentialism, and an individual rights perspective that can also be used to answer the question: How ought I act? A major emphasis in the course is the detailed application of the theories studied to dozens of examples of real life ethical problems. The examples are drawn from: medical ethics, legal ethics, business ethics, taking human life, death with dignity, abortion, bioethics, truth telling, human sexuality, environmental ethics, and the treatment of animals. 3 lecture hrs/wk. W

**PHL 203: Intro to Philosophy (3)**

An introduction to 20th century symbolic logic. Topics are: Sentential Logic, Truth Diagrams, Aristotelean Logic, Venn diagrams, Symbolizing English Sentences, Quantifiers, Introduction to Quantificational Logic, English Language Arguments. An added benefit to the student is that his or her critical thinking skills will be enhanced and developed as a result of having studied modern symbolic logic. 3 lecture hrs/wk. S

**PN - PRACTICAL NURSING****PN 101 Introduction to Practical Nursing (9)**

This course introduces the learner to the framework of the Practical Nursing curriculum. The emphasis is on health promotion across the life span, and includes learning about self-health as well as client health practices. To support self and client health practices, students learn to access research evidence about healthy lifestyle patterns and risk factors for disease/illness, apply growth and development theory, interview clients 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. The family experiencing a normal pregnancy is a major focus. The course includes classroom and clinical/lab/Nursing Science Resource Center (NSRC) learning experiences. 5 lecture, 5 lab, 7 clinical hrs/wk. W



## PN 102 Foundations of Practical Nursing I (9)

This course introduces focused assessment and common interventions (including technical procedures) for clients with chronic illnesses common across the lifespan in major ethnic groups. The client and family's "lived experience" of the illness, coupled with clinical practice guidelines and research evidence is used to guide clinical judgment in care to the chronically ill. Roles of multidisciplinary team in care of the chronically ill and legal aspects of delegations are explored. Through case scenarios, cultural, ethical, health policy, and health care delivery system issues are explored in the context of chronic illness care. This course includes classroom, lab/Nursing Science Resource Center (NSRC) and clinical learning experiences. 5 lecture, 5 lab, 7 clinical hrs/wk. S

## PN 103 Foundations of Practical Nursing II(9)

This course introduces the learner to assessment and common interventions (including relevant technical procedures) for care of clients across the life span 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, client-centered care. This course includes classrooms, lab/Nursing Science Resource Center (NSRC) and clinical learning experiences. 4 lecture, 4 lab, 12 clinical hrs/wk. S

## PS - POLITICAL SCIENCE

### PS 201, 202, 203: U.S. Government (3,3,3)

A three-term course that includes the fundamental 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. 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. PS 202 focuses on the national policy-making process, especially the role of the judicial branch. Topics include civil rights and civil liberties. PS 203 concerns Oregon state and local government and current policy issues. Field trips and/or guest speakers add experiential perspectives to the reading and Internet research. PS 201 and 202 should be taken in sequence. PS 203 can be taken separately, without taking PS 201 or 202, or as the third course in the sequence. Students should not attempt to take these courses until they have successfully completed WR 121, 122, and 123. This course is not appropriate for first-term students seeking credits toward a high school diploma. 3 lecture hrs/wk. PS 201 - F; PS 202 - W; PS 203 - 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.

## PSY - PSYCHOLOGY

### 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 communications, workplace success, and behavioral change. F, W, S, Su

### PSY 130: Understanding Children's Behavior (2)

An introduction to the basic principles of understanding child behavior using the psychology of Adler and Dreikurs as a reference. Discussion and practice of ideas presented including methods of discipline; effective communication; conflict resolution; sexuality; developing healthy self-concepts; and a more democratic approach to living. 2 lecture hrs/wk. S (Not offered every year)

### PSY 201: General Psychology (3)

Studies human behavior through the topics of genes, brain function, nervous and endocrine systems, body rhythms, consciousness, sensation, perception, and scientific methodology. Recommended prerequisite: Placement into or completion of WR 115. 3 lecture hrs/wk. F,W,S,Su

### PSY 202: General Psychology (3)

The study of human behavior through the topics of learning, memory, thinking, intelligence, motivation, emotion, and human development. May be taken concurrently with PSY 203. **Registration Enforced Prerequisite:** PSY 201. 3 lecture hrs/wk. W, S, Su

### PSY 203: General Psychology (3)

The study of human behavior through the topics of health and stress, personality, socio-cultural forces, psychological disorders, and approaches to treatment. May be taken concurrently with PSY 202. **Registration Enforced Prerequisite:** PSY 201. 3 lecture hrs/wk. S,Su

### PSY 211: Media Literacy (3)

Survey of news and opinion media; how the media functions; rights and responsibilities, problems, and criticism; effects of media on society; relation of advertising to media on society; relation of advertising to media; propaganda and the media. 3 lecture hrs/wk. (Cross-listed J 211) (Not offered every year)

### PSY 239: Abnormal Psychology (3)

This course bridges the gap between mental health concepts introduced in PSY 203, General Psychology, and the more in-depth analysis of psychopathology issues covered in the typical upper division psychology class. The following topics will be presented: defining "abnormal"; a brief historical and cross-cultural overview of abnormal behavior; basic data regarding the incidence and classification of emotionally disturbed persons; and an introduction to common treatments for psychological difficulties. **Registration Enforced Prerequisite:** PSY 201, 202, and 203 or instructor permission. 3 lecture hrs/wk.

### PSY 280: Cooperative Work Experience Psychology (1-13)

Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of 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.

## R - RELIGION

### R 201, 202, 203: World Religions (3,3,3)

A comprehensive sequence of study covering the major religions of the world. Each religion is studied from six perspectives: conceptual analysis; structural analysis (cosmos, nature, society, self); functional analysis; historical analysis; ritual behavior; and time factoring (how time is broken down). R 201: Fall term topics: Human History, Shamanism, Egyptian Religion, Mesopotamian Religion, Indo-European Religion, Chinese Religion, Japanese Religion. R 202: Winter term topics: Vedic Religion, Hinduism, Buddhism, Jainism, Sikhism, Zoroastrianism, Judaism. R 203: Spring term topics: Christianity Concepts, History of Christianity, Challenges to Christianity, Islamic Concepts, Islamic Divisions, Islamic History, Humanism. Courses need not be taken in sequence. 3 lecture hrs/wk. F,W, S

**RD - READING****RD 080: Basic Reading (3)**

Basic Reading focuses on vocabulary and comprehension skills necessary for college reading. Students are introduced to strategies for vocabulary development as well as methods of finding the main idea and supporting details. Students are encouraged to expand their analytical thinking skills in the process. Writing is presented as a natural companion to reading.

**Registration Enforced Prerequisite:** Placement Test. 3 lecture hrs/wk. F, W, S, Su

**RD 090: College Textbook Reading (3)**

This course develops the analytical reading skills necessary for college-level work. Emphasis is on development of methods for analyzing and critically evaluating college material, development of college-level vocabulary, and development of personal, strategic methods of reading. **Registration Enforced Prerequisite:** RD 080 or equivalent with a C or better or placement test. 3 lecture hrs/wk. F, W, S, Su

**RD 115: Critical Reading Strategies (3)**

This course is designed to develop Critical Reading Skills for success in reading College level textbooks. Some of the skills covered are vocabulary, synthesizing long readings, inference, and analyzing arguments. Students will apply these critical reading skills to successfully comprehend and evaluate college level textbooks and the internet. **Registration Enforced Prerequisite:** RD 090 with a grade of C or better or placement test. 3 lecture hrs/wk. F, W, S, Su

**SDP - SUPERVISION****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 112: Communicating Effectively in the Workplace (3)**

Concentration will be on supervisory communications in the workplace; the importance of good reading skills; development of active listening skills; writing of reports, letters, and inter/intra-office memos; speaking, including both prepared and off-the-cuff presentations; non-verbal communications; and the difference between formal and informal communications. 3 lecture hrs/wk. W

**SDP 113: Human Relations for Supervisors (3)**

Covers practical application of basic psychology in building better employer-employee relationships by studying human relations techniques. 3 lecture hrs/wk. S.

**SDP 201: Coaching in the Workplace (3)**

This course will 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/Management Relations (3)**

Traces the development of unionism in the United States and reviews in detail the requirements of labor legislation as it affects both supervisors and employees. Students are involved in an intensive role-playing situation involving contract negotiations. 3 lecture hrs/wk. F, alternate years.

**SDP 205: Supervision Topics (3)**

This course addresses topics relevant to supervisors. Topics include hiring employees, employee assistance programs, disabled workers, business crime, evaluating employee performance, employee development and training, workforce issues, ethics, sexual harassment, and stress management. 3 lecture hrs/wk. S

**SDP 208: Human Resources for Supervisors (3)**

This course prepares students for real issues and current challenges in human resource management. Problem-solving, skill-building, and decision-making skills are emphasized. 3 lecture hrs/wk. W

**SDP 215: Equal Employment Opportunity (3)**

An elementary study of the equal opportunity laws that a first-line supervisor encounters in the workplace. History and development of equal opportunity laws, issues of race, color, religion, sex, age, national origin and handicap will be emphasized. Sexual harassment, affirmative action, cultural diversity, and handicaps/disabilities and the ADA will be addressed. 3 lecture hrs/wk.

**SDP 223: Employee Appraisal and Development (3)**

The supervisor's responsibility for the appraisal and development of employees will be emphasized. Employee appraisals, development of performance standards, writing of the appraisal, and the appraisal interview will be addressed. The development of training objectives will be covered in addition to on-the-job training project development and presentation techniques. 3 lecture hrs/wk. S, alternate years

**SOC - SOCIOLOGY****SOC 204: Introduction to Sociology (3)**

Sociological theories and theorists, as well as research and scientific methods, are examined along with the problem of how societies teach their children to become members of the group, and how adults cope with life's passage. Social structure, social patterns, deviance and social control, and the impact and meaning of culture, are also explored. While the primary focus of the course is our own society, several other societies are studied for comparison. The first term of a three-term sequence; each may be taken independently. 3 lecture hrs/wk. F,W

**SOC 205: Institutions and Social Change (3)**

An analysis of the major institutions in society including family, religion, law and politics, economics, war and peace is offered during this term. The focus is on modern American society, but other societies will be explored and used for comparison. 3 lecture hrs/wk. F,S

**SOC 206: Social Problems and Issues (3)**

Social issues and social problems are explored using a critical thinking approach. Examples are from sociologists and journalists, and include problems such as poverty, drugs, crime, urban affairs, public health, gender issues. 3 lecture hrs/wk. F,S

**SOC 207: Juvenile Delinquency (3)**

The concepts and theories of delinquency: childhood development, delinquency, and status offenses, the nature and extent of delinquency, and individual, sociological, and developmental views of delinquency. The social, community, and environmental influences on delinquency: effect of the family, peers, schools and drug use on delinquency. The juvenile system: history and development of juvenile justice, police work with juveniles, the juvenile court process, and juvenile corrections. Primary, secondary, and tertiary delinquency prevention efforts also will be defined. NOTE: This course is enhanced with online components. Students will need regular access to an Internet-connected computer. 3 lecture hrs/wk. W

**SOC 213: Race, Class, & Ethnicity (3)**

Ways that societies tend to divide themselves into ranks of more and less privileged members. Includes racial and ethnic groups, aging in our own and other societies, and sex and gender roles in their contemporary and historical contexts. **Prerequisite:** None; SOC 204 or 205 recommended. 3 lecture hrs/wk. S

**SOC 225: Social Aspects of Addiction (3)**

This course examines specific problems related to the social implications of addiction. The basic facts and effects on individuals, their families, and society are explored. Personal pathologies that are precursors to drug and alcohol addiction will be reviewed including mental illness, abusive background, and suicidal ideations. 3 lecture hrs/wk. S

### SOC 240: Sociology of Work and Leisure(3)

This course explores problems and potentials of work and leisure in the culture, addressing the structure of today's work environment and its implications for fulfillment on and off the job. The following topics may be examined: meaningful career choices, satisfactions and dissatisfactions associated with work, the work ethic and its implications, the changing nature of work, the life course and problems with leisure, the question of a leisure ethic, and affirmative decision-making and balance in work and leisure. 3 lecture hrs/wk. (Not offered every year)

### 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 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.

## SP - SPEECH

### 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. We will examine both theoretical and applied perspectives. However, the emphasis will be on skill application. Through exercises and assignments, students will also have an opportunity to assess their own listening strengths and weaknesses with opportunities to improve proficiency. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or Compass placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or Compass placement scores of 85 or above in reading. 3 lecture hrs/wk.

### SP 111: Fundamentals of Public Speaking (3)

Preparation and delivery of effective extemporaneous communications. Primary emphasis on content, organization, audience adaptation, delivery, and listening. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or Compass placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or Compass placement scores of 85 or above in reading. 3 lecture hrs/wk. F,W,S

### SP 112: Persuasive Speech (3)

Study of theories and practices of persuasion. Includes preparation and delivery of persuasive messages to individuals and groups. Emphasis on becoming a responsible persuader and a critical consumer of persuasion. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or Compass placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or Compass placement scores of 85 or above in reading. 3 lecture hrs/wk. 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. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or Compass placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or Compass placement scores of 85 or above in reading. 3 lecture hrs/wk. W

### SP 219: Small Group Discussion (3)

Study of the theory and practice of small group communication by participation in group discussions, readings, and written exercises. Attention to organization and conduct of problem-solving groups and learning. Emphasis is on, (1) learning how to enhance group communication, to deal effectively with conflict and to apply problem-solving techniques to a task-oriented group setting, and (2) developing attitudes and skills applicable to leadership and participation in work and civic committees. Recommended Prerequisites: WR 095 or WR 096 with a grade of C or better or Compass placement scores of 70 or above in writing; AND RD 090 with a grade of C or better or Compass placement scores of 85 or above in reading. 3 lecture hrs/wk. F,W,S

### 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 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.

## SPAN - SPANISH

### SPAN 101- First Year Spanish-First Term (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

### SPAN 102: First-Year Spanish-Second Term (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

### SPAN 103: First-Year Spanish-Third Term(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

### SPAN 120 Spanish in the Workplace: (4)

These courses offer introductory Spanish language skills and cross-cultural communication as applied to several workplace environments. Issues pertinent to the workplace such as health, safety, problem-solving and teamwork are emphasized. 4 lecture hrs/wk

### SPAN 121 Spanish in the Workplace for Viticulture (4)

This course will introduce students to basic grammar concepts and vocabulary pertinent to the field of Viticulture and Enology. Topics will be presented and discussed in a culturally authentic context exploring the realities of the industry in the United States nowadays. Through active classroom participation, students will practice basic Spanish phrases needed to explain the purpose, procedures, and evaluation of planting, harvesting, and pruning. In addition, students will learn vineyard specific vocabulary and phrases to effectively carry out safe protocols. 4 lecture hrs/wk.

### 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

**SPAN 201: Second-Year Spanish-First Term (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-Second Term (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-Third Term (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 the 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, 212, 213: Conversational Spanish (3,3,3)**

A three-term sequence in intensive conversational Spanish, with reading and written exercises designed to help students acquire an accurate and fluent use of Spanish. **Prerequisite:** SPAN 203 or equivalent. 3 lecture hrs/wk. F,W,S

**SPAN FEP 211, 212: Immersion Spanish (3)**

Immersion Spanish is designed to provide the setting for students to learn and practice the target language in a native setting. This is an immersion class where students will travel to the target country, attend classes, practice the language while in a homestay placement with native speakers, and experience the history and culture of the target country. 30 lecture hours during 2 weeks.

**SUR - SURVEYING****SUR 161: Surveying I (5)**

Fundamental concepts of plane surveying including the theory of measurements; systematic and random errors; distance and angle measurement methods; calculation of bearings, azimuths, coordinates and area; traverse adjustments methods. Introduction to horizontal and vertical curves. **Registration Enforced Prerequisite:** MTH 112, with grade of C or better or instructor approval. 3 lecture, 6 lab hrs/wk. F

**SUR 162: Surveying II (5)**

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. 3 lecture, 6 lab hrs/wk. W

**SUR 163: Surveying III (5)**

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 161 with a grade of C or better. 2 lecture, 9 lab hrs/wk. S

**SUR 175: Surveying Platting & Computations (4)**

Drafting of land plats from field notes, rectangular, coordinate and metes and bounds descriptions. Computer resources will be used to prepare and plot site maps from topographic and field data. **Registration Enforced Prerequisite:** SUR 161. 2 lecture, 6 lab hrs/wk. W

**SUR 242: Land Descriptions & Cadastre (4)**

Real property descriptions and land record systems. Emphasis on interpreting and writing land descriptions, research in land records and multi-purpose cadastre. **Registration Enforced Corequisite:** SUR 161 3 lecture, 3 lab hrs/wk F

**TA - THEATRE ARTS****TA 141, 142, 143: Acting I, II, III (3,3,3)**

An introduction to the methods, techniques, and theory of acting as an art form. Designed for the person who has little or no acting experience and is interested in learning the basic communication and performance skills that produce quality in acting, and build self-confidence. Students learn by acting in scenes from plays and improvisations. Entry level course for theatre majors and is required in all college theatre programs. Open to non-majors. 3 lecture hrs/wk. F,W,S

**TA 211: Introduction to Set Design (3)**

Study of stage set and props construction, concepts, and techniques. Students learn theatre design concepts, drafting floor plans, reading working drawings, and techniques for moving scenery. Part of class time will be spent building sets, crafting props, and painting scenery. Required class for theatre majors. Open to non-majors. 2 lecture, 3 lab hrs/wk. S (odd numbered years)

**TA 213: Introduction to Lighting Design (3)**

History, theory, technique, and practice of lighting for the stage and studio. Includes the study of physics, electricity, optics, and color applicable to stage lighting. Instrument types, lamps, dimmers, and the design of lighting will be used for theatrical or studio production. 2 lecture, 3 lab hrs/wk. S (even numbered years)

**TA 227: Stage Makeup (3)**

Course designed to study the theory, and practice the technique of applying makeup for the stage. The student will learn facial anatomy, the balance of light and shadow, color mixing with makeup, how to plan and apply makeup, wigs, facial hair and prosthetics, and how to put together their own makeup kit. Required class for theatre majors. Open to non-majors. 2 lecture, 3 lab hrs/wk. F (even numbered years)

**TA 241, 242, 243: Intermediate Acting Techniques (3,3,3)**

Second-year class that concentrates on the problems of characterization, character analysis, and historic period styles of acting. The student will continue to refine the basic acting skills, but will work on a more advanced level and will be expected to perform characterizations which require more well-refined acting techniques. Open to non-majors. **Prerequisite:** TA 143 or equivalent. 3 lecture hrs/wk. F,W,S

**TA 253: Theatre Rehearsal & Performance (1-4)**

Rehearsing and performing in a play. May be repeated for a maximum of 9 credits. **Prerequisite:** Instructor approval. 3-12 lab hrs/wk. F, S, Su

**TA 265: Theatre Production Lab (1-4)**

Independent instruction. Students work on specific technical theatre projects associated with a current theatrical production to be performed during the term. 3-12 lab hrs/wk. F, S, Su

**TA 271: Intro to Theatre (4)**

This course is for both Theatre majors and non-majors. An overview of theatre history, dramatic literature and theatrical production. A survey of the process of putting a play into performance using lectures, live performances and dramatic literature. What makes theatre an art? The course discusses the role of theatre in culture. 4 lecture hrs/wk. F (odd numbered years)

**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 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. 1 credit = 33 hours of lab.

## TTL - TRUCK DRIVING

### TTL 101: Intro to Transportation and Logistics (4)

Overview and introduction to the safe operation of a commercial vehicle and the field of logistics. Includes the operation of basic security control systems, coupling and uncoupling a tractor and trailer, cargo handling, and the proper method of conducting pre-trip inspection. Covers applicable federal regulations including hours of service requirements and Commercial Driver's Licensing (CDL) requirements and distribution channels. Also includes methods of managing speed effectively, responding to road and weather conditions, and accident scene management. Safety is a key component. Prerequisite: Although applicants can take the class at age eighteen, most long-haul employers require drivers to be 23 years of age for insurance purposes. All applicants must have a clear driving record for the past 5 years; take placement tests scoring 29 on the Reading and 33 on the Numerical Skills; and complete and pass a DOT physical and Drug Screen. 40 lecture hrs/wk. 1 week course.

### TTL 121: Practical Applications in Transportation and Logistics (6)

The Introduction to Transportation and Logistics course is designed to help current and/or future warehouse or driver employees learn about the industry, various driving processes, what it takes to be a successful driver and career opportunities within the occupational cluster. Using both lecture and hands-on driving applications in the course covers a wide range of skills needed to become an entry-level trucker. Specific subject areas include an overview of career opportunities and pathways in the industry, federal and state laws and requirements, trucks and related equipment used in the industry, truck systems, specific driving techniques, cargo related issues, and safety and inspection elements. 40 lecture/lab hrs/wk. 3 week course.

### TTL 141: Transportation Customer Service Skills (3)

The Transportation Customer Service course is designed to help the current or future warehouse or driver employee learn how to effectively manage customer relations. This course focuses on building service skills for professional drivers and other related occupations to effectively deal with customers and others in the course of the delivery of goods. This course provides learners with a variety of skills and techniques that will ensure customer satisfaction through a professional approach to dealing with the public. 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.

## VC - VISUAL COMMUNICATIONS

### VC 111: Introduction to Visual Communications (3)

This survey course will explore Visual Communications and its importance in modern culture. Upon completion of this course, students will be able to recognize and describe major designers, their work, and specific design movements. Illustration, and other media, will be discussed as they relate to the field of Visual Communications. 3 lecture hrs/wk. F

### VC 114: Introduction to Adobe InDesign (3)

This course is an introduction to using InDesign, the graphic design industry standard for publication design. InDesign is a very complex application and contains many different tools, some of which are quite difficult to use. Students will become familiar with the features of this program, and gain a basic understanding of how InDesign interfaces with the entire Adobe design software platform. This class is a foundation course for all Graphic Communications studies. 2 lecture, 3 lecture/lab hrs/wk. F

### VC 130: Introduction to Photoshop (3)

Adobe Photoshop is an indispensable image editing software application. This course is an introduction to using Photoshop for image creating and editing. This course provides an introduction to basic image editing. It is a foundation level course for the Visual Communications Certificate program. 2 lecture, 3 lab hrs/wk. W

### VC 134: Introduction to Dreamweaver (3)

Adobe Dreamweaver is the leading software in the industry for professional web development, and is an essential tool for any web designer. In this class students will learn the basics of this software as well as essential practices for professional web design and site development. This course will cover how to use Dreamweaver to manage site files, insert text and images, link pages together, and incorporate and apply basic CSS (Cascading Style Sheets) to font elements. Students will utilize Dreamweaver's built in CSS Layouts for positioning elements within web pages. Use of tables for laying out tabular data will be covered. Emphasis will be placed on creating intuitive web structures on a basic level. 2 lecture, 3 lab hrs/wk. W

### VC 135: Introduction to Flash (3)

Introduces the concepts and techniques of creating animation, sound and interactivity for web sites. 2 lecture, 3 lab hours/wk. S

### VC 139: Introduction to Illustrator (3)

This course is designed for the beginning student who wants to learn how to use the popular digital drawing program Adobe Illustrator. This class will be taught bi-platform (Mac OS and Windows) and will focus on learning the nuts and bolts of the software, not on artistic design. Students will learn basic Illustrator skills - how to use the toolbox, the panels, and the menus; how to create simple shapes, work with objects, use layers, work with type, and the use of paths, special effects, color, and fills. This class is a prerequisite for ART 221, Illustration for Designers. 2 lecture, 3 lab hours/wk. S

### VC 151: Digital to Print (3)

This course is an introduction to preparing documents for a variety of print and other output options. Students will learn how to link Photoshop images, Illustrator graphics and InDesign page layouts while considering the correct choices for output requirements. This course introduces creating PDF output files for multiple distribution types and also covers collaborative editing as well as preflight checking before distribution. It is a foundation level course for the Visual Communications Certificate program. 2 lecture, 3 lab hrs/wk.. W

## VE - VITICULTURE & ENOLOGY

### VE 101: Introduction to the Wine Industry (1)

Current and historical importance of the grape and wine industry in Oregon and throughout the world as it applies to the development of a vineyards for wine production, including career opportunities and college-transfer opportunities. 1 lecture hr/wk. F, W, S, Su

### VE 102: Integrated Pest Control for Grapes (4)

Theory and practice of integrated pest control in grape growing, including biology of diseases and common insects, rodents, birds, and animals. 3 lecture, 3 lab hrs/wk. S

### VE 103: Vineyard Soils, Plant Nutrition & Irrigation(4)

Basic principles of soil science, mineral nutrition and plant/water relationships for grape production.. 3 lecture, 3 lab hrs/wk. Su

### VE 110: Vineyard Practices I (4)

Vineyard practices for the fall season, including ripening patterns of different grape varieties and pruning vines. Emphasis on practical application of viticulture theory. 3 lecture, 3 lab hrs/wk. F

**VE 111: Vineyard Practices II (4)**

Vineyard practices for the winter season, including growth cycles, frost damage, field trials, sales contracts, labor relations and the relationship of pruning to wine quality. Emphasis on practical applications of viticulture theory. 3 lecture, 3 lab hrs/wk. W

**VE 112: Vineyard Practices III (4)**

Vineyard practices for the spring and summer seasons, including mildew control, grape sampling and advanced pruning. Emphasis on practical applications of viticulture theory. 3 lecture, 3 lab hrs/wk. S

**VE 201: Winemaking for Viticulturists (3)**

The science of winemaking from the vineyard to the winery. Students will produce their own wine. Students must be at least 21 years of age. Laboratory materials fee. 2 lecture, 3 lab hrs/wk. F

**VE 202: Sensory Evaluation of Wine (3)**

Wine sensory evaluation, including sensory testing techniques, identification of wine traits, statistical analysis of trials and sensory evaluation of representative wines. Students must be at least 21 years of age. Laboratory materials fee. 2 lecture, 2 lecture/lab hrs/wk. W

**VE 203: Wines of the World (1)**

History, viticultural practices and winemaking styles of major wine regions, including particulars about climate, soil, varietals and unique facets of each. Sensory assessment of representative samples. Students must be at least 21 years of age. Laboratory materials fee. 2 lecture/lab hrs/wk. F

**VE 204: Wines of the Pacific Coast (1)**

History, viticultural practices and winemaking styles of the Pacific region, including particulars about climate, soil, varietals and unique facets of Chile, Argentina, California and Washington. Sensory assessment of representative samples. Students must be at least 21 years of age. Laboratory materials fee. 2 lecture/lab hrs/wk. W

**VE 205: Wines of Oregon (1)**

History, viticultural practices and winemaking styles of Oregon, including particulars about climate, soil, varietals and unique facets. Sensory assessment of representative samples. Students must be at least 21 years of age. Laboratory materials fee. 2 lecture/lab hrs/wk. S

**VE 209: Laboratory Analysis of Musts and Wines (4)**

Winery laboratory practices, including basic principles, techniques and common methods of analysis for musts and wines. Laboratory methods used to determine when to add amendments to wines and how to stabilize and clarify wines. Laboratory materials fee. 3 lecture, 3 lab hrs/wk. F

**VE 210: Science of Winemaking I (5)**

The Science of Winemaking I is a hands-on course in all aspects of wine production, from scrubbing bins to making yeast additions. **Registration Enforced Prerequisite:** GS 105. 4 lecture, 3 lab hrs/wk. Laboratory materials fee. F

**VE 211: Science of Winemaking II (5)**

Wine production theory and practice, including equipment sanitation, crushing, pressing and fermentation. **Registration Enforced Prerequisite:** GS 105. 4 lecture, 3 lab hrs/wk. Laboratory materials fee. W

**VE 212: Science of Winemaking III (5)**

Wine production theory and practice, including sensory tests, grape and microbial aroma and flavor compounds, defects and their origins, cork quality control, micro-oxygenation, barrel maintenance and flavor chemistry. Students must be at least 21 years of age. **Registration Enforced Prerequisite:** GS 105. 4 lecture, 3 lab hrs/wk. Laboratory materials fee. S

**VE 223: Wine Marketing (3)**

Wine marketing methods, including packaging, distribution, advertising and promotion. 3 lecture hrs/wk. S

**VE 280: Cooperative Work Experience Viticulture/Enology (1-13)**

Course content is dependent upon the nature of the job position and season. Acceptable practicum activities include vineyard and winery operations, tasting room operations, winery sanitation, racking, bottling, chemical analyses, marketing, hospitality and tourism. 33 hours = 1 credit. Prerequisite: instructor approval. F, W, S, Su

**VP - VIDEO PRODUCTION****VP 112: Script Writing (4)**

Introduction to and application of the unique techniques and practices of script writing for film and video production. Elements of the video script to be covered include: concept, structure, content, style, format, opening, and closing. Focuses on the scripting process of market overview; production overview, production overview, location overview; political overview; content; concept; outline; first draft; shooting script; and final draft script. 4 lecture hrs/wk. F, W, S, Su (Not offered 2011-2012)

**WLD - WELDING****WLD 101: Welding Processes and Applications (4)**

Covers welding processes, safety, equipment, and essential variables of operation. This is an outcome based course utilizing a lecture/lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. 2 lecture; 4 lab hrs/wk. Prerequisites: instructor approval.

**WLD 111: Shielded Metal Arc Welding (4)**

Covers uses, safety, nomenclature, equipment operation, set-up and shutdown procedures and welding related math and science for S.M.A.W. and O.A.C. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. **Registration Enforced Prerequisite/Co-requisite:** 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 the flat and horizontal positions. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. **Registration Enforced Prerequisite/Co-requisite:** 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 the vertical and overhead positions. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. **Registration Enforced Prerequisite/Co-requisite:** 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 the flat, horizontal and vertical positions. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. **Registration Enforced Prerequisite/Co-requisite:** 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 the flat, horizontal, vertical and overhead positions. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. **Registration Enforced Prerequisite/Co-requisite:** WLD 101 1 lecture/4 lecture/lab hrs/wk.

### WLD 122: Gas Metal Arc Welding-Pulse (3)

Develops knowledge and manipulative skills using the Gas Metal Arc Welding-Pulse transfer process on common mild steel and aluminum joints in all positions. Covers safety, users, nomenclature, equipment operation and set up and shut down procedures. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. **Registration Enforced Prerequisite/Co-requisite:** WLD 101

### 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. **Prerequisite:** Instructor approval. 9 lab hrs/wk. F,W,S,

### WLD 124: Advanced Welding IV (3)

Designed to provide the advanced welding student additional lab time to develop welding skills and techniques. The use of shop prints will be encouraged. **Prerequisite:** Instructor approval. 9 lab hrs/wk. F,W,S

### WLD 131: Basic Metallurgy (3)

Covers the principles related to metals, their structure and physical properties. The testing of various metals, their uses and the results of heat treating are explored. Laboratory time is provided for experiments and demonstrations to correlate with classroom activities. 2 lecture, 3 lab hrs/wk. F

### WLD 140: Blueprint Reading & Sketching (3)

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

### WLD 141: Flux-Cored Arc Welding I (Gas Shielded) (3)

Develops knowledge and manipulative skills in the gas shielded flux-cored arc welding process in the flat, vertical, horizontal and overhead positions. Covers safety, users, nomenclature, equipment operation and set up and shut down procedures. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. **Registration Enforced Prerequisite/Co-requisite:** 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 the flat, vertical, horizontal and overhead positions. This is an outcome based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. **Registration Enforced Prerequisite/Co-requisite:** WLD 101 1 lecture/4 lecture/lab hrs/wk..

### WLD 161: Welding Problems (4)

A review and application of the welding, layout, and fabrication processes covered during the year. A study and practice of production welding methods, electrode consumption, and method selection is included. Fabrication and assembly projects are selected to present typical and pattern development in fabrication and production problems. **Prerequisite:** Satisfactory completion of first and second terms. 1 lecture, 9 lab hrs/wk. F,W,S

### WLD 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 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.

## WQT - WATER/WASTEWATER QUALITY

### WQT 130: Water Treatment Plant Operations (3)

This course is designed to give operators the knowledge in safe and effective operation and maintenance of drinking water treatment water plants. The course covers such topics as: sources of water, water quality problems and treatments; various water treatment processes, causes of tastes and odors in water and their control; basic laboratory procedures, and hazards of working in a treatment plant. 3 lecture; hrs/wk. F

## WR - WRITING

### 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 80 students may repeat the course two times by registering for WR 081 and WR 082.

### WR 090\*: Writing Skills (3)

Students will strengthen their current writing skills and discover new ways to express thoughts, opinions, and experiences through the process of writing. In that process, they will learn how to come up with ideas and how to organize them in paragraphs. They will also develop and practice essential sentence skills, including sentence construction and proper word choice. Word processing for drafting and revising papers will be introduced. Successful completion of this course prepares a student for WR 095. **Registration Enforced Prerequisite:** Placement Test 3 lecture hrs/wk. F, W, S, Su

### WR 095\*: College Writing Fundamentals (3)

Students will apply the steps in the process of writing, including prewriting, composing, and revising, to develop paragraphs and essays. They will also improve those sentence skills necessary for communicating their ideas most fully and flexibly. Students will use the word processor as a writing tool. Successful completion of this course prepares a student for WR 115. **Registration Enforced Prerequisite:** WR 090 or equivalent with a grade of C or better or placement test. 3 lecture hrs/wk. F, W, S, Su

### WR 115: Introduction to Expository Writing (3)

Designed for students who need improvement in writing skills. Special emphasis will be placed on sentence construction, grammar, usage, spelling, vocabulary, and paragraph and essay development. Students will write essays based on selected rhetorical modes, including a selection of the following: narrative description, definition/concept, comparison/contrast, process analysis, classification/division, and cause/effect. The final essay in WR 115 is a persuasive essay that introduces students to the basics of argumentation and academic discourse. Students will also learn the basics of MLA format and documentation. **Registration Enforced Prerequisite:** WR 095 or WR 096 with a grade of C or better or Compass placement scores of 56-77 in writing; RD 080 with a grade of C or better or Compass placement test score of 71 or above in reading. In addition, basic knowledge of how to use a computer for word processing is necessary for success in this course. 3 lecture hrs/wk. F, W, S, Su

### WR 121, 122, 123: English Composition (3,3,3)

The three courses comprise the basic college transfer writing program at UCC, corresponding to the composition programs at all Oregon University System schools.

**WR 121: English Composition: Intro to Argument**

WR 121 improves writing, reading, and critical thinking skills, preparing students to succeed in future college classes, careers, and personal lives. In a collaborative environment, students write a variety of essays focusing on various aspects of argumentation, including summarizing arguments, examining controversial issues, analyzing effective arguments, and writing an argumentative essay that incorporates sources using the MLA documentation system. Students learn to approach argumentation as a method of inquiry and learn about the function of discourse communities, questions at issue, enthymemes, counter enthymemes, reasoning and assumptions. Students select and restrict topics, employ academic research skills, formulate claims, develop an academic voice and style, appeal to a particular audience, and thoughtfully evaluate and productively revise their work. Sentence variety, paragraph development, appropriate diction, and conventions of grammar and punctuation are addressed; however, WR 121 is not a grammar course. The quality of ideas in students' writing, including effective reasoning and presentation of subject matter, is the primary focus of the course. **Registration Enforced Prerequisite:** WR 115 with a grade of C or better or Compass placement test scores of 78-99 in writing; RD 090 with a grade of C or better or Compass placement test score of 85 or above in reading. In addition, students should have basic knowledge of how to use a computer for word processing. F, W, S, Su

**WR 122: English Composition: Style and Argument**

WR 122 builds on the skills of argumentation that are the focus of WR 121. It aims to further strengthen students' abilities to reason in writing and to encourage writing that is convincing because it is reasonable. Readings and essay topics are at a higher level of complexity than those of WR 121, although the focus remains on concepts introduced in WR 121: the function of discourse communities, questions at issue, enthymemes, counter enthymemes, reasoning, and assumptions. The work of the course is the practice of critical thinking in the development of and revision of several substantial argumentative essays in a collaborative environment. **Registration Enforced Prerequisite:** WR 121 with a grade of C or better. F, W, S, Su

**WR 123: English Composition: Research**

WR 123 stresses the research process and the formulation of a thesis which results in a cogent, well-developed, and documented research paper; it includes extensive library research techniques, bibliographic practice, and exercises in documentation. **Registration Enforced Prerequisite:** WR 122 with a grade of C or better. F, W, S, Su

The courses incorporate the computer-assisted Writing Lab; all compositions must be computer generated.

**WR 227: Technical Report Writing (3)**

WR 227 stresses the principles of writing clear, concise, effective workplace reports. Students learn to gather information, problem solve, interpret data, draft and rewrite the material into informal and formal technical reports.

**Registration Enforced Prerequisite:** WR 122 with a grade of C or better.

**Instructor Enforced Prerequisite:** WR 122 may be waived by instructor permission for students who have completed WR 121 with a grade of B or higher; however, students must also provide writing samples which demonstrate appropriate competency for the waiver. 3 lecture hrs/wk. F,W,S,Su

**Writing 241, 242, 243: Introduction to Imaginative Writing (3,3,3)**

**WR 241:** An introduction to fiction writing. Students will learn the elements of writing fiction (plot, character, setting, point-of-view, symbolism, and theme). Class activities will include writing exercises, lectures (often by guest writers), writing workshops, and publications. **Prerequisite:** Wr 121, 122 or permission of instructor. F (odd numbered years)

**WR 242:** An introduction to writing poetry. Students will learn the elements of poetry, including forms and structures, images, tones, figures of speech, and the music of poetry. Class activities will include writing exercises, workshops, lectures (by the instructor and guest writers) and discussion of the work of published poets. **Prerequisite:** Wr 121, 122 or permission of instructor. W (even numbered years)

**WR 243:** A second-level course for students with experience writing stories or poems who are ready to publish work. Course activities will be similar to WR 241 and WR 242 with the addition of activities relating to submitting work for publication, presenting readings of student work for the public, and creating a literary publication of student work and, perhaps, work submitted by others, outside the class. **Prerequisite:** Wr 121, 122, and 241 or permission of instructor. S (even numbered years)



# contacts

## board of trustees

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# come visit us

## How to get to UCC

Easy I-5 access. Take exit 129.

If coming from the south, turn left at the stop light, and right onto Umpqua College Road. If coming from the north, turn left at the stop sign, and left at the next stop sign, turn right, less than a quarter mile, at Umpqua College Road. Umpqua Community College is about one mile down the road.

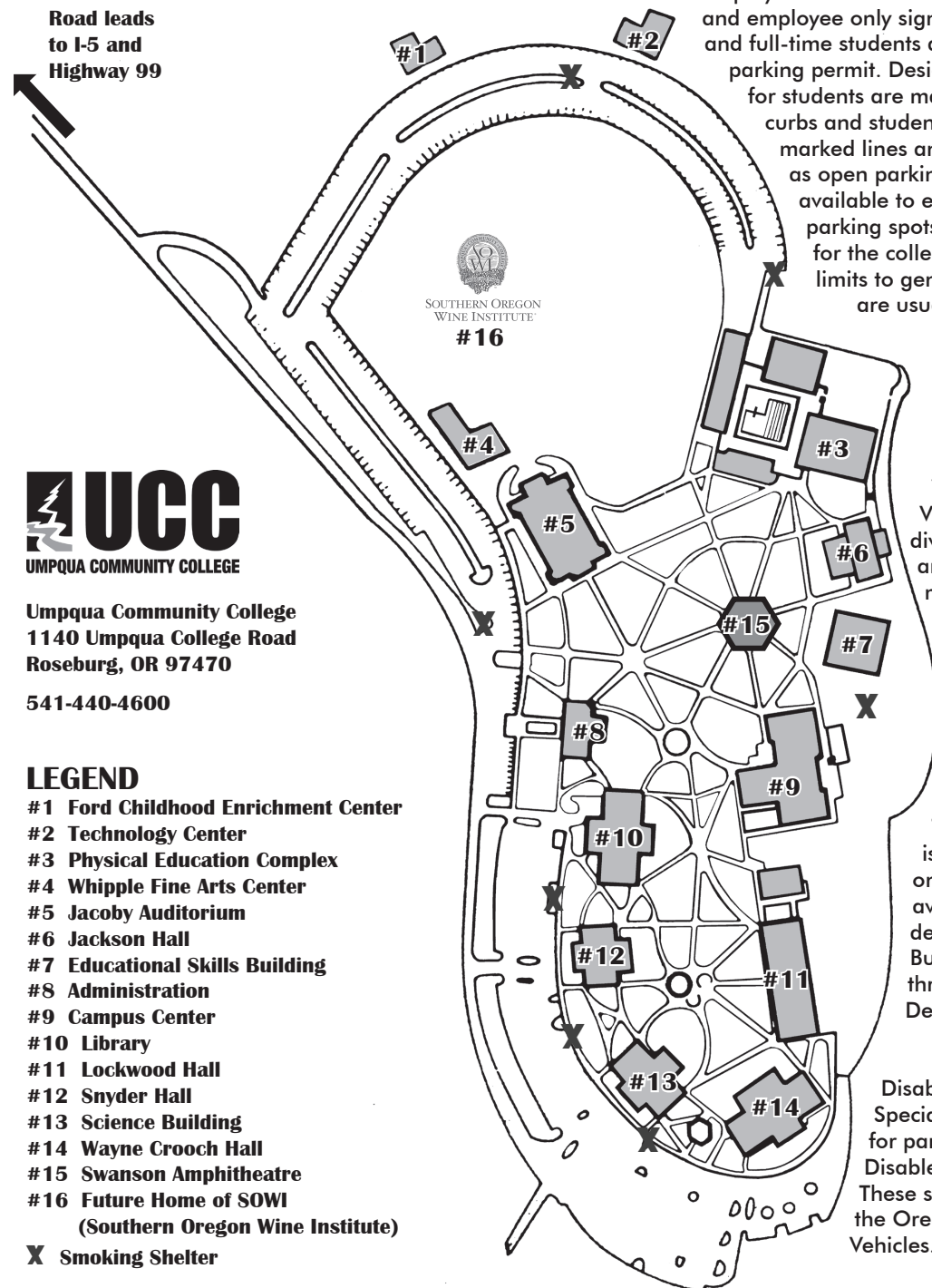
## Parking

Umpqua Community College provides more than 450 parking spaces conveniently located near all the campus buildings. Of these, about 171 are assigned to college faculty and staff.

All employees are given a yearly parking permit. Designated parking spots for employees are marked by green lines, curbs and employee only signage. All part-time and full-time students also receive a yearly parking permit. Designated parking spots for students are marked by yellow lines, curbs and student only signage. All white marked lines and curbs are regarded as open parking. These spots are available to everyone. There are 14 parking spots clearly designated for the college Motor Pool and off limits to general parking. Red zones are usually fire related areas and are considered restricted lanes and zones with no parking allowed at any time.

**Visitor Parking —**  
 Visitor parking is clearly divided into 2 separate areas. One area is 30 minute visitor only and the other is Visitor Day parking only. All areas are designated by purple curbs, lines, and signage. The 30 minute only is for non-student activities and strictly enforced. The Visitor Day parking is for specific day use only with one day permits available at the front desk of the Administrative Building or in advance through the UCC Security Department.

**Disabled Person Parking —**  
 Special stickers are required for parking in clearly marked Disabled Parking spaces. These stickers are issued at the Oregon Division of Motor Vehicles.

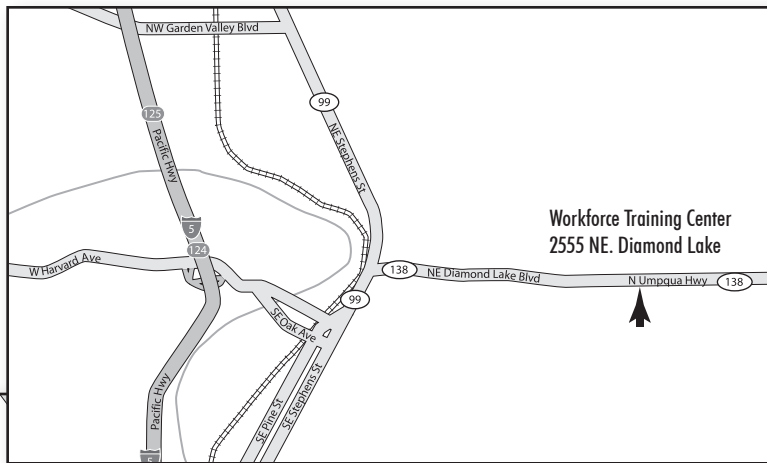


**Umpqua Community College**  
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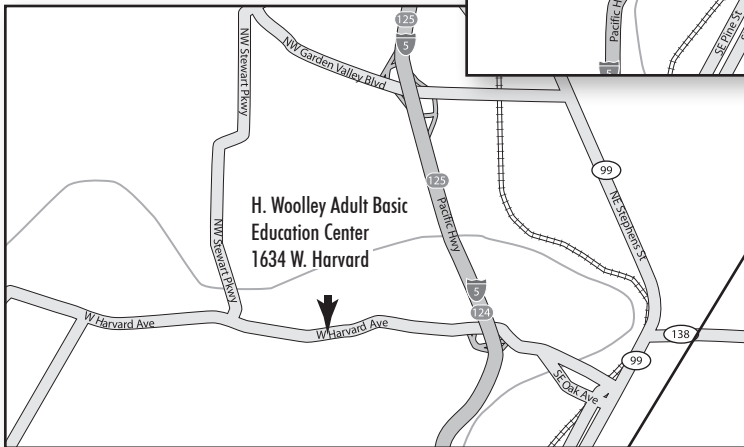
## LEGEND

- #1 Ford Childhood Enrichment Center
- #2 Technology Center
- #3 Physical Education Complex
- #4 Whipple Fine Arts Center
- #5 Jacoby Auditorium
- #6 Jackson Hall
- #7 Educational Skills Building
- #8 Administration
- #9 Campus Center
- #10 Library
- #11 Lockwood Hall
- #12 Snyder Hall
- #13 Science Building
- #14 Wayne Crooch Hall
- #15 Swanson Amphitheatre
- #16 Future Home of SOWI (Southern Oregon Wine Institute)
- X Smoking Shelter

# off-campus locations



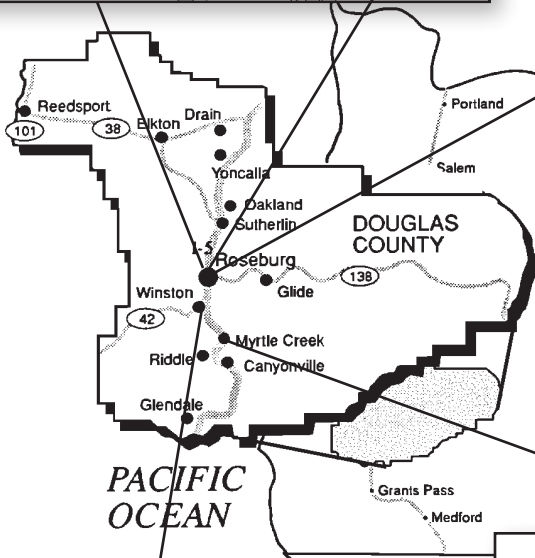
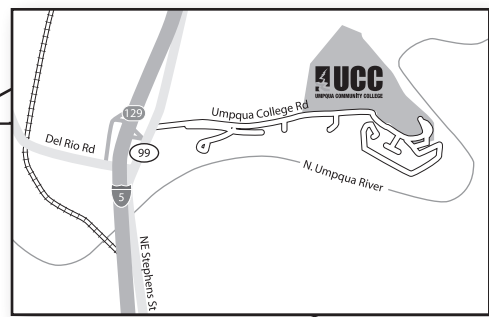
**Workforce Training Center**  
2555 NE Diamond Lake



**H. Woolley Adult Basic Education Center**  
1634 W. Harvard

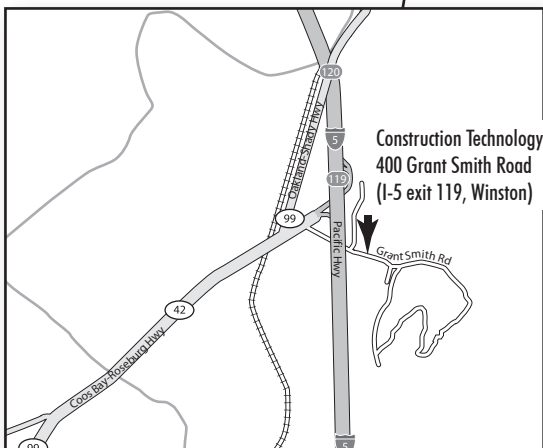
## how to get to UCC

We're in the heart of Douglas County in southwestern Oregon. Easy I-5 access. Take exit 129. Coming from the south, turn left at the stop light, and right onto Umpqua College Road. From the north turn left at the stop sign, and left at the next stop sign. Turn right, less than a quarter mile, at Umpqua College Road. Umpqua Community College is about a mile down the road.

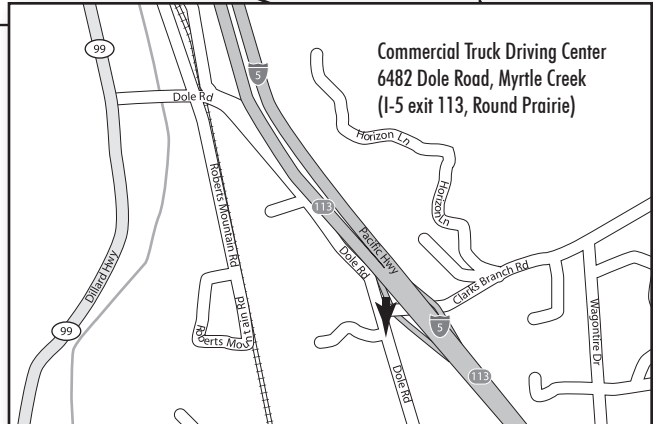


OREGON

PACIFIC OCEAN

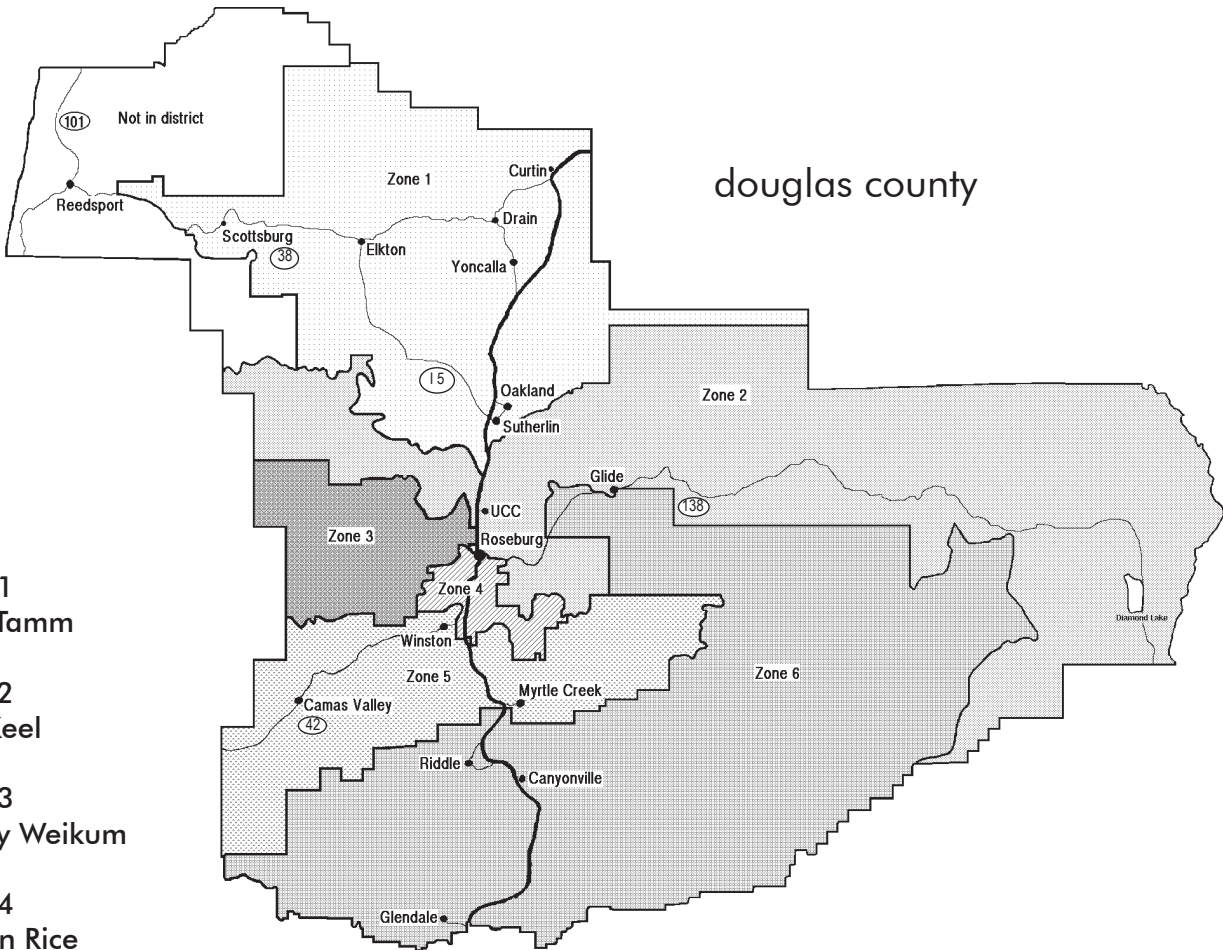


**Construction Technology Center**  
400 Grant Smith Road  
(I-5 exit 119, Winston)



**Commercial Truck Driving Center**  
6482 Dole Road, Myrtle Creek  
(I-5 exit 113, Round Prairie)

# district map



douglas county

- Zone 1  
Betty Tamm
- Zone 2  
Tom Keel
- Zone 3  
Wendy Weikum
- Zone 4  
Sharon Rice
- Zone 5  
Bob Bell
- Zone 6  
David Briggs
- Zone 7 (at large)  
Vanessa Becker











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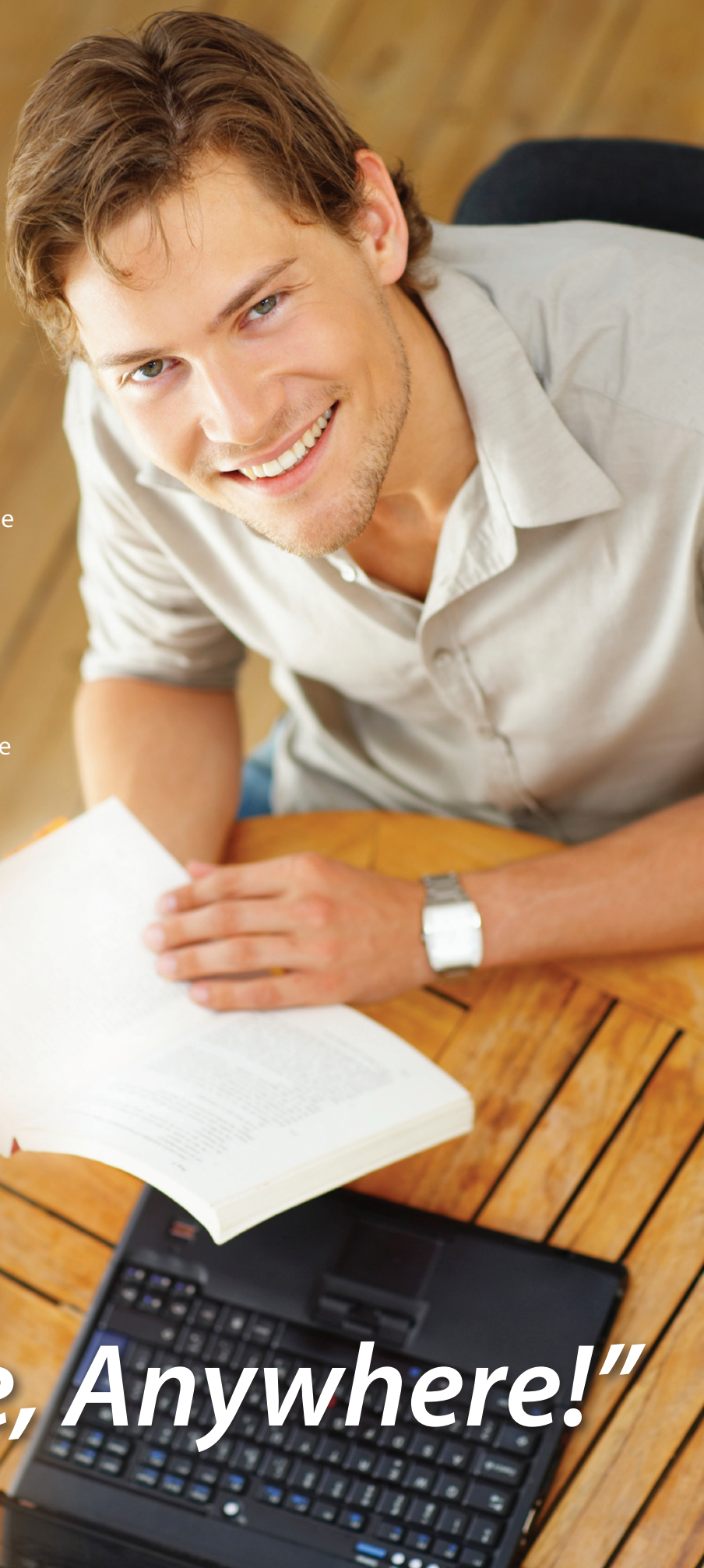
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2011/12

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