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

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

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

Best wishes for success.

Dr. Debra N. Thatcher
President, UCC

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

Umpqua Community College transforms lives and enriches communities.

...transforms lives...

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

...enriches communities...

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

Values

KNOWLEDGE

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

SENSE OF COMMUNITY

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

INTEGRITY

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

IMPROVEMENT AND INNOVATION

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

Core Themes

LEARNING

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

ACCESS

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

ENRICHMENT

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

Accreditation and Memberships

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

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

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

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

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

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

Non-Discrimination

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

UCC General Information ........................................541-440-4600
Agriculture Business Management ..................541-440-7854
Anatomy & Physiology .........................................541-440-7683
Apprenticeship Training ......................................541-440-4675
Art, Art Education, Art History ..........................541-440-4692
Automotive ............................................................541-440-7782
Biological .................................................................541-440-4683
Botany .................................................................541-440-4618
Business .................................................................541-440-7790
Chemistry ...............................................................541-440-7821
Communication Studies ....................................541-440-4647
Computer Information Systems .......................541-440-7866
Computer Science ................................................541-440-7866
Criminal Justice ......................................................541-440-7668
Dental Assisting ......................................................541-440-4710
Drafting Technology ..............................................541-440-4683
Early Childhood Education .................................541-440-7848
Economics ..............................................................541-440-4663
Education: Elementary & Secondary .................541-784-7848
Emergency Medical Services-Paramedic ..........541-440-7680
Engineering Technology: Civil & Surveying .......541-440-4683
English ..................................................................541-440-4649
Engineering Transfer ..............................................541-440-4683
Entrepreneurship ....................................................541-440-7790
Entry Management ...............................................541-440-4703
Executive Business Assistant ............................541-440-7790
Fire Science .............................................................541-440-7829
Forestry ................................................................541-440-7825
Geographic Information Systems .....................541-440-4683
Geology .................................................................541-440-4654
History ................................................................541-440-7753
Human Services ......................................................541-440-4679
Humanities ..............................................................541-440-4649
Journalism ..............................................................541-440-4645
Juvenile Corrections ..............................................541-440-7668
Legal Assistant ........................................................541-440-4663
Marketing ...............................................................541-440-7790
Mathematics ...........................................................541-440-4680
Medical Office ........................................................541-440-7790
Microsoft Office Technologist .........................541-440-7686
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Natural Resources ..................................................541-440-4618
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Police Reserve Academy ......................................541-440-7668
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Psychology .............................................................541-440-4681
Registered Nursing ...............................................541-440-4614
Retail Management .................................................541-440-4703
Science .................................................................541-440-7683
Sociology/Social Work ..........................................541-440-7826
Supervision ............................................................541-440-4703
Surveying & Geomatics .......................................541-440-4683
Theatre Arts ............................................................541-440-4694
Truck and Transportation Logistics (Truck Driver Training) ..................................................541-440-7691
Viticulture and Enology .........................................541-440-4709
Water Quality Treatment .....................................541-440-4683
Welding .................................................................541-440-7819
World Languages ...................................................541-440-4644

UCC DEPARTMENT AND SERVICES

UCC General Information ........................................541-440-4600
Accessibility Services ...........................................541-440-7900
Admissions Office ................................................541-440-7743
Adult Basic Education/Skills ................................541-440-4603
Advising .................................................................541-440-4610
ASUCC Student Leadership ................................541-440-7849
Athletics .................................................................541-440-7729
Bookstore ...............................................................541-440-4664
Career Services .......................................................541-440-7748
Chief Financial Officer .........................................541-440-4632
Commercial Truck Driving (CDL) .......................541-440-7691
Communications and Marketing .......................541-440-7809
Community & Workforce Training .....................541-440-7660
Cooperative Work Experience .........................541-440-4605
Counseling Life Coaching Services .....................541-440-7900
Dean of Enrollment Management .......................541-440-7865
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Educational Partnerships ......................................541-440-7813
Financial Aid .........................................................541-440-4602
Ford Childhood Enrichment Center ....................541-440-7859
Foundation ............................................................541-440-7847
GED Classes ..........................................................541-440-4603
Human Resources ....................................................541-440-7783
IT Help Desk ..........................................................541-440-7808
Job Corps ...............................................................541-496-3507
Job Placement .........................................................541-440-7997
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Transcripts .............................................................541-440-4604
Scholarship Office ................................................541-440-7674
Security .................................................................541-440-7777
Small Business Development Center ................541-440-7824
Student Accounts ..................................................541-440-7660
Student Ambassadors ..........................................541-440-7873
Student Engagement ..........................................541-440-7749
Success Center (Tutoring) ....................................541-440-7831
Testing Services .....................................................541-440-7659
Theatre .................................................................541-440-4694
Title IX .................................................................541-440-7690
Transfer Opportunity Program .........................541-440-4712
Trio Educational Talent Search (ETS) ....................541-440-4606
UCCOnline ............................................................541-440-7685
Veterans ...............................................................541-440-4621

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

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

ADMISSION TO UCC

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

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

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

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

Admission to Specialty Programs and Certificates

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

Adult Basic Education/GED/English Language Acquisition Students

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

Accessibility-Related Accommodations

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

International Students

International students have an opportunity to pursue a quality education while living in a small American town. If student is a citizen of another country, they must present evidence of satisfactory English language skills through a TOEFL paper score of 500 or computer score of 173, ELPT score of 950, or IELTS 6.5. The proficiency may also be met through attending an intensive English language school, such as ESL Level 105 or equivalent.

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

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

ENROLLING AT UCC

1. Apply to UCC

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

2. Attend Orientation

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

3. Connect to Student Accounts

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

4. Transfer Credit from Other Colleges

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

5. Course Placement

Placement tests cover reading, writing, and math and take around 2 hours to complete. The testing center has walk-in times, appointments, and has access to access to preparation materials. UCC also utilizes multiple measures for recent high school graduates, using high school grades and state assessment scores. www.umpqua.edu/transfer-placement-tests or 541-440-7693.

6. Financial Aid

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

7. Meet with an Academic Advisor

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

8. Register

Students may register for seated and online courses during established advising and registration weeks. Registration dates are based Registration dates are based on earned credits (credits are earned until after they are graded). Earned credit hours are shown on the student’s academic transcript. Most registration is done online through Student Self-Service, but the student can also visit the Office of Registration and Records in the LaVerne Murphy Student Center: www.umpqua.edu/registration. Office Hours are 8 am-7 pm, Monday-Thursday and 10 am to 5 pm on Fridays.

9. Pay for Classes

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

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

Mail Payments: Umpqua Community College Student Accounts, P.O. Box 667, Roseburg, OR 97470

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

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

10. Get Student ID

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

11. Buy Books

The UCC Bookstore recommends textbook and course material purchases be made for the current term only. Actual in-store availability of materials will update once book sales begin. Book sales officially begin once financial aid is available in the Bookstore for student use, but materials are generally available for purchase prior to this date as a final sale. UCC College Bookstore, LaVerne Murphy Student Center, 541-440-4624.

12. Stay on Track with the Success Center

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

Definitions

Academic Year

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

Credit Hour

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

Credit Hour Load

Typically students should enroll for an average of 16 approved credits within a program per term to earn an associate degree in two years. Completion time frames may vary between students. Sixteen credit hours involves about 48 clock hours of scholastic productivity each week during the term (16 classroom + 32 study preparation).

An accumulative GPA minimum of 2.5, and written approval from an academic advisor is required to enroll in more than 16 credits per term.

Curriculum

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

Full-Time Student

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

Part-Time Student

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

Period

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

Sequence

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

Subject

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

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

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

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

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

Exceptional Circumstances and Appeals
Students are expected to request withdrawals after the term begins in person. Under exceptional circumstances with documentation, they may initiate a withdrawal by telephone or by writing a letter of explanation to the Office of Registration and Records. Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms are available from the Office of Registration and Records.

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

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

1. To inspect and review their education records.
2. To request the amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights.
3. To consent to disclosure of personally identifiable information contained in their education records, except for when consent is not required by FERPA.
4. As of January 3, 2017, the U.S. Department of Education’s FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without student consent.
5. 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.

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

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

1. Consult the appropriate instructor.
2. If justification exists to challenge the course, obtain the challenge form at the Office of Registration and Records.
3. Obtain signatures of appropriate instructor and department chair.
Students have options to seek credit for prior learning, which is a means for earning credit for learning associated with life-degree or a professional certificate. Up to 25% total credits for a degree or certificate may be earned. Options for credit for prior learning include:

- Institutional Baccalaureate
- Advanced Placement tests (score of 3, 4 or 5 required)
- Military schooling (ACE Guide approved)
- Institutional challenge exams
- Professional Certifications (see details below)

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

Credit for Prior Learning

The Expanded Options Program (EOP) was created in 2005 through Senate Bill 300 (SB 300) to provide students with additional options to continue or complete their education and to allow them to earn concurrent high school and college credits through Oregon’s community colleges and universities. If accepted into the program, students take classes on the UCC campus or online, and the students’ sponsoring high school covers the cost of tuition and fees. To be eligible to apply, students must be:

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

Students should contact their high school counselor to determine if they are eligible. Some high schools in the area have a waiver and do not participate in the program. For more information, umpqua.edu/high-school-connections or call 541-440-7709.

Credit for Professional Learning

Credit for Professional Certification (CPC)

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

Independent Study

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

- Course arrangements must be made in advance. Credit will not be granted retroactively.
- Approval for student registration must be granted by the department head responsible based upon student/instructor’s written request, and by the Division Dean.
- Credit to be granted will be decided by the department head responsible, with each credit equivalent to 20 clock hours minimum.
- Objectives are to be specified in writing, including dates for completion of particular activities or assignments and approved by the instructor, Department Chair and Division Dean. To qualify, students must have approved previous background in the appropriate content area, or be performing at a high quality level in current course work and willing to take on the additional work.

High School Connections: College Credit for High School Students

DUAL CREDIT

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

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

Expanded Options Program

The Expanded Options Program (EOP) was developed in 2005 through Senate Bill 300 (SB 300) to provide students with additional options to continue or complete their education and to allow them to earn concurrent high school and college credits through Oregon’s community colleges and universities. If accepted into the program, students take classes on the UCC campus or online, and the students’ sponsoring high school covers the cost of tuition and fees. To be eligible to apply, students must be:

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

Students should contact their high school counselor to determine if they are eligible. Some high schools in the area have a waiver and do not participate in the program. For more information, umpqua.edu/high-school-connections or call 541-440-7709.
It is the student’s responsibility to request a graduation evaluation to ensure that all requirements are completed. For June graduates, the evaluation should be requested no later than March 1, of the year in which the certificate or degree is to be awarded.

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

Students must complete a minimum of 90 term credits of lower division collegiate courses with a minimum accumulated grade of C or better. Students who graduate from high school or completed a high school equivalency program in 1997 or later must meet the second language requirement for admission to a four-year Oregon State college or university: 1) Two years of the same high school-level second language, or 2) two terms of a college-level second language with a grade of C or better.

Limitations
1. Physical Education Activity Courses – 12 hours maximum.
2. Students may not receive credit toward a degree or certificate for courses in which they have previously completed advanced work (e.g., BA 151 after completing BA 21).

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

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

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

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

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

Graduation Requirements
Degrees and certificates are awarded at the conclusion of each term. The commencement ceremony to honor degrees and certificates is held in June.
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 GPAs are not listed on the UCC transcript, nor are they used in determining the UCC GPA. Auditing

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

Grade Discrepancies

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

When a student has satisfactorily completed a substantial portion of the assigned coursework but some essential course requirement has not been completed for reasons acceptable to the instructor, a grade of Incomplete (I) may be given and additional time granted for completion. The Incomplete Grade Contract Form process must be initiated by student, except in emergency cases. The form is to be filled out and signed by both the student and the instructor. However, only the instructor may submit the form to the Director of Registration and Records/Registrar. Because a substantial amount of completed coursework is required for incomplete eligibility for the student, a course repeat is not a legitimate make-up assignment and such agreement will not be accepted by the Registrar's Office. An "I" grade must be removed by the end of the next regular term, regardless of whether or not student is enrolled or the course is offered. An "I" grade may be extended only under the most extenuating circumstances and then only for one additional term. An extension must be filed with the Director of Registration and Records/Registrar on a new or revised contract form prior to the original expiration date. If an "I" grade is not removed by the agreed-upon date, the "I" then becomes the letter grade designated on the contract.

VETERANS EDUCATION BENEFITS OFFICE

Only tuition and fee benefits are available to students taking less than half-time. If students are taking GED courses they must attend class 18 hours or more per week to be considered full-time. Veterans and other military personnel must check with the Office of Registration and Records/Registrar regarding procedures for acceptance of military credits. The UCC Veterans Education Benefits Office will assist students in filling out the necessary paperwork to establish eligibility for educational benefits. All students receiving Veterans Educational Benefits while attending UCC are required to submit transcripts for all previous education, including all military service. After certification by the college and the VA, the student must: 1. Maintain satisfactory progress (described below). 2. Enroll only in courses that are part of the certified program. Overpayments will occur if a student enrolls in courses that are not part of the certified program, and student will be liable for overpayments from the VA. 3. Complete the courses for which student was certified. 4. Inform the UCC Veterans Education Services Office of address changes, as it takes up to six weeks to process the changes. 5. Chapters 30 and 1606 must certify enrollment status with the Veteran's Administration monthly, by logging on to https://www.gibill.va.gov/wave/index.do or by calling 1-877-823-2378.
Funds will continue to be direct deposited or mailed on Fridays, throughout the term. Due to a rise in student loan defaults, UCC recommends that students go online and view a Financial Aid Literacy Seminar at: http://www.umpqua.edu/financial-aid-literacy-seminar.

**Refunds or Repayments of Financial Aid Funds**

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

**Satisfactory Academic Progress (SAP) Policy**

UCC is required by federal and state regulations to define and enforce standards of Financial Aid Satisfactory Academic Progress. Students must maintain SAP in order to continue to receive financial aid. Please note: Financial Aid SAP is separate from Academic SAP. Students must comply with the requirements of both policies. Satisfactory academic progress is monitored each term. A copy of the requirements for Financial Aid SAP are available online at: www.umpqua.edu/financial-aid under the menu “Student Forms & Publications.”

**Appeals to the Standards for Satisfactory Academic Progress**

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

**Types of Financial Aid Available**

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

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

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

**Oregon Opportunity Grant (OOG)**

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

**Oregon Promise Grant**

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

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

**Tuition Waivers**

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

**Federal Direct Student Loan Programs**

All students meeting eligibility criteria may apply for Federal Direct Student Loan funds. These loans are federally guaranteed loans. First year students (less than 45 credits completed toward their program of study) are eligible to borrow subsidized amounts up to $5,500. Second year students may borrow up to $4,500. (Actual amounts are dependent upon student eligibility and budget criteria).

**There are two types of Direct Loans for Student Borrowers:**

- **Subsidized FDL** eligibility is based on budgetary need and is awarded first, up to an annual maximum based on dependency status and grade level charged to the borrower only after no longer enrolled at least half-time. New borrowers as of 7/01/13 lose subsidy if their program is not completed within six years of the published length.

- **Unsubsidized FDL** eligibility is not based on financial need and may be awarded up to annual maximums, based on dependency status and grade level, or budgetary need (cost of attendance minus aid and resources). Interest is charged to the borrower from the date of disbursement and may be paid quarterly to avoid capitalization. A separate loan request is required for this loan.

**In compliance with federal regulations, loans will be prorated for students enrolling less than 1 full-time quarter.**

**Federal Work Study (FWS)**

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

**Scholarships**

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

**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 Income as a result of that disability, may become members of the Gold Card Program. Senior Gold Card members may enroll in a credit course providing space is available. Gold Card members will pay 50% of the tuition cost and 100% of the fees. Senior and Disability Gold Card members will pay 80% of cost on selected Community Education classes. Senior and Disability Gold Card members will be admitted to UCC fitness facilities free of charge during open hours.

**Payment Methods**

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

It is the student’s responsibility to notify Student Accounts that another source of 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 aid from sources outside of the College must work with the source to meet the deadlines required by UCC.

**Refunds**

Students who withdraw from one or more UCC courses and who have completed with a grade of C or better 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.
FINANCIAL AID AND STUDENT ACCOUNTS

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

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

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

Credit Card Payments

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

Non-Refundable Payments

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

Non-Payment Actions

Consequences for Not Paying

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

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

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

Unpaid Account Review After Three Months

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

Collection Agency Payments

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

Once a collection agency account is paid in-full, students may contact Student Accounts at UCC to verify payment received at the agency. This will allow students faster access to registration and financial aid. If a payment is not accepted by the collection agency, the “Overdue Payment” hold may be lifted by contacting Student Accounts. Student Accounts may not accept partial payments or set up payment agreements for the collection agencies. Students will need to contact the specific collection agency for these types of payment arrangements.

STUDENT DEVELOPMENT AND SERVICES

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

Academic Advising

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

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

Accessibility Services

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

Students will receive accommodations and other accessibility support services only when they submit appropriate documentation and register with the Accessibility Services office.

New students are encouraged to make an appointment with the coordinator prior to taking the placement test, and as soon as possible each term for ongoing services. Please visit Accessibility Services on the UCC web page for additional information (www.umpqua.edu/accessibility-services).

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

Testing Services provides proctored testing with: Accuplacer and ALEKS testing, online courses and industry based tests. UCC is the official GED test center for Douglas County. We offer testing for CLEP, LSAC, ACT and DSST and are a certified test center for Prometric, Metro Institute, Pearson Vue, Castle Worldwide and NHA, offering Information Technology, Pesticide, ASE and GID testing. The Testing Center is located in the Educational Skills Building (ESB). For information call the Testing Coordinator, at 541-440-7559.

Bookstore

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

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

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

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

Students can compare pricing and purchase textbooks and course materials on the UCC Bookstore website. Payment can be made using financial aid, VISA or Mastercard. Buyers can choose to pick up their order in the store or have it shipped. Orders can only be shipped to street addresses, no PO Box shipments are allowed.

Please allow a 24 hour ship time from the time the order is placed on weekdays. Orders are not filled on the weekends.

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

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

We encourage students to bring any and all textbooks to buy-back as we buy for the store, based on need, as well as for other schools. Textbooks that are book-buy-back usually include textbooks that will be used the next term on our campus. Price paid at buy-back varies with each book, but can be as much as one half the cost paid. The UCC Bookstore is a non-profit self-sustaining operation owned by UCC.

Bus Service

Umpqua Transit provides transportation to/from the college. UCC student bus passes may be purchased by currently enrolled students from Student Accounts, located in the LaVerne Murphy Student Center, for a discounted rate. Students must be registered for the term and present a class schedule at time of purchase. The bus stop is located between Jacoby Auditorium and the Administration building, bus schedules are available in the LaVerne Murphy Student Center. Umpqua Transit requires that both the bus pass and valid student id are shown to the driver; the student id is available through the Information Desk. Financial assistance is available for students with limited income, please visit the ASUCC.
online and print information sources with ease. The library staff is available to answer questions, show students how to use the library’s services and collections, and help them find the information they need. Stop by the library, e-mail, call or make an appointment for research help for assignments and information needs. Visit us at www.umpqua.edu/library or call 541-440-4640.

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

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

Student Insurance Fee
MANDATORY PARTICIPATION BY STUDENTS
Students pay 33 cents per term for enrollment for insurance which provides coverage during supervised college activities (i.e. classes and field trips) and travel to and from such activities. The insurance covers injury caused solely by an accident which happens while the student is taking part in college activities.

NSIS STUDENT PERSONAL PROPERTY INSURANCE
Accidental Damage and Student Property Protection
Protect an iPhone and laptop from cracked screens and drops. In addition to mobile devices, a student can protect all of the personal property that is in a student’s dorm room from theft, accidents and flooding.

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

- Resume Assistance
- Job Search Correspondence
- Interviewing Resources
- Job and Career Fair
Visit the Student Job Placement Office in the LaVernie Murphy Student Center (CC)/Financial Aid Office or call 541-440-7977, afternoon hours.

Student Veteran Center
The Student Veteran Center, located in the Educational Skills Building (ESB), provides dedicated space for our student veterans, where they can go for resources, quiet study, and relaxation. It features a small kitchenette, a computer lab with scanning, and a TV lounge. An academic advisor is on-site to provide support services. For further information, call the Transfer Opportunity Program office at 541-440-4712.

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

Upward Bound
Upward Bound helps young students prepare for higher education. Participants receive instruction in literature, composition, mathematics, world languages, and science after school, on Saturdays, and during the summer. Currently, 813 programs are in operation throughout the United States. UCC’s UB Program was funded in 2007 on a four-year grant, and has been re-funded for another five years as of the 2017-2018 school year. UCC’s UB serves 65 students from Douglas, Roseburg and South Umpqua High Schools. There are on-site coordinators who assist students with their academic, college and career exploration needs. Students also participate in a 6-week summer academy where they take classes at UCC to prepare them for the upcoming academic year. Students are invited to attend cultural and educational experiences throughout the year to help them realize their college and career dreams. Upward Bound is funded on a $381,000 grant for more information on Upward Bound, please call 541-440-4606.

UCC Scholars
The UCC Scholars program is designed to open the doors for local high achieving high school and home school students and expand access to post-secondary education for students who might not otherwise be able to afford it. A UCC Scholar receives a 12 credit tuition waiver each term, for up to six consecutive terms (summer 2019 optional), towards the completion of an Associate’s degree, not to exceed 90 earned credit hours. Earned credit hours include any UCC credits earned prior to acceptance as a UCC Scholars and all credits earned while part of the Program.

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

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

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

Associated Students of UCC

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

Student Newspaper

UCC’s student newspaper, The Mainstream, publishes through print, web and social media with learning opportunities in journalism, design, layout, and social media management. It is primarily staffed by students enrolled in Journalism Production (J 215) which is a scheduled class time for J215 is listed in the course catalog. However, any UCC student can submit work for publication consideration. A scheduled class time for J215 is listed in the course catalog. Students who are unable to meet at that time due to schedule conflicts can contact the advisor for a possible schedule override.

ASUCC Student Services

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

Project C.A.N.S.

Project C.A.N.S. is an on-campus food pantry. It is designed to assist a student during difficult times and is a place where a student can receive free, supplemental food assistance. Any student enrolled for college or other credits may access Project C.A.N.S. as needed.

Backpack Program

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

Student Ambassadors

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

Student Engagement

Umpqua Community College 2019-2020

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

Emergency Gas Voucher Program

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

Hygiene Supplies

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

Textbook Reserve

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

Student Resource Guide

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

Athletics

UCC is a member of the Northwest Athletic Conference (NWAC) and the National Junior College Athletic Association (NJCAA) and actively participates in men’s and women’s basketball, wrestling, cross country, obstacle course racing, women’s volleyball, track & field and baseball. Competition comes from across the country. Team membership is based on skill and ability to compete at the intercollegiate level. Any qualified student is welcome to try out. Besides the benefits of physical development, participants learn teamwork, self discipline, and leadership skills. Some members of each team receive merit awards, based on NWAC and NJCAA rules, to help pay for tuition.

Forestry Club

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

Phi Theta Kappa is the international honor society for two year colleges and recognizes academic excellence. Students with a 3.5 cumulative GPA or higher are invited to join each academic term.

POLY

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

Pre Health Professionals Club

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

Queer Students Advocacy

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

Skills USA

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

Spanish Club

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

Student Nursing Association

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

Veterans Club

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

Peer Mentors

Peer Mentors are available to assist students with budgeting, college forms, and navigating college processes, communicating with faculty & staff, goal setting, motivational skill building, note taking skill building, reading skill building, referral to campus and community resources, stress management tools, organization & time management, understanding learning styles, and understanding the technology used on campus. The Peer Mentor Office is located in the Laverne Murphy Student Center, adjacent to the Information Desk. Students are encouraged to visit the office or call 541-440-7749.

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

Project C.A.N.S.

Project C.A.N.S. is an on-campus food pantry. It is designed to assist a student during difficult times and is a place where a student can receive free, supplemental food assistance. Any student enrolled for college or other credits may access Project C.A.N.S. as needed.

Backpack Program

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

Auto Club

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

Computer Club

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

Debate Club

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

Engineering Club

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

Forestry Club

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

Geology Club

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

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two year colleges and recognizes academic excellence. Students with a 3.5 cumulative GPA or higher are invited to join each academic term. The chapter - Alpha Sigma Upsilon - provides opportunities to explore leadership and service.

Poly Club

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

Pre Health Professionals Club

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

Queer Students Advocacy

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Student Ambassadors

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

Student Newspaper

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

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

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

Umpqua Community College 2019-2020

concurrently or before J215. Students enrolling in J215 must be able to meet deadlines and interact positively on a work team. For information about The Mainstream, contact the advisor, Melissa Benton, at melissa.benton@umpqua.edu or 541-440-4645. The Mainstream is the UCC student newspaper. Any student can join the staff by signing up for course J215, Journalism Production. This production course provides students opportunities to explore newspaper, magazine, radio, television, and video production in a collaborative environment.

The Mainstream is a designated student forum with student editorial leadership. Students can sign up for 1, 2, or 3 credits and flexible schedules can be arranged with the instructor.

Umpqua Singers

The Umpqua Singers in Roseburg, Oregon, are one of the premiere vocal jazz ensembles in the Pacific Northwest. This 10 member group performs a broad range of musical styles ranging from traditional swing to contemporary R&B. With 18 CDs to their credit, the group performs 45-50 engagements per year. The Umpqua Singers have toured across the United States, and were the featured performers at the Capital Holiday Tree Lighting Ceremony in Washington D.C. on December 12, 2002. They have also recently toured Brazil, Spain and Ukraine. In addition to frequent radio and television broadcasts, the Umpqua Singers have been featured on FOX, ESPN, and XM Satellite Radio.

COMMUNITY SERVICES

The Art Gallery at UCC

The UCC Art Gallery is located in the Whipple Fine Arts Center. The 1,100 square foot space features six exhibits during the academic year. There is also the mezzanine gallery on the second floor of Whipple that features student art work on a continuous basis. Both galleries feature exhibits in a variety of media, including ceramics, drawing, painting, photography, printmaking and sculpture. The major purpose and function of the Art Gallery is to exhibit quality works of art for the education and cultural benefit of the students of UCC and the citizens of Douglas County.

Community Pool

During the summer months a number of athletic activities are offered for members of the community. The swimming pool is open for recreation/sap swim and also for swimming classes. In addition, there are Boys and Girls Basketball, and Volleyball youth camps. For information call Summer Recreation and Sports Information at 541-440-7845 or visit www.umpqua.edu.

Continuing Education Unit

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

Community & Workforce Training

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

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

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

Course offerings are updated each term and can be found online at http://www.umpqua.edu/community-workforce-training. For more information on Community and Workforce Training activities, please call 541-440-4668, visit our website or visit our office in the old Science building on the Umpqua Community College campus.

Event and Meeting Venues

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

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

The Danny Lang Teaching, Learning and Event Center

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

Southern Oregon Wine Institute

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

Fitness Center

The fitness center is equipped with weight training machines, aerobic machines, free weights and more. Membership is 135 for 11 weeks.

Off-Campus Classes

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

Performing and Visual Arts

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

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

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

UCC Visual Arts students are offered opportunities to exhibit their work on campus and in other gallery settings. Performance-based tuition waivers are awarded to outstanding music, theatre, and visual arts students each term. Contact the department office at 541-440-4691 for more information.

Small Business Development Center

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

Training Courses

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

Advising

SBDCC offers no-cost and confidential business advising to people considering starting a business, as well as to business owners at all stages of business life. Advising is personalized to meet the business owner’s needs and might include: getting started, financing, business plan creation, marketing, sales, human resource issues, obtaining government procurement contracts, QuickBooks assistance, changes in business structure, obtaining government procurement contracts, and much more.

www.umpqua.edu
DEGREES & CERTIFICATES

TRANSFER EDUCATION

Descriptions/outlines begin on page 31.

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

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

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

CAREER AND TECHNICAL EDUCATION

Descriptions/outlines begin on page 43.

Associate of Applied Science (AAS)
The Associate of Applied Science (AAS) degree prepares students for entry into the workforce in specific areas. Below is a list of UCC’s AAS degrees:
- Agricultural Business Management
- Automotive Technology
- Automotive Technology - T-TEN
- Civil Engineering & Surveying
- Fabricator Welder
- Applied Surveying Option
- Water Quality Option
- Computer Information Systems
- Criminal Justice
- Cybersecurity
- Early Childhood Education
- Electrician Apprenticeship Technologies
- Paramedicine
- Engineering
- Entrance Management
- Executive Business Assistant
- Fire Science
- Human Services
- Industrial Mechanics & Maint. Tech. Apprenticeship
- Marketing
- Medical Office Administration
- Registered Nursing
- Paralegal Studies
- Viticulture & Enology
- Welding

Certificate

Certificates in the following technical areas are designed to prepare students with the skills and knowledge needed to enter a field.
- Addiction Studies
- Automotive Basic Technician
- Computer Information Systems
- Dental Assistant
- Early Childhood Education
- Electrician Apprenticeship Technologies
- Electrician Apprenticeship Technologies Limited
- Engineering and Drafting Technician
- Financial Services
- Front Office Medical Assistant
- Industrial Mechanics & Maint. Tech. Apprenticeship
- Juvenile Corrections
- Legal Assistant
- Medical Billing & Collections Clerk
- Occupational Skills Training
- Office Assistant
- Public Relations Specialist
- Supervision
- Truck Driving
- Viticulture
- WAFC Retail Management
- Welding

Career Pathway Certificate

Career Pathways are short-term certificates designed to prepare students for employment and advancement in targeted occupations. There are also short-term pathway certificates available in many CTE programs. More information and links to Career Pathways roadmaps are located at www.umpqua.edu/career-pathways.
- Addiction Treatment
- Automotive Advanced Technician
- Automotive Basic Technician T-TEN
- Automotive Advanced Technician T-TEN
- Case Aide
- CISCO Networking Security Support Tech
- Communication Specialist in Organizations
- Drafting
- Emergency Medical Services
- Entrepreneurship
- Geographic Information Systems
- Infant/Toddler
- Junior Database Administrator
- Junior Programmer
- Junior Web Developer
- Microsoft Networking Support Technician
- Microsoft Office Technology
- Pre-school
- Public Relations Communication Assistant
- Server Administrator
- Surveying
- Water Quality
- Wine Marketing Assistant
One of the best places to begin a bachelor’s degree is at a community college. UCC offers many of the freshman and sophomore courses students will find at universities, allowing them to stay close to home and complete courses at a fraction of the cost. UCC offers a number of options for building programs that allow a student to transfer to another college or university including the Oregon Transfer Compass/Core Transfer Map, Oregon Transfer Module (OTM), Associate of Arts-Oregon Transfer (AA/OT), Associate of Science (AS), or Associate of General Studies (AGS). Agreements are in place for all Oregon public colleges and universities, some Oregon private colleges and universities, and even some out-of-state schools.

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

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

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

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

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

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

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

Associate of General Studies
This flexible degree option enables a student to complete an Associate degree that is tailored to the general education requirements of the transfer school. Students must exercise caution in using the AGS option, as the degree does not guarantee transferability of courses completed. Educational planning for the AGS should be done with the help of a UCC advisor.
Transfer Education Areas of Focus
Students can begin a bachelor’s degree at UCC by completing many of the freshman and sophomore courses in the areas listed below. All transfer students should work closely with UCC advisors and faculty, as well as representatives of the school(s) to which they may transfer. There may be special requirements for specific programs or schools.

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

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

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

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

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

Department of Business Administration
- Agriculture Management
- Business Administration

Department of Health Sciences
- Nursing

Department of Public Safety
- Criminal Justice

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

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

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

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

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

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

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

CULTURAL LITERACY
- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.
Oregon Transfer Module (OTM)

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

**Program Outcomes**
Students who successfully complete the OTM will:
1. Meet the General Education outcomes
2. Have a block of credits that transfer to Oregon public colleges and universities

**Program Course Requirements**
Complete the General Education Core (see page 33)

**Oral Communication** Choose one from:
- SP 105 Listening 3
- SP 111 Fundamentals of Public Speaking 4
- SP 112 Persuasive Speech 3
- SP 218 Interpersonal Communication 3
- SP 219 Small Group Discussion 3

**Writing** Choose one from:
- WR 122 Argument, Research, and Multimodal Composition 4
- WR 227 Technical Writing 4

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

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

**Program Entrance Requirements**
Academic Entrance Requirement
Recommended:
- High school diploma or GED
- Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 095 Basic Writing II (“C” or better)
- Minimum placement scores resulting in MTH 085 Algebra II placement or completion of MTH 060 Algebra I (“C” or better)

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

Associate of General Studies (AGS)

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

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

**Program Course Requirements**

**General Requirements**
- PSY 101 Psychology of Human Relations 3
- WR 121 Academic Composition 4

**Mathematics** Choose one from:
- BA 180 Business Mathematics I 3
- MTH 110 or above 4-5

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

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

**Additional Program Information**
1. To complete an AGS at Umpqua Community College, a minimum of 25% of the program credits required must be earned through UCC; two terms of attendance must have occurred at UCC, and a student must have a cumulative GPA of 2.0 or higher.
2. Courses used to satisfy AGS degree requirements must be on the approved list on pages 40-41.
ASSOCIATE OF SCIENCE

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

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

PROGRAM OUTCOMES
Please see specific outcomes on the individual AS degree pages. Listed below are the General Education requirements included in the Associate of Science program; additional courses are listed starting on pages 40-41 under the specific degree program.

PROGRAM COURSE REQUIREMENTS
General Requirements (23-26 credits)

MATHEMATICS:
MTH 105 Math in Society 4
or higher

ORAL COMMUNICATIONS: Choose one from:
SP 105 Listening 3
SP 111 Fundamentals of Public Speaking 4
SP 112 Persuasive Speech 3
SP 218 Interpersonal Communication 3
SP 219 Small Group Discussion 3

WRITING
WR 121 Academic Composition 4
Choose one from:
WR 122 Argument, Research, and Multimodal Composition 4
WR 227 Technical Writing 4

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

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

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

ADDITIONAL PROGRAM INFORMATION
A "Associate of Science" appears on the student’s transcript. Specific program designation or focus does not appear on the student’s transcript or degree.

1. To complete an AS at UCC, a minimum of 25% of the program credits required must be earned through UCC, two terms of attendance must have occurred at UCC, and a student must have a cumulative GPA of 2.0 or higher.

2. Elective courses must be lower division collegiate courses (numbered 100 and above). Career and technical course credits are limited to 12 credits unless part of an articulated program.

ASSOCIATE OF ARTS/OREGON TRANSFER

AA/OT

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

PROGRAM COURSE REQUIREMENTS
Foundational Requirements
HEALTH/WELLNESS/FITNESS
HPE 295 Wellness & Health Assessment 3

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

ORAL COMMUNICATIONS: Choose one from:
SP 105 Listening 3
SP 111 Fundamentals of Public Speaking 4
SP 112 Persuasive Speech 3
SP 218 Interpersonal Communication 3
SP 219 Small Group Discussion 3

WRITING
WR 121 Academic Composition 4
Choose one from:
WR 122 Argument, Research, and Multimodal Composition 4
WR 227 Technical Writing 4

Discipline Studies Requirements
ARTS AND LETTERS
Must take at least three courses, chosen from at least two disciplines from the approved list on page 40.

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

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

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

ADDITIONAL PROGRAM INFORMATION
1. A minimum 90 credits with a grade of C or higher and a cumulative GPA of 2.0 or higher are needed to satisfy AA/OT requirements.

2. To complete an AA/OT at UCC, a minimum of 24 credits must be earned through UCC and two terms of attendance must have occurred at UCC.

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

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

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

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

Additional Requirements
• No course substitutions are allowed.
• No course may be used to satisfy requirements in more than one area.
• All foundational requirement and discipline studies requirement courses used must be at least three credits.
AREA 3: SCIENCE/MATH/COMPUTER SCIENCE
COMPLETE FOUR COURSES FROM TWO DISCIPLINES, THREE MUST INCLUDE A LAB. FROM THE FOLLOWING:

**Area 3 Courses With Labs:**
- ATS 201: Climate Science (4)*
- BI 101, 102, 103: General Biology (4)*
- B 211, 212, 213: Principles of Biology (5)*
- B 231, 232, 233: Human Anatomy & Physiology (4)*
- B 234: Introduction to Microbiology (4)*
- BOT 208: General Field Botany (4)*
- BOT 204: Flowering Plants of SW OR/ND CA (4)*
- CH 104, 105, 106: Introduction to Chemistry (4)*
- CH 112: Fundamentals of Chemistry (3)*
- CH 221, 222, 223: General Chemistry (3)*
- CH 241, 242, 243: Organic Chemistry (3)*
- FDR 234: GIS I: Intro to Geographic Information Systems (4)*
- FDR 235: GIS II Data Analysis and Applications (4)*
- FDR 240: Forest Biology (4)*
- G 180: Regional Field Geology (4)*
- G 201, 202, 203: General Geology (4)*
- G 221: Environmental Geology (4)*
- G 230: Digital Earth and Geospatial Concepts (4)*
- G 234: GIS I: Intro to Geographic Information Systems (4)*
- G 235: GIS II Data Analysis and Applications (4)*
- G 104, 105, 106: Physical Science (4)*
- G 107: Beginning Astronomy (4)*
- G 112: Making Sense of Science (4)*
- NR 221: Water Resource Science (4)*
- NR 242: Ecosystems of SW OR/ND CA (4)*
- NR 255: Field Sampling of Fish and Wildlife (3)*
- PE 135: Anatomy & Physiology for Fitness (4)*
- PH 201, 202, 203: General Physics (5)*
- PH 211, 212, 213: General Physics with Calculus (5)*
- SOL 205, 209: Soil Science (4)*
- FOR 234: GIS I: Intro to Geographic Information Systems (4)*
- FOR 235: GIS II Data Analysis and Applications (4)*
- ENGR 211: Statics (4)*
- ENGR 212: Dynamics (4)*
- ENGR 213: Strength of Materials (4)*
- FDR 211: Introduction to Forestry (3)*
- FD 225: Human Nutrition (4)*
- FDR 261: Recreation Resource Management (4)*
- G 140: Geologic Disasters (3)*
- MTH 105: Math in Society (4)*
- MTH 111: College Algebra (5)*
- MTH 112: Elementary Functions (4)*

**Area 3 Courses Without Labs:**
- BI 222: Intro to Human Anatomy (4)*
- CS 160: Intro to Computer Science (4)*
- CS 161: Computer Science I (4)*
- CS 162: Computer Science II (4)*
- CS 260: Data Structures (4)*
- CS 271: Computer Architecture (4)*
- ENGR 111: Engineering Orientation*
- ENGR 112A: Problem Solving and Technology*
- ENGR 201, 202: Electrical Fundamentals (4)*
- ENGR 203: Electrical Fundamentals – Signals and Controls (4)*
- ENGR 211: Statics (4)*
- ENGR 212: Dynamics (4)*
- ENGR 213: Strength of Materials (4)*
- FDR 111: Introduction to Forestry (3)*
- FN 225: Human Nutrition (4)*
- FDR 261: Recreation Resource Management (4)*
- G 140: Geologic Disasters (3)*
- MTH 105: Math in Society (4)*
- MTH 111: College Algebra (5)*
- MTH 112: Elementary Functions (4)*
- MTH 211, 212, 213: Fundamental Elementary Math (4)*
- MTH 231: Elements of Discrete Math (4)*
- MTH 241, 242: Calculus for Mgmt & Soc Science (4)*
- MTH 245: Intro to Probability & Statistics (4)*
- MTH 251: Calculus I (4)*
- MTH 252: Calculus II (4)*
- MTH 253: Calculus III (4)*
- MTH 256: Differential Equations (4)*
- MTH 265: Statistics for Scientists and Engineers (4)*
- NR 141: Tree and Shrub Identification (3)*
- NR 201: Introduction to Natural Resources (3)*
- NR 243: Historical Ecology of Pacific NW (3)
- NR 251: Principles of Fish and Wildlife Conservation (3)
- NR 295: Environmental Dispute Resolution (3)*
- SOL 205: Soil Science (3)

**Transfer Note:** Check transfer school for admissions, foreign language & cultural literacy, and transfer program requirements.
# APPROVED DISCIPLINE STUDIES LISTINGS

## ARTS AND LETTERS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101**</td>
<td>Introduction to Visual Arts</td>
<td>4</td>
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<tr>
<td>ART 120*</td>
<td>Artists’ Books</td>
<td>3</td>
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<tr>
<td>ART 134</td>
<td>Illustrating Nature</td>
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<td>ART 204*, 205, 206</td>
<td>Western Art I, II, III (4, 4, 4)</td>
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<td>ENGL 104*, 105*, 106*</td>
<td>Intro to Literature (4, 4, 4)</td>
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<td>ENGL 107, 108</td>
<td>World Literature</td>
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<tr>
<td>ENGL 109*</td>
<td>BA 234 Introductions to Shakespeare</td>
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<tr>
<td>ENGL 201, 202</td>
<td>Shakespeare (4)</td>
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<tr>
<td>ENGL 204, 205, 206</td>
<td>Survey of English Literature (4, 4, 4)</td>
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<tr>
<td>ENGL 230*</td>
<td>ENGL 250 Intro to Mythology</td>
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<td>ENGL 253*, 254*, 255*</td>
<td>Survey of American Lit. (4, 4, 4)</td>
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<td>ENGL 260</td>
<td>ENGL 288* Cultural Diversity in Contemporary</td>
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<td>American Literature</td>
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<td></td>
<td>FA 250 Film History</td>
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<td></td>
<td>FR 201*, 202*, 203* Cultural Diversity in</td>
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<tr>
<td></td>
<td>Mexican American English</td>
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<tr>
<td></td>
<td>GER 201, 202, 203 Intro to Hispanic Literature</td>
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<td>J 205 Journalism Production</td>
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<td>J 215 Writing for the Media</td>
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<td>MUS 105 History of Rock</td>
<td>4</td>
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<td>MUS 161 Jazz Improvisation</td>
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<td>MUS 201, 202, 203 Intro to Hispanic Literature</td>
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<td>MUS 204 Music of the World</td>
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<td>MUS 205 Intro to Jazz History</td>
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<td>SPAN 201*, 202*, 203* Spanish</td>
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<td>SP 105 Listening (3)</td>
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<td>SP 111 Fundamentals - Public Speaking (4)</td>
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<td>SP 217* Gender Communication (3)</td>
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<td>TA 256 Musical Theatre Workshop (3)</td>
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<td>TA 257 Musical Theatre Dance (3)</td>
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<td>TA 261 Intro to Costume Design (3)</td>
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<td>TA 271 Introduction to Theatre (3)</td>
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<td>WR 241, 242, 243 Creative Writing (4, 4, 4)</td>
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<td></td>
<td>WS 101* Introduction to Women’s Studies (4)</td>
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<tr>
<td>ART</td>
<td>ART The 1-credit course in studio arts numbered 100 or above (ART 211*)</td>
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<tr>
<td>THEATRE</td>
<td>THEATRE: One 1-credit course in theatre arts numbered 100 or above</td>
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<tr>
<td></td>
<td>* meets AA/OT Cultural Literacy Requirement</td>
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## SCIENCE / MATH / COMPUTER SCIENCE

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<th>Course Code</th>
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<tr>
<td>AFS 101</td>
<td>Climate Science</td>
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<td>BI 101, 102, 103</td>
<td>General Biology (4, 4, 4)</td>
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<td>BI 211, 212, 213</td>
<td>Principles of Biology (5, 5, 5)</td>
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<td>BI 222</td>
<td>Genetics (3)</td>
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<td>BI 231, 232, 233</td>
<td>Anatomy &amp; Physiology (4, 4, 4)</td>
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<td>BI 234</td>
<td>Introductory Microbiology</td>
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<td>BOT 203</td>
<td>General (Field) Botany</td>
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<td>BOT 204</td>
<td>Flowering Plants of So. Oregon-Northern California</td>
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<td>CHE 104, 105, 106</td>
<td>Introduction to Chemistry (4, 4, 4)</td>
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<td>CH 241, 242, 243</td>
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<td>CS XXX</td>
<td>Computer Science Engineering</td>
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<td>ENGR 111</td>
<td>Problem Solving and Technology</td>
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<td>Electrical Fundamentals - Signals and Controls (4)</td>
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<td>ENGR 211</td>
<td>Statics (4)</td>
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<td>Dynamics (4)</td>
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<td>ENGR 213</td>
<td>Strength of Materials (4)</td>
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<td>ENGR 221</td>
<td>Human Nutrition</td>
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<td>ENGR 225, 226</td>
<td>Intro to Forestry (3)</td>
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<td>ENGR 230</td>
<td>GB 1 Intro to Geographic Information Systems (3)</td>
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<td>ENGR 240</td>
<td>GB 2 Forest Biology</td>
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<td>ENGR 250</td>
<td>GB 3 Volcanoes, Earthquakes and other</td>
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<td>ENGR 253</td>
<td>GB 5 Regional Field Geology</td>
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<td>ENGR 255</td>
<td>GB 7 Digital Earth and Geospatial Concepts (4)</td>
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<td>Beginning Astronomy</td>
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<td>ENGR 270</td>
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<td>MATH 105</td>
<td>Math in Society</td>
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<td>MATH 111</td>
<td>College Algebra (5)</td>
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<td>Elementary Functions</td>
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<td>MATH 211, 212, 213</td>
<td>Elements of Discrete Math (4)</td>
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<td>MATH 231</td>
<td>Calculus for Management &amp; Social Science (3, 4, 4)</td>
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<td>Introduction to Probability &amp; Statistics (3)</td>
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<td>Statistics for Scientists and Engineers</td>
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<td>Tree and Shrub Identification</td>
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<td>MATH 290</td>
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<td>MATH 291</td>
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<td>MATH 292</td>
<td>Environmental Dispute Resolution (3)</td>
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<td>MATH 294</td>
<td>General Physics w/Calc (5, 5, 5)</td>
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<td>MATH 295</td>
<td>Soil Science (3)</td>
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<tr>
<td>MATH 296</td>
<td>Soil Science Lab (1)</td>
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CAREER & TECHNICAL EDUCATION

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

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

Certificates of Completion

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

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

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

1. Satisfactory placement scores in mathematics, and/or writing, which meet or exceed the competencies established for each individual program by the program’s Advisory Board.
2. WR 115 Introduction to Expository Writing or above
3. Three credits of mathematics numbered 52 or above

Human Relations Component

Approved Human Relations Courses

Human Relations includes:

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

Approved Human Relations Courses

HOD 156 Strategies for Success (3)
PSY 101 Psychology of Human Relations (3)
SDP 113 Human Relations for Supervisors (3)
SP 105 Listening (3)
SP 218 Interpersonal Communication (3)
SP 219 Small Group Discussion (3)
### Programs

#### Allied Health

**Program**: Allied Healthcare Careers

<table>
<thead>
<tr>
<th>Program</th>
<th>Certificate</th>
<th>AAS</th>
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<td>EMERGENCY MEDICAL SERVICES</td>
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<tr>
<td>Emergency Medical Services</td>
<td></td>
<td>94</td>
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<tr>
<td>Paramedic</td>
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<td>ENGINEERING TECHNOLOGY</td>
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<td>Civil Engineering and Surveying Technology</td>
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<td>Civil Engineering and Surveying Technology - Applied Surveying Option</td>
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<td>Civil Engineering and Surveying Technology - Applied Water Quality Option</td>
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<td>Drafting</td>
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<td>Engineering, AS Oregon Transfer</td>
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<td>Engineering &amp; Drafting Technician</td>
<td>97</td>
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<tr>
<td>Geographic Information Systems</td>
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<tr>
<td>Surveying</td>
<td></td>
<td>96</td>
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<tr>
<td>Surveying &amp; Geomatics</td>
<td></td>
<td>104</td>
</tr>
<tr>
<td>Water Quality Technician</td>
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<td>97</td>
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</table>

**Program Description**

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

**Program Entrance Requirements**

**Academic Entrance Requirement**

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

**Program Outcomes**

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

**Career Considerations**

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

**Program Course Requirements**

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<thead>
<tr>
<th>Year One</th>
<th>Course Description</th>
<th>Credits</th>
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<tr>
<td>MED100</td>
<td>Intro to Healthcare Careers*</td>
<td>2</td>
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<tr>
<td>MED111</td>
<td>Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED112</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>MED215</td>
<td>Anatomy &amp; Physiology for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>MED220</td>
<td>Medical Office Procedures I</td>
<td>3</td>
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</table>

**Total Credits 18**

*Course offered in dual credit only.

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student's selection of courses.
PROGRAM DESCRIPTION
Oregon Bureau of Labor and Industries – Apprenticeship Training Division (BOLI-ATD) and local Joint Apprenticeship Training Committee (JATC): trade-specific standards of apprenticeship control the training. This program is restricted to BOLI-ATD registered apprentices. The Inside Electrical Apprenticeship is an open apprenticeship with a competitive ranked list. The Manufacturing Plant Electrician apprenticeship is a closed enrollment program and not available to the general student population.

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

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

The BOLI-ATD website www.oregon.gov/boli/atd provides more information about apprenticeship and statewide opportunities. Umpqua Community College offers two 8,000-hour BOLI-ATD registered apprenticeships in partnership with Roseburg Industrial Electrical JATC, Area IV (Roseburg) Inside Electrical JATC and BOLI-ATD:

• Manufacturing Plant Electrician
• Inside Electrician

PROGRAM OUTCOMES
This apprenticeship program provides specialized training for apprentices who are registered with BOLI-ATD as Manufacturing Plant Electricians or General Journey Inside Electricians. The Oregon State Standard for each trade aligns the course of study. Successful completion of required courses must be with at least a “C” grade. Successful apprentice students earn a trade-specific Oregon State License Journeyman Card upon successful completion of the Building Codes Division electrical journeyman test.

Students who successfully complete the Manufacturing Plant Electrician or Inside Electrician program will:
1. Demonstrate knowledge of electrical fundamentals and safety
2. Demonstrate accurate measurements, calculations and use of equipment
3. Assess and troubleshoot various electrical situations
4. Electrical Code and Exam Prep

CAREER CONSIDERATIONS
The Electrical Apprenticeship Technology program prepares students for advanced-level jobs and journeyman careers in the following areas:
• General Licensed Journeyman Electrician
• PJ Limited Licensed Journeyman Manufacturing Plant Electrician

PROGRAM COURSE REQUIREMENTS

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

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

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

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

Total Credits 41
NOTE: A state-issued Journeyman card is equal to 22 credits – INDU 46

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
• JATC Approval

Approved Electives –
Choose enough electives to reach a minimum of 63 overall degree credits
APR 112 Machine Shop Practices 2 3
APR 113 Machine Shop Practices 3 3
APR 122 Hydraulics 2 3
APR 123 Hydraulics 3 3
APR 142 Advanced Welding for Apprentices 1
APR 151 Basic Electronics & Electricity 4
APR 153 Electrical Applications & Techniques 3
APR 165 AC Electronics & Electricity 4
APR 259 Solid State and Digital Applications 4
BA 101 Introduction to Business 4
CIS 120 Intro to Computer Information Systems 4
CIS 125D Microcomputer Applications – Database 3
CIS 125S Computer Applications Spreadsheets 3
DRF 245 Engineering Graphics 7
HPE 295 Wellness & Health Assessment 3
SP 209 Elements of Supervision 3
SP 213 Human Relations for Supervisors 3

Additional Related Instruction – 6 credits
MTH 95 or higher 4
WR 122 or higher 4

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

Total Credits 91
PROGRAMS

APPRENTICESHIP TECHNOLOGIES

Electrician Apprenticeship Technologies
Associate of Applied Science

PROGRAM DESCRIPTION
Oregon Bureau of Labor and Industries – Apprenticeship Training Division (BOLI-ATD) and local Joint Apprenticeship Training Committee (JATC) trade-specific standards of apprenticeship control the training. This program is restricted to BOLI-ATD registered apprentices. Therefore, this is a closed enrollment program and not available to the general student population. Apprenticeship training is an earn-while-you-learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the JATC after selection through the indenture (registration) process. Local JATCs representing labor and management work with the College to implement the apprenticeship programs. Every six months the JATC reviews and evaluates each apprentice’s progress.

The apprenticeship model provides statewide transfer opportunities, ladder-type Certificates of Completion, Associate of Applied Science degrees and an optional transfer path into a Bachelor of Applied Science degree in Operations Management at Oregon Institute of Technology. The BOLI-ATD website www.oregon.gov/boli/atd provides more information about apprenticeship and statewide opportunities.

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

PROGRAM OUTCOMES
This apprenticeship program provides specialized training for apprentices who are registered with BOLI-ATD as Manufacturing Plant Electrician or Inside Electrical Electrician. The Oregon State Standard for each trade aligns the course of study. All required courses must be completed with at least a “C” grade. Successful apprentice students earn a trade-specific Oregon State License Journeyman Card upon successful completion of the Building Codes Division limited maintenance electrician journeyman test.

Students who successfully complete the Electrician program will:
1. Demonstrate knowledge of electrical fundamentals and safety
2. Demonstrate accurate measurements, calculations and use of equipment
3. Assess and troubleshoot various electrical situations
4. Electrical Code and Exam Prep

PROGRAM COURSE REQUIREMENTS

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

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

Year Three
APR 251  Electrical Sensors and Controls  3
APR 253  Electrical Code Study  3
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

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

Additional Related Instruction – 37 credits

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

CAREER CONSIDERATIONS
The Electrical Apprenticeship Technology program prepares students for advanced-level jobs and journeyman careers in the following areas:
• General Licensed Journeyman Electrician
• Plated Licensed Journeyman Manufacturing Plant Electrician

APPRENTICESHIP TECHNOLOGIES, continued

Electrician Apprenticeship Technologies
Associate of Applied Science

Approved Electives –
Choose enough electives to reach a minimum of 48 overall degree credits
APR 112  Machine Shop Practices  2  3
APR 113  Machine Shop Practices  3  3
APR 122  Hydraulics  2  3
APR 123  Hydraulics  3  3
APR 142  Advanced Welding for Apprentices  1
APR 151  Basic Electronics & Electricity  4
APR 153  Electrical Applications & Techniques  3
APR 165  AC Electronics & Electricity  4
APR 259  Solid State and Digital Applications  3
BA 101  Introduction to Business  4
CS 120  Introduction to Computer Information Systems  4
CS 123D  Microcomputer Applications - Database  4
CS 125S  Computer Applications - Spreadsheets  3
DRF 245  Engineering Graphics  3
HPE 295  Wellness & Health Assessment  3
SCP 109  Elements of Supervision  3
SCP 113  Human Relations for Supervisors  3
Total Credits 92

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
• JATC Approval
PROGRAMS

APPRENTICESHIP TECHNOLOGIES

Industrial Mechanics and Maintenance Technology Apprenticeship Certificate

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

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

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

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

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

• Industrial Fabricator/Welder
• Industrial Maintenance Machinist
• Industrial Maintenance Millwright

PROGRAM COURSE REQUIREMENTS

Industrial Apprenticeship Core Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>APR 1 11</td>
<td>Machine Shop 1</td>
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<tr>
<td>APR 1 15</td>
<td>Computer Aided Drafting 1 (CAD)</td>
<td>3</td>
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<tr>
<td>APR 1 20</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>APR 1 21</td>
<td>Hydraulics 1</td>
<td>3</td>
</tr>
<tr>
<td>APR 1 31</td>
<td>Basic Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>APR 1 40</td>
<td>Beginning Welding</td>
<td>1</td>
</tr>
<tr>
<td>APR 1 41</td>
<td>Intermediate Welding</td>
<td>1</td>
</tr>
<tr>
<td>APR 1 45</td>
<td>Blueprint Reading and Sketching</td>
<td>3</td>
</tr>
<tr>
<td>APR 2 22</td>
<td>Rigging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MTH 0 75</td>
<td>Applied Geometry</td>
<td>3</td>
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Additional Curriculum for Fabricator/Welders

<table>
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<th>Course Title</th>
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<td>APR 1 12</td>
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<td>APR 1 22</td>
<td>Hydraulics 2</td>
<td>3</td>
</tr>
<tr>
<td>APR 1 30</td>
<td>Mechanical Principles and Drive Design</td>
<td>3</td>
</tr>
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<td>APR 1 31</td>
<td>Basic Pneumatics</td>
<td>3</td>
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<tr>
<td>MTH 0 52</td>
<td>Intro to Algebra for the Trades or MTH 0 75 Applied Geometry</td>
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Industrial Apprenticeship for Millwrights

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>APR 1 12</td>
<td>Machine Shop 2</td>
<td>3</td>
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<tr>
<td>APR 1 22</td>
<td>Hydraulics 2</td>
<td>3</td>
</tr>
<tr>
<td>APR 1 23</td>
<td>Hydraulics 3</td>
<td>3</td>
</tr>
<tr>
<td>APR 1 30</td>
<td>Mechanical Principles and Drive Design</td>
<td>3</td>
</tr>
<tr>
<td>APR 1 22</td>
<td>Basic Pneumatics</td>
<td>3</td>
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</table>

Additional Curriculum for Machinists

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>APR 1 13</td>
<td>Machine Shop 3</td>
<td>3</td>
</tr>
<tr>
<td>APR 1 30</td>
<td>Mechanical Principles and Drive Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1 20</td>
<td>Intro to Computer Information Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

PROGRAM OUTCOMES

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

Successful completion of required courses must be with a grade of “C” or higher for apprentices registered with BOLI-ATD as Industrial Fabricator/Welder, Industrial Maintenance Machinist, or Industrial Maintenance Millwright apprentices. Students will:
1. Demonstrate knowledge of machinery operation and maintenance
2. Demonstrate fabrication techniques
3. Demonstrate mathematics of the trade
4. Demonstrate safe working practices in accordance with state and federal regulations.

CAREER CONSIDERATIONS
The Industrial Maintenance program prepares students for advanced-level jobs and journeyman careers in the following areas:
• Journeyman Fabricator/Welder
• Journeyman Industrial Maintenance Machinist
• Journeyman Industrial Maintenance Millwright

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
• TATC Approval
• CPR/First Aid certification is required for entry.

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

Total Credits 37

Total Credits 49
Industrial Mechanics and Maintenance Technology Apprenticeship  
Associate of Applied Science

PROGRAM DESCRIPTION
Oregon Bureau of Labor and Industries – Apprenticeship Training Division (BOLI-ATD) and local Trade Apprenticeship Training Committee (TATC) trade-specific standards of apprenticeship control the training. This program is restricted to BOLI-ATD registered apprentices. Therefore, this is a closed enrollment program and not available to the general student population. Apprenticeship training is an earn-while-you-learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the TATC after selection through the indenture (registration) process. Local TATCs representing labor and management work with the College to implement the apprenticeship programs. Every six months the TATC reviews and evaluates each apprentice’s progress.

The apprenticeship model provides statewide transfer opportunities, ladder-type Certificates of Completion, Associate of Applied Science degrees and an optional transfer path into a Bachelor of Applied Science degree in Technology and Management at Oregon Institute of Technology. The BOLI-ATD website www.oregon.gov/boli/atd provides more information about apprenticeship and statewide opportunities.

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

• Industrial Fabricator/Welder
• Industrial Maintenance Machinist
• Industrial Maintenance Millwright

PROGRAM OUTCOMES
This apprenticeship program provides specialized training for apprentices registered with BOLI-ATD as Industrial Fabricator/ Welder, Industrial Maintenance Machinist, or Industrial Maintenance Millwright apprentices. The Oregon State Standard for each trade aligns the course of study. Successful completion of required courses must be with at least a “C” grade. Each apprentice student earns a trade-specific Oregon State Journeyman Card upon successful completion. Students will:

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

CAREER CONSIDERATIONS
The Industrial Maintenance program prepares students for advanced-level jobs and journeyman careers in the following areas:
- Journeyman Fabricator/Welder
- Journeyman Industrial Maintenance Machinist
- Journeyman Industrial Maintenance Millwright

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

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

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

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

Total Credits 91

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

Approved Electives
Choose enough electives to reach a minimum of 91 overall degree credits.
APR 112  Machine Shop Practices  2
APR 113  Machine Shop Practices  3
APR 122  Hydraulics 2  3
APR 123  Hydraulics 3  3
APR 142  Advanced Welding for Apprentices  1
APR 151  Basic Electronics & Electrical  4
APR 152  Electrical Applications & Techniques  3
APR 165  AC Electronics & Electricity  4
APR 259  Solid State and Digital Applications  3
BA 101  Introduction to Business  4
CIS 120  Introduction to Computer Information Systems  4
CIS 1250  Microcomputer Applications - Database  4
CIS 1255  Computer Applications Spreadsheets  3
DBF 245  Engineering Graphics  3
HPE 295  Wellness & Health Assessment  3
SDP 109  Elements of Supervision  3
SDP 113  Human Relations for Supervisors  3

Total Credits 91

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- TATC Approval
- CPR/First Aid certification is required for entry

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

Approved Electives
Choose enough electives to reach a minimum of 91 overall degree credits.
- APR 112  Machine Shop Practices
- APR 113  Machine Shop Practices
- APR 122  Hydraulics 2
- APR 123  Hydraulics 3
- APR 142  Advanced Welding for Apprentices
- APR 151  Basic Electronics & Electricity
- APR 152  Electrical Applications & Techniques
- APR 165  AC Electronics & Electricity
- APR 259  Solid State and Digital Applications
- BA 101  Introduction to Business
- CIS 120  Introduction to Computer Information Systems
- CIS 1250  Microcomputer Applications - Database
- CIS 1255  Computer Applications Spreadsheets
- DBF 245  Engineering Graphics
- HPE 295  Wellness & Health Assessment
- SDP 109  Elements of Supervision
- SDP 113  Human Relations for Supervisors

Total Credits 91

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- TATC Approval
- CPR/First Aid certification is required for entry
PROGRAM COURSE REQUIREMENTS

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

Year Two
- APR 165 AC Electronics and Electricity 4
- APR 169 Electrical Code Study 2 2
- APR 253 Electrical Code Study 3 2
- APR 255 Motor Controls I 2

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- JATC Approval

PROGRAM OUTCOMES

Students who successfully complete the Limited Maintenance Electrician Technologies Certificate will:
1. Demonstrate knowledge of electrical fundamentals and safety
2. Demonstrate accurate measurements, calculations and use of equipment
3. Assess and troubleshoot various electrical situations
4. Electrical Code and Exam Prep

CAREER CONSIDERATIONS

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

PROGRAM DESCRIPTION

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

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

PROGRAM OUTCOMES

Students who successfully complete the Automotive Basic Technician Pathway Certificate will:
1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures
2. Identify, inspect, disassemble and assemble basic components of automotive power plants
3. Apply knowledge of the function, construction, operation, troubleshooting and service of diesel, gasoline and electric vehicles
4. Apply knowledge of electrical principles, semiconductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems
5. Apply knowledge of the function, construction, operation, troubleshooting and service of front and rear wheel drive manual and automatic transmissions and transaxles

PROGRAM COURSE REQUIREMENTS

Year One
- AUT 100 Orientation to Automotive Technology 1
- AUT 151 Internal Combustion Engines 6
- AUT 153 Automotive Brakes 6
- AUT 161 Power Trains 5
- AUT 168 Automotive Electricity I 5
- AUT 169 Automotive Electricity II 5
- AUT 170 Automotive Electricity III 5

Total Credits 33

Consult a T-TEN program advisor for course schedules and course pre-requisites. Automotive courses are offered in four to six week modules.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Accepted application for the Automotive program
- Minimum GPA in automotive courses shall be 2.0

A basic tool set is required of all entering students. The list of tool requirements is available thru the automotive department.
PROGRAMS

AUTOMOTIVE TECHNOLOGY

Automotive Service Technology
Associate of Applied Science Degree

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

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

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

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

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AUT 100</td>
<td>Orientation to Automotive Technology</td>
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<tr>
<td>AUT 151</td>
<td>Internal Combustion Engines</td>
<td>6</td>
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<td>AUT 155</td>
<td>Automotive Brakes</td>
<td>6</td>
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<tr>
<td>AUT 161</td>
<td>Power Trains</td>
<td>5</td>
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<td>AUT 168</td>
<td>Automotive Electricity I</td>
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<td>AUT 169</td>
<td>Automotive Electricity II</td>
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<td>AUT 170</td>
<td>Automotive Electricity III</td>
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<td>CIS 100</td>
<td>Introduction to Windows and PCs</td>
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<td>MTH 052</td>
<td>Intro to Algebra for the Trades (or higher)</td>
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<td>WR 115</td>
<td>English Composition: Intro to Expository Writing (or higher)</td>
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Total Credits 42

Year Two

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<td>Suspension and Alignment</td>
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<td>AUT 259</td>
<td>Electronic Engine Controls I</td>
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<td>AUT 260</td>
<td>Electronic Engine Controls II</td>
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<td>AUT 263</td>
<td>Automatic Transmissions</td>
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<td>AUT 286</td>
<td>Climate Control Systems</td>
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<td>AUT 289</td>
<td>Electronic Engine Controls III</td>
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<td>HE 252</td>
<td>First Aid</td>
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<td>HPE 295</td>
<td>Wellness &amp; Health Assessment</td>
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<td>PSY 101</td>
<td>Psychology of Human Relations</td>
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<td>WLD 101</td>
<td>Welding Processes and Applications</td>
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Total Credits 40

PROGRAM OUTCOMES

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

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

PROGRAM ENTRANCE REQUIREMENTS

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<td>T-TEN 100</td>
<td>Intro to Toyota</td>
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</tr>
<tr>
<td>T-TEN 150</td>
<td>Suspension and Alignment - Toyota</td>
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</tr>
<tr>
<td>T-TEN 151</td>
<td>Internal Combustion Engines - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>T-TEN 155</td>
<td>Automotive Brakes</td>
<td>6</td>
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<tr>
<td>T-TEN 168</td>
<td>Automotive Electricity I - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>T-TEN 169</td>
<td>Automotive Electricity II - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>T-TEN 280</td>
<td>CWE – Toyota</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits 40

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

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

PROGRAM ENTRANCE REQUIREMENTS

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

T-TEN

Automotive Advanced Technician Pathway Certificate

PROGRAM DESCRIPTION

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

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTEN 259</td>
<td>Electronic Engine Controls I - Toyota</td>
<td>6 T</td>
</tr>
<tr>
<td>TEN 260</td>
<td>Electronic Engine Controls II - Toyota</td>
<td>6 T</td>
</tr>
<tr>
<td>TEN 261</td>
<td>Power Trains – Toyota</td>
<td>5 T</td>
</tr>
<tr>
<td>TEN 263</td>
<td>Automatic Transmissions - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN 280</td>
<td>CWE – Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN 286</td>
<td>Climate Control – Toyota</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits 34

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

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

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

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

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

PROGRAM OUTCOMES

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

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

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

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

Years Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Introduction to windows and PCs</td>
<td>3</td>
</tr>
<tr>
<td>MTH 052</td>
<td>Intro to Algebra for the Trades (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>TTEN 100</td>
<td>Intro to Toyota</td>
<td>5</td>
</tr>
<tr>
<td>TTEN 150</td>
<td>Suspension and Alignment – Toyota</td>
<td>5</td>
</tr>
<tr>
<td>TTEN 151</td>
<td>Internal Combustion Engines – Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN 155</td>
<td>Automotive Brakes – Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN 168</td>
<td>Automotive Electricity I – Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN 169</td>
<td>Automotive Electricity II – Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN 280</td>
<td>CWE – Toyota</td>
<td>6</td>
</tr>
<tr>
<td>WR 115</td>
<td>English Composition: Intro to Expository Writing (or higher)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits 91

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

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

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

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

Agricultural Business Management
Associate of Science

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

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

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

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

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC 121 Discovering Agriculture &amp; Resource Economics*</td>
<td>1</td>
</tr>
<tr>
<td>AG 111 Computer Applications in Agriculture*</td>
<td>3</td>
</tr>
<tr>
<td>BA 101 Introduction to Business*</td>
<td>4</td>
</tr>
<tr>
<td>MTH 111 College Algebra*</td>
<td>5</td>
</tr>
<tr>
<td>PSY 201 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>WR 121 Academic Composition*</td>
<td>4</td>
</tr>
<tr>
<td>WR 122 Argument, Research, and Multimodal Comp*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Approved Elective</strong></td>
<td>3</td>
</tr>
<tr>
<td>Biological Science (Choose 1 with lab, BI101, BI102, BI103)</td>
<td>4</td>
</tr>
<tr>
<td>Literature and the Arts (Choose 1 from ART, ENG, MUS)</td>
<td>3</td>
</tr>
</tbody>
</table>

Year Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC 211 Management in Agriculture*</td>
<td>4</td>
</tr>
<tr>
<td>AEC 221 Marketing in Agriculture*</td>
<td>3</td>
</tr>
<tr>
<td>BA 211 Principles of Accounting I*</td>
<td>3</td>
</tr>
<tr>
<td>BA 212 Principles of Accounting II*</td>
<td>3</td>
</tr>
<tr>
<td>BA 213 Principles of Accounting III*</td>
<td>3</td>
</tr>
<tr>
<td>BA 226 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>CH 221 General Chemistry with Lab</td>
<td>5</td>
</tr>
<tr>
<td>ECON 201 Microeconomics*</td>
<td>4</td>
</tr>
<tr>
<td>ECON 202 Microeconomics*</td>
<td>4</td>
</tr>
<tr>
<td>HPE 295 Wellness and Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>MTH 241 Calculus for Management*</td>
<td>4</td>
</tr>
<tr>
<td>Perspectives Choose 1 from ANTH201, HST104, HST105, HST106, HST201, HST202, HST203</td>
<td>3</td>
</tr>
<tr>
<td>Perspectives Choose 1 from ART201, ART205, ART206, ENG253, ENG254, HST104, HST105, HST106, HST201, HST202, HST203</td>
<td>3</td>
</tr>
<tr>
<td>Western Culture Choose 1 from HST201, HST202, HST203</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

PROGRAM OUTCOMES
Students who complete the Agricultural Business Management degree will:

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

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

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101 Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BA 226 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>MTH 243 Introduction to Probability and Statistics</td>
<td>5</td>
</tr>
<tr>
<td>WR 121 Academic Composition</td>
<td>4</td>
</tr>
<tr>
<td>MTH 105 Math in Society</td>
<td>4</td>
</tr>
<tr>
<td>MTH 111 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td><strong>Approved Elective</strong></td>
<td>3</td>
</tr>
<tr>
<td>SP 111 Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>SP 218 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>WR 122 Argument, Research, and Multimodal Comp*</td>
<td>4</td>
</tr>
</tbody>
</table>

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

PROGRAM OUTCOMES
Students who complete the Business Administration degree will:

1. Explain microeconomic theory at the basic level
2. Explain macroeconomic theory at the basic level
3. Perform basic algebra and calculus calculations
4. Communicate effectively in business decision making

** Students are required to take the college placement test to determine skill level and readiness indicated by test scores. As part of the program, students must begin with the courses within their skill level as determined by the placement scores. In addition, students may also be required to enroll in classes that would increase their employability and success.

** Coursework from accredited colleges and universities will be accepted in accordance with college policies and the Business Technology Department Chair’s approval.

** In order to ensure coursework is current, program courses over 10 years old must be reviewed and approved by the appropriate department chair before being accepted towards course requirements.
BUSINESS TECHNOLOGY

Entrepreneurship Pathways Certificate

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

PROGRAM OUTCOMES
Students who successfully complete the Entrepreneurship Pathway Certificate will:
1. Illustrate basic management functions and principles
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function effectively as a member of a team
6. Utilize appropriate technology relevant to the profession
7. Demonstrate effective personal presentation skills

PROGRAM COURSE REQUIREMENTS
Year One
BA101 Introduction to Business 4
BA150 Developing a Small Business 4
BA180 Business Math I 3
BA206 Management Fundamentals 3
BA223 Principle of Marketing 3
BA226 Business Law 4
BA250 Managing a Small Business 3
BA280C Cooperative Work Experience: Management 3

*Approved Elective
Choose One:
BA211 Principles of Accounting I 3
BA233 Accounting for Managers 4

Total Credits 42

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

Financial Services Certificate

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

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

CAREER CONSIDERATIONS
When finished with the Front Office Medical Assistant certificate, students will also have completed the entire first year of the AAS degree program Medical Office Administration allowing easy transition for those students wanting to further their education. When finished with the Medical Billing and Collections Clerk Certificate, students will have completed a significant portion of the AAS degree in Medical Office Administration. Students wishing to continue their education should have an easy transition to the AAS and beyond.

PROGRAM COURSE REQUIREMENTS
Year One
BA 101 Introduction to Business 4
BA 116 Principles of Financial Services 4
BA 165 Customer Service 3
BA 214 Business Communications 3
BA 218 Personal Finance 3
CS 120 Intro to Computer Information Systems 4
CWE 161 CWE Seminar I 1
OA 131 Ten-Key Calculator 1

Choose One:
SP 105 Listening 3
SP 218 Interpersonal Communication 3

Total Credits 26

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

Business Technology

Retail Management Certificate

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

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

Program Outcomes
Students who successfully complete the Retail Management Certificate will:

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

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

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

Program Course Requirements
Courses must be taken in the order shown

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 206</td>
<td>Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>BA 214</td>
<td>Business Communications</td>
<td>4</td>
</tr>
<tr>
<td>BA 231</td>
<td>Computers in Business</td>
<td>4</td>
</tr>
<tr>
<td>SCP 113</td>
<td>Human Relations for Supervisors</td>
<td>3</td>
</tr>
</tbody>
</table>

Year Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 223</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 233</td>
<td>Accounting for Managers</td>
<td>4</td>
</tr>
<tr>
<td>BA 249</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>SCP 208</td>
<td>Human Resources for Supervisors</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Total Credits 26

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

Program Entrance Requirements
Academic Entrance Requirement

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

Supervision Certificate

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

Program Outcomes
Students who successfully complete the Supervision Certificate will:

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

Career Considerations
This certificate is a pathway to Executive Business Assistant AAS.

Program Course Requirements

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Intro to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>SCP 109</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>SCP 201</td>
<td>Coaching in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>SCP 205</td>
<td>Management and Leadership Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>SCP 208</td>
<td>Human Resources for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition</td>
<td>4</td>
</tr>
<tr>
<td>HUMAN RESOURCES COURSE</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

*Select 6 credits from other SCP courses
6
*Approved Electives 10

Choose One:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 180</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MTH 060</td>
<td>Introduction to Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits 46

*Please see an academic advisor or program website for the full list of approved electives.
Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to a student’s selection of courses.

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

Program Entrance Requirements
Academic Entrance Requirement

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

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

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Entry Management will:
1. Illustrate basic management functions and principles
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function effectively as a member of a team
6. Utilize appropriate personal presentation skills

PROGRAM COURSE REQUIREMENTS

**Year One**
- BA 101 Introduction to Business* 4
- BA 106A Business Leadership I 1
- BA 106B Business Leadership II 1
- BA 106C Business Leadership III 1
- BA 180 Business Math I 3
- BA 181 Business Math II 3
- BA 214 Business Communications* 3
- BA 223 Principles of Marketing* 3
- BA 226 Business Law* 4
- SDP 205 Management and Leadership Dynamics 3
- SP 111 Fundamentals of Public Speaking 4
- WR 121 Academic Composition* 4
- WR 122 Argument, Research, and Multimodal Comp* 4
- WR 237 Technical Writing* 4
- HUMAN RESOURCES COURSE
  - Choose One
- BA 249 Retailing 3
- SDP 208 Human Resources for Supervisors 3

**Year Two**
- BA 128 Accounting Applications I* 2
- BA 129 Accounting Applications II* 2
- BA 206 Management Fundamentals* 3
- BA 211 Principles of Accounting* 3
- BA 212 Principles of Accounting II* 3
- BA 213 Principles of Accounting III* 3
- BA 222 Financial Management 3
- BA 231 Computers in Business* 4
- BA 232 Introduction to Business Statistics 3
- BA280C Cooperative Work Experience: Management* 6
- CWE 161 CWE Seminar I 1
- CWE 162 CWE Seminar II 1
- ECON 115 Microeconomics 3
- **Approved Elective 3
- Choose One:
- BA 250 Managing a Small Business 3
- SDP 109 Elements of Supervision 3
- *A grade of C or better must be attained in the courses indicated.
- **Please see an academic advisor or program website for the full list of approved electives or course options.

Total Credits: 91

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

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

FALL INSTRUMENTS:
- Choose One:
- BA 206 Management Fundamentals 3
- SDP 109 Elements of Supervision 3
- **Approved Elective 4

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
Recommended:
- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, students should take Intro to Computer Information Systems (CS110) during their first term at UCC.

PROGRAM COURSE REQUIREMENTS

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

Total Credits: 66

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

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- Retail Management students must take BA206 and BA233.
- Students entering the program are expected to have basic keyboarding and computer skills with business application software such as Word and Excel. If these skills are needed, they should take Intro to Computer Information Systems (CS110) during their first term at UCC.

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

COMMUNICATIONS STUDIES

Communications Specialist in Organizations
Pathways Certificate

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

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 165</td>
<td>3</td>
</tr>
<tr>
<td>BA 214</td>
<td>3</td>
</tr>
<tr>
<td>SP 105</td>
<td>3</td>
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<tr>
<td>SP 112</td>
<td>3</td>
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<tr>
<td>SP 219</td>
<td>3</td>
</tr>
<tr>
<td>WR 227</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

COMMUNICATIONS STUDIES

Public Relations Communications Assistant Pathways Certificate

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

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

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 129H</td>
<td>2</td>
</tr>
<tr>
<td>or J 215</td>
<td>1-3</td>
</tr>
<tr>
<td>or VC 130</td>
<td></td>
</tr>
<tr>
<td>J 211</td>
<td>3</td>
</tr>
<tr>
<td>J 251</td>
<td>3</td>
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<tr>
<td>J 205</td>
<td>3</td>
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<td>SP 105</td>
<td>3</td>
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<td>SP 112</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
COMMUNICATIONS STUDIES

Public Relations Specialist
One-Year Certificate

PROGRAM DESCRIPTION
The Public Relations Specialist One-Year Certificate at UCC prepares students for career applications and transfer into four-year degree programs. Students may choose from one of three program areas of concentration: Journalism, Public Relations/General Communication, or Speech. Though individuals who work in the public relations field as specialists generally have a bachelor’s degree, this certificate may lead to some entry-level public relations positions (e.g., assisting with event coordination or meeting planning, developing marketing tools and press releases, etc.) or related areas in marketing and sales.

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

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Intro to Business</td>
<td>4</td>
</tr>
<tr>
<td>BA 238</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125H</td>
<td>Writing Web Pages</td>
<td>2</td>
</tr>
<tr>
<td>J 215</td>
<td>Journalism Production</td>
<td>2</td>
</tr>
<tr>
<td>J 251</td>
<td>Writing for the Media</td>
<td>3</td>
</tr>
<tr>
<td>MTH 105</td>
<td>Math in Society (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>SP 105</td>
<td>Listening</td>
<td>3</td>
</tr>
<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>VS 130</td>
<td>Introduction to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition**</td>
<td>4</td>
</tr>
<tr>
<td>Approved Elective***</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 30

* For BA233, students must pass BA101 with a C or better
** For WR21, students must pass writing placement exam with at least a minimum score of 78 OR must pass WR115 with a C or better.
*** Two electives required from the list of Approved Electives on this page.

Approved Electives:
- BA 165 Customer Service
- BA 214 Business Communication
- SP 218 Interpersonal Communication
- SP 219 Small Group Discussion
- WR 227 Technical Writing

* For WR227, students must pass a WR 121 course or equivalent with C or better.

COMPUTER INFORMATION SYSTEMS

Cisco Networking Security Support Technician Pathway Certificate

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

PROGRAM OUTCOMES
Students who successfully complete the Certificate will:
1. Analyze, design, implement and support basic network systems such as Cisco routers and switches
2. Exhibit problem-solving and critical thinking skills in an individual and/or team environment

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 140M</td>
<td>Introduction to Microsoft Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>or CIS 140L</td>
<td>Introduction to Linux Operating System</td>
<td>4</td>
</tr>
<tr>
<td>CIS 150C</td>
<td>Networking Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIS 152C</td>
<td>Introduction to Basic Switching and Routers</td>
<td>4</td>
</tr>
<tr>
<td>CIS 240M</td>
<td>Installing and Configuring Microsoft Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>CIS 285B</td>
<td>Advanced Network Device Security (CCNA Security)</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits 20
PROGRAMS

COMPUTER INFORMATION SYSTEMS

Computer Information Systems Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS

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

Total Credits 51

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

COMPUTER INFORMATION SYSTEMS

Junior Database Administrator Pathway Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS

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

Total Credits 12

COMPUTER INFORMATION SYSTEMS

Junior Programmer Pathway Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS

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

Total Credits 12
COMPUTER INFORMATION SYSTEMS

Microsoft Networking Support Technician Pathway Certificate

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

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

CAREER CONSIDERATIONS
This Pathway Certificate is a short-term educational goal aimed towards specific areas in Computer Information Systems. This certificate will address the need for a logical pathway of success for students. Those who are already employed in the profession that want to upgrade their job skills may also benefit from this certification. This certificate may lead to employment in server administration.

PROGRAM COURSE REQUIREMENTS
Year One
- CIS 240M: Introduction to Microsoft Operating Systems 4
- CIS 240M: Installing and Configuring Microsoft Windows Server 4
- CIS 279M: Microsoft Windows Server Administration I 4
- CIS 284: Network Security Fundamentals 4
Total Credits 12

COMPUTER INFORMATION SYSTEMS

Junior Web Developer Pathway Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
- CIS 195: Authoring for the World Wide Web I 4
- CIS 295: Authoring for the World Wide Web II 4
- CIS 275: Introduction to Database Management Systems I 4
Total Credits 12

COMPUTER INFORMATION SYSTEMS

Server Administrator Pathway Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
- CIS 240M: Installing and Configuring Microsoft Windows Server 4
- CIS 279M: Microsoft Windows Server Administration I 4
- CIS 288M: Microsoft Windows Server Administration II 4
Total Credits 12
The Computer Information Systems (CIS) program is designed to prepare students for employment in the computer area as an entry-level network administrator, computer support person, web designer, or computer programmer, while developing general problem-solving and troubleshooting skills that can be applied to networking, server, computer, web, and business programming environments.

**PROGRAM COURSE REQUIREMENTS**

### Year One Credits 51

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

### Year Two Credits 44

- **CIS 125D** Computer Applications – Database Software 3
- **CIS 125S** Computer Applications – Spreadsheets 3
- **CIS 125C** Switching and Routers 4
- **CIS 195** Authoring for the World Wide Web I 4
- **CIS 245** Project Management 4
- **CIS 276** Introduction to Data Management Systems II 4
- **CIS 280** Cooperative Work Experience CIS 2
- **CIS 284** Network Security Fundamentals 4
- **CIS 285B** Advanced Network Device Security (CCNA Security) 4
- **CIS 288M** Microsoft Windows Server Administration II 4
- **CIS 295** Authoring for the World Wide Web II 4
- **SP 111** Fundamentals of Public Speaking 4

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

Students will become proficient as a user and manager of server and desktop operating systems, switches, routers and ASAs. Students will also learn how to configure and modify the hardware components of server and desktop systems. In addition, the CIS program provides a strong foundation in basic business and project management principles and practices. Finally, the program develops key verbal and written communication skills.

**CAREER CONSIDERATIONS**

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

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**OUTCOMES**

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

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

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**CAREER CONSIDERATIONS**

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

**PROGRAM COURSE REQUIREMENTS**

### Year One Credits 51

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

### Year Two Credits 44

- **CIS 125D** Computer Applications – Database Software 3
- **CIS 125S** Computer Applications – Spreadsheets 3
- **CIS 125C** Switching and Routers 4
- **CIS 195** Authoring for the World Wide Web I 4
- **CIS 245** Project Management 4
- **CIS 276** Introduction to Data Management Systems II 4
- **CIS 280** Cooperative Work Experience CIS 2
- **CIS 284** Network Security Fundamentals 4
- **CIS 285B** Advanced Network Device Security (CCNA Security) 4
- **CIS 288M** Microsoft Windows Server Administration II 4
- **CIS 295** Authoring for the World Wide Web II 4
- **SP 111** Fundamentals of Public Speaking 4

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

COMPUTER SCIENCE
University Specific AS-CS Degree

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

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

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

NOTES:
- Majors in computer science are offered at OSU, PSU, SOU, UO, and WOU in Oregon. Please be aware that the core CS curriculum and major options vary at the above-listed schools.
- For students who are sure which university they will transfer to, please see following pages for the courses specific to a university.
- If the university a student is interested in transferring to is not listed, consult with a UCC faculty advisor to customize an educational plan for the specific university.

PROGRAM COURSE REQUIREMENTS

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

Year One Credits 49

Year Two
CS 295 Authoring for the Web I 4
CS 260 Data Structures 4
CS 271 Computer Architecture & Assembly Language 4
CS 295 Authoring for the Web II 4
MTH 231 Elements of Discrete Mathematics I 4
MTH 266 Statistics for Scientists and Engineers 4
SP 111 Fundamentals of Public Speaking 4
WR 227 Technical Writing* 4
Arts & Letters Elective** 3
Biological Science with Lab 4
or Physical Science with Lab 5
Physical Science with Lab 5
Social Sciences Elective** 3

Year Two Credits 47-48

* A grade of C or better must be attained in the course indicated.
** One Arts & Letters Elective or Social Sciences Elective must meet Cultural Literacy requirement.
*** Prerequisites of required courses

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

NOTES:
- Majors in computer science are offered at OSU, PSU, SOU, UO, and WOU in Oregon. Please be aware that the core CS curriculum and major options vary at the above-listed schools.
- For students who are sure which university they will transfer to, please see following pages for the courses specific to a university.
- If the university a student is interested in transferring to is not listed, consult with a UCC faculty advisor to customize an educational plan for the specific university.
- Many of these courses are offered only once each year at UCC (and are prerequisites for subsequent courses), and students should meet with a UCC faculty advisor or Advisor to develop a customized educational plan prior to beginning the program. Consult with a UCC faculty advisor before beginning first term at UCC as a CS transfer major.

COMPUTER SCIENCE
Associate of Science OSU Applied Option

PROGRAM COURSE REQUIREMENTS

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

Year One Credits 49

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

Year Two Credits 50

* A grade of C or better must be attained in the courses indicated.
** One Arts & Letters Elective or Social Sciences Elective must meet Cultural Literacy requirement.

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

COMPUTER SCIENCE

General ASOT-CS Degree

COMPUTER SCIENCE, continued

General ASOT-CS Degree

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

CAREER CONSIDERATIONS

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

PROGRAM COURSE REQUIREMENTS

Year One

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

Year One Credits 46

Year Two

Arts & Letters Elective** 3
Arts & Letters Elective** 3
CS 151C Network Essentials*** 4
CS 260 Data Structures 4
CS 271 Computer Architecture & Assembly Language*** 4
MTH 251 Calculus I 5
MTH 252 Calculus II 4
PH 211 General Physics w/Calculus 5
PH 212 General Physics w/Calculus 5
PH 213 General Physics w/Calculus 5
Social Sciences Elective** 3
Social Sciences Elective** 3
SP 111 Fundamentals of Public Speaking 4

Year Two Credits 47-50

* A grade of C or better must be attained in the courses indicated.
** One Arts & Letters Elective or Social Sciences Elective must meet Cultural Literacy requirement.
*** Recommended Computer Science Elective

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

NOTES:

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

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

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

Juvenile Corrections
One-Year Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Year One</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 120 Intro to Computer Information Systems</td>
</tr>
<tr>
<td>CJ 101 Intro to Criminology</td>
</tr>
<tr>
<td>CJ 230 Intro to Juvenile Justice Systems</td>
</tr>
<tr>
<td>CJ 232 Intro to Corrections Casework</td>
</tr>
<tr>
<td>CJ 280 Coop. Work Experience</td>
</tr>
<tr>
<td>CJ 280 Coop. Work Experience</td>
</tr>
<tr>
<td>HDFS 201 Individual &amp; Family Development</td>
</tr>
<tr>
<td>HS 154 Community Resources</td>
</tr>
<tr>
<td>HS 227 Understanding Dysfunctional Families</td>
</tr>
<tr>
<td>MTH 052 Intro to Algebra for the Trades</td>
</tr>
<tr>
<td>PSY 201 General Psychology</td>
</tr>
<tr>
<td>SOC 206 Social Problems and Issues</td>
</tr>
<tr>
<td>SOC 207 Juvenile Delinquency</td>
</tr>
<tr>
<td>SOC 225 Social Aspects of Addiction</td>
</tr>
<tr>
<td>SP 218 Interpersonal Communication</td>
</tr>
<tr>
<td>WR 121 Academic Composition</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
</tr>
</tbody>
</table>

PROGRAM OUTCOMES
Students who successfully complete the Criminal Justice Police Reserve Academy will:
1. Communicate effectively in the criminal justice culture: verbally, non-verbally, and in writing.
2. Balance the unique responsibilities of criminal justice work with competing family and other personal needs.
3. Work effectively on both independent assignments and team efforts within the criminal justice system.
4. Exhibit a commanding presence that is appropriate to specific criminal justice situations.
5. Locate and interpret current case law and statutes pertaining to specific criminal justice roles; take action that is supported by current law and statutes.
6. Recognize symptoms of mental health and substance abuse issues; take appropriate action.
7. Work effectively with persons of different cultural heritage, gender, and age.
8. Acquire an understanding of cultural norms and their impact on criminal justice interactions.
9. Discuss the relationship between the criminal justice system, cultural and other diversity, and police/community dynamics.
10. Demonstrate cognitive knowledge focusing on positive criminal justice professional/citizen contacts, with the principle emphasis on the importance of a continuing dialogue between the criminal justice system and all segments of the community.

PROGRAM ENTRANCE REQUIREMENTS
All program participants must meet all of the following criteria:
• Not have been convicted by any state or by the federal government of a crime; the punishment for which could have been imprisonment in a federal penitentiary or state prison.
• Be a high school graduate or have passed the General Education Development test.
• Possess a valid Oregon driver’s license with an acceptable driving record.

PROGRAM COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 100C Law Enforcement Skills Training</td>
</tr>
<tr>
<td>CJ 105 Concepts of Criminal Law</td>
</tr>
<tr>
<td>CJ 110 Introduction to Law Enforcement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101 Law Enforcement</td>
</tr>
<tr>
<td>CJ 120 Introduction to Judicial Processes</td>
</tr>
<tr>
<td>CJ 203 Crisis Intervention Seminar (PRA only)</td>
</tr>
<tr>
<td>CJ 212 Report Writing for Criminal Justice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100C Law Enforcement Skills Training*</td>
</tr>
<tr>
<td>CJ 109 Contemporary Issues in Criminal Justice*</td>
</tr>
<tr>
<td>CJ 112 Field Operations and Patrol Procedures*</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
</tr>
</tbody>
</table>

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
All program participants must meet all of the following criteria:
• Not have been convicted by any state or by the federal government of a crime; the punishment for which could have been imprisonment in a federal penitentiary or state prison.
• Be a high school graduate or have passed the General Education Development test.
• Possess a valid Oregon driver’s license with an acceptable driving record.

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

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

PROGRAM OUTCOMES

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

1. Communicate effectively in the criminal justice culture: verbally, non-verbally, and in writing
2. Balance the unique responsibilities of criminal justice work with competing family and other personal needs
3. Work effectively on both independent assignments and team efforts within the criminal justice system
4. Exhibit a commanding presence that is appropriate to specific criminal justice situations
5. Locate and interpret current case law and statutes pertaining to specific criminal justice roles; take action that is supported by current law and statutes
6. Recognize symptoms of mental health and substance abuse issues; take appropriate action
7. Work effectively with persons of different cultural heritage, gender, and age
8. Acquire an understanding of cultural norms and their impact on criminal justice interactions
9. Discuss the relationship between the criminal justice system, cultural and other diversity, and police/community dynamics
10. Demonstrate cognitive knowledge focusing on positive criminal justice professional/citizen contacts, with the principle emphasis on the importance of a continuing dialogue between the criminal justice system and all segments of the community

CAREER CONSIDERATIONS

The Criminal Justice program prepares students for entry level jobs and future careers in the following areas: law enforcement, corrections, and parole/probation.

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 110</td>
<td>Intro to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJ 261</td>
<td>Intro to Parole &amp; Probation</td>
<td>3</td>
</tr>
<tr>
<td>WR 121*</td>
<td>Academic Composition</td>
<td>4</td>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>2-4</td>
</tr>
<tr>
<td>CJ 120</td>
<td>Intro to Judicial Process</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101**</td>
<td>Psychology of Human Relations or SP 218**</td>
<td>3</td>
</tr>
<tr>
<td>SOC 204</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Two Approved Electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>CJ 101</td>
<td>Intro to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJ 114</td>
<td>Cultural Diversity Issues in LE</td>
<td>3</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Intro to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>WR 227</td>
<td>Technical Writing</td>
<td>4</td>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>3</td>
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Year Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 105</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJ 203</td>
<td>Crisis Intervention</td>
<td>1</td>
</tr>
<tr>
<td>MTH 052</td>
<td>Industrial Applications of Math</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203</td>
<td>US Government</td>
<td>3</td>
</tr>
<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>3</td>
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<tr>
<td>Approved Elective</td>
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<tr>
<td>Approved Elective</td>
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<td>3</td>
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<tr>
<td>Social Sciences Elective</td>
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Total Credits: 90

Approved Electives

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 120</td>
<td>Intro to Computer Information Systems 1</td>
<td>4</td>
</tr>
<tr>
<td>CJ 100A</td>
<td>Law Enforcement Skills Training</td>
<td>2</td>
</tr>
<tr>
<td>CJ 100B</td>
<td>Law Enforcement Skills Training 2</td>
<td>2</td>
</tr>
<tr>
<td>CJ 100C</td>
<td>Law Enforcement Skills Training 3</td>
<td>2</td>
</tr>
<tr>
<td>CJ 105</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJ 109</td>
<td>Contemporary Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJ 112</td>
<td>Field Operations and Patrol Procedures 1</td>
<td>3</td>
</tr>
</tbody>
</table>

* A grade of C or better must be attained in these courses
** Meets Human Relations class requirement
*** seldom offered
1 Any unlisted CJ classes may be applied as approved electives.
2 Available in another term
3 Three (3) credits of CJ 298 or four (4) credits of CJ 280 can be applied to AAS degree
4 Prerequisite: CJ 290 or CJ 261 or Instructor Approval
5 Prerequisite: CJ 140 or Instructor approval
6 PRA Police Reserve Academy only
Dental Assisting
One-Year Certificate

PROGRAM DESCRIPTION
This one-year certificate program prepares graduates for employment in the dental setting with emphasis on current concepts of clinical chairside assisting. A dental assistant may serve as a clinical chairside assistant, receptionist, bookkeeper, office manager or laboratory technician.

For entry into Dental Assisting program, Orientation Seminar is required. Seminar will include information about the program, and paperwork that will need to be completed prior to attending classes. Questions and concerns will also be discussed.

PROGRAM OUTCOMES
UCC's Dental Assisting program is accredited by the Commission of Dental Accreditation, in association with the US Department of Education and the Dental Assisting National Board. The one-year certificate program is designed to prepare graduates for an exciting career in the dental profession. The program prepares students for the licensing exams including the Radiation Health and Safety Exam and the Certified Dental Assistant exam. After completion of the program and upon receipt of the Radiology Proficiency Certificate students will be eligible to receive their EFDA and EFODA certifications.

Students who successfully complete the Dental Assisting certificate will:
1. Demonstrate knowledge and skills required to perform a variety of chairside skills during comprehensive patient care and treatment
2. Apply infection control procedures
3. Recognize and respond to medical emergencies in the dental setting
4. Practice appropriate communication skills to establish professional working relationships in a team-centered dental office environment
5. Demonstrate safe working habits with the knowledge in Occupational Safety and Health Administration Hazard Communication Standard
6. Demonstrate ethical conduct, moral attitudes and principles essential for maintaining trust of professional associates, the support of the community, and the confidence of the patient.
7. Be prepared to sit for the required state and national licensure exams.

PROGRAM COURSE REQUIREMENTS
Students are eligible to be considered for admission to the Dental Assisting program after completing the Required Prerequisite Courses listed below. These courses must be completed with a grade of C or better prior to beginning the Dental Assisting program.

Required Prerequisite Courses
- CIS 120 Intro to computer Information Systems 4
- MTH 060 Introduction to Algebra or higher 4
- PSY 101 Psychology of Human Relations 3
- WR 115 English Composition: Intro to Expository Writing (or higher) 4

Required Prerequisite Credits 15

Year One

Required Prerequisite Courses
- DA 102 Advanced Clinical Experiences 4
- DA 103 Dentistry Law & Ethics 1
- DA 107 Dental Health Education I 1
- DA 108 Dental Health Education II 1
- DA 110 Health Sciences 3
- DA 111 Dental Terminology 2
- DA 115 Dental Anatomy 3
- DA 135 Oral Pathology 2
- DA 139 Medical Emergencies in the Dental Office 2
- DA 199 Dental Materials I 3
- DA 195 Chairside Procedures I 4
- DA 196 Chairside Procedures II 4
- DA 198 Dental Materials II 2
- DA 199 Dental Office Procedures 3
- DA 210 Dental Radiology I 4
- DA 211 Dental Radiology II 3
- DA 280 Coop. Work Experience: Dental Assisting 1
- DA 280 Coop. Work Experience: Dental Assisting 9

Total Credits 67

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
Program admission occurs once a year in fall term. The application process begins in January of each calendar year.

Drug Screening
All dental students must successfully pass a drug screening test at the time of admission into the Dental Program and are subject to random drug screening throughout the program. Failure to submit to a random drug screen or having a positive drug screen will result in sanctions per the UCC Student Code of Conduct (721.3). The cost is not covered by the student fees.

Background Check
All accepted dental assisting students will be required to undergo a background check prior to entering the program. Individuals with a criminal record may not be allowed into a healthcare facility as a student. Information pertaining to background checks and disqualifying crimes can be found online through The Department of Human Services (DHS) website http://www.oregon.gov/dhs/business-services/hr/Pages/index.aspx

The program is required to deny admission or continuation in the Dental Assisting program to any student whose background poses a threat to an individual, the college, or the dental professional, or the community.

Graduation Requirements
Students must complete all courses on this advising guide with a grade of C or better to continue in and complete the program, receive their certificates, and meet the educational requirements to apply to take the national licensure exams through DANB (Dental Assisting National Board).

PROGRAM AND COURSE FEES
Packet information will be turned in prior to starting classes. This includes:
1. Physical
2. Vaccination records, including updates
3. Background history check
4. Drug screening
5. Current HealthOcc CPR with AED

*The cost to student is not included in program fees.
EARLY CHILDHOOD EDUCATION

PROGRAM DESCRIPTION
The Early Childhood Education program is designed to prepare students for employment in early childhood education environments. Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Early Childhood Development will be able to:
1. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development
2. Create respectful, reciprocal relationships that support and empower families and involve all families in their student’s development and learning
3. Develop and use effective and responsible assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Use a whole array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child's development and learning
5. Design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate behavior reflective of ethical guidelines and professional practices associated with early childhood careers

CAREER CONSIDERATIONS
Early Childhood Education program prepares students for entry level jobs and future careers in the following areas: Child Care Assistants and teachers, nanny and private kindergartens.

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Seminar/Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Seminar/Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 103</td>
<td>Seminar/Practicum III</td>
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<tr>
<td>ECE 140</td>
<td>Intro to ECE</td>
<td>2</td>
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<tr>
<td>ECE 150</td>
<td>Creative Activities</td>
<td>3</td>
</tr>
<tr>
<td>ECE 178</td>
<td>Observing and Guiding Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ED 154</td>
<td>Lit and Lang for Children</td>
<td>3</td>
</tr>
<tr>
<td>FN 230</td>
<td>Personal Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 225</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 226</td>
<td>Infant/Todd Development</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 228</td>
<td>The Exceptional Child</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 240</td>
<td>Cont. American Families</td>
<td>3</td>
</tr>
<tr>
<td>PSY 130</td>
<td>Understanding Child Behavior</td>
<td>2</td>
</tr>
<tr>
<td>MTH 110</td>
<td>Intro to Algebra (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition</td>
<td>4</td>
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</table>

Total Credits 48

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler’s Certificate

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler’s Certificate

CAREER CONSIDERATIONS
The Early Childhood Education program prepares students for entry level jobs and future careers in the following areas: Child Care Assistants and teachers. The State of Oregon requires individuals working in a licensed child care facility to have at least 14 college credits of Early Childhood Education.
EARLY CHILDHOOD EDUCATION

Preschool Certificate

PROGRAM DESCRIPTION
The Early Childhood Education program is designed to prepare students for employment in early childhood education environments. Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Seminar/Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Seminar/Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>ECE 178</td>
<td>Observing and Guiding Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ECE 244</td>
<td>Individ Learn for Preschoolers</td>
<td>3</td>
</tr>
<tr>
<td>ED 154</td>
<td>Lit and Lang for Children</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 225</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 240</td>
<td>Cont. American Families</td>
<td>3</td>
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<tr>
<td></td>
<td>Total Credits</td>
<td>23</td>
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PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler’s Certificate

CAREER CONSIDERATIONS
The Early Childhood Education program pre-school certificate prepares students for entry level jobs and future careers in the following areas: Child Care Assistants, Pre-School Assistants, nanny.

EARLY CHILDHOOD DEVELOPMENT

Associate of Science

PROGRAM DESCRIPTION
The Early Childhood Development program is designed to prepare students for employment in early childhood education environments with transfer options to colleges and universities offering Bachelor’s degrees in Early Childhood Education. The UCC AS degree articulates directly to the Southern Oregon University Bachelor’s Degree.

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>ECE 102</td>
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<td>ECE 140</td>
<td>Intro to ECE</td>
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<td>Creative Activities</td>
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<td>ED 154</td>
<td>Lit and Lang for Children</td>
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<td>HDFS 225</td>
<td>Child Development</td>
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<td>HDFS 226</td>
<td>Infant/Todd Development</td>
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<td>WR 121</td>
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Year Two

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<td>ECE 105</td>
<td>Seminar/Practicum V</td>
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<td>ECE 106</td>
<td>Seminar/Practicum VI</td>
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<td>ECE 178</td>
<td>Observing and Guiding Behavior</td>
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<td>ECE 244</td>
<td>Individual Learning/PreSchool</td>
<td>3</td>
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<td>ECE 247</td>
<td>Admin of Daycare Centers</td>
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<td>HDFS 240</td>
<td>Cont. American Families</td>
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<tr>
<td>HDFS 228</td>
<td>The Exceptional Child</td>
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<tr>
<td>MTH 211</td>
<td>Fund of Elem Math I</td>
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<td>MTH 212</td>
<td>Fund of Elem Math II</td>
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PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Enrollment in Oregon Central Background Registry
- Verification of MMR vaccinations
- Food Handler’s Certificate

Contact the intended university of transfer to determine appropriate general education requirements for transfer. The UCC Associates Degree is designed to transfer seamlessly to Southern Oregon University.
The Early Childhood Education program is designed to prepare students for employment in early childhood education environments. Course work and practical work experience emphasize knowledge of normal growth and development of young children, guidance skills, and the planning and directing of activities for children which foster positive intellectual, social, emotional and physical development. Many of the courses are also excellent for parents or others who work with young children.

**PROGRAM COURSE REQUIREMENTS**

**Year One**
- ECE 101 Seminar/Practicum I 4
- ECE 102 Seminar/Practicum II 4
- ECE 103 Seminar/Practicum III 4
- ECE 140 Intro to ECE 2
- ECE 150 Creative Activities 3
- ECE 178 Observing and Guiding Behavior 3
- ECE 240 Lesson and Curriculum Planning 3
- ES 101 Principles of Emergency Services 3
- ED 154 Lit and Lang for Children 3
- HDFS 225 Child Development 3
- HDFS 226 Infant/Todd Development 3
- PSY 101 Psychology of Human Relations 3
- PSY 130 Understanding Child Behavior 2
- WR 121 Academic Composition 4
- Electives 6

**Year Two**
- ECE 104 Seminar/Practicum IV 4
- ECE 105 Seminar/Practicum V 4
- ECE 106 Seminar/Practicum VI 4
- ECE 244 Individual Learning/Preschool 3
- ECE 247 Admin of Childcare Centers 4
- ED 258 Multicultural Education 3
- RN 230 Personal Nutrition 3
- HDFS 228 The Exceptional Child 3
- HDFS 240 Cont. American Families 3
- HPE 295 Wellness and Health 3
- MTH 60 Intro to Algebra (If higher) 4
- MUS XXX 3
- SOC 205 Institutions of Social Change 3
- Electives 3

**Total Credits 93**

**PROGRAM ENTRANCE REQUIREMENTS**

Academic Entrance Requirement
- Must have documented results of immunizations
- Must successfully complete a fit for duty, physical agility test, and drug screen
- Must pass a background check
- Must be a minimum of 18 years of age
- Minimal requirement: Computer with broadband internet connectivity; Windows 7 or newer OR MACOS 10.6 or newer. Video viewing and Zoom conferencing may be held at the discretion of the faculty

Students who successfully complete the Associate of Applied Science degree in Early Childhood Development will be able to:
1. Create healthy, respectful, supportive and challenging learning environments for young children based on knowledge of child development
2. Create respectful, reciprocal relationships that support and empower families and involve all families in their student’s development and learning
3. Develop and use effective and responsible assessment including observation, documentation and other appropriate tools in partnership with families and professional colleagues to promote positive outcomes for each child
4. Use a whole array of developmentally appropriate approaches, instructional strategies, and tools to connect with children and families and positively influence each child’s development and learning
5. Design, implement and evaluate meaningful, challenging curriculum that promotes comprehensive developmental and learning outcomes for every young child
6. Demonstrate behavior reflective of ethical guidelines and professional practices associated with early childhood careers

### CAREER CONSIDERATIONS

The Early Childhood Education program prepares students for entry level jobs and future careers in the following areas: Child Care assistants and teachers and Pre-School Assistants and teachers, nanny and private kindergartens.

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The EMS Program strives to prepare competent, entry level EMT’s and Paramedics with cognitive, psychomotor, and affective learning domains. Our program is committed to providing high quality initial and prehospital continuing education. We offer quality resources, effective teaching practices, and use advanced technology. We advocate respect, sound judgment, compassion, integrity, and teamwork as a foundation for customer service oriented patient care. We strive to instill these qualities in our students.

Emergency Medical Technicians (EMT) respond to emergency and non-emergency calls to provide efficient and appropriate care to the sick and injured. EMT’s can provide care within their scope of practice under the direction of a medical director. EMT’s work on ambulances, fire departments, emergency rooms, urgent cares, and jails.

The Umpqua Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). To contact CAAHEP:
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
  - www.caahep.org
  - 727-210-2350
  - FAX (214) 703-8992

The Umpqua Community College is accredited by the Accreditation Commission on Education Programs for the Emergency Medical Services Professions (CoAEMSP). To contact CoAEMSP:
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
  - www.caahep.org
  - 8301 Lakeview Parkway, Suite 111-312
  - Rowlett TX 75088
  - (214) 703-8445
  - FAX (214) 703-8992
  - www.coaemsp.org

**PROGRAM ENTRANCE REQUIREMENTS**

Academic Entrance Requirement
- Must have documented results of immunizations
- Must successfully complete a fit for duty, physical agility test, and drug screen
- Must pass a background check
- Must be a minimum of 18 years of age
- Minimal requirement: Computer with broadband internet connectivity; Windows 7 or newer OR MACOS 10.6 or newer. Video viewing and Zoom conferencing may be held at the discretion of the faculty

Students who successfully complete the Emergency Medical Services Pathway Certificate will:
1. Identify roles and responsibilities in performing emergency care an operational aspects of the job
2. Demonstrate skills for basic life saving techniques and other emergency treatment
3. Demonstrate the proper use and care of all required equipment
4. Consistently demonstrate professional behavior characteristics
EMERGENCY MEDICAL SERVICES

Paramedicine
Associate of Applied Science

PROGRAM DESCRIPTION
The EMS Program strives to prepare competent, entry-level EMTs and Paramedics with cognitive, psychomotor, and affective learning domains. Our program is committed to providing high quality initial and prehospital continuing education. We offer quality resources, effective teaching practices, and use advanced technology. We advocate respect, sound judgment, compassion, integrity, and teamwork as a foundation for customer service oriented patient care. We strive to instill these qualities in our students.

The Umpqua Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CoAEMSP:
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

To contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Paramedicine will:
1. Demonstrate the knowledge relevant to his or her role as an EMT or Paramedic
2. Demonstrate the psychomotor skills necessary to function in the role of EMT or Paramedic
3. Demonstrate the attitudes and personal behaviors consistent with the profession and necessary to function in the role of an EMT or Paramedic

CAREER CONSIDERATIONS
The EMS Paramedicine program prepares students for entry level jobs and future careers in the following areas: ambulance companies, fire departments, clinics, and various other industries requiring emergency medical services personnel.

PROGRAM COURSE REQUIREMENTS
Year One
BI 231, 232, 233 Anatomy & Physiology 12
EMS 151 EMT Part 1 5
EMS 152 EMT Part 2 5
EMS 170 Emergency Communications 2
EMS 171 Emergency Transport 2
EMS 180 Crisis Intervention 3
ES 101 Principles of Emergency Services 3
HE 295 Health & Wellness 3
MED 111 Medical Terminology 3
MTH 95 Intermediate Algebra 4
SP 111 Fund Public Speaking 4
WR 121 Academic Composition 4

Year Two
EMS 251 Paramedic Part 1 10
EMS 252 Paramedic Part 2 8
EMS 253 Paramedic Part 3 8
EMS 254 Paramedic Part 4 6
EMS 261 Paramedic Clinical Part 1 2
EMS 262 Paramedic Clinical Part 2 2
EMS 263 Paramedic Field Internship 4
ES 113 Emergency Services Rescue 3
PSY 101 Psych of Human Relations 3

*Approved Electives 3
*Please see an academic advisor or the program website to view the required sequencing of courses.
Grade of C or better must be attained in all courses or courses must be retaken.

Total Credits (minimum) 99

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- Must have documented results of immunizations
- Must successfully complete a fit for duty, physical agility test, and drug screen
- Must pass a background check
- Minimal requirement: Computer with broadband internet connectivity; Windows 7 or newer OR MACOS 10.6 or newer. Video viewing and Zoom conferencing may be held at the discretion of the faculty.

ENGINEERING

Drafting

PROGRAM DESCRIPTION
The Drafting Pathway Certificate provides training for entry-level jobs in Computer-Assisted Drafting (CAD). All courses in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree.

PROGRAM OUTCOMES
Students who successfully complete the Pathway Certificate in Drafting will:
1. Be prepared for entry-level jobs in CAD
2. Gain new computer applications and skills

CAREER CONSIDERATIONS
The Drafting Pathway Certificate prepares students for entry level job in CAD and focuses on introductory drafting skills for architectural, civil, mechanical, and manufacturing design and construction.

PROGRAM COURSE REQUIREMENTS
Year One
DRF 112 Computer Aided Drafting (CAD) I 3
DRF 113 Computer Aided Drafting (CAD) II 3
ENGR 245 Engineering Graphics - SolidWorks 3
*Approved Electives* 3-4

Total Credits (minimum) 12

* Approved Electives (Select one of following):
  CV 214 Virtual Design - CAD - Civil3D 3
  CV 280 Cooperative Work Experience 3
  DRF 116 Structural Drafting 3
  GIS 234 GIS I Intro to GIS 4
  VC 114 Intro to InDesign 3
  WLD 140 Blueprint Reading & Sketching 3
**ENGINEERING**

**Geographic Information Systems**

**Pathway Certificate**

**PROGRAM DESCRIPTION**
The Geographic Information Systems (GIS) Pathway Certificate provides GIS training in support of student's career and education goals in science, business, engineering, surveying, and resource management, public safety, and urban and regional planning. The GIS courses transfer to many Oregon universities and support students and working professionals as they update their technical skills. The GIS classes in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree and the AS degree with emphasis in Surveying and Geomatics.

**PROGRAM OUTCOMES**
Students who successfully complete the Pathway Certificate in GIS will:
1. Collect and input data into a GIS system using GPS unit, digitizing, geocoding, Geospatial Analysis, and data collection
2. Design and generate various cartographic/map products for planning or presentations
3. Create, manage, and update spatial data
4. Manage information in a GIS database
5. Perform routine data analysis-buffer, query, union, intersect

**CAREER CONSIDERATIONS**
Geographic Information Systems (GIS) technology is utilized by virtually all public agencies and private companies involved in managing resources and assets. The GIS Pathway Certificate provides technical skills in support of multiple career and educational pathways.

**PROGRAM COURSE REQUIREMENTS**

**Year One**
- GIS 203: Digital World & Geospatial Concepts 4 credits
- GIS 234: GIS: Intro to Geographic Systems 4 credits
- GIS 235: GIS II: Analysis and Applications 4 credits

**Total Credits 12**

**Water Quality Technician**

**Pathway Certificate**

**PROGRAM DESCRIPTION**
The Water Quality Pathway Certificate provides introductory coursework for entry-level positions as water and wastewater operators, and to prepare for taking the Level I certification exam. The water quality technology classes in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree.

**PROGRAM OUTCOMES**
Students who successfully complete the Pathway Certificate in Water Quality will:
1. Be prepared for entry-level jobs in water quality operations
2. Develop new surveying and drafting skills

**CAREER CONSIDERATIONS**
All community water and wastewater systems must be operated under the supervision of certified operators. There is a desirable career with low turnover. Many experienced operators are reaching retirement age.

**PROGRAM COURSE REQUIREMENTS**

**Year One**
- WQT 227: Wastewater Treatment 3 credits
- WQT 228: Plane Surveying II 4 credits
- WQT 260: Water Treatment 3 credits
- WQT 261: Water Distribution 3 credits

**Total Credits 13**

**Engineering & Drafting Technician**

**Pathway Certificate**

**PROGRAM DESCRIPTION**
The one-year certificate prepares graduates for entry-level positions as engineering or drafting technicians. All courses in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree.

**PROGRAM OUTCOMES**
Students who successfully complete the Pathway Certificate will:
1. Use AutoCAD, Civil3D, and SolidWorks CAD software, and ArcGIS software.
2. Interpret and prepare 2D and 3D drafting representation
3. Prepare and plot drawings to scale using drafting standards, templates, and layer management
4. Use Microsoft Office Products, including Word, Excel, PowerPoint, and Notepad, in engineering applications
5. Use of surveying equipment to perform basic field surveying and data collection
6. Work effectively on a team

**CAREER CONSIDERATIONS**
Engineering and drafting technicians work with and provide technical support to licensed architects, engineers and surveyors. Technicians prepare design drawings and assist with field work. Technicians utilize knowledge of building materials, engineering practices, and mathematics to complete detailed drawings and to collect or evaluate data in the field. Theory and principles of design and graphics are implemented under the direction of engineering or surveying staff.

**PROGRAM COURSE REQUIREMENTS**

**Year One**
- ENGR 111: Engineering Orientation 4 credits
- ENGR 112A: Problem Solving & Technology 2 credits
- ENGR 245: Engineering Graphics -SolidWorks 3 credits
- GIS 234: GIS: Intro to Geographic Systems 4 credits
- SUR 161: Plane Surveying I 4 credits

**General Education Requirements**
- HUM 109: Introduction to Ethics or HUM 107: Introduction to Cultural Studies 3 credits
- MTH 111: College Algebra 5 credits
- WR 121: Academic Composition 4 credits

**Total Credits 50**
PROGRAMS

Civil Engineering & Surveying Technology
Associate of Applied Science

PROGRAM DESCRIPTION
The Associate of Applied Science (AAS) degree prepares graduates to be job ready after graduation in two years. Some of the courses are application based and will not transfer. However, it is possible to transfer with the AAS degree and a third year of coursework at UCC. Two quarters of calculus are included in the second-year of classes for the AAS degree. Students that are sure they will not be continuing their education in the future should consider either the Applied Surveying Option or Applied Water Quality Option for the AAS degree. The Applied Options include 24 credits of Occupational Skills Training (approximately 5 months) during the second-year of course work.

PROGRAM OUTCOMES
In addition to the learning outcomes for the Completion Certificate as an Engineering & Drafting Technician, students that complete the AAS degree in Civil Engineering & Surveying Technology will also:
1. Communicate effectively
2. Think critically to solve engineering problems
3. Visualize and interpret real world situations and translate them into drawings and designs

CAREER CONSIDERATIONS
Civil engineering and surveying are some of the broadest fields of engineering, and are part of virtually all construction-related projects. Graduates have local, state-wide, and nation-wide employment opportunities. The field of civil engineering deals with planning, design, construction, and maintenance of private and public projects. Projects include highways, bridges, dams, subdivisions, water supply and wastewater systems. Land surveyors perform a variety of important tasks such as boundary surveys, topographic mapping and construction staking. Civil Engineering and Surveying Technology graduates work with or in support of professional architects, engineers and land surveyors.

PROGRAM COURSE REQUIREMENTS

Year One
Program Requirements
GIS 234 GIS I: Intro to Geographic Systems 4
GIS 235 GIS II: Analysis and Applications 4
SUR 161 Plane Surveying I 4

General Education Requirements
Human Relations Elective; from Approved List on page 43 3
MTH 111 College Algebra 5
MTH 112 Elementary Functions 4
WR 121 Academic Composition 4

Year One Credits 50

Year Two
Program Requirements
GIS 234 GIS I: Intro to Geographic Systems 4
GIS 235 GIS II: Analysis and Applications 4
SUR 161 Plane Surveying I 4
SUR 162 Plane Surveying II 4
SUR 163 Route Surveying 4
SUR 242 Land Description & Cadastre 3
General Education Requirements
MTH 111 College Algebra 5
MTH 112 Elementary Functions 4
WR 121 Academic Composition 4

Year Two Credits 48

*Approved Program Electives
(Select at least 3 of the following):
SUR 162 Plane Surveying II 4
SUR 163 Route Surveying 4
SUR 242 Land Description & Cadastre 3
WQT 227 Wastewater Treatment 3
WQT 228 Plane Surveying II 4
WQT 260 Water Treatment 3
WQT 261 Water Distribution 3

www.umpqua.edu
PROGRAMS

Umpqua Community College 2019-2020

ENGINEERING

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

PROGRAM DESCRIPTION
This option includes four introductory courses in water and wastewater operations and 24 credit hours of related cooperative work. The equivalent of approximately 5 months of full-time work experience will count towards the 12 months of work experience required for Level I Certification. The coursework will help prepare for the Level I Certification exams. UCC Engineering faculty advisors will assist with finding placement at water and wastewater facilities for cooperative work experience.

PROGRAM OUTCOMES
In addition to the learning outcomes for the AAS Degree in Civil Engineering & Surveying Technology, students that complete the AAS degree in Civil Engineering & Surveying Technology will also:

CAREER CONSIDERATIONS
All community water and wastewater systems must be operated under the supervision of certified operators. There is a desirable career with low turnover. Many experienced operators are reaching retirement age.

PROGRAM COURSE REQUIREMENTS

Year One
Program Requirements
CIV 214 Virtual Design -CAD-Civil3D 3
DRF 112 Computer Aided Drafting (CAD) I 3
DRF 113 Computer Aided Drafting (CAD) II 3
ENGR 111 Engineering Orientation 3
ENGR 112A Problem Solving & Technology 2
ENGR 112B Problem Solving & Technology 1
ENGR 245 Engineering Graphics -SolidWorks 3
GIS 203 Digital World & Geospatial Concepts 4
GIS 214 GIS Intro to Geographic Systems 4
GIS 215 GIS Analysis and Applications 4
SUR 161 Plane Surveying I 4

General Education Requirements
Human Relations Elective, from Approved List on page 43 3
MTH 111 College Algebra 5
MTH 112 Elementary Functions 4
WR 121 Academic Composition 4

Year One Credits 50

Year Two
Program Requirements
CME 161 CHE Seminar I 1
WOF 227 Wastewater Treatment 3
WOF 228 Plane Surveying II 4
WOF 260 Water Treatment 3
WOF 261 Water Distribution 3
WOF 280 Cooperative Work Experience* 24

General Education Requirements
SP 112 Fundamentals of Public Speaking 4
WR 227 Technical Writing 4

Year Two Credits 46

*Note: Each 1 credit hour of Cooperative Work Experience equals 33 hours of on-the-job training.

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

PROGRAM COURSE REQUIREMENTS

Year One
Foundational Requirements
WR 121 Academic Composition 4

Year One Credits 50

Year Two
Program Requirements
CME 161 CHE Seminar I 1
WOF 227 Wastewater Treatment 3
WOF 228 Plane Surveying II 4
WOF 260 Water Treatment 3
WOF 261 Water Distribution 3
WOF 280 Cooperative Work Experience* 24

General Education Requirements
SP 112 Fundamentals of Public Speaking 4
WR 227 Technical Writing 4

Year Two Credits 46

*Note: Each 1 credit hour of Cooperative Work Experience equals 33 hours of on-the-job training.

Discipline Studies Requirements
ARTS AND LETTERS
Must take at least three courses, chosen from at least two disciplines from the approved list on page 40.

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

CULTURAL LITERACY
At least one of the Discipline Studies courses above must be designated as meeting the criteria for Cultural Literacy.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
• No course substitutions are allowed.
• No course may be used to satisfy requirements in more than one area.
• All foundational requirement and discipline studies requirement courses used must be at least three credits.

ADDITIONAL PROGRAM INFORMATION
1. A minimum 90 credits with a grade of C or higher and a cumulative GPA of 2.0 or higher are needed to satisfy AA/OT requirements.
2. To complete an AA/OT at Umpqua Community College, a minimum of 24 credits must be earned through UCC and two terms of attendance must have occurred at UCC.
The AS transfer track closely follows the first two years of study for engineering programs at most universities in Oregon. Majors offered at OSU include Architectural Engineering, Electrical and Computer Engineering, Civil Engineering, Construction Engineering Management, Environmental Engineering, Mechanical, Industrial and Manufacturing, and Chemical Engineering, as well as BioMedical, Forest, Geologic, Mining, Metallurgical and Nuclear Engineering. PSU and OIT offer degrees in Civil and Environmental, Mechanical, Manufacturing, Electrical and Computer Engineering. OIT also offers majors in Geomatics (Surveying) and Renewable Energy. Many of the core classes taken during the first two years of study are the same for all engineering majors. However, it is important that students work closely with the UCC engineering faculty advisor and UCC Advising and Career Center to develop a custom educational planner for transfer to the university of choice.

PROGRAM OUTCOMES
Students who complete the Engineering Associate of Science will have the knowledge, skills, and abilities to:
1. Apply knowledge of mathematics to formulate and solve engineering problems
2. Use technology to solve engineering problems
3. Properly set up and follow a process to solve engineering problems

CAREER CONSIDERATIONS
Engineering is a broad field with more than 20 specialties. Engineering is widely considered as one of the most lucrative and in-demand career choices, with multiple options for engineering disciplines and job types.

PROGRAM COURSE REQUIREMENTS
General Education Requirements
CH 221 ChemistryI 5
CH 222 ChemistryII 5
MTH 251 CalculusI 5
SP 111 Public Speaking 4
WR 121 Academic Composition 4
WR 227 Technical Writing 4
Arts & Letters Approved Elective 1
Social Science Approved Elective 1

General Education Subtotal 20

Program Requirements 2
DRF 112 CAD 3
ENGR 111 Engineering Orientation I 3
ENGR 112A Problem Solving & Tech 2

ENGR 112B Problem Solving & Tech 1
MTH 252 CalculusII 4
PH 211 Physics I w/Calculus 5
PH 212 Physics II w/Calculus 5

Program Requirements Subtotal 23

Program Specific Electives 2
Arts & Letters 1 9
Social Science 1 6
BA 211 Principles of Accounting I 3
BA 212 Principles of Accounting II 3
BA 226 Business Law 3
BI 211 Principles of Biology 5
BI 212 Principles of Biology 5
BI 213 Principles of Biology 5
BI 231 Human Anatomy & Physiology 4
BI 233 Human Anatomy & Physiology 4
BI 234 Microbiology 4
BI Elective 4 BI Elective w/Lab 4
CH 222 General Chemistry II 5
CH 223 General Chemistry III 5
CH 241 Organic Chemistry 4
CH 242 Organic Chemistry 4
CH 243 Organic Chemistry 4
CV 214 CAD - Civil/ID & Design 3
CS 161 Computer Science I 4
CS 162 Computer Science II 4
CS 260 Data Structures 4
G 221 Environmental Geology 4
ECON 201 Economics - Micro 3
ECON 202 Economics - Macro 3
ENGR 201 Electrical Fund I 4
ENGR 202 Electrical Fund II 4
ENGR 203 Electrical Fund III 4
ENGR 211 Statics 4
ENGR 212 Dynamics 4
ENGR 213 Strength of Materials 4
ENGR 245 Engineering Graphics 3
ENGR 271 Digital Logic - Lecture 3
ENGR 272 Digital Logic - Lab 1
GIS 203 Digital World 4
GIS 234 GIS Intro to GIS 4
GIS 235 GIS II Data Anal & Apps 4

Program Electives, Minimum Subtotal 40

Following is a tentative listing of courses by year. Note that many of these courses are offered only once each year at UCC (and are Prerequisites for subsequent courses), and students should meet with a UCC Advisor to develop a customized educational planner prior to beginning the program.

Year One
General Education Requirements
CH 221 General Chemistry I 5
MTH 251 Calculus I 5
SP 111 Public Speaking 4
WR 121 Academic Composition 4
ENGR 111 Engineering Orientation I 3
ENGR 112A Problem Solving & Tech 2
ENGR 112B Problem Solving & Tech 1
MTH 252 Calculus II 4
PH 211 Physics I w/Calculus 5
PH 212 Physics II w/Calculus 5

Core Program Requirements 2
DRF 112 CAD 3
ENGR 111 Engineering Orientation 3
ENGR 112A Problem Solving & Technology 2
ENGR 112B Problem Solving & Technology 1
MTH 252 Calculus II 4

Program Specific Electives 2
Program Elective 1 2-5
Program Elective 2 3-5
Program Elective 3 4-5
Program Elective 4 4-5

Year One Credits (minimum) 45

Year Two
General Education Requirements
Arts & Letters Approved Elective 1
Social Science Approved Elective 1
WR 227 Technical Writing 4

Core Program Requirements
PH 211 Physics w/Calculus I 5
PH 212 Physics w/Calculus II 5

Program Specific Electives 2
Program Elective 5 3-5
Program Elective 6 4-5
Program Elective 7 4-5
Program Elective 8 4-5
Program Elective 9 4-5
Program Elective 10 4-5
Program Elective 11 4-5

Year Two Credits (minimum) 45

NOTES:
1. At least one Arts & Letters elective must be designated as Cultural Diversity. OSU General Ed requirements include 5 “Perspective” courses, see website info at OSU website. OSU General Ed requirements allow up to 9 of Humanities electives and 12 of Social Science Electives, see articulation agreements.
2. Program electives (and number of electives) are specific to both the transfer university and engineering major. See Advisor and UCC Advising Guides listed on UCC website at: http://www.umpqua.edu/engineering Advising guides can be developed for other majors and transfer universities.
3. DRF 112 can be substituted with CS 161, CH 223, ENGR 201 or ENGR 245. See Advisor and advising guide for selected major and transfer university OSU General Ed requirements include a Biological elective plus Lab. For some majors the elective is a course requirement. See OSU website.
4. OSU General Ed requirements include a Biological elective plus Lab. For some majors the elective is a course requirement. See OSU website.
ENGINEERING

Surveying & Geomatics
Associate of Science

PROGRAM DESCRIPTION
This degree prepares students for transfer to the bachelor's degree program Oregon Tech. Oregon Tech (OIT) is currently the only university in Oregon that offers either a Bachelor of Science in Geomatics, Surveying Option or a Bachelor of Science in Geomatics, Geographic Information Systems (GIS) Option. OIT also offers a minor in Geomatics for Civil Engineering majors. Students interested in a 2-year AAS degree with focus in Surveying & Geomatics may want to consider an AAS in Civil Engineering and Surveying Technology.

PROGRAM OUTCOMES
Students who complete the Surveying & Geomatics Associate of Science (AS) will have the knowledge, skills, and abilities to:
1. Apply knowledge of mathematics, science, and engineering
2. Design, collect, analyze, and interpret data
3. Identify, formulate, and solve surveying problems
4. Communicate effectively

CAREER CONSIDERATIONS
The surveying and geomatics professions work with private and public projects. Projects may include property surveys, road construction, topographical maps or building layout. Geographic information systems (GIS) is a systematic approach to management, analysis, and display of geographic information. Many public agencies now use GIS for most of their mapping. Surveying, geomatics, and GIS often overlap. There is a strong job market for these skills, and virtually 100% of graduates from OIT with a degree in Geomatics are employed at graduation.

PROGRAM COURSE REQUIREMENTS

Year One

General Education Requirements
Arts & Letter Elective
MTH 251 Calculus I
WR 121 Academic Composition
WR 122 Argument, Research, and Multimodal Comp

Program Requirements
CV 214 CAD – Civil 3D
DRF 112 CAD 1
ENGR 111 Orientation to Engineering
GIS 203 Digital World
GIS 234 GIS I Intro to GIS
GIS 235 GIS II Data Anal & Apps
SUR 161 Plane Surveying I

Program Outcomes
1. Demonstrate a basic knowledge of core content for each course completed and demonstrate practical applications based on the requirements set forth by NFPA 1001 “Standard on Fire Fighter Professional Qualifications”
2. Communicate effectively using appropriate:
   • Active Listening Skills
   • Speaking Skills
   • Writing Skills
3. Demonstrate adequate problem solving and critical thinking skills

CAREER CONSIDERATIONS
The Fire Science program prepares students for entry level jobs and future careers in firefighting, fire prevention, and fire education.

PROGRAM COURSE REQUIREMENTS

Year One

General Education Requirements
SP 111 Fundamentals of Public Speaking
WR 227 Technical Writing

Program Requirements
MTH 243 Probability & Statistics
PH 211 Physics w/Calculus I
PH 212 Physics w/Calculus II
PH 213 Physics w/Calculus III
SUR 162 Plane Surveying II
SUR 163 Route Surveying
SUR 242 Land Descriptions & Cadastre

Year Two

General Education Requirements
Social Sciences Elective

Program Requirements
MTH 254 Vector Calculus
PH 211 Physics w/Calculus I
PH 212 Physics w/Calculus II
PH 213 Physics w/Calculus III
SUR 162 Plane Surveying II
SUR 163 Route Surveying
SUR 242 Land Descriptions & Cadastre

Year Two

General Education Requirements

Program Requirements
MTH 265 can be substituted for MTH 243

NOTES:
1. At least one Arts & Letter elective must be designated as Cultural Diversity. OSU General Ed requirements include 5 “Perspective” courses, see website info at OSU website. OIT General Ed requirements allow up to 9 cr of Humanities electives and 12 cr of Social Science electives, see articulation agreements
2. MTH 265 can be substituted for MTH 243

FIRE SCIENCE
Associate of Applied Science

PROGRAM DESCRIPTION
The Fire Science program is designed to prepare students with both a theoretical understanding of fire science and the practical skills necessary to succeed. This program is a combination of classroom and online study.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Fire Science will:
1. Demonstrate a basic knowledge of core content for each course completed and demonstrate practical applications based on the requirements set forth by NFPA 1001 “Standard on Fire Fighter Professional Qualifications”
2. Communicate effectively using appropriate:
   • Active Listening Skills
   • Speaking Skills
   • Writing Skills
3. Demonstrate adequate problem solving and critical thinking skills

CAREER CONSIDERATIONS
The Fire Science program prepares students for entry level jobs and future careers in firefighting, fire prevention, and fire education.

PROGRAM COURSE REQUIREMENTS

Year One

General Education Requirements
EMS 111 EMT Basic, part A
EMS 112 EMT Basic, part B
EMS 121A Elementary Fire Science, Part A
EMS 121B Elementary Fire Science, Part B
EMS 123 Hazardous Materials
FRP 121A Fire Pump Construction
FRP 123 Fire Service Hydraulics
FRP 280 Cooperative Work Experience
MTH 95 Intermediate Algebra
SP 111 Fundamentals of Public Speaking
WR 121 Academic Composition
WR 227 Technical Writing

Program Requirements
HUM 101 Psychology of Human Relations
WRT 311 Technical Writing

Year Two

General Education Requirements

Program Requirements
MTH 111 Probability & Statistics
PH 211 Physics w/Calculus I
PH 212 Physics w/Calculus II
PH 213 Physics w/Calculus III
SUR 162 Plane Surveying II
SUR 163 Route Surveying
SUR 242 Land Descriptions & Cadastre

Year Two

General Education Requirements

Program Requirements
ES 101 Principles of Emergency Services
ES 103 DSHA for Emergency Services
ES 107 Legal Aspects
ES 109 Principles of Fire & EMS
ES 113 Rescue Practices

NOTES:
1. At least one Arts & Letter elective must be designated as Cultural Diversity. OSU General Ed requirements include 5 “Perspective” courses, see website info at OSU website. OIT General Ed requirements allow up to 9 cr of Humanities electives and 12 cr of Social Science electives, see articulation agreements
2. MTH 265 can be substituted for MTH 243

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
• Minimal requirement: Computer with broadband internet connectivity, Windows 7 or newer OR MacOS 10.6 or newer. Video viewing and Zoom conferencing may be held at the discretion of the faculty.
• Be a U.S. citizen
• Pass a criminal background check. Students with a criminal record are strongly urged to research employability before entering the fire science program. Not have been convicted by any state or federal government of a crime, the punishment for which could have been imprisonment in a federal or state prison.
• Be of good moral character as determined by a thorough background investigation

Recommended:
• Students with a criminal record are strongly urged to research employability before entering the fire science program.

Total Credits (minimum) 96
**FORESTRY**

**PROGRAM DESCRIPTION**

The UCC Forestry Program offers the following AS degrees: 1) Forestry, AS and 2) Renewable Materials, AS. These degrees prepare students for transfer to the bachelor's degree programs at Oregon State University (OSU) College of Forestry. The curriculum is intended to meet the requirements for the first two years of course work necessary for application to the Forestry Professional Program at OSU.

Curriculum is listed on the following pages, including program requirements for each of the four options. Students should work closely with the UCC advisors and faculty and representatives of the OSU College of Forestry when developing term x term planners for the degree.

**CAREER CONSIDERATIONS**

Oregon produces more softwood lumber than any other state in the US. The employment demand continues to grow for foresters to manage forest lands and forest products.

**PROGRAM COURSE REQUIREMENTS**

**Common Option Requirements**

- Year One Credits 53
- Year Two Credits (minimum) 46

**Core Program Requirements**

- FOR 112 Problem Solving & Technology 3
- FOR 111 Intro to Forestry 3
- FOR 161 Plane Surveying I 4
- FOR 234 GIS I 4
- FOR 241 Forestry Operations

**Forest Engineering Option Requirements**

- DFR 112 Computer Aided Drafting (CAD) I 3
- ENGR 111 Engineering Orientation 3
- MTH 251 Calculus I 5
- MTH 252 Calculus II 4
- MTH 255 Statistics for Scientists & Engineers 4

**Forest Management Option Requirements**

- ECON 201 MicroEconomics 4
- WR 227 Technical Writing 4

**Forest Restoration & Fire Option Requirements**

- MTH 212 Principles of Biology 4
- MTH 1112 College Algebra 5
- MTH 112 Elementary Functions 4
- MTH 243 Intro to Probability & Statistics 4

**Transfer advising guides are listed on the UCC website:**

http://www.umpqua.edu/forestry/

**PROGRAM OUTCOMES**

1. Identify, formulate, and solve technical problems
2. Communicate effectively
3. Function as part of a team
4. Carry out simple surveying, mapping, and geographic location activities

**CAREER CONSIDERATIONS**

Oregon produces more softwood lumber than any other state in the US. The employment demand continues to grow for foresters to manage forest lands and forest products.
Renewable Materials
Associate of Science

PROGRAM OUTCOMES
This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Forestry, AS degree will have the knowledge, skills, and abilities to:
1. Identify, formulate, and solve technical problems
2. Communicate effectively
3. Function as part of a team
4. Demonstrate knowledge of wood and similar renewable materials and utilizing as industrial and building materials.

CAREER CONSIDERATIONS
Wood is a renewable resource that is used to make many products that our society uses every day. Oregon is a leader in the manufacturing and utilization of wood products. There are exciting new technological advances in wood manufacturing that are rapidly expanding the opportunities to utilize wood as a building material. There is a strong job demand for these skills, and there are many scholarship opportunities for students and job opportunities for graduates with this degree.

PROGRAM COURSE REQUIREMENTS
Advanced Wood Manufacturing
Management & Marketing Science & Engineering Art & Design

Year One
General Education Requirements
CH 104 1 Introductory Chemistry 4
CH 221 General Chemistry 4

ENGR 111 Engineering Orientation I 3
ENGR 245 Engineering Graphics: SolidWorks 3
FOR 111 1 Intro to Forestry 3
FOR 112 1 Problem Solving & Technology 3

Advanced Wood Manufacturing
Science & Engineering Requirements
CH 116 Introductory Chemistry 4
CH 223 General Chemistry 4
MTH 251 Calculus I 5
MTH 252 Calculus II 4
MTH 265 Statistics for Scientists & Engineers 4

Management & Marketing Requirements
FOR 241 Dendrology 4
MTH 111 1 4 College Algebra or MTH 112 1 College Algebra 5
MTH 241 Calculus for Management or MTH 251 Calculus I 4
MTH 243 Intro to Probability & Statistics 4

Art & Design Requirements
ART 115 Art & Design Foundations: 2D 4
BA 111 4 College Algebra or MTH 112 College Algebra 5
BA 226 Business Law 4
ECON 202 Macroeconomics 4
HPE 295 Health & Wellness 3
VC 114 Intro to InDesign 3

Science & Engineering Requirements
BA 226 Business Law 4
ECON 202 Macroeconomics 4
HPE 295 Health & Wellness 3
MTH 254 Vector Calculus 4
PH 211 Physics w/Calculus I 5
PH 212 Physics w/Calculus II 5
PH 213 Physics w/Calculus III 5

Year Two
Advanced Wood Manufacturing
Management & Marketing Science & Engineering Art & Design

Core Program Requirements
FOR 240 Forest Biology 4

Advanced Wood Manufacturing
Science & Engineering Requirements
BA 211 Principles of Accounting I 3
BA 212 Principles of Accounting II 3
BA 213 Principles of Accounting III 3
ECON 202 Macroeconomics 4
HPE 295 Health & Wellness 3
PH 211 Physics w/Calculus I 5
PH 212 Physics w/Calculus II 5
PH 213 Physics w/Calculus III 5

Year Two Credits (minimum) 45

NOTES:
1. General education requirement for AS degree
2. MTH 112 can be substituted for FOR 112.
3. MTH 251 is pre-req for MTH 241 and MTH 112 is pre-req for MTH 251.
4. MTH 285 can be substituted for MTH 243.
5. One Arts & Letters elective must be Cultural Diversity. See following link for OSU Perspective requirements for General Education.

www.umpqua.edu
HUMAN SERVICES
Addiction Treatment Pathway Certificate

PROGRAM DESCRIPTION
This certificate is designed to prepare students working in the Alcohol/Drug/Tobacco counseling and/or individuals who wish to pursue training in the substance abuse disorder and addiction studies area.

PROGRAM OUTCOMES
Students who successfully complete this certificate in Addiction Studies will:
1. Communicate effectively and develop interpersonal skills needed to work with people from diverse backgrounds
2. Demonstrate professional interviewing and writing skills appropriate to clinical documentation
3. Assess and address needs of individuals, families and groups and develop a plan of action and link people to community resources
4. Identify drug use, misuse and etiology of addiction
5. Apply the prevention strategies, risk assessment protocols, harm reduction methods and treatment options in populations served by human service professionals

CAREER CONSIDERATIONS
The Addiction Treatment certificate provides students the required coursework in combination with the required 1,000 hours of supervised experience to take the Oregon Certified Alcohol and Drug Counselor (CADC®) exam.

Academic Entrance Requirement
- Students must be able to verify a minimum of 2 years of sobriety time for those who are recovering from chemical dependence to take the CADC exam.

Recommended:
- Students with a criminal record are strongly urged to research employability before entering the Human Service field. If students enter the program with a felony conviction, they should realize the impact on employment. Background checks are a requirement.

PROGRAM COURSE REQUIREMENTS

Year One
- HS 100 Intro to Human Services 3
- HS 102 Addiction Pharmacology 3
- HS 150 Personal Effectiveness for HS 3
- HS 154 Community Resources 3
- HS 155 Counseling Skills I 3
- HS 217 Group Counseling 3
- HS 227 Understanding Dysfunctional Fam. 3
- HS 211 HIV/AIDS & other Infect Diseases 2
- HS 226 Ethics and Law 3
- HS 266 Case Management for HS 3
- MTH 052 Intro to Algebra for Trades 4
- WR 121 Academic Composition 4
- SOC 225 Social Aspects of Addiction 3
- SOC 204 Intro to Sociology 3
- PSY 101 Psychology of Human Relations or SP 218 Interpersonal Communications 3

Total Credits 17

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

Year Two
- HS 102 Addiction Pharmacology 3
- HS 155 Counseling Skills I 3
- HS 266 Case Management for HS 3
- HS 211 HIV/AIDS & other Infect Diseases 2
- HS 217 Group Counseling 3
- HS 226 Ethics and Law 3

Total Credits 18

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

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- Students must be able to verify a minimum of 2 years of sobriety time for those who are recovering from chemical dependence to take the CADC exam.

Recommended:
- Students with criminal records are strongly urged to research employability before entering the Human Service field. If students enter the program with a felony conviction, they should realize the impact on employment. Background checks are a requirement.
Human Services
Associate of Science Articulated with SOU

PROGRAM DESCRIPTION
The Human Service program provides academic coursework and the foundation necessary for a student interested in transferring to SOU for the interdisciplinary Bachelor of Arts or Science in Social Sciences that focuses on the needs of human service professionals.

PROGRAM OUTCOMES
This degree aligns with the Human Services program at Southern Oregon University. Students who complete the Human Services Associate of Science will have the knowledge, skills and abilities to:
1. Communicate effectively with others
2. Be comfortable and effective working with people from diverse backgrounds
3. Assess and address needs of individuals, families, and groups
4. Develop a plan of action and link people with community resources
5. Foster commitment to the field of human services based on the belief that all humans are capable of growth and have a fundamental right to dignity, respect, and self-determination
6. Expand general knowledge and skills in ways that enrich personal and professional lives
7. Use appropriate library and information resources to research professional issues and support lifelong learning
8. Formulate questions that can be addressed with data and collect, organize, and display relevant data to answer them

CAREER CONSIDERATIONS
The Associate of Science degree is based on a signed articulation agreement with Southern Oregon University (SOU). The SOU departments of psychology and sociology/anthropology offer an interdisciplinary bachelor’s degree program focusing on the needs of human service professionals, a Bachelor of Arts or Science in Social Science. The UCC Associate of Science (AS) degree is fully articulated with SOU’s Human Service program and allows students to transfer directly as juniors into the program at SOU with no loss of credits to pursue a bachelor’s degree. Students should contact the SOU Human Services program early in the first year of the AS program to be advised about additional requirements and procedures for admission to the school or program. Students should be aware that if they transfer before completing this degree, their courses will be evaluated individually toward the general education requirements in effect at SOU.

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 100</td>
<td>Intro to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HS 155</td>
<td>Counseling Skills I*</td>
<td>3</td>
</tr>
<tr>
<td>HS 226</td>
<td>Ethics and Law</td>
<td>3</td>
</tr>
<tr>
<td>HS 229</td>
<td>Crisis Intervention &amp; Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HS 265</td>
<td>Counseling Skills II*</td>
<td>3</td>
</tr>
<tr>
<td>MTH 105</td>
<td>Math in Society or MTH 111</td>
<td>College Algebra 4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 202</td>
<td>General Psychology*</td>
<td>3</td>
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<tr>
<td>PSY 203</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition</td>
<td>4</td>
</tr>
<tr>
<td>WR 122</td>
<td>Argument, Research, and Multimodal Comp</td>
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</table>

*Approved electives 9

Year Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 201</td>
<td>Indiv &amp; Family Development*</td>
<td>3</td>
</tr>
<tr>
<td>HS 267</td>
<td>Cultural Competence in HS</td>
<td>3</td>
</tr>
<tr>
<td>Required Humanities 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 243</td>
<td>Intro to Prob &amp; Stats*</td>
<td>5</td>
</tr>
<tr>
<td>Required Sciences 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Sciences 3-4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 218</td>
<td>Intro to Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>SP 211</td>
<td>Public Speaking or SP 218</td>
<td>4</td>
</tr>
<tr>
<td>or SP 219</td>
<td>Interpersonal Communication or SP 219</td>
<td>3</td>
</tr>
<tr>
<td>or Small Group Discussion 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Approved Elective

Total Credits 90

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

A grade of C or better must be attained in all Human Service courses or courses must be retaken.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Students with a criminal record are urged to research employability before entering the Human Service Program. If a student enters the program with a felony conviction, they should realize the impact on their Cooperative Work Experience (CWE) opportunities and employment. Most agencies have background check requirements.

NOTES:
- SOU Human Service Baccalaureate Graduation requirements: Minimum GPA of 2.5 is required for graduation, and no grade below C - is allowed in all upper division HS major coursework or lower division coursework directly applied to the SOU Human Services Program.
  - HS 229 is accepted by SOU as an equivalent to PSY 475 Crisis Intervention Strategies; however, upper division credit for HS 229 is not given. In order for this equivalency to be valid, UCC transfer students must complete the Human Services Associate of Science Degree prior to transfer. Students receiving this equivalency must substitute an upper division psychology course for PSY 475 as suggested and approved by an advisor at SOU.
  - HS 155 and HS 265 are accepted by SOU as an equivalent to PSY 471 Introduction to Helping Skills; however, upper division credit for HS 155 and HS 265 is not given. In order for this equivalency to be valid, UCC transfer students must complete the Human Services Associate of Science Degree prior to transfer. Students receiving this equivalency must substitute an upper division psychology course for PSY 471 as suggested and approved by an advisor at SOU.
  - HDFS 201 is accepted as an equivalent to PSY 370 Lifespan Development; however, upper division credit for HDFS 201 is not given. Students who complete the Human Service Associate of Science Degree at UCC will not be required to take PSY 471 Introduction to Helping Skills or PSY 475 Crisis Intervention Strategies at SOU; however, substitute upper division level credits in psychology must be taken as suggested and approved by an advisor.
HUMAN SERVICES

Program Description
The Human Service program combines academic coursework with supervised fieldwork to prepare students with the skill sets to succeed in the social services field.

Program Outcomes
Students who successfully complete the Associate of Applied Science degree in Human Services will:
1. Develop interpersonal skills needed to work with people with diverse backgrounds
2. Assess and address needs of individuals, families, and groups
3. Foster commitment to the field of human services based on the belief that all humans are capable of growth, and have a fundamental right to dignity, respect and self-determination
4. Expand general knowledge and skills in ways that enrich personal and professional lives

Career Considerations
The Human Service program prepares students for entry level jobs and future careers in the following areas: private human service agencies and organizations, government social service agencies, schools, and businesses.

Program Course Requirements
Year One
- HS 100 Intro to Human Services
- HS 150 Personal Effectiveness for HS
- HS 154 Community Resources
- HS 155 Counseling Skills I
- HS 226 Ethics and Law
- HS 267 Cultural Competence in HS
- SOC 204 Intro to Sociology
- SP 218 Interpersonal Communication
- or PSY 101 Psychology of Human Relations

Year Two
- HS 227 Understanding Dysfunctional Fam.
- HS 229 Crisis Intervention and Prevention
- HS 266 Case Management for HS
- PSY 201 General Psychology
- PSY 202 General Psychology
- PSY 203 General Psychology
- WR 227 Technical Writing
- MTH 095 Intro to Algebra for Trades
- HS 280 Cooperative Work Experience

Total Credits 90

A grade of C or better must be attained in all Human Service courses or courses must be retaken.

*Approved electives

MUSIC

Program Articulated with SOU
Associate of Science

Program Description
The Music program is designed to provide study in the areas of music and performance to prepare students for employment and with transfer options to consider. Students should contact the SOU Music Department early in the first year of their AS program to be advised about additional requirements and procedures for admission to the school or program. Students should be aware that if they transfer before completing this degree, their courses will be evaluated individually toward the general education requirements in effect at SOU. All students must pass a New Student Hearing before begin accepted as a Music Major at SOU. The student’s applied level of study (MUP courses) will be set based on the audition.

Program Outcomes
Students who successfully complete the Associate of Science degree in Music will:
1. Achieve aural literacy, promote and model cultural awareness through identification, evaluation, and critical discussion of musical examples
2. Communicate effectively using appropriate listening, speaking, and writing skills
3. Demonstrate adequate problem solving and critical thinking skills

Career Considerations
The music program prepares students for entry level jobs and future careers in the following areas: private human service agencies and organizations, government social service agencies, schools, and businesses.
Program Description
The Associate of Science degree in Natural Resources gives students a comprehensive educational foundation for careers related to natural resource science and technology. Our Landscape Monitoring Option introduces the theory and practice of landscape monitoring, and offers broad laboratory and field training in measuring and analyzing ecological conditions at the microsite, community, and landscape levels. The program is specifically designed for seamless transfer to the Oregon State University College of Forestry’s Bachelor of Science degree in Natural Resources.

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

1. Recognize and classify common plant and animal species in the field, and use dichotomous keys to determine or verify their identity
2. Describe key ecological cycles, disturbance processes, and ecological succession in landscapes of the Pacific Northwest
3. Describe the ways in which utilization, management, and allocation of natural resources are affected
4. Recognize and describe the interrelationships between the ecological communities that produce natural resources and the social communities that consume and manage them
5. Discuss historic range of ecosystem variability, human impacts that influence ecosystem change, and the future sustainability of natural resources
6. Work safely and navigate efficiently in the field using map, compass, GPS and other orienteering and data gathering technologies
7. Demonstrate current protocols for gathering and recording data in the field and lab
8. Map and quantify a range of natural resources at multiple scales
9. Analyze numerical and spatial environmental data, and apply current theory to those findings to solve problems in natural resource management
10. Envision and plan desired future landscapes that will achieve a set of natural resource-related objectives, prescribe management actions needed to achieve those objectives, and evaluate the success of these actions
11. Communicate effectively orally, in writing, and through current presentation technologies with audiences of diverse backgrounds
12. Work collaboratively within and among professional interdisciplinary teams and diverse community groups to resolve management problems and achieve management objectives
13. Self-assess professional strengths and weaknesses, and be committed to lifelong learning and professional development

Career Considerations
This program prepares students for jobs in conservation science, wildlife biology, fisheries science, botany, forestry, ecosystem management, watershed management and other fields related to natural resource science and conservation.

Program Course Requirements

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BI 211</td>
<td>Principles of Biology</td>
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<tr>
<td>BI 212</td>
<td>Principles of Biology</td>
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<tr>
<td>BI 213</td>
<td>Principles of Biology</td>
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<tr>
<td>BOT 203</td>
<td>Field Botany</td>
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<tr>
<td>CH 112</td>
<td>Fundamentals of Chemistry</td>
<td>5</td>
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<tr>
<td>ENQ 230</td>
<td>Environmental Literature</td>
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<tr>
<td>NR 201</td>
<td>Introduction to Natural Resources</td>
<td>3</td>
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<tr>
<td>NR 241</td>
<td>Dendrology</td>
<td>4</td>
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<tr>
<td>NR 251</td>
<td>Principles of Fish and Wildlife Cons</td>
<td>3</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition</td>
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Year Two

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BOT 204</td>
<td>Flowering Plants of SW OR &amp; NCA</td>
<td>4</td>
</tr>
<tr>
<td>G 221</td>
<td>Environmental Geology</td>
<td>4</td>
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<tr>
<td>GIS 234</td>
<td>Introduction to GIS</td>
<td>4</td>
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<tr>
<td>MTH 243</td>
<td>Intro to Statistics</td>
<td>5</td>
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<tr>
<td>NR 221</td>
<td>Water Resource Science</td>
<td>4</td>
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<tr>
<td>NR 240</td>
<td>Forest Biology</td>
<td>4</td>
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<tr>
<td>NR 243</td>
<td>Historical Ecology of PNW</td>
<td>3</td>
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<tr>
<td>NR 255</td>
<td>Field Sampling of Fish and Wildlife</td>
<td>3</td>
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<td>NR 261</td>
<td>Recreation Resource Management</td>
<td>3</td>
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<td>NR 295</td>
<td>Enviro Dispute Resolution</td>
<td>3</td>
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<td>SOIL 205</td>
<td>Soil Science</td>
<td>4</td>
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<tr>
<td>SP 111</td>
<td>Public Speaking</td>
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</tbody>
</table>

Total Credits: 97

Program Entrance Requirements
Academic Entrance Requirement
Coursework from accredited high schools, colleges and universities will be accepted in accordance with college policies and with the approval of the Science Department Chair.
OFFICE TECHNOLOGY

Front Office Medical Certificate

PROGRAM DESCRIPTION
This program is designed primarily for the person with little or no previous experience. The focus is on developing the necessary skills to function as entry-level front office medical assistants or medical office support personnel. Specific duties will often vary from office to office due to office size, location, and specialty, but duties may include answering telephone calls, scheduling appointments, greeting incoming patients, preparing new and established patient records, and possibly posting charges, copays, and patient payments.

PROGRAM OUTCOMES
Students who successfully complete the Front Office Medical certificate will:
1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

CAREER CONSIDERATIONS
When finished with the Front Office Medical Assistant certificate, students will also have completed the entire first year of the AAS degree program Medical Office Administration allowing easy transition for those students wanting to further their education. When finished with the Medical Billing and Collections Clerk Certificate, students will have completed a significant portion of the AAS degree in Medical Office Administration. Students wishing to continue their education should have an easy transition to the AAS and beyond.

PROGRAM COURSE REQUIREMENTS

Year One

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</tr>
<tr>
<td>OA 124A</td>
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Total Credits: 48

Students who successfully complete the Medical Billing and Collections Clerk Certificate will:
1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

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

PROGRAM COURSE REQUIREMENTS

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<tr>
<td>MED 060</td>
<td>Math for the Medical Assistant</td>
<td>3</td>
</tr>
<tr>
<td>MTH 105</td>
<td>Introduction to Algebra</td>
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</tr>
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</table>

Total Credits: 48

Students who successfully complete the Front Office Medical Assistant certificate, students will have completed the entire first year of the AAS degree program Medical Office Administration allowing easy transition for those students wanting to further their education.

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

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

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

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

**Microsoft Office Technologist**
Pathway Certificate

**PROGRAM DESCRIPTION**
This certificate program is designed to provide students with advanced skills in Microsoft Office applications such as Access, Excel, Outlook, PowerPoint, and Word. Students completing each course in the series will be better prepared to sit for and pass the Microsoft certification exam applicable to each Office application.

**PROGRAM OUTCOMES**
Students who successfully complete the Microsoft Office Technologist Certificate will:
1. Develop advanced skills in applicable Microsoft Office applications
2. Demonstrate the skills to complete the Microsoft Certification Exam for each applicable Microsoft Office application

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

**PROGRAM COURSE REQUIREMENTS**

**Year One**
- CIS 125D Computer Applications – Database 3
- CIS 125E Computer Applications – Email 2
- CIS 125R Computer Applications – Presentation Software 2
- CIS 125S Computer Applications – Spreadsheets 3
- CIS 125W Computer Applications – Word Processing 3

Total Credits 13

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

**PROGRAM ENTRANCE REQUIREMENTS**

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

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**Office Assistant**
Certificate

**PROGRAM DESCRIPTION**
The Office Assistant certificate program is designed to provide basic training in office skills and business knowledge that is expected in the business world today. The curriculum prepares students for entry-level positions such as clerks, receptionists or office assistants.

**PROGRAM OUTCOMES**
Students who successfully complete the Office Assistant Certificate will:
1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

**CAREER CONSIDERATIONS**
When finished with the Office Assistant Certificate, students will have completed a significant portion of the Executive Business Assistant AAS Degree. Students wishing to continue their education should have an easy transition to the AAS and beyond.

**PROGRAM COURSE REQUIREMENTS**

**Year One**
- BA 151 Practical Accounting I 4
- BA 165 Customer Service 3
- BA 180 Business Math I 3
- CIS 120 Intro to Computer Information Systems 4
- CWE 361 CWE Seminar I 1
- OA 115 Administrative Office Professional 3
- OA 116 Records Management 2
- OA 123 Formatting 4
- OA 124A Keyboarding Skill Enhancement 3
- OA 128 Editing for Business 3
- OA 131 Ten-key Calculator 1
- OA 250 General Office Procedures 3
- WR 115 English Composition: Intro to Expository Writing **(or higher)** 4

**Approved Elective 4**

*Approved Elective 4

Choose One:
- PSY 101 Psychology of Human Relations 3
- SP 105 Listening 3
- SP 218 Interpersonal Communication 3
- SP 219 Small Group Discussion 3

Total Credits 45

**PROGRAM ENTRANCE REQUIREMENTS**

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

PROGRAMS

PROGRAM DESCRIPTION
This program is designed to prepare individuals for professional office positions. During the first year of preparation, emphasis is placed upon building basic office skills. The second year is primarily devoted to courses in this specialty area.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Executive Business Assistant will:
1. Demonstrate professional skills that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Utilize appropriate technology relevant to the profession

PROGRAM COURSE REQUIREMENTS

Year One
BA 101 Introduction to Business 4
BA 116 Principles of Financial Services 4
BA 165 Customer Service 3
BA 80 Business Math I 3
CIS 120 Intro to Computer Information Systems 4
CIS 125S Computer Applications – Spreadsheets 3
CIS 125W Computer Applications – Word Processing 3
OA 115 Administrative Office Professional 3
OA 116 Records Management 2
OA 123 Formatting 4
OA 124A Keyboarding Skill Enhancement 3
OA 128 Editing for Business 3
OA 131 Ten-Key Calculator 1
WR 115 English Composition: Intro to Expository Writing (or higher) 4

Choose One:
BA 250 Managing a Small Business 3
SOP 109 Elements of Supervision 3

Year Two
BA 151 Practical Accounting I 4
BA 152* Practical Accounting II 3
BA 214 Business Communications* 3
BA 218 Personal Finance 3
BA 226 Business Law 4
BA 253 Social Media Marketing* 3
BA 280C Cooperative Work Experience: Management 6

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

Total Credits 91

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

PROGRAM COURSE REQUIREMENTS

Year One
BA 165 Customer Service 3
CIS 120 Intro to Computer Information Systems 4
CWE 161 CWE Seminar I 1
MED 111 Medical Terminology I* 3
MED 112 Medical Terminology II* 3
MED 140 Electronic Health Records 3
MED 220 Medical Office Procedures I* 3
MED 221 Medical Office Procedures II* 3
MED 230 Health Insurance Concepts 3
OA 115 Administrative Office Professional 3
OA 116 Records Management 2
OA 124A Keyboarding Skill Enhancement 3
OA 131 Ten-Key Calculator 1
SOP 109 Elements of Supervision* 3
WR 115 English Composition: Intro to Expository Writing* (or higher) 4

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

Total Credits 91

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
Recommended:
1. Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.
PARALEGAL STUDIES

Legal Assistant Certificate

PROGRAM DESCRIPTION
The Legal Assistant one-year certificate is designed to prepare students with basic competencies and practical skills necessary to obtain entry-level work or continue towards their AAS in Paralegal Studies.

PROGRAM OUTCOMES
Students who successfully complete the Legal Assistant Certificate will:
1. Apply professional skills to assure workplace success
2. Communicate effectively
3. Demonstrate use of current technology and processes
4. Think critically and creatively to solve problems

CAREER CONSIDERATIONS
The legal assistant one-year certificate prepares students for entry-level jobs and future careers in the following areas: law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices.

PROGRAM COURSE REQUIREMENTS

Year One
- BA 180 Business Math 3
- LA 100 Legal Procedures I 4
- LA 101 Intro to Paralegal Studies 3
- LA 102 Legal Terminology 3
- LA 105 Civil Procedures 3
- LA 128 Legal Procedures II 4
- LA 132 Ethics for Legal Professionals 3
- LA 280 Cooperative Work Experience 2
- OA 128 Editing for Business 3
- WR 121 Academic Composition 4
- 1 course from approved Human Relations (see page 43) 3

*Approved electives 10

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

A grade of C or better must be attained in all LA courses or courses must be retaken.

Total Credits 45

Paralegal Studies Associate of Applied Science

PROGRAM DESCRIPTION
The Paralegal Studies program is designed to prepare students with both a theoretical understanding of the world of law and the practical skills necessary to succeed.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Paralegal Studies will:
1. Demonstrate various skills and aspects of the paralegal profession.
2. Conduct and document online legal research with accurate methods of citation.
3. Develop and edit legal documents using relevant legal terminology and current technology.
4. Apply professional skills and ethical standards expected of a paralegal.

CAREER CONSIDERATIONS
The Paralegal Studies program prepares students for entry-level jobs and future careers in the following areas: law firms, businesses, insurance companies, financial institutions, public agencies, title companies, and government offices.

PROGRAM COURSE REQUIREMENTS

Year One
- BA 180 Business Math 3
- LA 100 Legal Procedures I 4
- LA 101 Intro to Paralegal Studies 3
- LA 102 Legal Terminology 3
- LA 105 Civil Procedures 3
- LA 128 Legal Procedures II 4
- LA 132 Ethics for Legal Professionals 3
- LA 280 Cooperative Work Experience 2
- OA 128 Editing for Business 3
- WR 121 Academic Composition 4
- 1 course from approved Human Relations (see page 43) 3

*Approved electives 10

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

A grade of C or better must be attained in all LA courses or courses must be retaken.

Total Credits (minimum) 90

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- Working knowledge of MS Word
- Recommended Keyboarding speed of 45 WPM or take OA1 or OA124
- Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- Working knowledge of MS Word
- Recommended Keyboarding speed of 45 WPM or take OA1 or OA124
- Students with a criminal record are strongly urged to research employability before entering the paralegal program. If students enter the program with a felony conviction, they should disclose this information to their paralegal advisor and any Cooperative Work Experience (CWE) employer.
**PROGRAM DESCRIPTION**
Nursing offers the satisfaction of making immediate differences in other people’s lives. It is a dynamic, humanistic, and scientific discipline which diagnoses and treats actual or potential health problems. Nursing is a rigorous, intellectual discipline requiring people with critical and decision-making skills. A successful candidate for the nursing profession should have a genuine desire to help people, a strong commitment to career development, the ability to use scientific information and be a team player.

**Program Accreditation:** Oregon State Board of Nursing (OSBN)

**PROGRAM OUTCOMES**
Nursing care competencies recognize that a competent nurse provides safe care across the lifespan directed toward the goals of helping clients (individuals, families or communities), promote health, recover from acute illness and/or manage a chronic illness and support a peaceful and comfortable death. As a member of the Oregon Consortium for Nursing Education, UCC Nursing curriculum supports the following nursing competencies. A competent nurse:

1. Bases personal and professional actions on a set of shared core nursing values
2. Uses reflection, self-analysis, and self-care to develop insight
3. Engages in intentional learning
4. Demonstrates leadership in nursing and healthcare
5. Collaborates as part of a health care team
6. Practice within, utilizes, and contributes to all health care systems
7. Practices relationship-centered approach
8. Communicates effectively
9. Makes sound clinical judgments
10. Locates, evaluates, and uses the best available evidence

**CAREER CONSIDERATIONS**
The Nursing program prepares students for jobs and future careers in the following areas: Long Term Care, Hospital, Medical Offices, Home Health, Rehabilitation, and more.

**PROGRAM COURSE REQUIREMENTS**

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<tr>
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<td>Foundations of Nursing – Health Promotions</td>
<td>9</td>
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<tr>
<td>NRS 111</td>
<td>Foundations of Nursing in Chronic Illness</td>
<td>6</td>
</tr>
<tr>
<td>NRS 112</td>
<td>Foundations of Nursing Acute Care</td>
<td>6</td>
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<tr>
<td>NRS 221</td>
<td>Nursing Chronic Ills &amp; End of Life</td>
<td>9</td>
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<td>NRS 222</td>
<td>Nursing in Acute Care II</td>
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<tr>
<td>NRS 224</td>
<td>Scope of Practice and Preceptorship</td>
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### Year Two

**Prerequisites**

- BI 222 Intro to Genetics 3
- BI 231 Human Anatomy & Physiology 4
- BI 232 Human Anatomy & Physiology 4
- BI 233 Human Anatomy & Physiology 4
- BI 234 Microbiology 3
- FN 225 Human Nutrition 4
- HDFS 201 Individual and Family Development 3
- MTH 095 Intermediate Algebra (or above) 4
- WR 121 Academic Composition 4
- WR 122 Argument, Research, and Multimodal Comp 4
- WR 227 Technical Writing 4

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

1. To be admitted into NRS 110, students must complete all required prerequisite and preparatory course and be accepted into the Nursing program.
2. Students who plan to continue through to OHSU must be aware that to earn the bachelor’s degree, they must have two years of the same high school-level World Language, or two terms of the same college-level language, or a language proficiency examination. College-level World Language (including American sign language) credits count toward degree requirement.
3. Students planning to earn a bachelor’s degree are encouraged to continue on to MTH 249 Probability & Statistics soon after their prerequisite math course.
4. Human Anatomy & Physiology must be completed within last five (5) years.
5. Chemistry required prior to taking Human Anatomy & Physiology

**Total Credits 60**

**Year Two**

**Total Credits 47**

### Graduation Requirements

- To continue with their degree at OHSU, students must complete all courses on this advising guide with a grade of C or better.
- 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 the Oregon Health Sciences University School of Nursing.
- Students planning to earn a bachelor’s degree must complete all courses in this advising guide within five years.

### Program Accreditation

- Oregon State Board of Nursing (OSBN)

**Background Check:**
All accepted nursing students will be required to undergo a background check prior to enrolling in the program. Individuals with a criminal record may not be allowed into a healthcare facility as a student. Information pertaining to background checks and disqualifying crimes can be found at the OSBN web site: https://www.oregon.gov/OSBN/Pages/index.aspx. Because it is not possible to meet the objectives of the program without having clinical experience, anyone with a prior criminal or abuse history may not be eligible for acceptance into the Nursing program.

**CPR-BLS:**
Show proof of a current healthcare provider CPR card that includes adult, child and infant CPR & AED.

**Immunization Status and Completion of Health History:**
All accepted students will be required to provide evidence of their current immunization status and a completed health history and physical exam, including specific lab tests and a hearing screening evaluation.

**Drug Screening:**
All nursing students must successfully pass a drug screening test at the time of admission into the Nursing Program and are subject to random drug screening throughout the program. Failure to submit to a random drug screen or having a positive drug screen will result in sanctions per the UCC Student Code of Conduct (721.1).

**OHSU Connection:**
Students should understand that although co-admitted to the Oregon Health Sciences University School of Nursing, those who choose to transition from the UCC Nursing Program to OHSU will have to undergo a background check for OHSU at the time of transition and ability to enroll in OHSU courses may be negatively impacted by any background history in their background.
VITICULTURE & ENOLOGY

One-Year Certificate

PROGRAM DESCRIPTION
The one-year certificate program in Viticulture prepares students for entry into the industry and is the first year of the two-year AAS degree. The certificate program includes an introduction to grape growing, basic principles of soil science, vineyard practices throughout all four seasons, and supervised practical work experience. Students must be at least 18 years of age.

PROGRAM COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Year One</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TTL 101</strong></td>
</tr>
<tr>
<td><strong>TTL 121</strong></td>
</tr>
<tr>
<td><strong>TTL 141</strong></td>
</tr>
<tr>
<td><strong>TTL 281</strong></td>
</tr>
<tr>
<td><strong>Total Credits (minimum)</strong></td>
</tr>
</tbody>
</table>

* Required for Oregon CDL and Certificate
** Required for Certificate
Students will be issued a certificate of completion when they have successfully completed all program requirements. Pre-registration is required.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Applicants for the Truck Driver Training program must:
- Be 21 years of age unless employed or pre-approved by a trucking company
- Have a current driver’s license and a clean driving record
- Complete an application packet
- Complete an interview

PROGRAM OUTCOMES
Students who successfully complete the 1 year certificate in Viticulture will:
1. Recognize the basic properties of soils and manage organic matter in soils
2. Recognize vine plant diseases and insects
3. Demonstrate the ability to prune grapevines
4. Create and institute a plan to prepare the vineyard for each season
5. Identify and treat soil problems, toxicities and deficiencies
6. Conduct soil, water, and plant tissue laboratory analysis
7. Manage mineral nutrition of grapevines
8. Identify effects of fertilizer applications
9. Demonstrate knowledge of water relations in plants and soils
10. Control erosion and implement effective irrigation practices
11. Plan and complete a fruit sampling program to include: laboratory evaluation of fruit and measurement of fruit maturity for different vineyard blocks
12. Evaluate the ripening patterns of different grape varieties and variation due to vineyard site differences

CAREER CONSIDERATIONS
The Viticulture certificate program prepares students for entry level jobs and future careers in the following areas: Vineyard Technicians/Managers/Owners & Consultants.

The following courses have an Online/Hybrid fee of $25 per class:
VE 101, 102, 110, 111, 112

Total Credits 47-48

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student’s selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

PROGRAM AND COURSE FEES

The following courses have an Online/Hybrid fee of $25 per class:
VE 101, 102, 110, 111, 112

The following course has a $75 lab fee: VE 201

Academic Entrance Requirement
Applicants for the Truck Driver Training program must:
- Be 21 years of age unless employed or pre-approved by a trucking company
- Have a clear driving record for the past 5 years
- Complete an application packet
- Complete 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.

PROGRAM OUTCOMES
Students who successfully complete the Professional Truck Driver Certificate will:
1. Demonstrate characteristics of a professional commercial truck driver
2. Perform tractor-trailer driving techniques
3. Demonstrate the basic techniques for coupling/uncoupling
4. Use visual search, speed and space management, and proper procedures for operating at night and driving in extreme weather
5. Inspect and maintain tractor and trailers
6. Demonstrate proper communication and reporting techniques
7. Apply knowledge of cargo documentation, hours of service regulations, accident reporting, trip planning, driver wellness, and safety documentation
8. Demonstrate technical skills necessary to pass the Commercial Drivers License (CDL) skills test and enter the Trucking Industry as an entry-level tractor-trailer driver

CAREER CONSIDERATIONS
The program utilizes a career-pathway model which allows for immediate employment after two classes and with additional coursework the opportunity to complete an industry endorsed career-technical certificate of completion.

PROGRAM AND COURSE FEES

The following courses have an Online/Hybrid fee of $25 per class:
VE 101, 102, 110, 111, 112

The following course has a $75 lab fee: VE 201
WEBSITE: www.umpqua.edu

VITICULTURE & ENOLOGY

Wine Marketing Assistant
One-Year Certificate

PROGRAM DESCRIPTION
The Wine Marketing Assistant Pathway Certificate includes parts of both the full Viticulture and Enology one-year certificate and a two-year degree that prepare students for entry level positions in wine sales and distribution. Students can continue with either the Viticulture/Enology program or augment business skills. Students completing the program will be able to demonstrate understanding of the role and function of marketing in the wine industry, familiarity with the basic chemistry of winemaking: ability to conduct sensory evaluations of wine, and knowledge of worldwide wine varieties, regions, and markets. Students must be over 18 years of age to participate in wine tastings.

PROGRAM OUTCOMES
Students who successfully complete the Wine Marketing Assistant 1-year certificate will:
1. Demonstrate knowledge of the role and function of marketing in the wine industry
2. Explain the basic chemistry of wine making
3. Conduct sensory evaluations of wine
4. Demonstrate knowledge of worldwide wine varieties, regions and markets

CAREER CONSIDERATIONS
The Wine Marketing Assistant certificate program prepares students for entry level jobs and future careers in the following areas: Retail Wine Sales, Tasting Room Management, Distributor Wine Sales.

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VE 101</td>
<td>Introduction to the Wine Industry</td>
<td>1</td>
</tr>
<tr>
<td>VE 201</td>
<td>Wine Making for Viticulturists</td>
<td>3</td>
</tr>
<tr>
<td>VE 202</td>
<td>Sensory Evaluation of Wine</td>
<td>4</td>
</tr>
<tr>
<td>VE 203</td>
<td>Wines of Europe</td>
<td>3</td>
</tr>
<tr>
<td>VE 204</td>
<td>Wines of the Southern Hemisphere</td>
<td>3</td>
</tr>
<tr>
<td>VE 205</td>
<td>Wines of North America</td>
<td>3</td>
</tr>
<tr>
<td>VE 223</td>
<td>Wine Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 20

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student’s selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

PROGRAM AND COURSE FEES
The following courses have a $25 online fee: VE 101.
The following course has a $75 hybrid/lab fee: VE 203, 204, 205.
The following course has a $125 hybrid/lab fee: VE 202.

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student’s selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

Program and Course Fees
The following courses have an Online/Hybrid fee of $25 per class:
VE 101, 102, 103, 110, 111, 112, 223.
The following courses have a $75 hybrid/lab fee: VE 201, 209, 210, 211, 212.
The following courses have a $125 hybrid/lab fee: VE 203, 204, 205.
The following course has a $150 hybrid/lab fee: VE 202.

Viticulture and Enology
Associate of Science

PROGRAM DESCRIPTION
The Viticulture & Enology AAS program prepares students for entry into the industry in production and sales as winemaking technicians, vineyard and winery owners, and vintners. The Viticulture & Enology AAS degree program includes an introduction to grape growing, basic principles of soil science, vineyard and winery practices throughout all four seasons, chemistry of the winemaking process, principles of wine production, and supervised practical work experience. The curriculum builds on the one-year certificate in viticulture and students receive the AAS degree as well as the viticulture and wine marketing assistant certificates. Students must be at least 18 years of age to participate in wine tasting.

PROGRAM OUTCOMES
Students who successfully complete the AAS degree in Viticulture and Enology will:
1. Apply basic principles and techniques of wine sensory evaluation
2. Conduct Statistical Analysis of sensory evaluation trials and preference test trials
3. Identify and compare wine traits, types, and styles.
4. Read and interpret results of analysis performed by commercial laboratories
5. Perform basic chemical analysis and calculations for testing wine during all stages of production and take appropriate steps to mitigate defects
6. Operate and maintain winery equipment
7. Demonstrate knowledge of marketing and distribution principles for wine cluster industries

CAREER CONSIDERATIONS
The Viticulture and Enology program prepares students for jobs and future careers in the following areas: Winemaking Technicians, Vineyard and Winery Managers/Owners, and Vintners.

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 095</td>
<td>Intermediate Algebra (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 121</td>
<td>Spanish in the Workplace for Viticulture</td>
<td>4</td>
</tr>
<tr>
<td>VE 101</td>
<td>Introduction to the Wine Industry</td>
<td>1</td>
</tr>
<tr>
<td>VE 102</td>
<td>Integrated Pest Control for Grapes</td>
<td>4</td>
</tr>
<tr>
<td>VE 103</td>
<td>Vineyard Soils, Plant Nutrition &amp; Irrigation</td>
<td>4</td>
</tr>
<tr>
<td>VE 110</td>
<td>Vineyard Practices I</td>
<td>4</td>
</tr>
<tr>
<td>VE 111</td>
<td>Vineyard Practices II</td>
<td>4</td>
</tr>
<tr>
<td>VE 112</td>
<td>Vineyard Practices III</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits 96

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student’s selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

Program and Course Fees
The following courses have an Online/Hybrid fee of $25 per class:
VE 101, 102, 103, 110, 111, 112, 223.
The following courses have a $75 hybrid/lab fee: VE 201, 209, 210, 211, 212.
The following courses have a $125 hybrid/lab fee: VE 203, 204, 205.
The following course has a $150 hybrid/lab fee: VE 202.

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Umpqua Community College 2019-2020

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Umpqua Community College 2019-2020
WELDING

Aluminum Only
Pathway Certificate

PROGRAM DESCRIPTION

Aluminum is the metal of the future. It is 1/3 the weight of steel, has an excellent strength to weight ratio, is virtually corrosion resistant, and is 100% recyclable. These material properties and many more are making Aluminum the choice metal for future engineering applications around the world. This material is not difficult to weld, it’s just different, and should not be treated like steel. In this series of courses, the student will learn the differences in metallurgy, filler metal selection, process applications, fabrication techniques, and weld procedure development. Graduates will have the knowledge and skills that are required to achieve entry-level positions as aluminum welders and fabricators. Basic tools and PPE for fabrication and welding are required; a list of tools are available from the welding instructors. The Welding Department seeks to maximize the ability of its graduates to compete in the job market by offering relevant and up-to-date course in welding technology.

CAREER CONSIDERATIONS

The Welding program prepares students for entry level jobs and future careers in the following areas: welders, welder operators, and fabricators.

PROGRAM COURSE REQUIREMENTS

Year One

MTH 052 Intro Algebra for the Trades 4
WLD 101 Processes & Applications 4
WLD 140 Blueprint Reading 3
WLD 150 GTAW – I 3
WLD 160 Aluminum Arc Welding & Fab - I 3
WLD 261 Aluminum Arc Welding & Fab - II 3
WLD 262 Aluminum Arc Welding & Fab - III 3

Total Credits 23

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement

Recommended:
- A construction background or prior welding experience are helpful but not a requirement.
- Students with a criminal record are strongly urged to research employability before entering the Human Service field. If students enter the program with a felony conviction, they should realize the impact on employment. Background checks are a requirement.
- 2. Interpret and apply basic elements of blueprints such as line type identification, symbols, notes, 2D and 3D interpretation, dimensioning and measurement
- 3. Exhibit “soft skills” such as: timeframe awareness, follow-through and completion of work, positive interactions with fellow classmates, good communication, positive attitude, and good work ethics
- 4. Demonstrate a knowledge and understanding of safe working conditions, as well as, safety in handling materials, equipment, and personal protective equipment
- 5. Identify basic components of welding systems and welding processes, proper machine setup, and demonstrate troubleshooting when visual acceptance criteria of a weldment has not been met
- 6. Apply knowledge of Weld Procedure Specifications or WPS’s as they relate to material identification, thermal and electrical properties, applications, as well as, understanding which materials will need special procedures for preheat and post heating, filler metal selection, process selection, and other essential variables involved in the fabrication of a weldment
- 7. Apply knowledge of national standards and guidelines set forth by AWS, ASME, API, OSHA, and other governing organizations that will affect their work

PROGRAM OUTCOMES

Students who successfully complete the Welding Certificate will:

1. Apply fundamentals of welding, including the basics of common joining processes, cutting and gouging, measurement, fabrication, repair, material identification, and visual acceptance criteria
2. Interpret and apply basic elements of blueprints such as line type identification, symbols, notes, 2D and 3D interpretation, dimensioning and measurement
3. Exhibit “soft skills” such as: timeframe awareness, follow-through and completion of work, positive interactions with fellow classmates, good communication, positive attitude, and good work ethics
4. Demonstrate a knowledge and understanding of safe working conditions, as well as, safety in handling materials, equipment, and personal protective equipment
5. Identify basic components of welding systems and welding processes, proper machine setup, and demonstrate troubleshooting when visual acceptance criteria of a weldment has not been met
6. Apply knowledge of Weld Procedure Specifications or WPS’s as they relate to material identification, thermal and electrical properties, applications, as well as, understanding which materials will need special procedures for preheat and post heating, filler metal selection, process selection, and other essential variables involved in the fabrication of a weldment
7. Apply knowledge of national standards and guidelines set forth by AWS, ASME, API, OSHA, and other governing organizations that will affect their work
PROGRAMS

Umpqua Community College 2019-2020

WELDING

Associate of Applied Science

PROGRAM DESCRIPTION
The second year AAS degree in welding focuses on advanced skills sets required for the pressure piping and boiler fabrication. Industry standards set forth by AWS (American Welding Society), API (American Petroleum Institute), and ASME-Section IX (American Society of Mechanical Engineers) will be covered. Basic tools and PPE for fabrication and welding are required, a list of tools are available from the welding instructors. The Welding Department seeks to maximize the ability of its students to compete in the job market by offering relevant and up to date courses in welding technology.

To achieve this goal, the department emphasizes current technology trends, in both the welding shop and classroom environment. Welding courses are offered during the day and in the evening. In addition, courses are adapted to meet the diverse needs of the student, potential employers, and respond to changes and advancements in the welding industry.

The UCC Welding program is an Educational Institutional Member of the American Welding Society, and offers AWS - SENSE curriculum and certificates.

PROGRAM OUTCOMES
Students who successfully complete the Welding Certificate will:

1. Apply fundamentals of welding, including the basics of common joining processes, cutting and gouging, measurement, fabrication, repair, material identification, and visual acceptance criteria.
2. Interpret and apply basic elements of blueprints such as line type identification, symbols, notes, 2D and 3D interpretation, dimensioning and measurement.
3. Exhibit “soft skills” such as: timeframe awareness, follow-through and completion of work, positive interactions with fellow classmates, good communication, positive attitude, and good work ethics.
4. Demonstrate a knowledge and understanding of safe working conditions, as well as, in handling materials, equipment, and personal protective equipment.
5. Identify basic components of welding systems and welding processes, proper machine setup, and demonstrate troubleshooting when visual acceptance criteria of a weldment has not been met.
6. Apply knowledge of Weld Procedure Specifications or WPS’s as they relate to material identification, thermal and electrical properties, applications, as well as, understanding which materials will need special procedures for preheat and post heating, filler metal selection, process selection, and other essential variables involved in the fabrication of a weldment.
7. Apply knowledge of national standards and guidelines set forth by AWS, ASME, API, OSHA, and other governing organizations that will affect their work.

CAREER CONSIDERATIONS
The Welding program prepares students for entry level jobs as pipe fitters, pipe welders, and fabricators.

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG 108</td>
<td>Starrett: PMI</td>
<td>3</td>
</tr>
<tr>
<td>MTH 052</td>
<td>Intro Algebra for the Trades</td>
<td>4</td>
</tr>
<tr>
<td>SP 105</td>
<td>Listening</td>
<td>3</td>
</tr>
<tr>
<td>WLD 101</td>
<td>Processes &amp; Applications</td>
<td>4</td>
</tr>
<tr>
<td>WLD 111</td>
<td>SMAW</td>
<td>4</td>
</tr>
<tr>
<td>WLD 112</td>
<td>SMAW – I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 113</td>
<td>SMAW – II</td>
<td>3</td>
</tr>
<tr>
<td>WLD 114</td>
<td>SMAW – III</td>
<td>3</td>
</tr>
<tr>
<td>WLD 121</td>
<td>GMAW</td>
<td>3</td>
</tr>
<tr>
<td>WLD 122</td>
<td>GMAW – Pulse</td>
<td>3</td>
</tr>
<tr>
<td>WLD 131</td>
<td>Basic Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>WLD 140</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WLD 141</td>
<td>FCAW – GS</td>
<td>3</td>
</tr>
<tr>
<td>WLD 142</td>
<td>FCAW – S</td>
<td>3</td>
</tr>
<tr>
<td>WLD 150</td>
<td>GTAW – I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 161</td>
<td>Intro Expository Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

Year Two

<table>
<thead>
<tr>
<th>Program Option</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 112</td>
<td>3</td>
</tr>
<tr>
<td>WLD 123</td>
<td>3</td>
</tr>
<tr>
<td>WLD 251</td>
<td>3</td>
</tr>
<tr>
<td>WLD 311</td>
<td>4</td>
</tr>
<tr>
<td>WLD 124</td>
<td>3</td>
</tr>
<tr>
<td>WLD 252</td>
<td>3</td>
</tr>
<tr>
<td>WLD 223</td>
<td>3</td>
</tr>
<tr>
<td>DRF 113</td>
<td>3</td>
</tr>
<tr>
<td>MFG 111</td>
<td>4</td>
</tr>
<tr>
<td>WLD 161</td>
<td>4</td>
</tr>
<tr>
<td>WLD 223</td>
<td>3</td>
</tr>
<tr>
<td>WLD 240</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits (minimum) 97

Year Two (suggested)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 280</td>
<td>CWE: Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD 281</td>
<td>CWE: Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD 282</td>
<td>CWE: Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD 283</td>
<td>CWE: Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

ALUMINUM:
This program option was designed to develop a student’s knowledge and manipulative skills in the use of Aluminum and Aluminum alloys. Course work related to this program option will focus on materials and processes related to aluminum and aluminum manufacturing industries. Students interested in this program option will concentrate on the understanding of traditional, nontraditional, and advanced welding and fabrication methods for aluminum only.

Year Two (suggested)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 160</td>
<td>Aluminum Arc Welding I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 261</td>
<td>Aluminum Arc Welding II</td>
<td>3</td>
</tr>
<tr>
<td>WLD 262</td>
<td>Aluminum Arc Welding III</td>
<td>3</td>
</tr>
</tbody>
</table>

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended
- A construction background or prior welding experience are helpful but not a requirement.
- Students with a criminal record are strongly urged to research employability before entering the welding program. If students enter the program with a felony conviction, they should disclose this information to their welding advisor and any Cooperative Work Experience (CWE) employer.

ENGINEERING:
This program option will present an opportunity for welding students that may have the desire and skills to do more project planning and design related to the welding and manufacturing industries. Course work for this program option will contain more Auto CAD courses in engineering such as; Structural and Civil 3D Auto CAD. This option will allow the welding students to take CAD courses in the place of some of their CWE credits.

Year Two (suggested)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 280</td>
<td>CWE: Welding</td>
<td>3</td>
</tr>
<tr>
<td>WINTER</td>
<td>CV 214</td>
<td>3</td>
</tr>
</tbody>
</table>

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended
- A construction background or prior welding experience are helpful but not a requirement.
- Students with a criminal record are strongly urged to research employability before entering the welding program. If students enter the program with a felony conviction, they should disclose this information to their welding advisor and any Cooperative Work Experience (CWE) employer.

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COURSE DESCRIPTIONS

Course Numbering
Courses numbered 100 or higher are taught at the college undergraduate level. Numbers 100-199 are considered freshman level, while 200-299 are at the sophomore level. Courses numbered 199 or 299 are generally experimental to evaluate student response. Courses numbered below 100 generally do not carry transfer credit.

Independent study is used to individualize advanced studies on a particular topic; students in areas not considered in other courses to meet special interests, or to meet program requirements. Independent study affords an opportunity for students with previous study in a subject area to pursue further investigations for credit. Prerequisite: Instructor, Department Chair, and Dean approval of study plan. 12 credits maximum total, appointment call 541-440-7662.

APPLIED ECONOMICS (AEC)
AEC 121: Discovering Agriculture and Resource Economics (1)
Explore issues, opportunities, and challenges in the dynamic and diverse employment field of agricultural and resource economics. 1 lecture hrs/wk. F

AEC 211: Management in Agriculture (4)
Economic and political principles applied to the management of agricultural firms, including farms and ranches, goal-setting and management information; planning and decision-making tools; acquiring, organizing, and managing land, labor, and capital resources. Registration-Enforced Prerequisite: ECON 201. 4 lecture hrs/wk. F

AEC 221: Marketing in Agriculture (3)
Organization and functions of domestic and international markets; market channels for various agricultural commodities; role of agribusiness, cooperatives, and government in marketing decisions. Registration-Enforced Prerequisite: ECON 201. 3 lecture hrs/wk. W

AGRICULTURE (AG)
AG 111: Computer Applications in Agriculture (3)
Computer use in agriculture and agribusiness; practical experience with computer programs applicable to all agricultural disciplines. 3 lecture hrs/wk. W

AG 120: Intro to Agribusiness (3)
An introduction to agricultural business methods, basic approaches to management, finance, agricultural law and economics and the marketing and selling of agricultural products. 3 lecture hrs/wk. S

ANTHROPOLOGY (ANTH)
ANTH 150: Introduction to Archaeology (3)
This course offers an introduction to the archaeology and prehistory of the world and archaeological method and theory. We will review the basic theoretical paradigms that archaeologists use to investigate the past, the theoretical paradigms that guide the archaeological process, and the origins of human behavior from the earliest fossils and artifacts to the ancient civilizations of the Old and New Worlds. Registration-Enforced Prerequisite: WR 121 with a grade of C or better. 3 lecture hrs/wk. S

ANTH 221: Cultural Anthropology (3)
Prehistoric and modern societies are studied, compared, and contrasted to discover common human themes. Both evolutionary and institutional approaches are used; that is, we look at hunters and gatherers, bands, tribes, and state societies as well as institutions such as the family, political organization, economics, technology, and religion. This is the first term of a three-term sequence. 3 lecture hrs/wk. Prerequisite: Writing 121. F

ANTH 222: Cultural Anthropology (3)
A continuation of the major themes explored in ANTH 221/223, including social organization, cultural adaptation and change, the family, values, economics, politics, and religion. May be taken independently of ANTH 221/223. 3 lecture hrs/wk. Prerequisite: WR 22, W

APPERTICHESS (APR)
APR 101: Intro to Trades & Technology (4)
This course provides an introduction to the necessary skills required for working in the trades. Students explore current trends in apprenticeship and basic requirements to enter individual programs. Students will be introduced to the National Electrical Code Book which is the standard code book for electrical work. Registration-Enforced Prerequisite: Instructor, Department Chair, and Dean approval of study plan. 3 lecture hrs/wk. S

APR 102: Intro to Trades & Technology (4)
This course covers an introduction to the National Electrical Code and basic electrical knowledge. 3 lecture hrs/wk. W

APR 140: 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 lecture hrs/wk. S, W

APR 143: Pipe Welding (1)
This course covers multi-process 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. S, W

APR 145: Blueprint Reading and Sketching (1)
A basic course in sketching and reading of drawings. A study is made of three-view drawings, pictorial drawings, dimensioning, tolerancing, lines, and symbol interpretation. 3 lecture hrs/wk. S

APR 151: Basic Electronics and Electricity (4)
This course covers information on basic DC and AC electricity, definitions, basic component identification and analysis of series, parallel and combination circuits. Emphasis is placed on practical applications, troubleshooting and problem solving. Registration-Enforced Prerequisite: MTH 052 or MTH 060. 3 lecture hrs/wk. W

APR 155: Electrical Best Practices (2)
This course covers all aspects of the National Electrical Code and related practices 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 all course topics. Prerequisite: Instructor, Department Chair, and Dean approval of study plan. 2 lecture hrs/wk. S

APR 157: Introduction to the National Electrical Code (2)
This course is an introduction to the National Electrical Code and examines the structure, language and basic content of the Code. It will examine the basic wiring methods outlined in chapters 1, 2 and 3 of the National Electrical Code and evaluate methods and techniques necessary for a safe and reliable installation. 2 lecture hrs/wk.
APR 159: Electrical Blueprint Reading (2)
This course will provide the student with the knowledge and understanding of how to read, draw, and interpret electrical drawings, symbols, schematics, prints, and schedules. One-line drawings, controlling material, wiring the drawings medium. The concepts of basic composition are explored including placement and scale of subject matter, pictorial balance, volume and spatial depth. Different methods of drawings include: expression of gesture, contour, cross contour, and negative space. Critical thinking skills are exercised in individual and group critiques addressing the integration of form with content. Discussions and presentations of drawing ideology expand the student’s perception of themselves as artists within a historical and contemporary context. This course is for those interested in Art and non-majors seeking elective credit. 2 lecture, 3 studio hrs/wk.

ART 131: Intro to Drawing I: Line and Gesture (3)
This course serves as an introduction to visual language through a variety of modes of drawing and the manipulation of tools and materials in the drawing medium. The concepts of basic composition are explored including placement and scale of subject matter, pictorial balance, volume and spatial depth. Different methods of drawings include: expression of gesture, contour, cross contour, and negative space. Critical thinking skills are exercised in individual and group critiques addressing the integration of form with content. Discussions and presentations of drawing ideology expand the student’s perception of themselves as artists within a historical and contemporary context. This course is for those interested in Art and non-majors seeking elective credit. 2 lecture, 3 studio hrs/wk.

ART 132: Intro to Drawing II: Form and Space (3)
This course is the second drawing course where the study of visual language is explored through the manipulation of a wider variety of drawing tools and surfaces. A more in-depth study of drawing modes introduced in ART 131 continues in this course, with the addition of advanced concepts of perspective, shading, and conceptual development. Critical thinking skills are exercised in individual and group critiques addressing the integration of form with content. Discussions and presentations of drawing ideology expand the student’s perception of themselves as artists within a historical and contemporary context. 2 lecture, 3 studio (lab) hrs/wk.

ART 134: Illustrating Nature (3)
This class is designed for students in the Fine Arts, Art Education, Pre-Architecture, Desktop Marketing and Graphic Design. Most lectures, demonstrations, and lab work will be done in the field, illustrating from life. This is an excellent course to take in conjunction with botany and other natural science courses. 2 lecture, 3 lab hrs/wk.

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. Addressing 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 their 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.

ART 204: History of Western Art: the Ancient World (3)
This course will explore the development of art and architecture of the ancient Mediterranean and Near East from the origins of art in the Paleolithic Era, through its expressions in the cultures of Egypt and Mesopotamia, to the art and architecture of Greece and Rome, and...
CLIMATE changes are assessed and compared using a variety of observations and climate models. Future climate impacts projected to result from the human influence on Earth's climate are influenced by the interactions of physical, chemical, and biological processes on land and in the ocean, atmosphere, and cryosphere. This introductory course surveys aspects of the Earth's energy budget, the greenhouse effect, characteristics and budgets of important greenhouse gases, as well as the certainty (or uncertainty) of each aspect will be considered. Registration-Enforced Prequisite: MTH 095. 3 lecture hrs/wk.  

**ART 208: 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 CME credits per term, not to exceed 13 credits per year. Registration-Enforced Prequisite: Instructor approval. 1 credit = 33 hours of lab. Su, F, W, S  

**ART 234: Figure Drawing (3)**
An introduction to drawing the human figure. Measurement, shading, and interpretation with various media are presented. 2 lecture, 3 studio (lab) hrs/wk. W  

**ART 252: Ceramics (3)**
Continuation of the review of clay forming methods and glazes for nonprofessionals. Advanced glaze and clay formulation, kiln design and firing procedures, and advanced wheel throwing. 2 lecture, 3 studio (lab) hrs/wk. W  

**ART 253: Intro to Ceramic Handbuilding (3)**
This course introduces students to handbuilding techniques in clay. The class will explore all the basic ways of forming art objects in clay without the use of the potter's wheel. This will include coil construction, soft-slab construction, hand-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 potter's 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 220: History of Western Art II: Medieval through Baroque (4)**
This course focuses on the major monuments, artists and artistic developments in Western Europe during the medieval and Renaissance periods. Spanning the years from 400 AD to 1550 AD, the course begins with Rome's fall, and goes on to consider Rome's inquiry, the rise of the Byzantine Empire, and the spread of Christianity and Islam. It continues with the development of Carolingian, Ottonian, Romanesque and Gothic cultures in Western Europe. The term finishes with a treatment of the Renaissance, culminating in the works of Leonardo, Raphael, Michelangelo, Holbein and Durer. Students will examine artworks and artistic movements in the context of political, religious, intellectual and social history, in an attempt to better understand the creation, function and reception of art. Recommended prerequisite: WR 095 with a grade of C or better or appropriate test scores. 4 lecture hrs/wk. F  

**ART 225: Ceramic Handbuilding III (3)**
This course is the third in a series of three classes on the art of ceramic handbuilding. The course will continue to explore the various ways to form art objects in clay without the use of the potter's 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. S  

**ART 226: Black and White Photography (3)**
This is a studio course in black and white photography with an emphasis on proper exposure, composition, and content. Students will learn to control their camera settings and digital chemical darkroom workflow. Students must have the use of a film or digital single lens reflex camera 2 lecture, 3 studio (lab) hrs/wk. F (not offered every year)  

**ART 226: Color Photography (3)**
This is a studio course in color photography with an emphasis on proper exposure, composition, and content. Students will learn to control their camera settings and digital chemical darkroom workflow. Students must have the use of a digital single lens reflex camera 2 lecture, 3 studio (lab) hrs/wk. F (not offered every year)  

**ART 270: Introduction to Printing (3)**
Students will learn the basics of relief printing on wood and linoleum. Course covers single- and multiple-color reduction cuts and multiple block techniques. Color registration and stencil use will also be covered. All printing will be done by hands on Japanese paper using water-soluble inks. 2 lecture, 3 studio (lab) hrs/wk. F (not offered every year)  

**ART 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. 2 lecture, 3 studio (lab) hrs/wk. F  

**ART 293: Sculpture (3)**
Sculpture projects in cast in bronze. Jewelry and sculpture casting. Study of traditional and contemporary form and technique. 2 lecture, 3 studio (lab) hrs/wk. F  

**ART 294: Watercolor (3)**
Students will explore the use of various water media, with particular emphasis on transparent watercolor. This course 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. F  

**ART 299: Special Studies in Art (1-2)**
A variety of courses designed to ready students for a college level Automotive Program. This class focuses on using proper tools and equipment as well as the operating concepts of a few of the major systems used in an automobile. 6 lecture/lab hrs/wk. (2019-2020)  

**AUT 101: Basic Automotive Skills I (3)**
First of a three-part series, a basic automotive series of classes designed to ready students for a college level Automotive Program. This class focuses on using proper tools and equipment as well as the operating concepts of a few of the major systems used in an automobile. 6 lecture/lab hrs/wk. (2019-2020)  

**AUT 102: Basic Automotive Skills II (3)**
Second of a three-part series, a basic automotive series of classes designed to ready students for a college level Automotive Program. This class continues its focus on the operating concepts of the majority of the major systems used in an automobile not covered in the first part of the series. 6 lecture/lab hrs/wk. (2019-2020)  

**AUT 103: Basic Automotive Skills III (3)**
Third of a three-part series, a basic automotive series of classes designed to ready students for a college level Automotive Program. This class focuses on using proper tools and equipment as well as the operating concepts of a few of the major systems used in an automobile. 6 lecture/lab hrs/wk. (2019-2020)  

**AUT 151: Internal Combustion Engines (6)**
The operating principles and function of each of the major parts of the reciprocating piston internal combustion engine are presented and discussed. Service, overhaul, and troubleshooting techniques as they relate to each component are also covered. Instructor-Enforced Prequisite: AUT 170. 75 lecture, 15 lab hrs/wk. (5-week course) F  

**AUT 155: Automotive Brakes (6)**
A course designed to teach students the principles of automotive brakes. Basic concepts and terminology, fundamental principles, diagnosis and overhaul techniques are an integral part of this course. Special emphasis is placed on the study, diagnosis and repair of braking systems found on late-model domestic and import vehicles. The student should acquire knowledge of brake systems and troubleshooting procedures for both disc and drum brakes. Students will be taught to properly use industry-standard
equipment to service disc and drum brake components and systems to manufacturer standards. Computer controlled systems integrated into the automotive brake system will be studied. Instructor-Enforced Prerequisite: AUT 170. 7.5 lecture, 15 lab hrs/wk. (5-week course) S

AUT 161: Power Trains (5)
Power Trains details the theory, operation, diagnosis and service of modern drive train components. This includes information on the latest clutch, manual transmission, and transaxles, solid and independent rear axle assemblies, drive shafts, drive axles, U-joints and CV joints. Basic drive train components such as gears, bearings, and seals are identified and explained. This course also includes detailed explanations of the operation of electronically controlled systems. Scan tool use and code retrieval to aid in diagnosis are also covered. Instructor-Enforced Prerequisite: AUT 170. 6.5 lecture, 13.5 lab hrs/wk. (5-week course) W

AUT 168: Automotive Electricity I (5)
This is the first of three courses focusing on electrical and electronic systems for automotive students. Electrical theory, circuits, and devices such as batteries, starters, alternators and test meters will be covered. All concepts discussed in the classroom will be reinforced in lab. The integration of applied mathematics, chemistry, physics, and other scientific concepts is a large portion of this course. Practical skills established include: component identification, wiring techniques, test equipment usage, safety practices and codes. Instructor-Enforced Prerequisite: AUT 100. 7.5 lecture, 15 lab hrs/wk. (5-week course) W

AUT 169: Automotive Electricity II (5)
In part one of this sequence the topic of study was centered on basic electrical principles. The identification of different types of circuits and how they work, including the application of Ohm’s law to demonstrate the relationship between current, voltage and resistance was also covered. A continuation of the battery and starting system will be covered. All concepts discussed in the classroom will be reinforced in lab. The integration of applied mathematics, chemistry, physics, and other scientific concepts is a large portion of this course. Practical skills established include: component identification, wiring techniques, test equipment usage, safety practices and appropriate work habits. Instructor-Enforced Prerequisite: AUT 168. 7 lecture, 15 lab hrs/wk. (5-week course) S

AUT 206: Climate Control Systems (5)
This course is designed to provide students with the knowledge necessary to perform heating, ventilation, and air conditioning systems and the engine cooling system. Lecture sessions are devoted to the purpose, operational theory, and diagnosis of the components common to each of the above areas. Lab sessions are provided to develop student skills in troubleshooting, and repair of each component within the specific system. Students will work on both components and live vehicles as part of the learning process. Instructor-Enforced Prerequisite: AUT 289. 6.5 lecture, 13.5 lab hrs/wk. (5-week course) S

AUT 289: Electronic Engine Controls III (5)
Electronic Engine Controls III is the third course of a three-part engine performance series. The course is designed to provide the training to meet the requirements of NATEF for ASE certification area A8. It will consist of one Snap-on level two certification and three individual units. Fuel Injection System, EVAP Emission Systems, and Other Emission Systems. Approximately one-fourth of the class will be classroom and three-fourths will consist of lecture/lab activities. Instructor-Enforced Prerequisite: AUT 260. 7.5 lecture, 15 lab hrs/wk. (4-week course) W

AUT 150: Suspension and Alignment - Toyota (6)
TTEN 169: Automotive Electricity II - Toyota (6)
In part one of this sequence the topic of study was centered on basic electrical principles. The identification of different types of circuits and how they work, including the application of Ohm’s law to demonstrate the relationship between current, voltage and resistance was also covered. A continuation of the battery and starting system will be covered. All concepts discussed in the classroom will be reinforced in lab. The integration of applied mathematics, chemistry, physics, and other scientific concepts is a large portion of this course. Practical skills established include: component identification, wiring techniques, test equipment usage, safety practices and appropriate work habits. Instructor-Enforced Prerequisite: AUT 168. 7 lecture, 15 lab hrs/wk. (5-week course) S

AUT 250: Suspension and Alignment (5)
TTEN 259: Electronic Engine Controls I - Toyota (6)
In part one of this sequence the topic of study was centered on basic electrical principles. The identification of different types of circuits, control units, and network communication protocols. Features of the Electronic Control Unit (ECU) to be covered include: memory, customization, initialization, and their effect on circuit diagnosis. This section also introduces the fundamentals of multiplexing, digital signals, waveforms, oscilloscopes, and advanced DVOM usage. Communication protocols that will
COURSE DESCRIPTIONS

BA 101: Introduction to Business (4)
This is one in a series of course designed to introduce students to leadership. Within the scope of topics, students will examine traits and characteristics of business leaders. Behavior, decision making, influence, conflict, resolution, and team leadership will also be examined. 1 lecture hrs/wk. F

BA 106B: Business Leadership II (1)
This is one in a series of three courses designed to introduce students to leadership. Within the scope of topics, students will examine traits and characteristics of business leaders. Goals, vision, communication, change, instilling, team leadership, leader/follower relations, and delegation will also be discussed. 1 lecture hrs/wk. S

BA 116: Principles of Financial Services (4)
This is a one-term course which is designed for students interested in a financial services career. Students gain knowledge of the financial services field and are provided with a basic understanding of products, services, regulations, accounts, cash and checks, and the lending function for banks and credit unions. The course is also relevant for students seeking careers in areas which deal with or interact with financial services. 4 lecture hrs/wk. W

BA 128: Accounting Applications I (2)
Accounting Applications I is the first course of a three-semester sequence designed to introduce the student to computerized accounting applications and provide extensive hands-on experience in the application of accounting practice and methodology using Microsoft Excel. The course will focus on providing experience with the basic operation of the personal computer in a Windows environment and helping the student gain proficiency in the utilization of spreadsheets and accounting software for solving a variety of financial problems and exercises. Registration-Enforced Prerequisite: B121 or instructor permission. 1 lecture. 2 lab hrs/wk. W

BA 129: Accounting Applications II (2)
The second course of a three-term sequence designed to introduce the student to computerized accounting applications and provide extensive hands-on experience in the application of accounting practice and methodology. This course will focus on gaining proficiency in the utilization of spreadsheets and accounting software for solving a variety of accounting problems and exercises. Registration-Enforced Prerequisite: BA 128 with a grade of C or better. Registration-Enforced Corequisite: BA 212 or instructor permission. 1 lecture. 2 lecture/lab hrs/wk. W

BA 130: Accounting Applications III (2)
Accounting Applications III is the third in a three-semester sequence designed to provide the student with extensive hands-on experience in the application of accounting practice and methodology with an emphasis on internal accounting. Students will complete numerous accounting applications involving progressively more complex and difficult material in a computerized managerial accounting environment. The course will focus on gaining an understanding of and proficiency in the use of spreadsheet software for solving a variety of accounting problems and exercises. Registration-Enforced Prerequisite: BA 129 with a grade of C or better. Registration-Enforced Corequisite: BA 213 and instructor permission. 1 lecture. 2 lecture/hr/lab hrs/wk. S

BA 150: Developing a Small Business (4)
Developing a Small Business is an introductory course designed to introduce students to the important elements and steps involved in starting a successful small business. Topics include: identifying business concepts and concerns including entrepreneurship, risks involved with small business, entrepreneurial myths, the feasibility of the small business, developing a business plan, marketing strategies, financial projections, human resource considerations, and building a company image. Registration-Enforced Prerequisite: BA 101: 4 lecture hrs/wk.

BA 151: Personal Accounting (1)
The first course of a two-term sequence designed to introduce the student to the full cycle of accounting and bookkeeping functions and provide students with a sound basic knowledge of accounting concepts, terms, and procedures. Practical applications of bookkeeping and accounting will be emphasized through various assignments and exercises. 4 lecture hrs/wk. F

BA 152: Practical Accounting II (3)
The second course of a three-term sequence designed to introduce the student to the full cycle of accounting and bookkeeping functions. This course builds on the concepts presented in the first term, providing expanded coverage of operating activities, financial reporting, and accounting for selected balance sheet items including cash, inventory, accounts, and the lending function for banks and credit unions. The course is also relevant for students seeking careers in areas which deal with or interact with financial services. 4 lecture hrs/wk. W

BA 165: Customer Service (3)
Customer Service: Principles of Accounting I, the first of a three-term accounting sequence. The course builds on concepts presented in BA 211 and BA 212, focusing on the role of providing accounting information to the user. Students will complete numerous accounting applications involving progressively more complex and difficult material in a computerized managerial accounting environment. The course will focus on gaining an understanding of and proficiency in the use of spreadsheet software for solving a variety of accounting problems and exercises. Registration-Enforced Prerequisite: BA 129 with a grade of C or better. Registration-Enforced Corequisite: BA 213 and instructor permission. 1 lecture. 2 lecture/hr/lab hrs/wk. S

BA 211: Principles of Accounting I (3)
Principles of Accounting I, the first of a three-term accounting sequence, serves as an introduction to the accounting environment and accounting cycle. Topics covered include transaction analysis, journalizing, posting, adjusting, closing, and financial statement preparation. The course also covers accounting for certain balance sheet items including cash, inventory, accounts, and notes receivable. Prerequisite: Second-year standing for students planning to transfer to a 4-year university and earn their bachelor’s degree in business administration. Accounting Technology (A.A.S. degree) majors should enroll in their first year and be concurrently enrolled in Accounting Applications I (BA 128). 3 lecture hrs/wk. W

BA 212: Principles of Accounting II (3)
Principles of Accounting II is the second of a three-term accounting sequence and serves as a continuation of BA 211. Topics covered include accounting for fixed assets, inventory, current assets, and liabilities. 3 lecture hrs/wk. W

BA 213: Principles of Accounting III (3)
Principles of Accounting III is the third course in a three-semester accounting sequence. The course builds on concepts presented in BA 211 and BA 212, focusing on the role of providing accounting information to the user. Students will complete numerous accounting applications involving progressively more complex and difficult material in a computerized managerial accounting environment. The course will focus on gaining an understanding of and proficiency in the use of spreadsheet software for solving a variety of accounting problems and exercises. Registration-Enforced Prerequisite: BA 129 with a grade of C or better. Registration-Enforced Corequisite: BA 213 and instructor permission. 1 lecture. 2 lecture/hr/lab hrs/wk. S

BA 181: Business Mathematics II (3)
Business Mathematics II is a sequel to the second course in the Business Math series. In this course, students will learn to calculate present and future value of money, computing interest amounts, payments, and amortization. They will also have the opportunity to analyze stock and bond tables, compute depreciation, prepare basic financial reports, and explore business statistics concepts. Students will be required to use a business financial calculator as part of this course. Registration-Enforced Prerequisite: BA 180 with a grade of C or better. 3 lecture hrs/wk. S

BA 206: Management Fundamentals (3)
This is a basic course in management with emphasis on the application of sound managerial practices and techniques. Managerial functions including planning, organizing, leading, and controlling are studied in the framework of this course. Registration Enforced Prerequisite: BA 101 with a grade of C or better. 3 lecture hrs/wk. F

BA 207: Introduction to E-Commerce (3)
This course provides students with a firm grounding in the technologies, strategies and impact of e-commerce. Broadly defined, e-commerce refers to the use of information technologies, in particular the Internet, in providing support to all types of activities that take place within and between organizations. Registration-Enforced Prerequisite: BA 101: 3 lecture hrs/wk. W

BA 211: Principles of Accounting I (3)
Principles of Accounting I, the first of a three-term accounting sequence, serves as an introduction to the accounting environment and accounting cycle. Topics covered include transaction analysis, journalizing, posting, adjusting, closing, and financial statement preparation. The course also covers accounting for certain balance sheet items including cash, inventory, accounts, and notes receivable. Prerequisite: Second-year standing for students planning to transfer to a 4-year university and earn their bachelor's degree in business administration. Accounting Technology (A.A.S. degree) majors should enroll in their first year and be concurrently enrolled in Accounting Applications I (BA 128). 3 lecture hrs/wk. W
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BA 226: Business Law (4)
Business Law introduces students to basic law concepts. Students will learn to identify sources of law in the United States, explore the differences between civil and criminal law, recognize the components of legally enforceable contracts, review the Uniform Commercial Code, explore agency relationships, and compare and contrast different business formats. Prerequisite: BA 101 or instructor approval. 4 lecture hrs/wk. F, S.

BA 228: Computerized Accounting Systems II (2)
Computerized Accounting Systems II is the second in a three-term sequence designed to introduce second-year accounting students to computer based accounting systems. In this course, computers are used to apply the basic principles and processes of goods accounting. Computer accounting applications include general ledger, accounts receivable, accounts payable, invoicing, payroll, inventory, and job costs. Prerequisite: Second year standing in A.A.S. accounting program or instructor approval. Registration-Enforced Corequisite: BA 235. 2 lecture, 2 lab hrs/wk. F.

BA 229: Computerized Accounting Systems II (2)
Computerized Accounting Systems II is the second in a three-term sequence designed to introduce second-year accounting students to computer based accounting systems. The emphasis of this course is on the conversion of manual accounting systems to computerized accounting systems. The course utilizes an extended practice set that requires students to maintain a manual accounting system, convert the system to a computerized system, analyze the computerized system, and perform various tasks that are affected by the computerized practice set. Registration-Enforced Prerequisite: BA 228 with a grade of C or better or instructor approval. 3 lecture hrs/wk. S.

BA 230: Computerized Accounting Systems III (2)
Computerized Accounting Systems III is the third in a three-term sequence. The focus of this class is on the special requirements of a computerized accounting system used by a non-profit/ governmental entity. Students will learn the application of basic computer applications to a fictitious city using commercially available software. Additionally, students will prepare a governmental-style Comprehensive Annual Financial Report using a computerized spreadsheet. Registration-Enforced Prerequisite: BA 229 with a grade of C or better. Registration-Enforced Corequisite: BA 237. 1 lecture, 2 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 business majors: 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, primarily tools in business decision making. It is mostly a "how to do it" and "what does it mean" approach of problem solving with little emphasis on the actual theory of statistics. This course will begin with an overview of statistics and foundational concepts. The remainder of the course will include such topics as organization of data, probability, probability of various distributions, sampling distributions and estimations, large sample estimation, and ending on an overview of linear regression analysis. Registration-Enforced Prerequisite: BA 181 or MTH 065 or equivalent. 3 lecture hrs/wk. S.

BA 233: Accounting for Managers (4)
This course is designed to provide the non-financial manager with an understanding of accounting and the manner in which it can be used to make financial decisions. Topics covered include basic business math skills in calculating interest and payroll as well as the mathematics of buying and selling, measuring and reporting of accounting data, analyzing and interpreting accounting information, understanding financial systems and controls, using computer applications of accounting, and performing cost analysis. 4 lecture hrs/wk. F.

BA 235: Intermediate Accounting I (3)
Intermediate Accounting I is the first of a three-term sequence designed to introduce second-year accounting students to more complex accounting and reporting issues than those seen in the Accounting Principles courses. The first two terms of Intermediate Accounting focus on accounting for profit oriented business entities, and the third term is exclusively oriented toward accounting for governmental and not-for-profit entities. Registration-Enforced Prerequisite: BA 213 with a grade of C or better. Registration-Enforced Corequisite: BA 228. 3 lecture hrs/wk. F.

BA 236: Intermediate Accounting II (3)
Intermediate Accounting II is the second of a three-term sequence designed to introduce second-year accounting students to more complex accounting and reporting issues related to accounting for profit-oriented business entities. Topics covered include inventory management and valuation, fixed asset management, depreciation, and current and long-term liabilities. Registration-Enforced Prerequisite: BA 213 with a grade of C or better. Registration-Enforced Corequisite: BA 228. 3 lecture hrs/wk. F.

BA 237: Intermediate Accounting III (3)
Intermediate Accounting III is the third of a three-term sequence. This course is focused on the specialized accounting requirements of Governmental and Not-For-Profit Entities. This course explores the peculiarities of federal accounting, the measurement focus of governmental versus private entity accounting, and reporting requirements of governmental and other not-for-profit entities. Registration-Enforced Prerequisite: BA 236 with a grade of C or better. Registration-Enforced Corequisite: BA 230. 3 lecture hrs/wk. S.

BA 238: Professional Selling (3)
Professional Selling is a basic course dealing with the fundamentals of trust-based selling. Areas specifically studied include the sales industry and selling occupations, consumer behavior, client needs assessment, introduction sales dialogue, prospecting, qualifying, communicating, and relationship building; buyer motivation, creating value, handling resistance, establishing commitment; customer concerns; and sales management. 3 lecture hrs/wk. F.

BA 239: Advertising (3)
This course is an introduction to effective advertising procedures in today’s business world. The course emphasizes the importance of modern, persuasive techniques advertisers use to move goods and services to the consumer. The course explores the historical development of advertising, the importance of consumer research, and the various constraints on advertising. Advertising preparation and the total campaign are studied from the standpoint of copy, layout, various media, budgets and finally buyer motivation. 3 lecture hrs/wk. S.

BA 240: Introduction to Auditing (3)
Introduction to Auditing is an introductory course in auditing procedures and practices. It includes the audit process and environment, the audit profession, professional standards, financial statement examination, substantive testing procedures, and workpaper documentation. Registration-Enforced Prerequisite: BA 235 or instructor permission. 3 lecture hrs/wk. S.

BA 249: Retailing (3)
Designed to acquaint students with the nature and scope of retailing. Topics studied include: history of retailing, managing retail operations, including financial planning, merchandise buying and handling, store location, design and layout. Retailing is examined as a major economic force in this country and as a significant area for career opportunities. 3 lecture hrs/wk. S.

BA 250: Managing the Small Business (3)
An introductory course in the fundamental elements of managing a small business. 3 lecture hrs/wk. S.

BA 253: Social Media Marketing (3)
Social Media Marketing covers the basics of social media marketing, creating online conversations through social media outlets, social media marketing, brand awareness through social media, the importance of utilizing social media, the creation and organization of content, and aligning offline marketing strategies with social media. Instructor-Enforced Prerequisite: BA101, BA231, BA233 or instructor approval. 3 lecture hrs/wk. S.

BA 266: Tax Accounting I (3)
Tax Accounting I is the first of a two-term sequence and introduces students to the fundamentals of tax-based selling. Areas specifically studied include understanding the sales industry and selling occupations, consumer behavior, client needs assessment, introduction sales dialogue, prospecting, qualifying, communicating, and relationship building; buyer motivation, creating value, handling resistance, establishing commitment; customer concerns; and sales management. 3 lecture hrs/wk. S.

BA 267: Tax Accounting II (3)
Tax Accounting II is the second of a two-term sequence and introduces students to the fundamentals of tax-based selling. Areas specifically studied include understanding the sales industry and selling occupations, consumer behavior, client needs assessment, introduction sales dialogue, prospecting, qualifying, communicating, and relationship building; buyer motivation, creating value, handling resistance, establishing commitment; customer concerns; and sales management. 3 lecture hrs/wk. S.

BA 273: Managing the Small Business (3)
An introductory course in the fundamental elements of managing a small business. 3 lecture hrs/wk. S.

BA 275: Retailing (3)
Designed to acquaint students with the nature and scope of retailing. Topics studied include: history of retailing, managing retail operations, including financial planning, merchandise buying and handling, store location, design and layout. Retailing is examined as a major economic force in this country and as a significant area for career opportunities. 3 lecture hrs/wk. S.

BA 276: Tax Accounting I (3)
Tax Accounting I is the first of a two-term sequence and introduces students to the fundamentals of tax-based selling. Areas specifically studied include understanding the sales industry and selling occupations, consumer behavior, client needs assessment, introduction sales dialogue, prospecting, qualifying, communicating, and relationship building; buyer motivation, creating value, handling resistance, establishing commitment; customer concerns; and sales management. 3 lecture hrs/wk. S.

BA 277: Tax Accounting II (3)
Tax Accounting II is the second of a two-term sequence and introduces students to the fundamentals of tax-based selling. Areas specifically studied include understanding the sales industry and selling occupations, consumer behavior, client needs assessment, introduction sales dialogue, prospecting, qualifying, communicating, and relationship building; buyer motivation, creating value, handling resistance, establishing commitment; customer concerns; and sales management. 3 lecture hrs/wk. S.

BA 280: Professional Selling (3)
Professional Selling is a basic course dealing with the fundamentals of trust-based selling. Areas specifically studied include understanding the sales industry and selling occupations, consumer behavior, client needs assessment, introduction sales dialogue, prospecting, qualifying, communicating, and relationship building; buyer motivation, creating value, handling resistance, establishing commitment; customer concerns; and sales management. 3 lecture hrs/wk. S.
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BA 227: Tax Accounting II (3)
Tax Accounting II is a continuation of Tax Accounting I. This course covers state and federal income tax concepts and provides an introduction to tax laws affecting individuals involved with partnerships and corporations. Students will complete a variety of practical applications both manually and using computerized tax return preparation software. Registration-Enforced Prerequisite: BI 211 with a grade of C or better or instructor permission. 3 lecture hrs/wk. F

BA 280A: Cooperative Work Experience: Business (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

BA 280B: Cooperative Work Experience: Marketing (1-13)
BA 280C: Cooperative Work Experience: Management (1-13)

BIOLOGY (BI)

BI 101, 102, 103: General Biology (4, 4, 4)
A non-major course designed to provide students with the scientific principles that describe and explain life processes and living systems. Laboratory experiences reinforce principles and concepts covered in class. Note that the order of topic presentation in this sequence may not match the order at other institutions. Please see an advisor. F

BI 104: The principles of evolution, natural selection and speciation, origin of life, diversity of life, classification and diversity of groups of organisms including viruses, bacteria, protists, fungi, plants and animals; principles of ecology, including populations, communities, ecosystems, and the biosphere, and animal behavior. F

BI 102: Plant structure and function, with emphasis on flowering plants; animal structure and function, with emphasis on human biology. W

BI 103: Chemistry of life; cell structure, function, metabolism, division; heredity and molecular genetics. S

BI 211, 212, 213: Principles of Biology (5, 5, 5)
Designed for science and pre-professional medical majors.

BI 211: Chemistry of life; origins of life; population genetics and natural selection; diversity of prokaryotes and eukaryotes; ecology of biomes, communities, and populations; conservation biology. Registration-Enforced Prerequisite/Corequisite: CH 104, CH 112 or CH 221. F

BI 212: Cell structure and function; cellular metabolism and cell division; heredity, molecular genetics and biotechnology; molecular evolution. Registration-Enforced Prerequisite: either BI 211, FOR 111 or OR 201; AND either CH 104, CH 112 or CH 221; all with a grade of C or better, or instructor approval. W

BI 213: Plant structure and function; animal structure, function and behavior. Registration-Enforced Prerequisite: BI 212. S

Courses must be taken in sequence. Except Forestry students who may take BI 212 separately. 4 lecture, 3 lab hrs/wk.

BI 222: Introduction to Genetics (3)
Focusing primarily on human genetics, this course includes cell division and gamete formation; patterns of inheritance and gene expression; DNA replication, gene transcription, and translation; mutations and their consequences; population genetics and human evolution; the genetics of immunity and cancer; biotechnology and gene therapy; and reproductive technologies and genomics. Registration-Enforced Prerequisite: CH 104, CH 112, or CH 221; previous biology course recommended. 3 lecture hrs/wk. F, S, Su

BI 231, 232, 233: Human Anatomy & Physiology (4, 4, 4)
An introductory course on the structure and function of the various systems in the human body. Designed to meet the needs of nursing students and students in other allied health programs. This course will cover the organization of the body, homeostasis, cell biology, tissues, integument, the skeletal system and the muscular system. BI 231, 232, 233 must be taken in sequence or with consent of instructor.

BI 231: Organization of the body, homeostasis, cell biology, tissues, integument, the skeletal system, the muscular system. Registration-Enforced Prerequisite: CH 104 or CH 112. F, W

BI 232: Nervous system, special senses, endocrine system, blood and cardiovascular system. Registration-Enforced Prerequisite: BI 231. W

BI 233: Endocrine system, immune system, respiratory system, digestive system, nutrition, metabolism, urinary system, reproductive systems, genetics. Registration-Enforced Prerequisite: BI 232. S, Su

BI 244: Microbiology (4)
Structure, physiology, metabolism, genetics, growth and control of prokaryotes, eukaryotes, and viruses; human disease, immunity and disease agents; the role of microorganisms in nature. Laboratories emphasize aseptic techniques, microscopic observation, metabolic differentiation and identification of bacteria. Registration-Enforced Prerequisite: CH 104 or CH 112 or CH 221. Previous course in biology recommended. 3 lecture, 3 lab hrs/wk. F, W, S, Su

BI 280: Cooperative Work Experience: Biology (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

BOTANY (BOT)

BOT 203: General Field Botany (4)
This course provides an overview of plant systems 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

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 (e.g., Dental Hygiene at OIT). Some AAS degree programs require only CH 104 — see specific programs for details. Students must be proficient in elementary algebra.

CH 104: Measurement and dimensional analysis, properties of matter, elements and compounds, nomenclature, periodic table and trends, chemical equations, stoichiometry, atomic structure. Registration-Enforced Prerequisite: MTH 065 or higher. F

CH 105: Bonding, gas laws, liquids, solutions, acids, bases, ionization, neutralization, chemical equilibrium, nuclear chemistry, oxidation-reduction. Registration-Enforced Prerequisite: CH 104. W

CH 106: Organic and biochemistry. Registration-Enrolled Prerequisite: CH 105. S

Courses must be taken in sequence. 3 lecture, 3 lab hrs/wk.

CHEMISTRY (CH)

CH 112: Fundamentals of Chemistry (5)
This is a one-credit entry-level chemistry course designed for non-scientific majors. CH 112 is not previously exposed to chemistry. Basic knowledge and skills are developed in Inorganic, Organic, and Biochemistry for general application in a wide range of professions. Registration-Enforced Prerequisite: CH 105 or higher or math placement test score 4. 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: General Chemistry I includes atomic structure, stoichiometry, thermodynamics, periodic trends, bonding, molecular structure. Registration-Enforced Corequisite: MTH 111 or higher. Registration-Enrolled Prerequisite: CH 104, CH 112, GS 105, or instructor approval. Instructor approval will be granted for students that have taken high school chemistry if copy of high school transcripts or other documentation of completion is provided to UCC Science Department. 4 lecture, 3 lab hrs/wk. F

CH 222: States of matter, solution chemistry, kinetics, and equilibria. Registration-Enforced Prerequisite: CH 221. W

CH 223: Gas laws, electrochemistry, nuclear chemistry, coordination chemistry, descriptive inorganic, introduction to organic chemistry. Registration-Enrolled Prerequisite: CH 222. S

Courses must be taken in sequence or with consent of instructor. 3 lecture hrs, 3 lab hrs/wk.

CH 241, 242, 243: Organic Chemistry (4, 4, 4)
Sequence designed for science and pre-professional medical majors.

CH 242: Molecular structure and bonding, functional groups, acids-bases, amines, aromatic chemistry, addition reactions, free-radicals, alkenes and alykines. Registration-Enforced Prerequisite: CH 241. W

CH 243: Alcohols and ketones, carbohydrates and derivatives, amines, phenois, and polycyclohexanes. Registration-Enforced Prerequisite: CH 242. S

Courses must be taken in sequence or with consent of instructor. 3 lecture hrs, 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-Enrolled Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

COMPUTER INFORMATION SYSTEMS (CIS)

CS 100 Introduction to Windows and PCs (3)
This course is designed as an introductory computer course for students with limited to no previous computer experience in all fields. Course content includes using Microsoft Windows basics, word processing, a web browser, internet skills, file management, and email. Students will also be exposed to a Learning Management System (LMS). 3 lecture hrs/wk. F, W, S, Su

CS 111: Computer Systems Configuration (4)
This is an introduction to computer hardware. The course is designed to supplement the Computer Information Systems training to the extent that the student can install, configure, troubleshoot and do simple repairs of computer hardware. Students will be exposed to the tools and equipment used in a hardware oriented laboratory environment. Registration-Enrolled Prerequisite: CS 100 or instructor approval. 3 lecture/hr lab hrs/wk. F

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CIS 120: Intro to Computer Information Systems (4)
This course is an introductory digital literacy course for students in all fields. Course content includes an overview and history of the field, basic computer architecture, auxiliary storage and file organization, data communications, with “hands-on” work using modern business application software packages on the computer including word processing, spreadsheets, database, graphics, and communications as tools used in data processing. Course major is required to enroll in CIS 122 in the Fall semester of this course. Registration-Enforced Prerequisite: CIS 100 with a grade of C or better, computer placement test score or instructor approval. 4 lecture hrs/wk. F, W

CIS 122: Orientation to Programming (4)
This course is an introduction to problem solving and programming. Students will be introduced to an integrated Development Environment, tools and techniques of problem solving and the basic elements of well-structured program Visual C# or another modern programming language will be introduced. CIS 120 should be taken prior to or concurrent with this course. Registration-Enforced Prerequisite: MTH 095 or equivalent; placement into WR 121 or higher. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 125A: Computer Application for Auto Technicians (3)
This course is an introduction to computers and computer applications focused on the needs of the Automotive Tech student. Course work will include an overview of the use of computers in parts inventory, management and customer service applications. It will look at using spreadsheets as basic business management tools and as computer tools for automotive applications. A final module will cover the use of the computer as a basic communication tool to access industry supported bulletin boards and databases. Prerequisite: Automotive major. 2 lecture, 2 lecture/lab hrs/wk.

CIS 125D: Computer Applications – Database (3)
This course will serve as an introduction to development and use of a modern database application. Course work will focus on proper design fundamentals used for database creation. Emphasis will be on using available DBMS tools for data entry forms and report generation. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. S

CIS 125E: Computer Applications – Email (2)
This course serves as an introduction to email software. The course is lab-oriented and will focus on learning the functions of a modern email program. In addition, the course will provide an introduction to HTML, covering concepts such as advanced message options, calendar and contact management, data files, and basic email client security. Prerequisite: Basic keyboarding skills or instructor approval. 1 lecture, 2 lecture/lab hrs/wk. F

CIS 125H: Writing Web Pages (2)
This course will be an introduction to the HTML language. Students will learn to write web pages. Topics will include: HTML commands, hyperlinks, use of graphics, and a basic introduction to JavaScript. Prerequisite: Experience with current Windows operating system or instructor approval. 1 lecture, 2 lecture/lab hrs/wk. F

CIS 125J: Computer Applications – Presentation Software (2)
This course will serve as an introduction to presentation software. It is lab-oriented and will focus on using a modern presentation software application to create, modify, customize and present slide shows. Topics will include developing a presentation using as the template, the User Interface, the User Interface, the User Interface, and the Internet. Students will learn to implement design principles to create professional-looking presentations. 1 lecture, 2 lecture/lab hrs/wk. F

CIS 125S: Computer Applications – Spreadsheets (3)
This course is a continuation of topics covered in CIS 120. This course is lab-oriented and will focus on the functions of a modern spreadsheet program. In addition, advanced formulas and functions, data presentation, and data management features of an integrated suite will be covered. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 2 lecture, 2 lecture/lab hrs/wk. W

CIS 125W: Computer Applications – Word Processing (3)
This course will serve as an introduction to microcomputers and their applications in business. The course is lab-oriented and will focus on using a modern word processor. Terminology and concepts regarding microcomputers and their peripherals will also be covered. Emphasis is placed on developing confidence in use of computer hardware and software. Prerequisite: Keyboarding skills or instructor approval. 1 lecture, 2 lecture/lab hrs/wk. S

CIS 133C: Introduction to Programming I – Visual C# (4)
This course is a continuation of CIS 122. Students will learn and apply programming concepts using a high-level programming language. This course will emphasize all phases of program development for the business environment including program design, development, documentation, test, implementation and maintenance. Particular attention will be directed toward the use of structured programming techniques. The course will provide an introduction to writing programs to handle data files and interactive applications. Object orientation and design concepts will be introduced. This course is Registration-Enforced: Prerequisite: CIS 122 and CIS 120, or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 135: Applications Development for Computers (3)
This course will serve as an introduction to a mainstream suite of applications. Applications will include, but not limited to, word processing, database (DBMS), spreadsheet, and graphic presentations. The course is lab-oriented and will focus on learning the functions of a modern word processing software. In addition, the course will provide an introduction to HTML, covering concepts such as advanced message options, calendar and contact management, data files, and basic email client security. Prerequisite: Basic keyboarding skills or instructor approval. 1 lecture, 2 lecture/lab hrs/wk. F

CIS 140L: Introduction to Linux Operating Systems (4)
This course is a lab-oriented study of operating systems preparing students for an industry-based certification such as Comp TIA’s Linus+ exam. The course includes the installation and configuration of Linux as an operating system, understanding Linux application and administration, troubleshooting, and optimizing techniques. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 1 lecture, 2 lecture/lab hrs/wk. S

CIS 140M: Introduction to Microsoft Operating Systems (4)
This course is a lab-oriented study of Microsoft desktop operating systems and prepares students for a Microsoft industry-based desktop certification. Topics include installation, management, and administration of Windows as well as troubleshooting and optimization techniques using physical and virtual machine technology. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 1 lecture, 2 lecture/lab hrs/wk. S

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 accessibility applications and other Windows topics. 1 lecture, 2 lecture/lab hrs/wk. W

CIS 145: Computer Forensics for Ethical Hackers (4)
This course introduces students to the technologies and theory of computer forensics. This course is designed for system administrators, system engineers, and operators responsible for cybersecurity. Students will learn the application of computer investigation and analysis techniques to gather potential legal evidence, which is often available due to computer crime or misuse, theft of trade secrets, theft or destruction of intellectual property, and fraud. Students will learn the basic principles and skills required to identify an intruder’s footprints, properly gather applicable evidence, and safeguard it for law enforcement. Technologies covered may vary by term, depending on industry trends. Registration-Enforced Prerequisites: CIS 111 and CIS 140M or CIS 140L. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 151C: Networking Essentials (4)
This course serves as the first in a series of three courses centered on networking and Cisco networking technologies. Instruction includes, but is not limited to, a review of logical and physical reference models, local area network (LAN) switching and routing. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 154C: Wide Area Network Protocols (4)
This course serves as the last course in a series of four courses and focuses on providing students with classroom and hands-on experience in current and emerging networking technologies. Instruction includes, but is not limited to, a review of logical and physical reference models, local area network (LAN) switching and routing. Registration-Enforced Prerequisite: CIS 151C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 155: Authoring for the World Wide Web (4)
This course serves as the second in a series of four courses and focuses on providing students with classroom and hands-on experience in current and emerging networking technologies. Instruction includes, but is not limited to, an introduction to HTML, the Hypertext Transfer Protocol (HTTP), the World Wide Web (WWW) protocol, access lists, and network access technologies. Prerequisite: CIS 151C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 233CS: Introduction to Programming II – Visual C# (4)
This course continues the Visual C# programming sequence utilizing arrays, object-oriented programming, classes, object manipulation, reflection, and design patterns. Prerequisite: CIS 133C or instructor approval. 3 laboratory hours per week. Registration-Enforced Prerequisite: CIS 120 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 240M: Installing and Configuring Microsoft Windows Server (4)
This course serves as the third in a series of three courses centered around managing Microsoft servers in a domain environment. Instruction includes, but is not limited to installation in a physical and virtual environment, virtualization techniques, deployment,
CIS 244: Systems Analysis and Design (4)
This course is designed to provide the CIS student with a basic understanding of the importance of the Systems Analysis function in today’s computer-focused businesses and institutions. It will enable students to better appreciate the importance of the role of the Systems Analyst, the Manager, and the User in the development and support of 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 learning: A secondary goal of this course will be to introduce students to many of the styles and structures of technical documentation that they will be expected to use in their subsequent employment. These documentation techniques will be taught in the context of the systems analysis project. Prerequisite: Second year CIS major or instructor approval. 4 lecture hrs/wk. (not currently offered)

CIS 245: Project Management (4)
Project Management - Information Systems: Study practical approaches for managing, controlling, and implementing Information Systems projects using modern management techniques. Complete hands-on projects requiring management of project resources, including time, cost, human, and other resources. Use Microsoft Project and other project monitoring tools. Registration-Enforced Prerequisite: CIS 122 or permission of instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 275: Introduction to Database Management Systems I (4)
Students will be introduced to database management systems (DBMS). Topics include database theory and practice, administration, table creation, database normalization and structured query language (SQL). Students will use the tools of the DBMS to develop applications that include input screens, queries, reports and batch processes to automate a typical business computer application. Students will begin to learn and modify computer-generated programs to customize an application. Registration-Enforced Prerequisite: CIS 133VB, CIS 133CS or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 276: Introduction to Database Management Systems II (4)
A continuation of the concepts and software expertise developed in CIS 275. Students will cover advanced SQL and database administration techniques and program on an enterprise level database. Registration-Enforced Prerequisite: CIS 275 and CIS 235C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. F

CIS 279M: Microsoft Windows Server Administration I (4)
This course is the second in a series of three courses centered around managing Microsoft servers in a domain environment. This course will introduce students to the core features of a network operating system and the proper use of perimeter topologies such as demilitarized zones (DMZs), Extranets, and Intranets to establish network security. Cryptography basics are also introduced, including the differences between symmetric and asymmetric cryptography, and the different types of Public Key Infrastructure (PKI) certificates and their usage. Operational/organizational security is discussed as it relates to physical security, and disaster recovery. Registration-Enforced Prerequisite: CIS 152 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 285C: Cloud Services Technologies (3)
This course introduces students to the technologies and theory of Infrastructure as a Service (IaaS) using common cloud providers such as Microsoft Windows Azure and Amazon Web Services (AWS). Students will learn cloud computing, cloud storage and content delivery, cloud database types and uses, cloud networking (private and hybrid uses), cloud security, cloud deployment and management, and Enterprise IT applications. Registration-Enforced Prerequisite: CIS 288M or instructor approval. 3 lecture hrs/wk. S

CIS 286A: Virtualization Technologies (3)
This course introduces students to the technologies and theory of operating system virtualization. This course is geared for system administrators, system engineers, operators responsible for creating and implementing virtualization. Students will learn installation, configuration, and management of Hyper-V and Hyper-V Manager, and VMware vSphere, which consists of VMware ESXi and VMware Center Server. This course is based on the current versions of Hyper-V 5.0, and Center Server. Technologies covered will vary by term, depending on industry trends. Registration-Enforced Prerequisite: CIS 288M or instructor approval. 3 lecture hrs/wk. S

CIS 288M: Microsoft Windows Server Administration II (4)
This course is the third in a series of three courses centered around managing Microsoft servers in a domain environment. Instruction includes, but is not limited to, server image management, Active Directory, network administration, virtualization, user and password management, group policy objects, remote access, file, Windows, and network security, including AAA, file services, update management, and performance monitoring and management. This course will help students prepare for a current Microsoft Certified Professional Exam. Registration-Enforced Prerequisite: CIS 240M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

This course is a Cisco Networking Academy course, mapped to the Cisco Certified Network Security Associate (CCNA Security) industry credential. This course will expose students to the array of security features that can be implemented using Cisco switches and routers. Instruction will include, but is not limited to, authentication methods, common network attacks and how to safeguard against them, communication security (remote access, e-mail, the web, directory and file transfer, and wireless data), infrastructure security (network devices and media), and the proper use of perimeter topologies such as demilitarized zones (DMZs), Extranets, and Intranets to establish network security. Cryptography basics are also introduced, including the differences between symmetric and asymmetric cryptography, and the different types of Public Key Infrastructure (PKI) certificates and their usage. Operational/organizational security is discussed as it relates to physical security, and disaster recovery. Registration-Enforced Prerequisite: CIS 152C or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 285C: Cloud Services Technologies (3)
This course introduces students to the technologies and theory of Infrastructure as a Service (IaaS) using common cloud providers such as Microsoft Windows Azure and Amazon Web Services (AWS). Students will learn cloud computing, cloud storage and content delivery, cloud database types and uses, cloud networking (private and hybrid uses), cloud security, cloud deployment and management, and Enterprise IT applications. Registration-Enforced Prerequisite: CIS 288M or instructor approval. 3 lecture hrs/wk. S

CIS 286A: Virtualization Technologies (3)
This course introduces students to the technologies and theory of operating system virtualization. This course is geared for system administrators, system engineers, operators responsible for creating and implementing virtualization. Students will learn installation, configuration, and management of Hyper-V and Hyper-V Manager, and VMware vSphere, which consists of VMware ESXi and VMware Center Server. This course is based on the current versions of Hyper-V 5.0, and Center Server. Technologies covered will vary by term, depending on industry trends. Registration-Enforced Prerequisite: CIS 288M or instructor approval. 3 lecture hrs/wk. S

CIS 288M: Microsoft Windows Server Administration II (4)
This course is the third in a series of three courses centered around managing Microsoft servers in a domain environment. Instruction includes, but is not limited to, server image management, Active Directory, network administration, virtualization, user and password management, group policy objects, remote access, file, Windows, and network security, including AAA, file services, update management, and performance monitoring and management. This course will help students prepare for a current Microsoft Certified Professional Exam. Registration-Enforced Prerequisite: CIS 240M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 289M: Microsoft Windows Server Administration III (4)
This course serves as the fourth in a series of four courses centered around managing Microsoft servers in a domain environment. Instruction includes, but is not limited to advanced network and file services, dynamic access control, network load balance, fallover clustering; disaster recovery; AD Certificate Services; and AD Federation Services. This course will help students prepare for a current Microsoft Certified Professional Exam. Registration-Enforced Prerequisite: CIS 288M or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. S

CIS 295: Authoring for the World Wide Web II (4)
Designing, developing, and maintaining dynamic websites; Web security and privacy issues; emerging Web technologies. Prerequisite: CIS 195 and CIS 275 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk. W

CIS 297: Capstone Project (4)
(This course is currently not being offered.) Students will develop an individual “real-world” project to demonstrate the ability to apply the concepts covered in the Computer Information Systems (CIS) curriculum. With guidance from a faculty advisor, students will analyze, design, program and document a database, web-based or network system. Emphasis is placed on working effectively with clients, professional work habits, and documentation. Registration-Enforced Prerequisite: Instructor approval. 1 lecture, 9 lab hrs/wk. F

CIV 214: CAD-Civil3D and Virtual Design (3)
This course uses Autodesk Civil 3D program to produce virtual design and drawings for civil engineering projects. Drafting practices are used to prepare site plans, layout building sites, and develop construction drawings of infrastructure. Design and building information models are used for making estimates of quantities and cost, and for determination of constructability problems. Registration-Enforced Prerequisite: EFR 112. 2 lecture, 2 lecture/lab hrs/wk. S

CIV 280: Cooperative Work Experience: Engineering (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year, except for students taking Occupational Skills Training (OST) which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

CIV 297: Continuing Professional Development for Professional Land Surveyors and Engineers. (1-3)
This course will cover a variety of topics to meet the needs of Professional Land Surveyors and Engineers. The course content and material will be structured to meet the requirements of the Oregon State Board of Examiners for Engineers and Land Surveyors as defined in OAR 820. The primary venue for this course will be Internet based. Prerequisite: Licensure by the Oregon State Board of Examiners for Engineers and Land Surveyors or instructor approval. Credit will be assigned for each individual at the rate of one credit hour per ten hours of lecture. F, W, S, Su

CRIMINAL JUSTICE (CJ)
CJ 100A: Law Enforcement Skills Training (2)
A variety of topics including First Aid & Emergency Medical 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 Hold, Expandable Baton, Traffic Control, Crowd Control, Tactics & Stress Management, and Officer publishing. 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 159 and CJ 112. Prerequisite: Acceptance into Police Reserve Academy 4 lecture/lab hrs/wk. S

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Umpqua Community College 2019-2020

COURSES DESCRIPTIONS

Umpqua Community College 2019-2020

COURSES DESCRIPTIONS
CJ 101: Introduction to Criminal Justice (3)
This course is designed as an introduction to the study of crime and criminal behavior. The course will cover concepts of crime and criminality, including the nature and extent of crime, and the role of justice systems.

CJ 102: Introduction to Juvenile Justice (3)
This course provides an introductory perspective of the historical and contemporary aspects of juvenile corrections. Topics covered include the juvenile justice system, its components, and its operation.

CJ 104: Introduction to Law Enforcement (3)
This course provides an introductory perspective of the history and role of law enforcement in society. Topics covered include the history of law enforcement, the role of law enforcement in society, and the responsibilities of law enforcement officers.

CJ 120: Introduction to Criminal Process (3)
This course presents an examination of the responsibilities of each segment of the justice system. This segment includes law enforcement, the judicial process, and the courts, duties and responsibilities of prosecutors and defense attorneys, and the functions of related administrative agencies at the local, state, and federal levels.

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 include an introduction to institutional and community corrections, including correctional facilities. This course will provide both a practical and theoretical perspective of the need and purpose for offender confinement and post-confinement jurisdiction within a free society.

CJ 140: Introduction to Criminalistics (Forensic Science) (3)
This is an introductory course in forensic science in the United States. Topics will include the history of forensic science, the roles of forensic scientists, and the role of forensic science in the legal system.

CJ 169: Terrorism and Homeland Security (3)
This course examines the history, evolution, and effects of terrorism on both domestic and international levels. Topics will include international terrorism, the impact of terrorism on society, and the role of the criminal justice system in combating terrorism.

CJ 170: Introduction to Parole & Probation (3)
This course provides an introductory perspective of parole, probation, and community corrections. The course investigates the various functions of parole and probation as alternatives to incarceration of criminal offenders.

CJ 201: Critical Thinking in Criminal Justice (3)
This course is designed as an introduction to the study of crime and criminal behavior. The course will cover concepts of crime and criminality, including the nature and extent of crime, and the role of justice systems.

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 the crime lab and the investigation process.

CJ 211: Ethics in Criminal Justice (3)
This course examines the major concepts of ethics and its relationship to criminal justice system functions. The course will focus on the values, morality, and ethics that guide today's criminal justice professional. Supplementing the text will be relevant articles.

CJ 212: Report Writing for Criminal Justice (3)
The fundamentals of writing law enforcement reports including definitions, types, needs, and objectives. Emphasis will be on the development of law enforcement reports, and administrative reports. Students will be introduced to the process of writing and editing a report.

CJ 216: Law Enforcement Supervision & Management (3)
This course provides an in-depth examination of the role and responsibilities of the law enforcement officer. Emphasis will be placed on the development of law enforcement officers and their role in the criminal justice system.

CJ 240: Criminalistics II (3)
This course is an introduction to forensic science and criminalistics. The course will cover the application of scientific methods and techniques to the solution of criminal offenses. The course will also cover the legal aspects of forensic science.

CJ 243: Narcotics and Dangerous Drugs (3)
This course covers the full range of psychoactive drug use, from legal medicinal use to illegal recreational use, from use to addiction. Emphasis is on the sociological perspective, explaining the drug phenomenon supported by recent data from a wide range of sources.
COURSE DESCRIPTIONS

Umpqua Community College 2019-2020

COMPUTER SCIENCE (CS)

CS 133U: Programming for Engineers (3)
An introduction to problem analysis and programming in either C++ or Java. This course is intended as an introduction to programming for those with little or no previous experience. The course is designed for engineering majors and emphasis will be on programming engineering and mathematics problems.
Prerequisite: MTH 095. 2 lecture, 1 lecture/lab hrs/wk. (not currently offered)

CS 160: Orientation to Computer Science (4)
This course explores the discipline and profession of computer science. It provides an overview of computer hardware architecture, the study of algorithms, software design and development, data representation and organization, ethics and the history of computing and its influences on society. The student is exposed to both low-level and high-level programming languages. May be offered online. Registration-Enforced Prerequisite: MTH 095. 3 lecture, 2 lecture/lab hrs/wk.

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 how to use computer applications. The C++ or the Java language will be introduced. Prerequisite: MTH 111 or equivalent. 3 lecture, 2 lecture/lab hrs/wk.

CS 162: Computer Science II (4)
This course is a continuation of CS 161 and introduces the student to the use of a variety of data structures. Topics include: string operations, records, stacks, queues, trees, recursion, sorting, linked lists, searching data structures. Programs will be written either in C++ or Java. Prerequisite: CS 161, 3 lecture, 2 lecture/lab hrs/wk.

CWS 260: Data Structures (4)
This course is intended primarily for students seriously interested in computer science. Students will demonstrate the usage of an advanced data structures including linked lists and tree structures using pointers, and advanced structure programming methods through a variety of programming projects. Course may be offered online. Registration-Enforced Prerequisites: CS 162 or instructor approval. 3 lecture, 2 lecture/lab hrs/wk.

CS 271: Computer Architecture & Assembly Language (4)
This course serves as an introduction to the functional organization and operation of digital computers. Coverage of topics includes assembly language addressing, stacks, argument passing, arithmetic operations, decisions, macros, modularization, links and debuggers. Registration-Enforced Prerequisite: CS 162 or instructor approval. 3 lecture, 2 lab hrs/wk.

COOPERATIVE WORK EXPERIENCE (CWE)

CWE 161 Seminar I (1)
CWE 161 is intended to help students develop career preparation skills. This process will involve researching job markets, preparing resumes and cover letters, building an employment portfolio, and conducting an information interview with an employer in a field of their choosing. 1 lecture hrs/wk.

CWE 162: CWE Seminar II (1)
This course is planned for students enrolled in business programs. Students will work with a local organization or business to research and complete a project in specific areas of business such as personnel, investment, accounting, finance, or marketing. Prerequisite: CWE 161, instructor approval. 1 lecture hrs/wk.

CWE 163: CWE Seminar III (1)
This course is a continuation of CWE Seminar II, with emphasis on managerial skills. The student is required to develop a marketing plan or business plan for a business organization or business idea. The student will be expected to select a business, prepare the plan, present an oral presentation, and submit a final written document. Prerequisite: CWE 162, instructor approval. 1 lecture hrs/wk.

DENTAL ASSISTING (DA)

DA 102: Advanced Clinical Experiences (4)
In Advanced Clinical Experiences, students will demonstrate competence in several dental procedures. Each skill listed on the DANB ETDA check-off list will be discussed in detail. The intention of this course is to prepare students to become Oregon Expanded Functions Exam certified, as well to provide them with the necessary knowledge to complete the Oregon Expanded Functions Clinical Check-off. Ergonomics is also covered with a special emphasis on practicing good body mechanics while performing expanded functions. Dental sealants are also covered. Cavity classifications are reviewed and discussed in relation to matrix systems. Prerequisite: currently enrolled in Dental Assisting program. Registration-Enforced prerequisite: DA 195, DA 196, 3 lecture, 3 lab hrs/wk.

DA 103: Dentistry, Law & Ethics (1)
This course introduces the Dental Assisting student to the dental office environment and the dental specialties. Identifies, describes and compares the role of each member of the dental team. Specific emphasis is placed on the students’ exploration of the application of ethics in dentistry. The laws that cover dental professionals are covered broadly. Those laws that pertain specifically to dental assistants are covered in depth with particular attention to the Oregon Dental Practice Act. Prerequisite: currently enrolled in Dental Assisting program. 1 lecture hrs/wk.

DA 107: Dental Health Education I (1)
Dental Health Education develops the basic concepts of preventive dentistry including the study of plaque-related diseases, fluoride therapy, and brushing and flossing techniques. The student will learn measures that are effective in improving oral health and preventing oral disease. Nutrition will be discussed and the student will apply the concepts they have learned to the health of patients they will treat in the future. Prerequisite: currently enrolled in Dental Assisting program. 1 lecture hrs/wk.

DA 108: Dental Health Education II (1)
Must be taken in sequence. This course builds on the concepts in DA 107, reinforcing preventative dentistry concepts. Students will prepare an oral health presentation as a team. The concluding project of the class will take place at a local elementary school where students will apply the skills they have acquired in oral hygiene instruction. Prerequisite: currently enrolled in Dental Assisting program. 1 lecture hrs/wk.

DA 110: Health Sciences (5)
Dental Health Sciences introduces the student to the history of dentistry. Embryology, and developmental disorders in the oral cavity are discussed. The concepts of oral histology as well as tooth morphology andontogenesis are covered. Students will be able to understand the connection between patient diagnosis, charting and treatment. Prerequisite: currently enrolled in Dental Assisting program. 3 lecture hrs/wk.

DA 111: Dental Terminology (2)
This course provides students with a working knowledge of dental terminology. The course will include spelling, pronunciation, and definition of terms as well as the use of a dental dictionary and related references. Students will be prepared for a career in the dental profession by providing them with the terminology to excel in both career oriented testing and while working as a Dental Assistant. Prerequisite: currently enrolled in Dental Assisting program. 2 lecture hrs/wk.

DA 115: Dental Anatomy (3)
The Dental Anatomy course presents the study of landmarks, tooth numbers, surfaces and morphology. Students learn the basic structure and function of human anatomy with special emphasis on the head and neck. Study of models and diagrams are used to facilitate hands-on learning. This course prepares students to apply the fundamentals of general and dental anatomy to informed decision making, and to professional communication with colleagues and patients. Prerequisite: currently enrolled in Dental Assisting program. 1 lecture hrs/wk.

DA 135: Oral Pathology (2)
The study of diseases and conditions affecting the gingiva, dentition, tongue and oral cavity is the focus of this course. Oral manifestations of infectious diseases and injuries are also covered as well as ongoing discussions pertaining to the legal and ethical roles dental assistants encounter while assisting dentists and hygienists when pathological conditions are present. Prerequisite: currently enrolled in Dental Assisting program. 2 lecture hrs/wk.

DA 139: Medical Emergencies in the Dental Office (2)
Students learn the signs and symptoms of medical emergencies that may occur in a dental office. Oral manifestations of infectious diseases and injuries are also covered as well as ongoing discussions pertaining to the legal and ethical roles dental assistants encounter while assisting dentists and hygienists when pathological conditions are present. Prerequisite: currently enrolled in Dental Assisting program. 1 lecture hrs/wk.

DA 195: Chairside Procedures I (4)
The Chairside Procedures I course introduces students to the science of dentistry. This course prepares students to control infection, prevent disease, adhere to OSHA Standards of care, safely manage hazardous materials. This course instructs students on proper moisture control techniques as well as an introduction to dental hand instruments, rotary instruments and handpieces. The students are introduced to basic procedures including amalgam and composite. Dental unit waterlines and ergonomically safe practices are also covered. Prerequisite currently enrolled in Dental Assisting program. 3 lecture, 3 lab hrs/wk.

DA 196: Chairside Procedures II (4)
Chairside Procedures II helps prepare the student for the unlimited diversity of clinical responsibilities in both general and specialized settings. Students will be provided with a level of knowledge that will enable them to operate as competent chairside assistants. Dental specialties will be discussed as well as the instrumentation and principle procedures specific to each specialty. In addition, research and creative initiatives for common procedures will be presented and practiced in both the didactic and clinical setting. Prerequisite: currently enrolled in Dental Assisting program and DA 195. 3 lecture, 3 lab hrs/wk.

DA 198: Dental Materials I (2)
In this course students will apply the principle and secondary uses, advantages, disadvantages, and limitations of various dental materials. Students will refine their hand techniques and pouring skills as well as fabricate custom trays. Preparation of articulation, occlusal bite, and presentation of models as a diagnostic tool will be completed by the students. Prerequisite: currently enrolled in Dental Assisting program and DA 195. 2 lecture, 1 lab hrs/wk.

DA 199: Dental Office Procedures (3)
The business office in today’s modern dental practice functions as a highly technological facility with skilled personnel. This course enables students to acquire the abilities to succeed in today’s contemporary dental practice. Telephone management, appointment scheduling and recall procedures are covered. The financial aspects of running a business are explored and applied. Students will experience a hands on computer application to help them synthesize the basics of dental office management including all aspects of insurance forms and billing. Marketing, communication and resume skills are presented and refined. Prerequisite: currently enrolled in Dental Assisting program. 3 lecture hrs/wk.

DA 210: Dental Radiology I (4)
This course provides instruction in terminology and the basic physics of X-ray production. Radiological health measures for both patient and operator are studied. Examination and operation of the proper techniques for mixing and dispensing various impression materials, dental cements, liners, bases and restorative products are illustrated and applied. Prevention of cross contamination is established. Prerequisite: currently enrolled in Dental Assisting program. 4 lecture hrs/wk.

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to various statistical models. Discussion and demonstration of advanced two-dimensional, computer-aided drafting (CAD) commands and skills, integrated with engineering graphics. Orthographic and multi-view drawings are created using AutoCAD software. Emphasizes plotting final drawings to scale and following specified standards and specifications for dimensions, text, line weights, and title blocks. Registration-Enforced Prerequisites: CIV 112 or DRF 112, with a grade of C or better. 2 lecture. 2 lab hours/week. W

DRF 202: Macroeconomics (4)

ECO 120: Introduction to Economics (3)

Introduction to Economics is a course that focuses on the definition of economics and the application of economic analysis. This analysis will be conducted within the students' own life, within businesses, and in product and labor markets, national monetary and fiscal policy, and international trade. Current issues will be used whenever possible to illustrate fundamental concepts. Reference and use of current internet and other research sites will be utilized to provide the students with an option for lifelong research into economics. 3 lecture hours/week. W

ECON 115: Introduction to Economics (3)

The course teaches students to be comfortable with general writing, general math concepts, basic graphing, and have access to a computer with internet capability. Recommended but not required prerequisites: ECON 115, WR 112, WR 122, and MTH 111 or any equivalent course. ECON 201 provides an overview of microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly, and government policy influences on economics. Students will be introduced to the use of microeconomic applications including the use of economic graphs to address problems in current economic policy. 4 lecture hours/week. F, S

ECON 120: Introduction to Economics (3)

This is a beginning level course, which introduces computer aided drafting (CAD). The AutoCAD 2011 software is used to set up drawings and perform basic drawing and editing commands. Emphasis is on two-dimensional drawings and engineering aspects of computer drafting. This is an online enhanced course, meaning students are required to use online resources to pass this course. 2 lecture. 2 lecture/lab hours/week. F

DRF 112: Computer Aided Drafting I (3)

This course provides the basis for various occlusal film projections, intra-oral periapicals and panoramic radiographs. Dental X-ray film processing and clinical grading is reviewed as it pertains to the understanding of use of dental radiography. Throughout the course emphasis is placed on preparing students for the DANB RHE (Dental Assisting National Board) Radiology and Safety and Health written and clinical exams. 2 lecture, 3 lab hours/week. W

DA 211: Dental Radiology II (3)

This course covers the principles of increase in individual skills with an emphasis on advanced progression, participation and advanced skill development. Registration-Enforced Prerequisites: CIV 113 or DRF 113, with a grade of C or better. 2 lecture. 2 lab hours/lab hour. S

DRF 280: Cooperative Work Experience/Drafting (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. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, S

EARLY CHILDHOOD EDUCATION (ECE)

ECE 101: Early Childhood Education Seminar & Practicum I (4)

Discussion centered on ECE lab activities, behavior management and problem-solving techniques. Practical work experience will provide the student with a variety of experience working with children in early childhood programs under the close supervision of the instructional staff. Students work with children individually and in small groups and supervising children in outdoor activities. Prerequisites: Oregon Childcare Registry enrollment required. Instructor approval required to ensure students have completed the background history check, MMR vaccination verification and a food handler's certificate before coursework can begin. NOTE: Students on the Oregon Registry Step 7 may begin from ED 103 through to their desired level of Practicum. 2 lecture, 6 practicum hours/week. F, W, S

ECE 102: Early Childhood Education Seminar & Practicum II (4)

Classroom time with ECE seminar instructor concerning practicum experiences — guidance of young children. Students will gain experience working with young children in an organized program setting with supervision of the various daily activities in an ECE program. Prerequisites: ED 101, Oregon Childcare Registry enrollment, including background check, infant/child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hours/week. F, W, S

ECE 103: Early Childhood Education Seminar & Practicum III (4)

Classroom time with ECE seminar instructor concerning practicum experiences — guidance of young children. Practical experience working with young children in the ECE lab. Activities and projects carried out will be student planned and implemented — more responsibility for student. Prerequisite: EDE 102, Oregon Childcare Registry enrollment, including background check, infant/child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hours/week. F, W, S

ECE 104: Early Childhood Education Seminar & Practicum IV (4)

Classroom time with ECE seminar instructor concerning practicum experiences — guidance of young children. Practical experience working with young children in the ECE lab. Activities and projects carried out will be student planned and implemented — more responsibility for student. Prerequisite: EDE 102, Oregon Childcare Registry enrollment, including background check, Infant/Child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hours/week. F, W, S

ECE 105: Early Childhood Education Seminar & Practicum V (4)

Discuss one's own teaching style and the relationship of a teacher to children and parents. Practical experiences working with children. Explore interpersonal skills in order to function as a team member in planning and carrying out a comprehensive program for children. Prerequisite: ED 104, Oregon Childcare Registry enrollment, including background check, Infant/Child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hours/week. F, W, S

ECE 106: Early Childhood Education Seminar & Practicum VI (4)

Review state and local regulations and agencies that deal with young children. Plan to implement programs that provide positive learning experiences for the individual child and groups. Assist with administrative and supervisory tasks. Prerequisite: ED 105, Oregon Childcare Registry enrollment, including background check, Infant/Child First Aid and CPR and Food Handlers Certificate. 2 lecture, 6 practicum hours/week. F, W, S

ECE 140: Introduction to Early Childhood Education (2)

Focus on the historical and philosophical development of the field, programs, and major approaches to early childhood education and current trends in the field. Emphasis will be focused on early childhood education as a career. Students will become familiar with professional organizations concerned with young children. 2 lecture hours/week. F

ECE 150: Creative Activities for Children (3)

Introduces creative activities suitable for preschool children in fields of art, music, dramatics, rhythms, games, finger plays, carpentry and water play. Development of the student's creative imagination will be stressed. Oregon Childcare Registry enrollment required, including a background check. 3 lecture hours/week. S

ECE 178: Observing and Guiding Behavior (3)

Students will identify the guidance needs of young children and learn techniques and strategies to meet these needs. Exercises are designed to develop observation, recording and guidance skills. Students will be observed an early childhood education center. Oregon Childcare Registry enrollment required, including background check and verification of MMR vaccination. 3 lecture hours/week. S

ECE 240: Lesson & Curriculum Planning (3)

Development of fundamental goals for facilitating growth and development of children in early childhood learning and care programs; planning daily and weekly program activities; emphasis on stimulating learning through a variety of materials and methods; building relationships with home and early childhood learning environments. 3 lecture hours/week. S

ECE 244: Individual Learning for Preschoolers (3)

Introduces students to methods of developing individualized learning materials in settings for preschool children. Designed specifically for people working with Early Childhood Education programs. Oregon Childcare Registry enrollment required, including background check and verification of MMR vaccination. 3 lecture hours/week. S

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dental X-ray unit is taught. Darkroom basics and film mounting are covered as well as film grading and criteria. Students are instructed in bitewing, paralleling, and bisecting the angle radiographic techniques. Instruction is provided in anatomy and landmarks as well as common exposure errors. Infection control in regards to exposing and developing dental radiographs is discussed. Prerequisite: currently enrolled in Dental Assisting program. 3 lecture. 3 lab hours/week. W

DA 211: Dental Radiology II (3)

This course provides the basis for various occlusal film projections, intra-oral periapicals and panoramic radiographs. Dental X-ray film composition and processing is discussed as well as clinical grading review. The needs of patients with special circumstances are addressed as well as legal and ethical issues pertaining to dental radiography. The history of radiology is presented as well as a discussion on digital radiography. Throughout the course emphasis is placed on preparing students for the DANB RHE (Dental Assisting National Board) Radiology and Safety and Health written and clinical exams. 2 lecture, 3 lab hours/week. W

DA 214: Dental Radiology License Prep Course (1)

This elective radiography techniques course will provide a review for various occlusal film projection, intra-oral periapicals and panoramic radiographs regarding dental X-rays, film processing and clinical grading is reviewed as it pertains to the understanding of completion of course work and licensing the Dental Assisting student with standards set by the licensing agency DANB. 3 lab hours/week. S

DA 280: Cooperative Work Experience: Dental Assisting

This course provides the opportunity to integrate theory and practice gained in the classroom with practical experience in the professional world. In this course a student may develop skills, explore career options and network with professionals and employers while earning credit toward a certificate. Prerequisite: Currently enrolled in the Dental Assisting program instructor approval. 10 credits CWE, W (1 cr), 5 (0 cr)

DRAFTING (DRF)

DRF 116: Computer Aided Drafting — Structural Drafting (3)

This is an advanced level drafting course which introduces structural drafting processes for the computer aided drafter. AutoCAD software is used to set up drawings and create basic structural drawings. Emphasis is on two-dimensional drawings and structural engineering computer drafting. Registration-Enforced Prerequisites: CIV 113 or DRF 113, with a grade of C or better. 2 lecture, 2 lecture/lab hours/lab hour. S

DRF 122: Advanced Structural Drafting (3)

Advanced two-dimensional, computer-aided drafting (CAD) commands and skills, integrated with engineering graphics. Orthographic and multi-view drawings are created using AutoCAD software. Emphasizes plotting final drawings to scale and following specified standards and specifications for dimensions, text, line weights, and title block registrations. Registration-Enforced Prerequisites: CIV 112 or DRF 112, with a grade of C or better. 2 lecture. 2 lecture/lab hours/lab hour. W

DRF 158

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EMG 151: EMT Part 1 (5)
Term one of a two-term series. Designed to train personnel to respond to emergency situations to render proper treatment in case of sudden emergencies, accidents or disasters. Course focuses on the recognition and treatment of shock, fractures, poisonings, burns, stroke and heart attack. Corequisite: Completion of placement testing for reading at R3 60 or higher, writing skills at WR 115 or higher, and math at MTH 20 or higher. Must have a high school diploma, GED, or equivalent by the time of application for certification. Must meet standards as set by the Oregon State EMS Office for certification which includes health, driving, immunizations, and background check. Meets or exceeds content of National Registry. 4 lecture, 1 lecture/lab hrs/wk. Fee: $350. S. Program Coordinator Approval Required for Admission.

ED 152: EMT Part 2 (5)
Term two of a two-term series. After successful completion of EMS 152 the student can apply for certification at the state and national level. Prerequisite: Completion of placeentry testing in reading at R3 60 or higher, writing skills at WR 115 or higher, and math at MTH 20 or higher. Begins field experience necessary for completion of the educational goals and objectives. Patients are in a hospital/clinical setting with disease and injury conditions comparable to those the student will experience in the pre-hospital care situations. Begins field experience necessary for completing EMS 261. 4 lecture, 2 lecture/lab hrs/wk. Fee: $400. W.

EMS 252: Paramedic Part 2 (8)
Term two of a four-term series, plus specialty courses, in Paramedic education. This course continues with objectives covered in EMS 251. This course will also cover Patient Assessment and Traumatic Injuries. Corequisite: EMS 261. Registration-Enforced Prerequisite: EMS 251, 6 lecture, 4 lecture/lab hrs/wk. Fee: $400. F.

EMS 253: Paramedic Part 3 (8)
Term three of a four-term series, plus specialty courses, in Paramedic education. This course continues with objectives covered in EMS 251 & EMS 252. This course will also cover endocrine, abdomen, genitourinary, and environmental, psychiatric, toxicology, drug and alcohol abuse and infectious diseases. Corequisite: EMS 262. Registration-Enforced Prerequisite: EMS 252, 6 lecture, 4 lecture/lab hrs/wk. Fee: $400. W.

ED 215: Educational Technology (3)
This course introduces the student to the creation of effective educational and technology-based development. Students will learn to incorporate technology into classroom practice and teaching/learning techniques. It also examines ways to personalize learning for a diverse student population.

ED 229: Learning & Development (3)
This course introduces the participant to theories of behavior, motivation and human development as applied to classroom practice and teaching/learning techniques. It also examines ways to personalize learning for a diverse student population.

ED 235: Educational Technology (3)
This course introduces the student to the creation of effective educational and technology-based development. Students will learn to incorporate technology into classroom practice and teaching/learning techniques. It also examines ways to personalize learning for a diverse student population.

ED 260: Cooperative Work Experience: Education or Practicum (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CVE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S.

EMERGENCY MEDICAL SERVICES (EMS)

EMG 245: 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, S.

ENGLISH (ENG)

ENG 104, 105, 106: Intro to Literature (4, 4, 4)
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 104, 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 course also introduces students to literary theory, including technical terms and their application. The courses need not be taken in sequence. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, W, S.

ENG 107, 108, 109: World Literature (4, 4, 4)
ENG 107 examines the literature of Greece, Rome, the Bible and the European medieval period. ENG 108 covers the Renaissance, the Reformation, 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 Latin America and the Caribbean. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, W, S.

ENG 236: Paramedic Field Internship (4)
Field internship is the final course of the student’s paramedic education. The student will work on an emergency ambulance as a third team member where they will be evaluated by a Paramedic Supervisor. Successful completion of this course will require psychomotor skills, and clinical instruction in delivering advanced patient care in the field setting. Department permission required. Corequisite: EMS 254. Registration-Enforced Prerequisite: Completion of EMS 253 & EMS 252. Fee: $200. 12 practicum hrs/wk. W, S.

ENG 280: Cooperative Work Experience: Emergency Medical Services (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CVE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S.

ENG 290: Independent Study: EMS (1-3)
Independent study on subjects outside the course curriculum or in-depth studies of a particular aspect of course content. Allows an opportunity for students with previous study in a subject area to pursue further investigations for credit. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S.

FIN 100, 105, 106: Intro to Literature (4, 4, 4)
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 104, 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 course also introduces students to literary theory, including technical terms and their application. The courses need not be taken in sequence. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, W, S.

ED 154: Literature and Language for Children (3)
This course provides an overview of literature and language development in young children. Quality children's literature, a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness for young children are addressed. Lectures and discussions, reading and evaluations of children's literature, and practical experiences with children and literature are included. Registration-Enforced Prerequisite: WR 121, 3 lecture hrs/wk. W.

ED 157: Crisis Intervention (3)
Course will examine social, psychological, legal, and economic aspects of K-12 public education. Current issues and trends will also be explored. 3 lecture hrs/wk. W.

ED 158: Teaching and Learning (3)
This class introduces the participant to theories of behavior, motivation and human development as applied to classroom practice and teaching/learning techniques. It also examines ways to personalize learning for a diverse student population.

ED 159: Learning and Teaching (3)
This class introduces the participant to theories of behavior, motivation and human development as applied to classroom practice and teaching/learning techniques. It also examines ways to personalize learning for a diverse student population.

ED 215: Educational Technology (3)
This course introduces the student to the preparation and use of media and technology in school settings. Students will develop an understanding of the role of media in learning and methods for incorporating media in instruction. Prerequisite: CIS 120 or Instructor approval. 3 lecture hrs/wk. F. For incorporating media in instruction. Prerequisite: CIS 120 or Instructor approval. 3 lecture hrs/wk. F.

ED 260: Cooperative Work Experience: Education or Practicum (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CVE 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 261: Paramedic Clinical & Field Experience Part I (2)
Begin in-hospital clinical experience including direct patient care responsibilities necessary for completion of the educational goals and objectives. Students are in a hospital clinical setting with disease and injury conditions comparable to those the student will experience in the pre-hospital care situations. Begins field experience designed to expose student to disease and injury conditions. This segment begins the required 250 hours of clinical experience and number of pre-hospital calls necessary to fulfill the State curriculum. Department permission required. Corequisite: EMS 252. Prerequisite: Completion of EMS 251. Fee: $200. 2 practicum hrs/wk. W.

ED 262: Paramedic Clinical & Field Experience Part 2 (2)
Continues the clinical experience including direct patient care responsibilities necessary for completion of the educational goals and objectives. Patients are in a hospital clinical setting with disease and injury conditions comparable to those the student will experience in the pre-hospital care situations. Continues field experience designed to expose student to disease and injury conditions. Department permission required. Corequisite: EMS 253. Prerequisite: Completion of EMS 252 & EMS 261. Fee: $200. 2 practicum hrs/wk. W.

ED 280: Cooperative Work Experience: Emergency Medical Services (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CVE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S.
ENG 201, 202: Shakespeare (4,4)
The Shakespeare sequence (ENG 201 and 202) provides an introduction to Shakespeare’s dramatic work and poetry. It proceeds chronologically. ENG 201 focuses on selected comedies, tragedies, histories and poems from Shakespeare’s early to middle career. ENG 202 focuses on selected comedies, tragedies, romances, and poems from Shakespeare’s middle to later career. Students will learn to interpret Shakespeare’s work using a variety of critical strategies, including literary, historical, sociological, psychological, and philosophical approaches. Courses may be taken out of sequence. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. ENG 201: F, Su. ENG 202: F - S (offered in odd years).

ENG 204, 205, 206: Survey of English Literature (4,4,4)
Class discussion emphasizes the content and meaning of the selections read. ENG 204: Principal works of the Old English, Middle English, and Renaissance periods in English literature. ENG 205: Selections from the principal English writers of the seventeenth, eighteenth, and early nineteenth centuries. ENG 206: Works of representative novelists, essayists, and poets from the Romantic period to the present day. Interpersonal aspects of the works are emphasized. Courses may be taken out of sequence. Required Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, Su. ENG 205: F - Su. ENG 206: F - S (offered in odd years).

ENG 230: Environment Literature (4)
This course aims to explore the ways in which ideas about the physical or “natural” environment have been shaped into American literature. The course will survey a variety of important texts in this tradition and introduce students to different eras and genres, including early environmental thinkers, policy documents, progressive and radical writers, as well as gendered discourse. Recommended Prerequisites: WR 095 with a grade of C or better or appropriate placement test scores; AND RD 090 with a grade of C or better or appropriate placement test scores. 4 lecture hrs/wk. F, W. ENG 230: F - W (offered every year).

ENG 288: Cultural Diversity in Contemporary American Literature (4)
A study of cultural diversity as demonstrated and recorded in American literature from 1965 to present day. This course emphasizes literature that reflects the multicultural nature of the study discipline. Focus will be on the poetry and fiction of contemporary writers. The course will focus on those writers who offer first-hand views of life within traditionally marginalized communities. Inclusion criteria include writers of racial, cultural, national, sexual orientation, and gender identity. 4 lecture hrs/wk. W, F. ENG 288: W - F (offered every even year).

ENGINEERING (ENGR)
ENGR 111: Engineering Orientation I (3)
Engineering as a profession, historical development, ethics, communication of concepts in design and manufacturing, with practical applications using solid modeling software to capture design intent in technical design drawings. Offered in conjunction with ENGR 112A. Recommended Prerequisite: ENGR 112A. 3 lecture hrs/wk. F, W, S (offered every year).

ENGR 112A: Problem Solving and Technology (2)
ENGR 112A is a part of one of two courses (ENGR 112B). Systematic approach to engineering problem-solving using computers, spreadsheets, logical analysis, flow charts, and input/output design and introductory computer programming. ENGR 112A: Windows, Microsoft Office, Spreadsheets. Registration-Enforced Prerequisite: ENGR 111: 1 lecture, 2 lecture/lab hrs/wk. W.

ENGR 112B: Problem Solving and Technology (2)
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FR 102: 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 101 with a grade of C or better. 4 lecture hrs/wk. (Not offered 2019-2020)

FR 201: Second-Year French (4)
This course promotes continuing development of oral language skills. Students will learn new vocabulary and expressions through reading and listening activities from culturally authentic sources representative of the French-speaking world. Students will apply these concepts to communicate in conversations, interviews, and role-play situations with other students. Registration-Enforced Prerequisite: FR 202 with a grade of C or better. 4 lecture hrs/wk. F, W, S (Not offered 2019-2020)

FIRE PROTECTION TECHNOLOGY (FRP)
FRP 101: Fire Fighter Safety & Survival (3)
The course is designed for entry-level firefighters 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, 3-7, 3-7.1, NFPA 1029. 3 lecture hrs/wk. F, W

FRP 111: Building Construction for Fire Suppression (3)
This course provides the components of the building construction related to firefighter life and safety. The elements of construction and design to structure are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. 3 lecture hrs/wk.

FRP 121A: Elementary Fire Science Part 1 (4)
Elementary Fire Science covers basic firefighting skills of a firefighter including the following: Principles of Fire Behavior, Fire Streams, Ventilation, Breathing Apparatus, Search and Rescue Practices, Ropes and Knots, Portable Fire Extinguishers, Ladders, Hose, Salvage Covers, Small Hand Tools, and Firefighter Safety. This class is part 1 or a two-part class leading to NFPA/DPSST firefighter certification. 3 lecture hrs/wk.

FRP 121B: Elementary Fire Science Part 2 (4)
Elementary Fire Science Part 2 covers advanced firefighting skills of a firefighter including the following: Exterior and interior structural fire attack, Search and Rescue Practices, Understand the Mayday procedures. Demonstrate controlling vehicle fires, working in an ICS management system. The student will use Principles of Fire Behavior, Fire Streams, Ventilation, Breathing Apparatus, Search and Rescue Practices, Ropes and Knots, Portable Fire Extinguishers, Ladders, Hose, Salvage Covers, Small Hand Tools, and Firefighter Safety learned in part 1 of this class. This class is part 2 of a two part course leading to NFPA/DPSST firefighter certification. 3 lecture, 2 lecture/lab hrs/wk.

FRP 122: Fundamentals of Fire Prevention (3)
This course explores the fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; and fire safety education; fire investigation. 3 lecture hrs/wk.

FRP 123: Hazardous Materials Awareness/Operations (4)
Hazardous Materials is designed for entry-level firefighters, as well as industrial fire brigade or safety team members. This course covers how to recognize and handle emergencies involving hazardous materials, within the scope of an Awareness and Operations level responder. It includes: hazard recognition, responding, intervening, and stabilizing the situation. 4 lecture hrs/wk.

FRP 132: Fire Pump Construction and Operation (3)
Theory of pump operation, types and features of various pumps, practical operation of fire pumps and accessories. Includes drafting, hydrant and tanker operations, and "rule-of-thumb" fire ground hydraulic calculations. Students should also receive actual practice using local department's apparatus. Meets or exceeds intent of NFPA 1001-5.1, 5.2, NFPA 1004. 4, 14, 4-2, 14-3, 5, 8.1, 8.2, 8.3, 8.4, 10.1, 10.2 Annex B.1. Registration-Enforced Prerequisite. Second-year standing or instructor approval. 2 lecture, 2 lecture/lab hrs/wk.

FRP 133: Natural Cover Fire Protection (3)
This course will cover the theory and practice of fire prevention, fire behavior, standing orders, and fire suppression methods of natural cover fires. Focuses on urban interface fire problems. Meets or exceeds intent of NGWC 5-130, 5-190, 5-140, 160. 3 lecture hrs/wk.

FOR 201 - Introduction to Natural Resources (3)
Introductionary course for Natural Resources majors. Overview of the underlying principles and complexities involved in managing natural resources of the Pacific Northwest. Investigation of major natural resource issues relating to the environment, history, resource thinking and collaboration skills useful in seeking solutions. This course is cross listed as both FOR 201 and NR 201. 3 lecture hrs/wk.

FOR 206: Soil Science Lab (1)
Laboratory exercises and field trips designed to develop student competency in soil processes, description, analysis, and assessment with particular emphasis on the role of soils in managed and unmanaged forest ecosystems. Registration-Enforced Corequisite: SOIL 205. 1 lab hrs/wk.

FOR 234: GIS I Introduction to Geographic Information Systems (4)
This course is designed as an introduction to Geographic Information Systems and the spatial concepts it promotes. Understanding of digital geographic information and the intelligence behind it will be understood. ArcGIS is the software program used for spatial data analysis, input, and display. 3 lecture, 2 lecture/lab hrs/wk.

FOR 240 - Forest Biology (4)
Forest Biology is a basic course that provides a broad foundation in biology that is relevant to many natural resource issues. This course examines complexity at multiple levels of organization, from molecules to the globe; principles of ecosystem dynamics in managed and unmanaged forest communities, landscapes and bioregions; conservation of competition, predation, decomposition, and mutualism; energy flow, nutrient cycles and feedback controls; the effects of disturbance and succession on carbon storage, biodiversity, and habitat stability through time. Registration-Enforced Prerequisite: completed course in Biology or Natural Resources or instructor approval. This course is cross listed as both FOR 240 and NR 240. 3 lecture, 1 lab hrs/wk. F

FOR 241 - Dendrology (4)
Identification of the principal forest trees of North America, emphasizing trees and shrubs of the Pacific Northwest. This course is cross listed as both FOR 241 and NR 241. 3 lecture hrs/wk.

FOR 280: Cooperative Work Experience: Forestry (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year, except for students taking Occupational Skills Training (OST) which has a limit to horizontal and vertical curve computations. Registration-Enforced Corequisite: MTH 112, with grade of C or better or instructor approval. 2 lecture, 4 lecture/lab hrs/wk.

FRP 111: Building Construction for Fire Suppression (3)
This course provides the components of the building construction related to firefighter life and safety. The elements of construction and design to structure are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. 3 lecture hrs/wk.

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FRP 135: Hazardous Materials Chemistry (2)
This course explores basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. 1 lecture, 2 lab hrs/wk. W

FRP 151A, B, C: CPAT Training (3)
This is a sequential course that progresses from A to C through the academic year. New students must attend these classes in order unless they have instructor approval. Classes consist of daily physical training including jogging, running, weight lifting, stretching, and drills that familiarize the student with CPAT events. Each part has a time requirement that decreases through the sequence until a desired time is achieved. 9 lab hrs/wk.

FRP 159: Fire Behavior and Combustion (2)
This course explores the theories and fundamentals of how and why fires start, spread and how fires are controlled. 1 lecture, 2 lab hrs/wk.

FRP 163: NFPA Fire Instructor I (2)
This course provides the student with the basic understanding to be an effective instructor. The class will teach principles of adult learning. The class will describe how to manage a classroom including how to prepare course outlines and lesson plans. The class will discuss training aids and devices. The class will also describe how to evaluate students. This class leads to NFPA/CPST certification as Fire Instructor I. 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 advanced 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 – Swift Water (1)
This course is designed to provide students with knowledge and skills to function safely under emergency conditions present during water rescue operations. The students will use advanced rope and water rescue practices as per the NFPA 1670 standards. Meets or exceeds intent of NFPA 1670:9.1-9.4. 12 lecture, 8 lab hours (1 weekend).

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 Advancement (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 1670:10.5. 15 lecture, 25 lab hours (1 weekend).

FRP 202: Fire Protection Systems (3)
This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. 3 lecture hrs/wk. W

FRP 212: Fire Investigation (3)
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause. Preservation of evidence and documentation, and fire scene photography. 3 lecture hrs/wk.

FRP 213: Fire Fighting Tactics & Strategy (3)
This course provides the principles of fire ground control through utilization of personnel, equipment and extinguishing agents. This course explores fire service history, fire related laws, fire codes and national standards, that effect developing and implementing firefighting tactics and strategies. Prerequisite: Second-year standing or instructor approval. 3 lecture hrs/wk. W

FRP 230: Fire Service Hydraulics (4)
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. 3 lecture, 2 lecture/lab hrs/wk. F

FRP 263: NFPA Fire Instructor II (2)
Provides the fire service instructor with the knowledge and necessary skills needed to prepare class outlines and basic instructional materials needed to teach formalized classes. Areas covered include lesson plan preparation, selection and use of audio/visual aids, the learning/teaching process, study 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. This course covers second-level supervisory functions associated with fire administration, inspection and investigative emergency service delivery and safety. Registration-Enforced Prerequisite: FRP 270. 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 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 270. 4 lecture hrs/wk. F, W, S

G 140: Volcanoes, Earthquakes and other Geologic Disasters (4)
As Will Durant observed, “Civilization exists by geological consent, subject to change without notice.” This course will investigate major natural events that impact society on a yearly basis, such as earthquakes, tsunami, volcanoes, landslides, sinkholes and floods. This course will investigate both the geologic principles as well as the societal impacts of these events. Emphasis will be given to destructive volcanic phenomena. 3 lecture hrs/wk. W

G 180: Regional Field Geology (4)
This is a field study of geology features and history in a selected region. Consists of on-campus meetings and a multi-day field trip to illustrate the geologic setting, stratigraphy, structure, topography, age, origin, specific events through geologic time, and features unique to the region. 3 lecture, 1 lab hrs/wk. S

G 201, 202, 203: Second-Year German (3,3,3)
Continuation of the audio-lingual method of GER 201-3. Review of grammar patterns. Expansion of vocabulary, comprehension 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 selected literature. Participation in community activities with students in GER 101-203. Prerequisite: GER 203 or equivalent. 3 lecture hrs/wk. F, W, S (Not offered 2019-2020)

GER 211, 212, 213: Conversational German (3,3,3)
Survey of German grammar with an emphasis on oral communication and written skills. Intensive vocabulary building through oral and written exercises. Examination of contemporary literary texts. 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 101 or equivalent. 4 lecture hrs/wk. F, W, S (Not offered 2019-2020)

GIS 230: Digital World and Geospatial Concepts (4)
Introduction to geospatial technologies such as GPS, smartphones, mobile devices, and online mapping and navigation tools used in GIS, remote sensing, and geovisualization. Introduction of how present day information systems attempt to represent the features and attributes of our natural world in digital form. Examination of how these systems can be used to portray and solve geospatial problems. Introduction to the concept, vocabulary, and use of GIS. Concepts and applications in government, business, and the environment. 3 lecture, 2 lecture/lab hrs/wk. F

GIS 234: GIS I Introduction to Geographic Information Systems (4)
This course is designed as an introduction to Geographic Information Systems and the spatial concepts it promotes. An understanding of digital geographic information and the intelligence behind it will be understood. ArcGIS is the software program used for spatial data input, analysis, and display. 3 lecture, 2 lecture/lab hrs/wk. W

G 221: Environmental Geology (4)
This course will emphasize the occurrence and distribution of geologic hazards, such as earthquakes, volcanoes, flooding, and slope failure and geologic resources, such as water, air, minerals and energy. The interactions between humans and the geologic environment, including mitigation strategies, will also be covered. 3 lecture, 3 lab hrs/wk.
GIS 235: GIS III Data Analysis and Applications (4)  
Applications-based course. Develop and conduct geospatial analyses using various spatial data structures, techniques and models. Students acquire, clean, integrate, manipulate, visualize and analyze geospatial data through laboratory work. Import feature and non-feature data into a GIS. Data Conversion. Use of hand-held GPS/GIS units. Use and create web-based GIS applications and services. 3 lecture, 2 lecture/lab hrs/wk. S

GIS 280: Cooperative Work Experience: Geographic Information Systems (1-13)  
Qualified student's work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year except for students taking Occupational Skills Training (OST), which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

GENERAL SCIENCE (GS)  
GS 104: Physical Science (4)  
Elementary concepts of physics including motion, forces, energy and momentum, thermodynamics. Should not be taken for credit if student has completed six or more hours of college-level courses in physics. Registration-Enforced Prerequisite: MTH 060. 3 lecture, 3 lab hrs/wk. F, W, S

GS 105: Physical Science (4)  
Elementary concepts of chemistry including atomic structure, bonding, states of matter, solutions, chemical reactions, nuclear and organic chemistry. Should not be taken for credit if student has completed six or more hours of college-level courses in chemistry. Registration-Enforced Prerequisite: MTH 060. 3 lecture, 3 lab hrs/wk. W

GS 106: Physical Science (4)  
Elementary concepts of earth science including rock and mineral formation, plate tectonics, earthquakes, volcanoes and other surface processes. Should not be taken for credit if student has completed six or more hours of college-level courses in geology. Registration-Enforced Prerequisite: MTH 060. 3 lecture, 3 lab hrs/wk. S

GS 107: Beginning Astronomy (4)  
Introductory course in Astronomy for non-science majors featuring the scientific method; study of planetary and lunar motion including phases of the moon and eclipses, the sun, moon, planets, asteroids, comets, and meteors. Students will learn about the night sky and constellations; formation and destruction of stars; our galaxy and other galaxies and cosmology. Lab required with either at home night sky observing or optional on-campus observing. Required use of campus observatory either online or on-site for lab projects. Class is completely online with optional and highly recommended use of campus observatory. 3 lecture, 3 lab hrs/wk. Su

GS 112: Making Sense of Science (4)  
A course for non-science majors on the processes and methods of scientific inquiry and how scientific knowledge is perceived differently from other types of knowledge. Students will develop skills to analyze and evaluate societal issues that involve scientific knowledge. Laboratory work, student collaboration and peer review are designed to simulate the processes involved in scientific inquiry within a scientific community. 3 lecture hrs/s lab hrs/wk. S

HUMAN DEVELOPMENT (HD)  
HD 100: College Success (3)  
This three-credit College Success, first-year experience (FYE) course is designed to introduce first-time students to the college environment. The course will seek to foster a sense of community among first-year students, familiarize students with the college environment, and develop an appreciation of learning. Along the way, students will be engaged in activities intended to orientate them to the college, provide them with resources, and help them develop skills necessary to succeed at UCC and beyond. 1 lecture hrs/wk. F, W, S, Su

HD 107: Practicing Success (2)  
This course supports and aids Practicing Success students in planning, prioritizing and in developing overall positive study habits. Students will gain the skills to function as an accomplished college student, learning about available resources, applying goal setting and test strategies, practicing homework skills, and supporting the practice of other students. Much of the work is hands-on, and in-class participation is an integral part of the class format and grading. Registration-Enforced Requisites: RD 090, WR 095, and HD 136. 2 lecture hrs/wk. FW/S

HD 136: Strategies for Success (3)  
This course is designed to help students create greater success in college and in life. Students will explore empowering strategies by writing a guided journal, participating in small group and class activities, and completing a final course project. Making these strategies their own through application, they will have the ability to improve the outcomes of their lives academically, professionally, and personally. This course is required for all students in the Practicing Success cohort. 3 lecture hrs/wk. W, F, S

HD 208: Career and Life Planning (3)  
Career Planning is designed to help students make occupational decisions based on self-evaluation and on information and analysis of current career information. Career Planning is an on-going dynamic process not at one time decision. This class will focus on the development of a “Life Plan,” an integration of information about students and their life goals, and which careers are suitable for this plan. People in the class are at various stages of career planning, some are taking initial steps in the process while others have a solid plan in place. Prerequisite: RD 080, WR 095. 3 lecture hrs/wk. W, S

HEALTH (HE)  
HE 252: First Aid (3)  
Immediate and temporary care for a wide variety of injuries and illnesses, control of bleeding, care for poisoning, and proper methods of transportation, splinting and bandaging. 2 lecture, 2 lab hrs/wk. F, S, Su

HE 280: Cooperative Work Experience: Health (1-13)  
Qualified student's work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

HEALTH AND PHYSICAL EDUCATION (HPE)  
HPE 295: Wellness & Health Assessment (3)  
A foundation including lecture and physical activity designed to expose the student to the interrelation 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 lab hrs/wk. F, W, S, Su

HOSPITALITY & RESTAURANT MANAGEMENT (HRM)  
HRM 176: Responsible Alcohol Service and Bar/Beverage Management (2)  
The course is designed to prepare the student for a management position that serves alcoholic beverages. Topics include: a basic overview of wine, beer and spirits and their effects on the human body, the legal aspects of alcohol service, plant/property/responsible bar service, staffing, purchasing, receiving, storage and cost control, checking identification, handling difficult situations and mirology. 2 lecture hrs/wk.

HRM 177: Hospitality/Restaurant Management and Human Relations (2)  
The course is designed to prepare the student for a management position in the Hospitality/Restaurant industry. Topics include: leadership roles within the industry, facilitating an effective work force, hiring, training, scheduling, performance evaluation, operation standards, employee compensation and benefits, professional development, and maintaining a safe and healthy work environment. 2 lecture hrs/wk.

HRM 178: Hospitality/Restaurant Marketing and Customer Service (2)  
The course is designed to prepare the student with an understanding of the basic principles of industry-specific customer service and marketing techniques. Topics include: customer-centric service, professionalism, service standards, operation work-flow, the marketing process, market environment, customer behavior, advertising and public relations. 2 lecture hrs/wk.

HRM 230: Principles of Hospitality/Restaurant Industry Cost Controls (3)  
The course is designed to prepare the student for a management position in the Hospitality/Restaurant industry. Topics include: cost and sales concepts, the control process and cost-volume-profit relationships. In-depth instruction will be given on the topics of food, beverage and labor control. The use of spreadsheet software (MS Excel) will be implemented in exercises designed to simulate real occupational situations. Registration-Enforced Prerequisite: BA 231. 3 lecture hrs/wk. F, W, S, Su

HUMAN DEVELOPMENT & FAMILY STUDIES (HDFS)  
HDFS 201: Individual and Family Development (3)  
Using a lifespan development approach, this course studies individual development, dynamics, and relationships, both within the family and as a part of the larger environment. Requisites: WR 115 or placement into/completion of WR 121. 3 lecture hrs/wk. F, W, S, Su

HDFS 223: Child Development (3)  
Students will explore inherited and environmental factors which influence the developing child. Physical, social, emotional, and intellectual growth of children from birth through middle childhood. 3 lecture hrs/wk. F

HDFS 226: Infant and Toddler Development (3)  
Students will explore developmental issues concerning children from birth to 30 months, designing and evaluating activities and programs to enhance development. 3 lecture hrs/wk. S

HDFS 228: The Exceptional Child (3)  
Students will build understanding of the exceptional child: the emotionally disturbed, the mentally retarded, the gifted, the physically handicapped, and the culturally and economically disadvantaged. 3 lecture hrs/wk.

HDFS 240: Contemporary American Family (3)  
Study of the American family from a sociological perspective, emphasizing the family as an influence in socialization and development; theories for analyzing the family, alternative family forms, cross-cultural and historical comparisons. 3 lecture hrs/wk. W

HUMAN SERVICES (HS)  
HS 100: Introduction to Human Services (3)  
An overview of the scope and development of human services, including models of service delivery, historical context, clientele, the helping process, career opportunities, and professional ethics. 3 lecture hrs/wk. F

HS 102: Addiction Pharmacology (3)  
An overview of drug use, misuse and addiction, including drug chemistry, physiological effects upon the body and specific treatment formats and techniques. Consideration of current drug use and the psychological/behavioral aspects of client misuse and addiction will be examined along with the impact of culture and genetics. This class is accepted by ACCB for national certification requirements for alcohol and drug counselors. 3 lecture hrs/wk. W

HS 108: Understanding Behavior and Emotional Issues in Older Population (3)  
This class is an introduction to the issues of aging. Although designed for human service workers in various fields, others
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Requirements for alcohol and drug counselors. 2 lecture hrs/wk. S

HST 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: Instructor approval. 2-39 lab hrs/wk. F

HST 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

HST 227: Understanding Dysfunctional Families (3)
Dynamics of dysfunction in family systems. Students will engage in class discussion, research, and perform skills necessary to recognizing the symptoms of family dysfunction, intervention strategies, and local community resources to assist families with whom they may be working. 3 lecture hrs/wk. F

HST 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

HST 265: Counseling Skills II (3)
This course builds on the skills covered in HST 155. Counseling skills will be added to review 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: HST 155 or Instructor approval. 3 lecture hrs/wk. F

HST 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's (client) strengths and strategies for the case manager to provide an environment for change that encourages movement from one stage into another is the primary focus of the course. Classroom practice in all areas of case management will allow for student skill development. (Not recommended for first-year students.) 3 lecture hrs/wk. W

HST 267: Cultural Competence in Human Services (3)
Understanding how cultural differences impact service delivery in drugs or other services. 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. 3 lecture hrs/wk. F

HST 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. F

HST 315: Understanding Paralegal (3)
Introductory course in the theory and practice of Public Relations as a function of modern business, industry and government. Emphasis is on research and program development which utilizes public opinion, persuasion and media relations techniques in helping organizations deal with the various public to which it must respond. Registration-Enforced Prerequisite: WR 15 with a grade of C or better. 3 lecture hrs/wk. S

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rights and responsibilities, problems, and criticism; effects of media on society, revolution of advertising, radio and society, propaganda and the media. 3 lecture hrs/wk. S

J 215: Journalism Production (1-3)
Provides students with practical experience in the processes and production of student media. Students 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. W

J 280: Coop 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. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S

LEGAL ASSISTANT/PARALEGAL (LA)
LA 100: Legal Procedures I (4)
Introductory online course focusing on the responsibilities of legal support personnel. Students will identify professional responsibility, understandized practice of law, and recognize ethical standards and behavior. Students will format legal documents using MS Word with emphasis on correct formatting using Oregon Revised Statutes (ORS) and supplemental Local Court Rules (SLC). Instructor enforced prerequisites: working knowledge of MS Word and accurate keyboarding speed of 45 wpm. Registration-Enforced prerequisites: WR 1 15 or higher. 4 lecture hrs/wk. F, W

LA 101: Introduction to Paralegal Studies (3)
Identify the roles and duties of paralegals including regulations, confidentiality, and conflicts of interest. Develop workplace success skills including tracking billable hours, professionalism, and etiquette. Identify sources of American law and the civil and criminal law systems. Identify state and local court rules. Learn the different levels of federal, state, and municipal court systems. 3 lecture hrs/wk. W, S

LA 102: Legal Terminology (3)
This course emphasizes developing an understanding of legal terminology through study in all areas of law and on using legal terminology in many different ways. Focus will be on legal definitions, usages, spelling, and pronunciations. 3 lecture hrs/wk. W

LA 105: Civil Procedure (3)
This course will focus on the various stages of the civil litigation process, including the initial client interview, process leading to the filing of a civil lawsuit, its resolution by settlement or trial, and a brief review of the appellate process. Emphasis will be on the actual preparation of the documents, with a major focus on working with the public in any field of study may find their skills in working with the elderly enhanced. The class is interdisciplinary in its approach, including the review of articles related to biological sciences, medicine, nursing, psychology, sociology, and social work. As the population in the United States ages, it is vital that we recognize the importance of effectively relating to older clients, patients and consumers. 3 lecture hrs/wk. S

HS 110: Substance-Related Peer Recovery Mentor (3)
This course is designed to help students interested in becoming a Certified Peer Recovery Mentor (CPRM) obtain the skills, resources, and evidence-based practices that are essential for Peer Delivered services in an Addiction Treatment environment. The course will provide opportunities to explore recovery tools consistent with current evidence-based practices while using a developmental cross-cultural perspective for professional development. 3 lecture hrs/wk. F

HS 144: Creating Effective Programs (1)
Developing, maintaining, evaluating, and sustaining effective service delivery programs. The use of evidence-based practices from identification and implementation through fidelity evaluation will be included. Students will be exposed to various “logic” models for planning and evaluating programs. 1 lecture hrs/wk. W

HS 150: Personal Effectiveness for Human Services Workers (3)
This course develops self-awareness and self-efficacy 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 techniques. 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

HS 155: Counseling Skills I (3)
This course will provide students with theoretical knowledge and interviewing skills required of human service workers in a variety of work settings including substance abuse counselors. Students will learn the basic processes used for information gathering, problem-solving, and information or advice giving. They will learn about and practice the skills associated with conducting an effective interview. Students will be sensitized to the issues common to interviewing people of differing cultural backgrounds. This class is accepted by ACCBO to meet certification requirements for alcohol and drug counselors. 3 lecture hrs/wk. F

HS 211: HIV/AIDS & Other Infectious Diseases (2)
The epidemiology of HIV/AIDS, hepatitis, tuberculosis, and sexually transmitted diseases that frequently infect people who use drugs or who have been infected. 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. 3 lecture hrs/wk. F

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: HST 155 or Instructor approval. 3 lecture hrs/wk. F

HST 104: World History (3)
The emergence of organized civilizations in Europe, the Near East, Asia, the Americas, and Africa. The growth of complex civilizations, the rise to predominance and decline of major civilizations. 3 lecture hrs/wk. F

HST 105: World History (3)
Focuses on the world after 1000. Study of the Crusades, Renaissance, Reformation, new political and economic developments in 17th and 18th centuries, commercial and cultural developments in Europe, India, Japan, Africa, the Americas, and China. 3 lecture hrs/wk. W

HST 106: World History (3)
The growth of the early modern world focusing on the impact of new forms of government and the emergence of a technological world. An examination of political revolutionary events, nationalism and colonialism. A review of the world at war, the late 20th and early 21st centuries, and the prospects for the future. 3 lecture hrs/wk. W

HST 201: History of United States (3)
The American heritage; European colonization; the Colonial Period and internal development; the American Revolution, early national period. 3 lecture hrs/wk. F

HST 202: History of United States (3)
The American Nation; problems, turmoil, and the Civil War; Reconstruction; America reshaped by industrial development, imperial foreign policy, and domestic era of progress. 3 lecture hrs/wk. W

HST 203: History of United States (3)
America in the 20th Century; World War I & II; the Depression, the Cold War, domestic change and Asian war in the 1960s, the politics and domestic history of the 1970s to the present, and the international role of the U.S. since 1945. 3 lecture hrs/wk. S

JOURNALISM (J)
J 205: Introduction to Public Relations (3)
An introductory course in the theory and practice of Public Relations as a function of modern business, industry and government. Emphasis is on research and program development which utilizes public opinion, persuasion and media relations techniques in helping organizations deal with the various public to which it must respond. Registration-Enforced Prerequisite: WR 15 with a grade of C or better. 3 lecture hrs/wk. S

J 211: Introduction to Mass Communication (3)
Survey of news and opinion media; how the media functions;
the discovery phase of the civil litigation process. This course will demonstrate the techniques of civil litigation builds, relates to, and is dependent upon the others. Registration-Enforced Prerequisites: LA 105, with a grade of C or better. 3 lecture hrs/wk. S, Su

LA 128: Legal Procedures II (4)
This course introduces paralegals to the principles of business law as applied to real estate. The topics covered include ownership of property, brokerage relationships, laws of agency, contracts, fair housing, owner/tenant relationships, and other topics illustrated by real estate law and probate proceedings. Registration-Enforced Prerequisites: LA 105 with a grade of C or better. 3 lecture hrs/wk. F

LA 217: Real Estate Law for Paralegals (3)
This course introduces paralegals to the principles of business law as applied to real estate. The topics covered include ownership of property, brokerage relationships, laws of agency, contracts, fair housing, owner/tenant relationships, and other topics illustrated by real estate law and probate proceedings. Registration-Enforced Prerequisites: LA 105 with a grade of C or better. 3 lecture hrs/wk. F

LA 226: Torts Pleading and Practice (3)
This course introduces the theory and practical application of the law of torts. The fundamentals of drafting legal documents normally associated with torts are addressed with application of state and local rules of civil procedure. Registration-Enforced Prerequisite: LA 105 with a grade of C or better. 1 lecture hrs/wk. W

LA 220: Criminal Law for Paralegals (3)
This course introduces criminal law and procedure with an emphasis on the legal assistant’s role in the criminal justice system. Learn procedural rules, including the right to counsel, search and seizure, interrogation, and self-incrimination. Cover the stages of prosecution, pre-trial motions, jury selection, document preparation, trial practice, verdict, sentencing and judicial review, and sources of criminal law. Registration-Enforced Prerequisite: LA 105 with a grade of C or better. 3 lecture hrs/wk. W

LAB 127: Library and Internet Research (3)
This course is designed to take students through the research process as they learn to search, find, assess, and utilize information efficiently from a variety of library and Web resources. Upon successful completion of this course, students will be able to locate, evaluate and use information in support of their coursework and independent projects. This course may be applied toward a Paralegal Associate Degree.

LIBRARY (LIB)

LIB 172: Anatomy and Physiology for Medical Assistants (3)
This course includes basic concepts of anatomy and physiology, integrated disease-related information, clinical applications, and terminology. Students will gain in understanding of body structures and systems and the disease processes that relate to work in a clinic or doctor’s office. The course will cover recognition of systems and reporting criteria. Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W, Su

LIB 174: Medical Coding for the Physician’s Office (3)
This course includes diagnosis-related groupings (DRG), Current Procedural Terminology (CPT), International Classification of Diseases, 10th or 11th Revision, Clinical Modification (ICD-9-CM or ICD-10) and Common Procedural Coding System (HCPCS). Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W, Su

MED 060: Math for the Medical Assistant (3)
This course is designed to provide students with math skills required to work in allied health fields. The course includes ratio and proportion calculations, an introduction to the metric and apothecary systems of measure, metric-household-apothecary conversions, use of a 24-hour clock, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, insurance co-pay and deductible calculations, interpretation of physician drug orders, and a basic introduction to statistics as it applies to the allied health field. 3 lecture hrs/wk. S

MED 100: Intro to Healthcare Careers (2)
This course is designed to give students an opportunity to research career paths and learn about a variety of careers in healthcare. Students will learn the educational requirements and physical and professional demands of the various careers through research and from the perspective of practicing professionals.

MED 111: Medical Terminology I (3)
Medical Terminology I is the first course in a two-course sequence designed to introduce students to medical terminology through the study of medical word roots, prefixes, and suffixes within the context of body systems. Students will also learn abbreviations as well as pathology and procedure terminology within the context of body systems. Focus is placed on constructing words and defining words given the word elements. 3 lecture hrs/wk. F, W, Su

MED 112: Medical Terminology II (3)
Medical Terminology II is the second course in a two-course sequence designed to introduce students to medical terminology through the study of medical word roots, prefixes, and suffixes within the context of body systems. Students will also learn abbreviations as well as pathology and procedure terminology within the context of body systems. Focus is placed on constructing words and defining words given the word elements. 3 lecture hrs/wk. F, W, Su

MED 114: Medical Coding for the Physician’s Office (3)
This course includes diagnosis-related groupings (DRG), Current Procedural Terminology (CPT), International Classification of Diseases, 10th or 11th Revision, Clinical Modification (ICD-9-CM or ICD-10) and Common Procedural Coding System (HCPCS). Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W, Su

MED 115: Anatomy and Physiology for Medical Assistants (3)
This course includes basic concepts of anatomy and physiology, integrated disease-related information, clinical applications, and terminology. Students will gain in understanding of body structures and systems and the disease processes that relate to work in a clinic or doctor’s office. The course will cover recognition of systems and reporting criteria. Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W, Su

LIB 174: Medical Coding for the Physician’s Office (3)
This course includes diagnosis-related groupings (DRG), Current Procedural Terminology (CPT), International Classification of Diseases, 10th or 11th Revision, Clinical Modification (ICD-9-CM or ICD-10) and Common Procedural Coding System (HCPCS). Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W, Su

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: CS 120 and MED 220 or instructor approval. 2 lecture, 2 lab hrs/wk. F, W

MED 152: 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: CS 120 or instructor approval. 3 lecture hrs/wk. F

MED 220: Medical Office Procedures I (3)
The course is an introductory course in current office procedures. Subjects taught include the medical office environment, current practices and problems, medical ethics and law, and patient relations and communications. Registration-Enforced Prerequisite or Corequisite: MED 111. 3 lecture hrs/wk. F

MED 221: Medical Office Procedures II (3)
This is an intermediate course in medical office procedures. Students are exposed to a variety of career paths, all of which pertain to medical assisting: medical records, drug and prescription records, health care reimbursement issues and regulations, and coding. Registration-Enforced Prerequisite: MED 120 with a grade of C or better. 3 lecture hrs/wk. W

MED 230: Health Insurance Concepts (3)
This course is designed to give students a good working knowledge of health insurance for medical offices and clinics, i.e., non-hospital settings. Topics include the CMS-1500 forms and the rules and regulations governing Medicare, Medicaid, Workers’ Compensation, Blue Cross Blue Shield and managed care programs. Registration-Enforced Prerequisite: MED 111 with a grade of C or better. 3 lecture hrs/wk. W

MED 231: Health Care Reimbursement and Collections (3)
This course provides students with health care reimbursement, accounting and collection processes for medical offices and clinics. Students will be presented with how to file insurance claims and what to do after the insurance. These topics include how to request an appeal or review, managing the accounts receivable and how to collect the balance due from the patient. Compliance and HIPAA regulations. Registration-Enforced Prerequisite: MED 230. 3 lecture hrs/wk. F, W

MED 260: Medical Office Documentation (3)
This course provides instruction in medical transcription courses. The types of reports and medical specialties will vary. Students will be required to use correct punctuation and spelling in documents. Students will begin using a variety of medical reference books. Registration-Enforced Prerequisites: OA 123, OA 128 and MED 112, all with a grade of C or better. 1 lecture, 4 lecture/lab hrs/wk. S
Each component is studied in structured classroom sessions, while lab activities are directed at disassembly, inspection and circuitry involving the specific component. Students will be using lab trainers to examine the operation of circuits using these components. Registration-Enforced Prerequisite: MFG 121. 3 lecture hrs/wk.

MFG 123: Hydraulics III (3)
This is the third in a five-course series for the industrial apprentice and is a continuation of Hydraulics I. Each student will study contamination control, hydraulic actuators, flow controls, and hydraulic accessories. Circuits using these components are fabricated, discussed, and studied during structured lab sessions. Registration-Enforced Prerequisite: MFG 122. 3 lecture hrs/wk.

MFG 124: Hydraulics IV (3)
This is a continuation of Hydraulics I, II, and III with an emphasis on the symbols, hydraulic schematics, and troubleshooting of hydraulic circuits. The class will be divided into two different sessions. The first session will be devoted to studying symbols and schematics, while the second session will work with circuits on lab trainers. Specific class sessions will be devoted to developing the skills and knowledge necessary to successfully pass the National Fluid Power Certification Exam. Registration-Enforced Prerequisite: MFG 123. 3 lecture hrs/wk.

MFG 125: Hydraulics V (3)
This is the fifth course in a series for practicing industrial maintenance millwrights desiring instruction in industrial hydraulics. This course is an introduction to proportional and servo valves used in modern hydraulics systems. Students will work with simulators, lab trainers, program cards, and related hydraulic and electronic components. Because an understanding of electricity and basic electronics is needed in this course, two sessions will be devoted to the study of these concepts using electrical training simulators. Some diagnostic and troubleshooting skills relative to the adjustment and programming of both proportional and servo systems will be presented. Registration-Enforced Prerequisite: MFG 124. 3 lecture hrs/wk.

MATH (MTH)

MTH 020: Pre Algebra (4)
This course is a continued study of arithmetic concepts, as well as an introduction to algebra. Topics include basic operations with fractions, ratio and proportion, decimals, percent, integers and a brief look at algebraic expressions/equations. Problem solving is emphasized. Successful completion prepares the student for Math 060, Introduction to Algebra. 4 lecture hrs/wk. F, W, S, Su

MTH 052: Industrial Applications of Math (4)
This is an introductory 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.

MTH 111: Machine Shop Practices I (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 108 and MTH 052 or MTH 060. 6 lecture/lab hrs/wk.

MTH 112: Machine Shop Practices II (3)
The student learns the operation of the vertical milling machine, 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 111. 6 lecture/lab hrs/wk.

MTH 113: Machine Shop Practices III (3)
The student learns the operation of horizontal and vertical milling machines, their setup, basic operation and use of accessories such as digital readouts, rotary table, dividing head, gear and cam milling and the use of indicators, wigglers and edge finders. Registration-Enforced Prerequisite: MFG 112.

MTH 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: MFG 112.

MTH 122: Hydraulics II (3)
This is the second in a five-course series for the industrial apprentice and is a continuation of Hydraulics I. The focus is on pressure relief valves, hydraulic actuators and flow controls.
MTH 060: Intro to Algebra (4)
This course is intended for students who wish to start at the very beginning of algebra. The course emphasizes basic concepts, definitions, and procedures along with practical applications and problem-solving skills. This course introduces basics operations with integers, exponents, scientific notation, algebraic expressions, linear equations, geometry, ratio and proportion, unit conversions, percent, operations with polynomials, and factoring polynomials. Registration-Enforced Prerequisite: MTH 020 with a C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. F, W, S, Su

MTH 065: Elementary Algebra (4)
This course in algebra is intended for the student who has familiarity with beginning algebra and geometry concepts. The course emphasizes basic concepts, definitions, and procedures along with practical applications and problem-solving skills. This course includes graphing lines, solving systems of equations in two variables using elimination or substitution, factoring polynomials, and solving quadratic equations by factoring. Registration-Enforced Prerequisite: MTH 060 with a grade of C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. F, W, S, Su

MTH 075: Applied Geometry (3)
Industrial applications of basic algebra and geometry. Emphasis on formulas, ratio–proportion, applied geometry, trigonometry, area, volumes. Registration-Enforced Prerequisite: MTH 052 or MTH 060 with a grade of C or better, placement by approved measure, or instructor permission. 3 lecture hrs/wk.

MTH 095: Intermediate Algebra (4)
This course is intended for students with prior exposure to algebra topics including linear equations in one and two variables, polynomials and factoring. The course emphasizes basic concepts, definitions, and procedures along with practical applications and problem-solving skills. Although fundamental concepts are stressed, the pace of the course is faster than an introductory course. This course covers unit conversions, an introduction to functions, rational expressions and equations, radical expressions and equations, and quadratic equations and functions. Registration-Enforced Prerequisite: MTH 065 with a grade of C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. F, W, S, Su

MTH 098: Math Literacy (5)
MTH 098 provides algebra, quantitative reasoning, and problem-solving skills needed in MTH 105 and in other college courses in programs that require calculus or trigonometry. For students who do not need calculus or trigonometry, MTH 098 is an alternative to MTH 065/055 as a pathway to MTH 105. Registration-Enforced Prerequisite: MTH 055 with a grade of C or better, placement by approved measure into MTH 065 and higher. 4 lecture hrs/wk. W

MTH 105: Math in Society (4)
Math in Society is a rigorous mathematics course designed for students in Liberal Arts and Humanities majors. This course provides a solid foundation in quantitative reasoning, symbolic reasoning, and problem solving techniques needed to be a productive, contributing citizen in the 21st century. Applications of mathematics will be explored with a major emphasis on the integration of mathematics with other subjects, communicating mathematics effectively orally and in writing, and reasoning quantitatively. Registration-Enforced Prerequisite: MTH 095 or MTH 098 with a grade of C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. W, S

MTH 111: College Algebra (5)
This course is intended for students requiring college-level algebra. This course is a study of functions and their uses. Primary topics are basic properties of functions, operations involving functions, and basic analysis and graphing of quadratic, polynomial, rational, exponential, and logarithmic functions. Additional topics include solving equations involving each function type, obtaining models from descriptions and data, and solving systems of equations. Applications, modeling, and problem-solving are stressed throughout the course. The use of computers or graphic calculators is an integral part of the class. Registration-Enforced Prerequisite: MTH 095 with a grade of C or better, placement by approved measure, or instructor permission. 5 lecture hrs/wk. F, W, S, Su

MTH 112: Elementary Functions (4)
The study of Trigonometry and its applications in the world around us. Topics include: trigonometric functions, radian measure, graphs of trig functions, solutions of right and oblique triangles, identities, conic sections, special formulas, inverse trig functions, polar coordinates, complex numbers, Definition-Enforced Prerequisite: MTH 111 or equivalent with a grade of C or better, or instructor permission. 4 lecture hrs/wk. F, W, S, Su

MTH 211: Fundamentals of Elementary Mathematics I (4)
The first of a three-semester sequence of mathematics for prospective elementary and middle school teachers. Topics include: mathematical patterns, problem solving, sets, natural numbers, whole numbers, one-to-one correspondence, numeration systems, tests of divisibility, prime and composite numbers, greatest common divisor, least common multiple, computer literacy activities, and elementary school activities in mathematics. Registration-Enforced Prerequisite: MTH 095 with a grade of C or better, placement by approved measure, or instructor permission. 4 lecture hrs/wk. F

MTH 212: Fundamentals of Elementary Mathematics II (4)
The second of a three-semester sequence of mathematics for prospective elementary and middle school teachers. Topics include: fractions, integers, decimals, percent, ratio, elementary probability and statistics, beginning algebra concepts, rational numbers, scientific notation, 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-semester sequence of mathematics for prospective elementary and middle school teachers. Topics include: two- and three-dimensional geometric figures, perimeter, area, volume, congruence and similarity of geometric figures, computer literacy activities, and elementary school activities in mathematics. Registration-Enforced Prerequisite: MTH 112 or with a grade of C or better, or instructor permission. 4 lecture hrs/wk. F, W

MTH 251: Calculus I (5)
This course deals entirely with differential calculus. The course (1) develops the main ideas of calculus forming a sound theoretical basis (proving some of the theorems and deriving the various formulas and methods, (2) presents applications of the calculus, (3) provides the necessary background for MTH 252, and (4) uses technology to teach and demonstrate the mathematical concepts of calculus. Registration-Enforced Prerequisite: MTH 112 or with a grade of C or better, or instructor permission. 5 lecture hrs/wk. F, W

MTH 252: Calculus II (4)
This course is a continuation of MTH 251. The course (1) presents a blend of theory and applications of integral calculus and (2) provides the necessary background for MTH 253, and (3) uses computers to learn and demonstrate the mathematical concepts of the calculus. Registration-Enforced Prerequisite: MTH 251 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. F, W, S, Su

MTH 253: Calculus III (4)
This is the third quarter of a four-quarter sequence for math majors and engineering students. Topics include improper integrals, conic sections, polar coordinates, parametric equations, and infinite series. Computers and graphing calculators will be used to learn and demonstrate the mathematical concepts. Instructor-Enforced Prerequisite: MTH 252 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. S

MTH 254: Differential Equations (4)
Methods of solving ordinary differential equations. Topics include: first, second, and higher order differential equations with applications. Registration-Enforced Prerequisite: MTH 252 with a grade of C or better, or instructor permission. 4 lecture hrs/wk.

MTH 256: Statistics for Scientists and Engineers (4)
This course covers probability and inferential statistics applied to scientific and engineering problems. Includes random variables, expectation, sampling, estimation, hypothesis testing, regression, correlation and analysis of variance. This course satisfies the OSU prerequisite of ST 314 for engineering programs. Registration-Enforced Prerequisite: MTH 252 with a grade of C or better, or instructor permission. 4 lecture hrs/wk. W, S

MTH 258: 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 apply and develop knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 3 hours of lab. F, W, S, Su
COURSE DESCRIPTIONS

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MUSIC PERFORMANCE (MUP)

MUP 101-292: Performance Studies (1-2)

Individual instruction in the performance techniques of voice, brass, woodwinds, piano, and strings. 100. Technical stylistic aspects of artistic performance; first level of lower division study for music majors. 200. Second level of lower division study for music majors. Special fee assessed. 1-2 lecture hrs/wk.

MUP 114: General Ensemble (1)

Formation of traditional chamber groups such as woodwind, quartet, quintets, brass ensemble, strings quartet, other duets and trios. Groups will meet weekly to rehearse and will give a concert at the end of each term. 2 lecture/lab hrs/wk. F, W, S

MUP 121: Symphonic Choir (1)
The Vintage Singers is a small ensemble; entry is by audition with instructor. Students should have exceptional musical skills and considerable background in serious formal choral music. There are extra rehearsals and performances. 2 lecture/lab hrs/wk. F, W

MUP 151: Music Theatre (3)
The students perform in the cast of the Oregon Musical Theatre Festival. The student must participate as a singing cast member, as a principle character or member of the chorus. 6 lecture hrs/wk. F, W, S


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 189, 189B, 189C: Chamber Choir (2)
Study of vocal jazz and popular music. The Umpqua Singers is a vocal jazz ensemble with emphasis on the performance of contemporary music. Entry by audition only. 6 lab hrs/wk. F, W, S

MUP 195A, 195B, 195C: Concert Band (1)
The UCC Concert Band provides music and non-music majors an opportunity for woodwind, bass, and percussion students to study, rehearse, and perform all types of concert band literature. 2 lecture hrs/wk. F, W, S

MUP 196A, 196B, 196C: Chamber Orchestra (1)
The Umpqua Chamber Orchestra is open to strings, brass and woodwinds; selection on basis of music to be performed. 2 lecture/lab hrs/wk. F, W, S

MUP 297A, 297B: Concert Choir (1)
The Roseburg Concert Chorale is a non-audition community choir that performs two major concerts each year. 2 lecture/lab hrs/wk. F, W

MUP 297A, 297B: Concert Choir (1)
The Roseburg Concert Chorale is a non-audition community choir that performs two major concerts each year. 2 lecture/lab hrs/wk. F, W

MUSIC (MUS)

MUS 100A, 100B, 100C: Musical Fundamentals (3)
An introduction to the elements of music for the non-music major and pre-music major. The course includes beginning piano music notation, scales, rhythm and ear training. No previous musical training is required. 3 lecture hrs/wk. F, W, S, Su

MUS 105: Intro to Rock Music (3)
This course will examine the sociological and musical perspectives of the sixty years of rock music. The effects of rock music on our society, politics, and economics will be explored. The class will incorporate recorded and live music, videos, lecture, and group discussion. Students will be required to do reading, listening, and a significant amount of writing. This course meets Humanities requirements. 3 lecture hrs/wk.

MUS 111, 112, 113: Music Theory (3,3,3)
An introduction to the principles of music theory. 3 lecture hrs/wk. F, W, S

MUS 114, 115, 116: Aural Skills I, I, I (1,1,1)
The study of ear training and sight singing. Stresses music terminology, rhythm, intervals. Registration-Enforced Corequisite: MUS 211, 212, 213. 1 lecture hrs/wk. F, W, S

MUS 117, 118, 119: Intro to Music & Technology (2)
Recording, arranging, music notation: digital and analog synthesis. Students will learn how to create sound in a digital environment, edit sound recordings, and create music manuscripts. Minimum 3 lecture hrs/wk. Minimum 3 lab hrs/wk. F, W, S

MUS 131, 132, 133: Class Piano (2,2,2)
First year class piano for music majors with little or no previous instruction. Students learn basic fundamentals of reading music and playing the piano. Class piano or individual piano lessons must be taken concurrently with Music Theory until adequate piano skills are acquired. Registration-Enforced Corequisites for MUS 131: MUS 111 and MUS 114, for MUS 132: MUS 112 and MUS 115, for MUS 133: MUS 113 and MUS 116. 2 lecture hrs/wk. F, W, S

MUS 134, 135, 136: Class Voice (2,2,2)
Class Voice is open to all students who wish to learn basic vocal skills in a class setting. Emphasis will be on breathing techniques, posture, voice placement, vowel production and easy literature. 2 lecture hrs/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. The use of a small class will include listening, observing, and performing. Written assignments will consist of transcriptions. 3 lecture hrs/wk. Su

MUS 201, 202, 203: Intro to Music & Its Literature (3,3,3)
Cultivation of understanding and intelligent enjoyment of music through a study of its elements, forms, and historical styles. This course is designed for general campus students and the transfer music major. No previous musical experience is required. 3 lecture hrs/wk. F, W, S

MUS 204: Music of the World (3)
This course will allow the student to study a variety of musical styles from around the world. Special emphasis will be placed on examining the relationship between a culture or society and the music that it creates. No previous musical experience will be necessary and students will be taught a range of basic skills to evaluate, analyze, and critically assess what they hear. Different genres, styles, and aesthetics will be covered, including the music of Africa, South America, and Indonesia. Additionally, Native American and African American musical heritages will be discussed. 3 lecture hrs/wk. F, W, S

MUS 205: Intro to Jazz History (3)
This course provides the student with listening skills and historical overview of jazz from its origin to the present. Emphasis on in-class listening and discussion of the music. No musical background is needed to take this class. The course meets Arts & Letters requirements. 3 lecture hrs/wk.

MUS 211, 212, 213: Music Theory II (3,3,3)
Second year theory examines the structure and elements of music through a keyboard analysis of major composers. Prerequisites: MUS 111, 112, 113. Corequisite: MUS 224, 225, 226. Class piano or individual piano lessons must be taken concurrently with Music Theory until adequate piano skills are acquired. 3 lecture hrs/wk. F, W, S

MUS 214, 215, 216: Intermediate Piano (2,2,2)
Second year 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)

MUS 280: Cooperative Work Experience: Music (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWS credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 13 hours of labor.

NATURAL RESOURCES (NR)

NR 141: Tree and Shrub Identification (3)
Identification of the principal forest trees of North America, emphasizing trees and shrubs of SW Oregon and N California. Introduction to the forested regions of the world, and to the structure and function of woody plants. This is a hybrid course -- during spring term, students must enroll in the online NR 141 course. A six-day field trip of Southwest Oregon and Northern California will follow in early summer. The use of cameras and field notebooks for documenting tree and shrub identification, location and habitat will be emphasized. Students should be reasonably fit and prepared to hike several miles over the course of the tour on easy to moderately difficult trails, and to camp at improved campsites each night. This is an extended spring term course and grades will be awarded after the tour during the following summer term. A fee is required to cover transportation, food and camping. 11 lecture hours online; 44 lecture/lab hrs. on the tour. 5

NR 201: Introduction to Natural Resources (3)
Introductory course for Natural Resources majors. Overview of the underlying principles and complexities involved in managing natural resources of the Pacific Northwest. Investigation of major natural resource issues of the region. Development of critical thinking and collaboration skills useful in seeking solutions. 3 lecture hrs/wk.

NR 221: Water Resource Science (4)
This course will cover the basic physics principles which determine the hydrological properties of natural water resources; the role these properties play in shaping the local ecology; and methods used to measure, monitor, and model these properties for the purposes of water resource management and restoration. Registration-Enforced Prerequisite: MTH 111. 3 lecture, 3 lab hrs/wk. W

NR 240: Forest Biology (4)
Forest Biology is a basic course that provides a broad foundation in biology that is relevant to many natural resource issues. This course examines forest biology at multiple levels of organization, from molecules to the globe; principles of ecosystem dynamics in managed and unmanaged forest communities, landscapes and bioregions; cooperation of competition, predation, decomposition, and mutualism; energy flow, nutrient cycles and feedback controls; the effects of disturbance and succession on carbon storage, biodiversity, and habitat stability through time. Registration-Enrolled Prerequisite: completed course in Biology or Natural Resources or instructor approval. 3 lecture, 3 lab hrs/wk. F

NR 241: Dendrology (4)
Identification of the principal forest trees of North America, emphasizing trees and shrubs of the Pacific Northwest. Other topics include the ranges over which these species grow, their structure and function, important ecological characteristics, and
practical skills. We will also survey forested biomes of the world. Field trips required and off campus. This course is cross listed as both NR 241 and FOR 241. 3 lecture, 33 lecture hrs/wk. W

NR 242: Ecosystems of Southwest Oregon and Northern California (4) This is a hybrid course taught partly online and partly during a 6-day bus tour of Southwest Oregon and Northern California. Resources for learning the distributions, unique species compositions, population intertactions, nutrient and energy flow, and hydrologic histories of the landscapes of this region will be presented online. The bus tour begins immediately after the spring term ends. Students should be reasonably fit and prepared to hike several miles over the course of the tour on easy to moderately difficult trails, and to camp at improved campsites or motels each night. This is an extended spring course and grades will be awarded after the tour during the following summer term. A fee is required to cover transportation, food and lodging. Recommended Prerequisite: Course in Biology, Natural Resources or instructor approval. 33 lecture hrs. online, 33 lecture hrs/wk. on the tour. S

NR 243: Historical Ecology of Pacific Northwest Landscapes (5) Students will learn about changes in the landscape of the Pacific Northwest from the last Ice Age to the present with an emphasis on Southwestern Oregon and Northern California. Students will examine the changing uses of the environment by a succession of cultures, and the changing landscape structure and function by using a range of tools to analyze archaeological, historical and ecological data to reconstruct historic landscapes. Instructor Enforced Prerequisite: WR 121. 3 lecture hrs/wk. W

NR 251: Principles of Fish and Wildlife Conservation (3) History of conservation and natural resource use, ecological and biological principles, and social and economic limitations of conservation; principles and practices of wildlife and fisheries management; role of research in management. Recommended Prerequisite: a previous course in Biology or Natural Resources. 3 lecture hrs/wk. W

NR 255: Field Sampling of Fish and Wildlife (3) Introduction to sampling design and methods for quantifying aquatic and terrestrial resources in the Pacific Northwest with a geographic emphasis on southwestern Oregon and northern California. Students will learn and apply field standard protocols established by the U.S. Forest Service, Bureau of Land Management, the Oregon Department of Fish and Wildlife, the Oregon Department of Environmental Quality, and other state and national land and resource management agencies. Register-Enforced Prerequisite: any NR (Natural Resources) or BI (Biology) course. 2 lecture hrs/3 lab hrs/wk. S

NR 261: Recreation Resource Management (4) Overview of recreation management including study of land and water resources used for outdoor recreation. The planning and management of natural and cultural resources for long-term resource productivity, with a focus on rural and wildlife areas of the forest, range and coast. 4 lecture hrs/wk. S

NR 259: Environmental Dispute Resolution (3) This course examines natural resource-based conflicts on public and private lands, and presents strategies to resolve them. Analysis of root causes of environmental gridlock, including important values people hold towards the environment and development, and the tendency of groups and individuals to rely on traditional and well-understood methods for dispute resolution such as the courts and political and legal processes. Course will focus on why disputants and the interested public find themselves increasingly frustrated by gridlock and dismayed at gridlock’s effects on both environmental quality and local and regional economies, and how these frustrations are leading to the use of alternative resolution methods. 3 lecture hrs/wk. W

NURSING (NRS) NRS 101: Nursing Assistant (9) A mandatory attendance course (164 hrs) designed to provide basic nursing skills for employment as a Certified Nursing Assistant once a student has successfully passed the CNA written and practical examination administered by the Oregon State Board of Nursing. The course consists of classroom instruction during weeks 1-7. The first 7 weeks includes lecture, observation, demonstration, and return demonstration of basic nursing skills, followed by 3 weeks of supervised clinical instruction. Course restrictions: Conviction of a felony and/or drug usage or distribution may result in the Oregon State Board of Nursing withdrawing the privilege of writing the Certified Nursing Assistant examination. Prerequisites: A student must be 16 years of age or older. A copy of the applicant’s placement test scores indicating reading skills at RD 090 OR higher, WR 090 or higher, and MTH 090 or higher. Alternatively, a copy of the applicant’s transcripts (Official or Unofficial) that confirms that the applicant has completed courses at or above those placement scores. Background Checks: Students are required to complete and pass an Oregon State Background History Check. On the first day of class, students must show evidence that they have mailed their fingerprints to the Oregon State Police that begins the process of a background clearance check. If the background clearance check does not do so will result in the student being dropped from the class. NOTE: Students having questions relating to the past backgrounds should refer to both the OSBN (Oregon State Board of Nursing) at http://www.osbn.org/publicservices/bcpages/index.asp and the Oregon State Police at http://www.oregon.gov/BP/ for requirements. A student born after 1956 must also provide official written proof of immunity against measles, mumps and rubella. Prior to beginning work at a health care facility, students must provide proof of immunity and present an Oregon State Background History Check prior to class start. 9 credits - 80 lecture, 80 clinical hrs/wk. F, S

NRS 110: Foundations of Nursing in Health Promotion (9) This course introduces the learner to the framework of the Oregon Consortium Nursing Education Program. The emphasis is on health promotion across the life span including self-care 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, reflect and think 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 hrs/wk. F

NRS 111: Foundations of Nursing in Chronic Illness I (6) This course introduces assessment and common interventions (including technical procedures) for clients with chronic illnesses common across the life span in major ethnic groups within Oregon. The client and family’s lived experience of the illness, coupled with clinical practice guidelines and extant research evidence is used to guide clinical judgment 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 examples include children with asthma, adolescent methamphetamine abuse, adult-onset diabetes, and older adults with dementia. Prerequisite: NRS 110. 3 lecture hrs/wk. F, S

NRS 112: Foundations of Nursing in Acute Care I (6) This course introduces assessment and common interventions (including relevant technical procedures) for care of patients during an acute episode of disease/illness. Common diseases/illnesses/trajectories and their clinical practice guidelines and/or standard procedures are considered in relation to their impact on providing culturally sensitive, client-centered care. Prerequisite: NRS 110. 3 lecture/seminar hrs, 9 clinical hrs/wk. S

NRS 221: Foundations of Nursing in Chronic Illness II and End-of-Life (9) This course builds on Foundations of Nursing in Chronic Illness I. The evidence base related to family care giving and symptom management is a major focus and basis for nursing interventions with patients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Complex skills associated with symptom management, negotiating in interdisciplinary teams, and the impact of cultural beliefs are integral components of family centered care. Exemplars include patients with chronic mental illness and as well as other chronic conditions and disabilities affecting functional status and family relationships. Includes classroom and clinical learning experiences, 5 lecture hrs/wk. F

NRS 222: Foundations of Nursing in Acute Care II (9) This course builds on Nursing in Acute Care I focusing on more complex and/or unstable patient care situations some of which require strong recognition skills, rapid decision making, and some of which may result in death. The evidence base supporting appropriate focused assessments, and effective, efficient nursing interventions to promote safe practice factors, cultural values 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 include common presenting care issues, delegation and supervision, family and patient teaching for discharge planning. Exemplars include acute psychiatric disorders as well as acute conditions affecting multiple body systems. Includes classroom and clinical learning experiences. 5 lecture/ seminar, 12 clinical hrs/wk. W

NRS 224: Scope of Practice & Preceptorship for AAS Completion (9) This course is designed to formalize the clinical judgments, knowledge and skills necessary in safe registered nurse practice. The preceptorship model provides a context that allows the student to experience the nursing work world in a selected setting, balancing the demands of job and life long learner. Faculty/preceptor/student analysis and reflection throughout the experience provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework. Includes seminar, self-directed study and clinical experience. Required for AAS and eligibility for RN Licensure. 2 lecture/seminar hrs/wk, 220 clinical hrs. S

NRS 230: Clinical Pharmacology I (3) This course introduces the theoretical background that enables students to provide safe and effective care to patients with multiple natural products to persons throughout their lifespan. Students will learn to make selected clinical decisions regarding use, current reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching patients and other health professionals regarding drug therapy. Drugs are studied by therapeutic or pharmacological class using an organized framework, focusing on diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I. Prerequisite: NRS 230. Corequisite: NRS 112. 3 lecture hrs/wk. W

NRS 231: Clinical Pharmacology II (3) This sequel to Clinical Pharmacology I continues to provide the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout their lifespan. Students will learn to make selected clinical decisions regarding use, current reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching patients and other health professionals regarding drug therapy. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I. Prerequisite: NRS 230. Corequisite: NRS 112. 3 lecture hrs/wk. W

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 use, current reliable

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sources of pathophysiology information, selecting and interpreting focused assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. Registration-Enforced Prerequisite: BI 231, 232, 233, Anatomy and Physiology sequence; Corequisite: NRS 111. 3 lecture/seminar hrs/ wk. W

NRS 233: Pathophysiological Processes II (3)
This sequel to Pathophysiological Processes I continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. Students will learn to make selected clinical decisions regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. The course material addressed is not covered in Pathophysiological Processes I. Registration-Enforced Prerequisite: NRS 232. Corequisites: NRS 112. 1 lecture hrs/wk. 5 S

NRS 280: Cooperative Work Experience: Nursing (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of the various tasks performed in their career fields. A student may take any number of CME credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

OFFICE ADMINISTRATIVE ASSISTANT (OA)

OA 110: Alphabetic Keyboarding (2)
This course teaches alphabetic keyboarding skills to students with no previous keyboarding experience. Students will develop touch keyboarding skill on the alphabetical keyboard and will develop proofreading skills. 4 lecture hrs/wk. F

OA 115: Administrative Office Professional (3)
This course introduces students to the administrative office professional career. Multiple aspects of the office environment are covered, including time management, customer service, communication, meeting and travel planning, stress management, technology, working with others, and career exploration. Students create a growth plan with the objective of moving towards an entry-level career. 3 lecture hrs/wk. F

OA 116: Records Management (2)
In this course, students gain proficiency in alphabetic, subject, geographic, and numeric filing methods. Students will also learn basic records management concepts, such as classification, records life cycle, the records management plan, storage and retrieval, and security. 1 lecture, 2 lecture/lab hrs/wk. F

OA 123: Formatting (4)
A course that builds and improves upon basic keyboarding skills acquired in OA 124 and introduces the basics of word processing. Students will format business documents including letters, memos, tables, and simple reports. Document production timings and straight-copy timings are used to measure skill improvement. Registration-Enforced Prerequisite: OA 124 or instructor permission. Instructor-Enforced Prerequisite: Keyboarding speed 35 wpm or more. 3 lecture, 2 lecture/lab hrs/wk. F, W

OA 124A: Keyboarding Skill Enhancement (3)
An individualized speed-building course for students who already know the keyboard without looking. The course is designed to build speed while maintaining accuracy and using correct touch-typing techniques. Computer software provides skill building exercises and progress assessments. Instructor-Enforced: 6 lecture/hr. lab/wk. W

OA 128: Editing for Business (3)
A comprehensive, activity-oriented course designed to sharpen proofreading and editing skills. Reviews and applies the rules governing punctuation, sentence structure, grammar, and correct word usage in order to create professional business documents. The course will also provide a spelling review. Instructor-Enforced prerequisites: Basic keyboarding and word processing skills. 2 lecture, 2 lecture/lab hrs/wk. F, W

OA 131: Ten-Key Calculator (1)
Introductory course designed to familiarize a student with the functions of the ten-key calculator and to develop speed and accuracy when operating the machine by touch. Students will also develop speed and accuracy on the computer keypad. 2 lecture/hr. lab hrs/wk. F

OA 225: Document Processing (3)
Covers the preparation of business documents from pre-recorded dictation using transcription equipment and word processing software. Reviews pre-transcription skills for spelling, word usage, grammar, and punctuation, which are essential for successful completion of this course. 2 lecture/hr. lab hrs/wk. W

OA 245: Office Administration (1)
This is a professional development course designed for the Office Technology AAS students. It should be taken the term prior to graduation. Students will learn office procedures, effective communication techniques, and the use of word processing programs. 1 lecture hrs/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. Prerequisites: OA 115, OA 116, OA 124, CIS 120. 2 lecture, 3 lab hrs/wk. S

OA 260: Principles of Office Management (3)
This course is designed to familiarize students with principles used in setting up and managing an office including organization, problem-solving, communicating, human resources, office systems, and office environments, assists in developing techniques for planning, organizing, and simplifying work. 3 lecture hrs/wk. S

PHYSICAL EDUCATION & OUTDOOR RECREATION (PE)

PE 185OA: Advanced OCR (1)
3 lab hrs/wk. F, W, S

PE 185OC: Physical Conditioning OCR (1)
3 lab hrs/wk. F, W, S

PE 185OS: OCR Strategy (1)
3 lab hrs/wk. F, W, S

PE 185AB: Advanced Baseball (1)
3 lab hrs/wk. F, W, S

PE 185BA: Advanced Basketball Women – TM (1)
3 lab hrs/wk. F, W, S

PE 185BB: Advanced Basketball Men – TM (1)
3 lab hrs/wk. F, W, S

PE 185BM: Physical Conditioning – Mens Basketball (1)
3 lab hrs/wk. F, W, S

PE 185BS: Basketball Strategy Women – TM (1)
3 lab hrs/wk. F, W, S

PE 185BT: Basketball Strategy Men – TM (1)
3 lab hrs/wk. F, W, S

PE 185BW: Physical Conditioning – Women’s Basketball (1)
3 lab hrs/wk. F, W, S

PE 185FA: Fitness Center – Aerobic (1)
3 lab hrs/wk. F, W, S, S

PE 185FB: Fitness Center – Basic (1)
3 lab hrs/wk. F, W, S, S

PE 185FS: Fitness Center – Strength (1)
3 lab hrs/wk. F, W, S

PE 185G: Beginning Golf (1)
1 lab hrs/wk. F

PE 185L: Beginning Bowling (1)
1 lab hrs/wk. F, S

PE 185PB: Physical Conditioning, Baseball (1)
3 lab hrs/wk. F, W, S

PE 185QB: Beginning Swim (1)
3 lab hrs/wk. F, S

PE 185QP: Swim Fitness (1)
3 lab hrs/wk. F, S

PE 185QI: Intermediate Swim for Fitness (1)
3 lab hrs/wk. F, S

PE 185SB: Baseball Strategies (1)
3 lab hrs/wk. F, W, S

PE 185TA: Advanced Track and Field (1)
3 lab hrs/wk. F, W, S

PE 185TC: Physical Conditioning Track and Field (1)
3 lab hrs/wk. F, W, S

PE 185TI: Intermediate Tennis (1)
3 lab hrs/wk. F, W, S

PE 185TS: Track and Field Strategies (1)
3 lab hrs/wk. F, W, S

PE 185V: Beginning Volleyball (1)
3 lab hrs/wk. F, W, S

PE 185VA: Advanced Volleyball – TM (1)
3 lab hrs/wk. F, W, S

PE 185VP: Volleyball Strategy – TM (1)
3 lab hrs/wk. F, W, S

PE 185WB: Physical Conditioning – Women’s Volleyball (1)
3 lab hrs/wk. F, W, S

PE 185W: Weight Training (1)
3 lab hrs/wk. F, W, S

PE 185WC: Physical Conditioning Wrestling (1)
3 lab hrs/wk. F, W, S

PE 185WJ: Walk, Jog, and Run (1)
3 lab hrs/wk. F, W, S

PE 185WS: Wrestling Strategy (1)
3 lab hrs/wk. F, W, S

PE 185WT: Advanced Wrestling (1)
3 lab hrs/wk. F, W, S

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OA 280C: Cooperative Work Experience: Administrative Medical Assistant (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. Registration-Enforced Prerequisite: MED 124 with a grade of C or better; Instructor-Enforced Prerequisite: proof of the following prior to enrollment: Hep B and MMR vaccinations and a PPD test; proof of a clean background history check. 3-39 lab hrs/wk. 33 hrs lab = 1 credit. F, W, S, Su

OFFICE ADMINISTRATIVE ASSISTANT (OA)

OA 123 and CWE 161. 1 lecture hr./wk. W
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PE 185 X: Advanced Cross Country (1)
3 lab hrs/wk. F

PE 185 XC: Physical Conditioning Cross Country (1)
3 lab hrs/wk. F, W, S

PE 185 XS: Cross Country Strategy (1)
3 lab hrs/wk. F, W, S

PE 185Y: Yoga (1)
3 lab hrs/wk. F, W, S

PE 185YI: Yoga Intermediate (1)
3 lab hrs/wk. F, W, S

PE 291: Lifeguarding (2)
Teaches students to become a certified Lifeguard, specific to pool settings and non-surf open water. First Aid and CPR will be included. 5 Two-hour classroom sessions, 6 five-hour pool sessions. Instructor-Enforced Prerequisites: minimum 15 years of age, Intermediate level swimmer. 1 lecture, 3 lab hrs/wk. S

SUPervision (sdP)

SDP 109: Elements of Supervision (3)
An introductory course dealing with the problems and skills of the first-level supervisor. Attention is given to management communications, motivating employees, effective leadership styles, training, and organizing and decision-making techniques. 3 lecture hrs/wk. F, W

SDP 113: Human Relations for Supervisors (3)
This course analyzes the mutual relationships of organizational employees, customers, and other outside persons. Studies and provides critical thinking about teamwork, coaching, counseling, and mutual respect, personal integrity, and acceptance of others. Students will gain insight into the human and organizational factors that influence the workplace beyond the traditionally measured outcomes of production, performance, and profitability. 3 lecture hrs/wk. F

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

SOP 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, W

SOP 113: Human Relations for Supervisors (3)
This course analyzes the mutual relationships of organizational employees, customers, and other outside persons. Studies and provides critical thinking about teamwork, coaching, counseling, and mutual respect, personal integrity, and acceptance of others. Students will gain insight into the human and organizational factors that influence the workplace beyond the traditionally measured outcomes of production, performance, and profitability. 3 lecture hrs/wk. F

SOP 204: Labor and Management Relations (3)
This course provides students with the history of labor and management relations as a way to understand the current collective bargaining process. The role of collective bargaining is examined in order to understand how the strategic goals of both labor and management influence the process. The history of collective bargaining, the role of each participant, and critical thinking skills related to modern labor and management roles are emphasized. 3 lecture hrs/wk. W

SOP 205: Management and Leadership Dynamics (3)
This is a course designed to provide students with current supervisory, leadership and management information using actual companies and hiring managers. Using business cases studies, classroom lectures from actual business owners and managers, along with current workplace analysis, students will gain insights and understanding for the dynamic nature of supervision and management. Students will have the opportunity to study, understand, and consider the various styles of workplace leadership which exist and from whom they may seek future job opportunities. 3 lecture hrs/wk. S (offered every other year) S

SOP 208: Human Resources for Supervisors (3)
This course prepares students for real issues and current challenges
in human resource management. Problem-solving and decision-making skills are developed. Begins with a Title VII of the 1964 Civil Rights Act and moving through to the 2008 Genetic Information Nondiscrimination Act, the course covers all eight federal non-discrimination laws. The role of the U.S. Equal Employment Opportunity Commission (EEOC) is reviewed along with the EEOC website. Case studies provide context to the laws and guidelines. Students achieve the knowledge necessary to maintain an EEOC compliant workplace. 3 lecture hrs/wk. W.

SDP 223: Employee Development and Performance Management (3)
This course will examine the modern role of employee performance management that has replaced the historical concept of employee reviews and job-based measurement standards. Students will analyze the supervisor's role in the total employee development process. An emphasis is placed on the use of employee development within the organizational strategic plan, performance measurement, along with a study of reward systems and legal issues. Upon completion of the course, students will be prepared to construct an employee development plan. 3 lecture hrs/wk. S.

SOCILOGY (SOC)
SOC 204: Introduction to Sociology (3)
Sociological theories and theorists, as well as research and scientific methods, are examined along with the problem of how societies teach their children to become members of the group, and how adults cope with life’s passage. Social structure, social patterns, deviance and social control, and the impact and meaning of culture, are also explored. While the primary focus of the course is our own society, several other societies are studied for comparison. The first term of a three-term sequence; each may be taken independently.

SOC 205: Institutions and Social Change (3)
An analysis of the major institutions in society including family, religion, law and politics, and economics is offered during this term. The focus is on modern American society, but other societies will be explored and used for comparison. 3 lecture hrs/wk. F, S.

SOC 206: Social Problems and Issues (3)
Social issues and social problems are explored using a critical thinking approach. Examples are from sociologists and journalists, and include problems 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, definitions, the nature and extent of delinquency, and individual, sociological, and developmental views of delinquency. The social, community, and environmental influences of 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 will also 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)
Way societies tend to divide themselves into ranks of more and less privileged members. Includes racial and ethnic groups, age in our own and other societies, and sex and gender roles in their contemporary and historical contexts. Prerequisite: SOC 204 or 205 recommended. 3 lecture hrs/wk. S.

SOC 225: Social Aspects of Addiction (3)
This course examines specific problems related to the social implications of addiction. The basic facts and effects on individuals, their families, and society are explored. Personal pathologies that are precursors to drug and alcohol addiction will be reviewed including mental illness, abuse background, and suicidal ideations. 3 lecture hrs/wk. W.

SOC 280: Cooperative Work Experience: Sociology (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab, F, W, S, Su.

SP 111: Fundamentals of Public Speaking (4)
Preparation and delivery of effective expository communications. Primary emphasis on content, organization, and delivery. Recommended Prerequisites: WR 095 with a grade of C or better or placement by approved measures; AND RD 090 with a grade of C or better or placement by approved measures. 4 lecture hrs/wk. F, T, 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 with a grade of C or better or placement by approved measures; AND RD 090 with a grade of C or better or placement by approved measure. 3 lecture hrs/wk. F, W, S.

SP 218: Interpersonal Communication (3)
An investigation of the theory and practice of interpersonal communication through participation in group discussions, readings, and written exercises. Attention to perception, language, sharing, listening, decision making, conflict, non-verbal, and male-female communication. Emphasis is on developing attitudes and skills 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.

SP 219: Small Group Discussion (3)
Study of theory and practice of small group communication by participation in group discussions, readings, and written exercises. Attention to organization and conduct of problem-solving groups and learning. Emphasis is on (1) learning how to enhance group communication, to deal effectively with conflict and to apply problem-solving techniques to a task-oriented group setting, and (2) developing attitudes and skills applicable to leadership and participation in work and civic committees. Recommended Prerequisites: WR 095 with a grade of C or better or placement scores of 70 or above in writing, and RD 090 with a grade of C or better or placement by approved measure. 3 lecture hrs/wk. W, S.

SP 237: Gender Communication (3)
An examination of similarities and differences in male and female communication styles and patterns. Particular attention given to the implications of gender as social construct upon perception, values, stereotyping, language use, nonverbal communication, and power and conflict in human relationships. Discussion of influence of mass communication upon shaping and constructing male and female sex roles. Course fulfills block transfer and cultural diversity requirements and is transferable to state four-year university. 3 lecture hrs/wk. F.

SP 280: Cooperative Work Experience: Speech (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su.

SPANISH (SPAN)
SPAN 101: First-Year Spanish (4)
Students will begin to build the basic skills of listening, speaking, and reading in Spanish, with a special focus on communicating. Students will be introduced to the diversity of the Spanish-speaking world. Registration-Enforced Prerequisite: WR 115 with a grade of C or better. 4 lecture hrs/wk. F, W.

SPAN 102: First-Year Spanish (4)
Students will further develop the basic skills of speaking, listening, and reading. The course emphasizes oral communication and listening comprehension within a culturally authentic context. Students will deepen their awareness of the Spanish-speaking world. Registration-Enforced Prerequisite: WR 115 and SPAN 101 with a grade of C or better. 4 lecture hrs/wk. W, S.

SPAN 103: First-Year Spanish (4)
Students will practice active communication while strengthening speaking, reading, and writing, and learning 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-Enrolled Prerequisite: WR 115 and SPAN 102 with a grade of C or better. 4 lecture hrs/wk. W, S.

SPAN 111: Conversational Spanish (2)
An intensive exploratory Spanish course, with reading and written exercises designed to help students acquire an accurate and fluent use of Spanish. Registration-Enforced Prerequisite: WR 115 and SPAN 101 recommended. 2 lecture hrs/wk. W (not currently offered).

SPAN 120: Spanish in the Workplace (4)
These courses offer introductory Spanish language skills and cross-cultural communication as applied to several workplace environments. Issues pertinent to the workplace such as health, safety, problem-solving and teamwork are emphasized. 4 lecture hrs/wk. (not currently offered).

SPAN 121: Spanish in the Workplace for Viticulture (4)
This course will introduce students to basic grammar concepts and vocabulary pertinent to the field of Viticulture and Enology. Topics will be presented and discussed in a culturally authentic context exploring the realities of the industry in the United States today. Through active classroom participation, students will practice basic Spanish phrases needed to explain the purpose, procedures, and evaluation of planting, harvesting, and pruning. In addition, students will learn vineyard specific vocabulary and phrases that are effectively carry out safe protocols. 4 lecture hrs/wk. W (not currently offered).

SPAN 122: Spanish in the Workplace for Safety and Emergency Personnel (4)
This course will introduce students to basic grammar concepts and vocabulary pertinent to Safety and Emergency Personnel. Topics will be presented and discussed in an
an again, this course polishes the process for a characterization and a chosen topic for the term, actors develop their own performance development of an actor’s resources of using the body, mind, and voice to create dramatic characterization by exploring the Stanislavski method. With a focus on the inner life of a character and the technique involved to replicate a performance time an introduction to the principles and practices of scenic design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved with basic stage lighting. Students learn about lighting instruments, how color affects the audience and players, and how to effectively communicate their designs. 2 lecture, 3 lab hrs/wk. W offered every other year)

TA 242: Advanced Acting-Clowning (3)
Advanced Acting-Clowning explores the art of performance through physical expression. Actors find their inner comedian through clown exercises, make-up use, and skills. By developing their sense of play through improvisation, situational comedy, and spontaneity, students will emerge with a strong sense of playfulness and confidence. Open to non-majors. 3 lecture hrs/wk. W

TA 243: Advanced Acting-Community Based Drama (3)
Advanced Acting-Community Based Drama cultivates actors who are active in their communities by exploring issues that need public awareness. By interviewing people in the area who relate to a chosen topic for the term, actors develop their own performance pieces through a process that involves writing, interpreting, exploring text, and crafting a presentation for the public. Students learn about American theatre companies who specialize in this type of theatre. Open to non-majors. 3 lecture hrs/wk. V

TA 253: Performance (2)
Rehearsal and performance in a UCC theatre production. Students engage in a staged theatrical process, from auditions to rehearsing to performing the show. Students gain insight on professional standards in theatre, as well as the expectations from the current performance industry. Students must audition at the beginning of the quarter to be approved for this course. Prerequisite: Instructor approval. 6 lab hrs/wk. F, W, S

TA 265: Production (1-2)
Qualifies as Production 1-2. Participate as a technical or production team member for a UCC theatre production. Students explore appropriate positions such as stage manager, production assistant, lighting crew, costume or set construction, stage crew, or design assistants. Positions are selected by the Director of Theatre; students must submit interest before the end of Week 1 of each quarter. Required for all Theatre Arts majors, to be repeated up to three times for transfer credits. 3-6 lab hrs/wk. F, W, S

TA 271: Introduction to Theatre (4)
An examination of theatre arts, how it has evolved, and its value to communities. The course explores theatre’s evolution with society and the effects it has in contemporary settings. From its first beginnings to contemporary performance, the course dissects the many elements of theatre arts, process and production. 4 lecture hrs/wk. F

TA 272: Movement (3)
A studio course introducing physical expression and storytelling with the body. Actors develop physical dexterity, strength and control while exploring various techniques used in contemporary theatre and dance. Students will include exercises from Laban, Grossklof, Dectous, and Mou. Actors work through presentations of movement pieces that culminate in a performance at the end of the term. 3 lecture hrs/wk. F, W

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

SURVEYING (SUR)
SUR 161: Surveying I (4)
Course includes the fundamental concepts of plane surveying including the theory of measurements; systematic and random errors, distance and angle measurement using total stations and differential leveling. Course also includes calculation of bearings, azimuths, coordinates, area, and traverse adjustments with an introduction to horizontal and vertical curve computations.

Registration-Enforced Corequisite: MTH 112, with grade of C or better or instructor approval. 2 lecture, 4 lab hrs/wk. S

SUR 162: Plane Surveying II (4)
Digital topologies and data collection, instrument testing and observational errors, 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 DCOG software. Registration-Enforced Corequisite: SUR 161, with grade of C or better. 2 lecture, 6 lab hrs/wk. F

SUR 163: Route Surveying (4)
Laboratory intensive project overview including horizontal and vertical control surveys; preliminary horizontal and control surveys for a secondary road. Instruction in basic elements of horizontal and vertical route alignment and layout. Determination of earth work quantities; drafting of plan, profile and cross-sections.

Registration-Enforced Corequisite: SUR 162 with a grade of C or better. 2 lecture, 6 lab hrs/wk. W

SUR 242: Land Descriptions & Cadastre (3)
Real property descriptions and land record systems. Emphasis on interpreting and writing land descriptions, research in land records and multi-purpose cadastre.

Registration-Enforced Corequisite: SUR 161 with a grade of C or better. 3 lecture hrs/wk. S

TA 211: Introduction to Set Design (3)
A theatre course introducing the techniques used in contemporary American musical theatre to tell a story with a song. Students work on songs from the standard musical theatre repertory, learning signature dance moves from musical theatre choreographers. Students engage in workshops that focus on communicating the story, character motivation, finding intention in the music, and freeing the sound from the body with relaxation. Open to non-majors, previous singing experience not required. 3 lecture hrs/wk. W

TA 257: Musical Theatre Dance (3)
A theatre course introducing the techniques and basic moves used in musical theatre dance. Students work on songs from standard musical theatre repertory; learning signature dance moves from musical theatre choreographers. Students engage in workshops that focus on communicating a story physically, character motivation as an individual and within a group dance, finding intention in the music, flexibility and toning of the body, and presence on stage. 3 lecture hrs/wk. S

TA 261: Introduction to Costume Design (3)
An introduction to the principles and practices of costume design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved with basic stage lighting. Students learn about lighting instruments, how color affects the audience and players, and how to effectively communicate their designs. 2 lecture, 3 lab hrs/wk. W (offered every other year)

TA 241: Advanced Acting-Clowning (3)
Advanced Acting-Clowning explores acting in classical styles, from ancient Greek works to Molieres and Shakespeare. Textual analysis and research of the time periods. Develop connections to the material that cultivate a truthful performance with complete physicality and appropriate physically. The actor continues to develop a critical voice to reviewing productions. Open to non-majors. Registration-Enforced Prerequisites: TA 141, 142, and 143 3 lecture hrs/wk. F

TA 224: Introduction to Lighting Design (3)
An introduction to the principles and practices of lighting design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved with basic stage lighting. Students learn about lighting instruments, how color affects the audience and players, and how to effectively communicate their designs. 2 lecture, 3 lab hrs/wk. W

TA 231: Production (1-2)
Qualifies as Production 1-2. Participate as a technical or production team member for a UCC theatre production. Students explore appropriate positions such as stage manager, production assistant, lighting crew, costume or set construction, stage crew, or design assistants. Positions are selected by the Director of Theatre; students must submit interest before the end of Week 1 of each quarter. Required for all Theatre Arts majors, to be repeated up to three times for transfer credits. 3-6 lab hrs/wk. F, W, S
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opportunity for students to gain knowledge of vital tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year. Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su

TRUCK DRIVING (TTL)

TTL 101: Introduction to Professional Truck Driving and Logistics (4)

This course is part of the statewide Professional Truck Driver Certificate program. Introduction to logistics and commercial vehicle operation, covering control systems, coupling procedures, cargo handling and pre-trip inspections. Covers regulations and requirements for CDL, speed management, road conditions, and accident scene management. Safety is a key component. Prerequisite: Although applicants can take the class at any time, however, drivers must be 21 to cross state lines. All applicants must have a clear driving record for the past five years; complete and pass a DOT Physical and Drug Screen. 40 lecture hrs/wk. 1 week course.

TTL 121: Practical Applications in Professional Truck Driving and Logistics (6)

This course is part of the statewide Professional Truck Driver Certification program. Demonstration of skill development related to safe commercial vehicle operation. In-depth coverage of logistics business processes and communication skills development. Covers delivery basics, including load planning, research, shifting, turning, space and speed management. 40 lecture/lab hrs/wk. (3 week course)

TTL 141: Transportation and Logistics Customer Service Skills (1-3)

This course is part of the statewide Professional Truck Driver Certification program. Focusing on building the necessary skills for outstanding customer service, effective listening, conflict resolution and communication, identifying internal and external customers, learning how to reduce/eliminate potentially unproductive interactions, and create positive experiences for all customers. 10 - 30 lecture hrs/wk. 1 week course.

TTL 281: CWE: Transportation (6)

The Transportation Cooperative Work Experience (CWE) ensures that additional truck driving experience necessary for excellent and reliable driving skills is completed. This workshop covers work processes and procedures at the specific company site where a driver is employed. This course requires students to complete a 16- hour seminar, driver on the road for at least 100 hours with a driver trainer and pass all assessments distributed throughout the session with at least a 95% passing rate.

VISUAL COMMUNICATIONS (VC)

VC 114: Introduction to InDesign (3)

This course is an introduction to using InDesign, the graphic design industry standard. 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 is used in design and publishing. The software platform. This class is a foundation course for all Visual Communications studies. 2 lecture, 3 lecture/lab hrs/wk. F

VC 130: Introduction to Photoshop (3)

Adobe Photoshop is an indispensable image editing software application. This class is an introduction to using Photoshop for image creating and editing. This course provides an introduction to basic image editing, and it is a foundation level course for the Visual Communications Certificate program. 2 lecture, 3 lab hrs/wk. W

VC 139: Introduction to Illustrator (3)

This course is designed for the beginning student who wants to learn how to use the popular digital drawing program Adobe Illustrator. This class will be taught on-platform (Mac OS and Windows) and will focus on learning the nuts and bolts of the software, not on artistic design. Students will learn basic Illustrator skills – how to use the toolbox, the panels, and the menus; how to create simple shapes, work with objects, use layers, work with type, and the use of paths, special effects, color, and fills. This class is a prerequisite for ART 221, Illustration for Designers. 2 lecture, 3 lab hours/wk. S

VITICULTURE & ENOLOGY (VE)

VE 101: Introduction to the Wine Industry (1-3)

Current and historical importance of the grape and wine industry in Oregon and throughout the world as it applies to the development of wine production, including career opportunities and college-transfer opportunities. 1 lecture hrs/wk. F, W, S, Su

VE 102: Integrated Pest Control for Grapes (4)

Theory and practice of integrated pest management in grape growing, including biology of disease 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. F, W, S, Su

VE 110: Vineyard Practices I (4)

Vineyard practices for the fall season, including pruning operations of different grape varieties and pruning vines. Emphasis on practical applications of viticulture theory. 3 lecture, 3 lab hrs/wk. F

VE 111: Vineyard Practices II (4)

Vineyard practices for winter season, including growth cycles, frost damage, field trials, sales contracts, labor relations and the relationship of pruning to wine quality. Emphasis on practical applications of viticulture theory. 3 lecture, 3 lab hrs/wk. W

VE 112: Vineyard Practices III (4)

Vineyard practices for the spring and summer seasons, including mite control, grape sampling and advanced pruning. Emphasis on practical applications of viticulture theory. 3 lecture, 3 lab hrs/wk. S

VE 201: Winemaking for Viticulturists (3)

The science of winemaking from the vineyard to the winery. Students will produce their own wine. Students must be at least 18 years of age. Laboratory materials fee. 2 lecture, 2 lecture/lab hrs/wk. F

VE 202: Sensory Evaluation of Wine (4)

Introduction to wine sensory evaluation, including statistical analysis of trials, study of wine styles, sensory testing techniques, identification of wine traits. Sensory evaluation of representative wines. Laboratory materials fee. Must be at least 18 years of age. 2 lecture, 1 lab hrs/wk. W

VE 203: Wines of Europe (3)

This course is an overview of the wines of Europe, whose history is a major influence in modern winemaking practices. Students will become familiar with the major wine producing countries, the regions within those countries; their laws, traditions, and wine styles; as well as the grape varieties, soils, and climate conditions that make each region and the wine it produces unique in the world marketplace. While a stand-alone class, this course is the first of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. S

VE 204: Wines of the Southern Hemisphere (3)

This course is an overview of the wines of the southern hemisphere, including Chile, Argentina, Australia, New Zealand, and South Africa. Students will become familiar with the major wine producing countries; the regions within those countries; their laws, traditions, and wine styles; as well as the climate conditions that make each region and the wine it produces unique in the world marketplace. Students will also examine the production and exportation that each country has made to modern global winemaking practices and the current global wine market. While a stand-alone class, this course is the second of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. W

VE 205: Wines of North America (3)

This course is an overview of the wines of North America, including the United States, Canada, and Mexico. Students will become familiar with the major wine producing regions within those countries; their laws, traditions, and wine styles; as well as the climate conditions that make each region and the wine it produces unique in the world marketplace. Students will also examine the production and exportation that each country has made to modern global winemaking practices and the current global wine market. While a stand-alone class, this course is the culmination of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry, as well as a full understanding of the domestic industry in which they are currently working. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. S

VE 209: Laboratory Analysis of Musts and Wines (4)

Winery laboratory practices, including basic principles, techniques and common methods of analysis for musts and wines. Laboratory methods used to determine alcohol content, titratable acids and esters, pH, and free sulfur dioxide to wines and how to stabilize and clarify wines. Laboratory materials fee. 3 lecture, 3 lab hrs/wk. F

VE 210: Science of Winemaking I (5)

Wine production theory and hands-on practice of harvest activities including: winery, blending, bottling, and quality control. Evaluation of wine flavor and aroma, and regulatory compliance. Students must be at least 18 years of age. 4 lecture, 3 lab hrs/wk. W

VE 211: Science of Winemaking II (5)

Wine production theory and hands-on practice of basic cellar activities including: racking, filtering, filtration, oak, science, barrel management, and barrel alternatives. 4 lecture, 3 lab hrs/wk. W

VE 212: Science of Winemaking III (5)

Wine production theory and hands-on practice of cellar finishing and bottling activities including: additions, filtration, blending, bottling equipment, bottling materials, bottling sanitation and quality control, evaluation of wine flavor and aroma, and regulatory compliance. Students must be at least 18 years of age. 4 lecture, 3 lab hrs/wk. S

VE 223: Wine Marketing (3)

Wine marketing methods, including packaging, distribution, advertising and promotion. 3 lecture hrs/wk. S

VC 230: Cooperative Work Experience: Viticulture/Enology (1-10)

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, bottling, chemical analyses, marketing, hospitality, and tourism. 3 hours = 1 credit. Prerequisite: instructor approval. F, W, S, Su

WELDING (WLD)

WLD 100A: Metals and Welding Intro Course-A (3)

Covers general metal working, welding and cutting processes, safety, equipment, and sheet metal work. This is an outcome-based course utilizing a lecture/lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. This course is designed for High School Connections. 6 lecture/lab hrs/wk.

WLD 100B: Metals and Welding Intro Course-B (3)

Further development of knowledge in general metal working and safety. This course also covers SMAW and GMAW welding, DFC and PAC cutting processes, equipment, and essential variables of operation. This is an outcome based course utilizing a lecture/lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. This course is designed for High School Connections. Registration is required. Prerequisite: WLD 100A & Instructor approval. 6 lecture/lab hrs/wk.

WLD 100C: Metals and Welding Intro Course-C (3)

Further development of knowledge in general metal working and safety. This course also covers FCAW and GTAW welding, DFC and PAC cutting processes, equipment, and essential variables of operation. This is an outcome based course utilizing a lecture/lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. This course is designed for High School Connections. Registration is required. Prerequisite: WLD 100B & Instructor approval. 6 lecture/lab hrs/wk.
COURSE DESCRIPTIONS

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WLD 101: Welding Processes and Applications (4)
Covers welding processes, safety, equipment, and essential principles of operating a welder. This course includes classroom discussions, laboratory demonstrations, videos, and demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 101. 1 lecture/4 lecture/lab hrs/wk.

WLD 111: Shielded Metal Arc Welding (4)
Covers uses, safety, nomenclature, equipment operation, setup and shutdown procedures, and welding-related math and science for S.M.A.W. and O.A.C. This is a current outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 111. 4 lecture/lab hrs/wk.

WLD 112: Shielded Metal Arc Welding: Mild Steel I (3)
Develops knowledge and manipulative skills in the use of E7018 mild steel electrodes when performing various welds in flat and horizontal positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 112. 1 lecture, 4 lecture/lab hrs/wk.

WLD 113: Shielded Metal Arc Welding: Mild Steel II (3)
Develops knowledge and manipulative skills in the use of E7018 mild steel electrodes when performing various welds in vertical and overhead positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 113. 1 lecture/4 lecture/lab hrs/wk.

WLD 114: Shielded Metal Arc Welding: Mild Steel III (3)
Develops knowledge and manipulative skills in the use of E6011 mild steel electrodes when performing various welds in flat, horizontal, and vertical positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 114. 1 lecture/4 lecture/lab hrs/wk.

WLD 121: Gas Metal Arc Welding (3)
Develops knowledge and manipulative skills welding with solid wire on ferrous and non-ferrous materials using short circuit globular, and spray transfer modes in flat, horizontal, vertical, and overhead positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 121. 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, uses, nomenclature, equipment operation and setup and shut down procedures. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 122. 1 lecture/4 lecture/lab hrs/wk.

WLD 123: Advanced Welding III (3)
Designed to provide the advanced welding student additional lab time to develop welding skills and techniques. The use of shop print will be encouraged. Registration-Enforced Prerequisite: WLD 142. Instructor approval. 9 lab hrs/wk. F, W, S

WLD 124: Advanced Welding IV (3)
Designed to provide the advanced welding student additional lab time to develop welding skills and techniques. The use of shop print will be encouraged. Registration-Enforced Prerequisite: WLD 142. Instructor approval. 9 lab hrs/wk. F, W, S

WLD 131: Basic Metalurgy (3)
Covers the principles related to metals, their structure and physical properties. The testing of various metals, their uses and the results of heat treating are explored. Laboratory time is provided for experiments and demonstrations to correlate with classroom activities. 2 lecture, 3 lab hrs/wk. F

WLD 140: Blueprint Reading and Sketching (3)
A basic course in sketching and reading of shop drawings. A study is made of three-view drawings, pictorial drawings, dimensioning, tolerances, lines, note and symbol interpretation. 3 lecture hrs/wk. W

WLD 141: Flux-Cored Arc Welding I (Gas Shielded) (3)
Develops knowledge and manipulative skills in the gas shielded flux-cored arc welding process in flat, vertical, horizontal, and overhead positions. Covers safety, uses, nomenclature, equipment operation and shut up and shut down procedures. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 141. 1 lecture/4 lecture/lab hrs/wk.

WLD 142: Flux-Cored Arc Welding II (Self Shielded) (3)
Develops knowledge and manipulative skills in the self-shielded arc welding process in flat, vertical, horizontal, and overhead positions. This is an outcome-based course utilizing a lecture/lab format. This course includes classroom discussions, videotapes, and lab demonstrations of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 142. 1 lecture/4 lecture/lab hrs/wk.

WLD 150: GTAW I - Gas Tungsten Arc Welding I (3)
Develops knowledge and manipulative skills using the Gas Tungsten Arc Welding process on mild steel, stainless steel, and aluminum. This class will cover AWS code requirements for structural and mechanical type joint configurations. This class will cover all joint configurations and all positions, as well as, cover safety, uses, nomenclature, equipment, operation, setup, and shut down procedures. This is an outcome-based course utilizing all laboratory and lecture techniques. This course includes classroom discussions, videos, and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 1 lecture, 4 lecture/lab hrs/wk. S

WLD 160: Aluminum Arc Welding & Fabrication I (3)
Develops knowledge and manipulative skills in the use of layout techniques, material handling, and identification of Aluminum and Aluminum alloys. Develops knowledge and skill in electrode selection and application when performing various welds in the flat and horizontal positions. This is an outcome-based course utilizing a lecture/lab format. This course includes, but is not limited to classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration-Enforced Prerequisite/ Co-requirement: WLD 1 lecture/lab hrs/wk. S

WLD 161: Welding Problems (4)
A review and application of the welding, layout, and fabrication processes covered during the year. A study and practice of production welding methods, electrode consumption, and method selection is included. Fabrication and assembly projects are selected to present typical and pattern development in fabrication and production problems. Prerequisite: Satisfactory completion of first and second terms. 1 lecture, 9 lab hrs/wk. F, W, S

WLD 222: Pipe Welding and Fitting I (3)
Develops knowledge and manipulative skills utilizing multiple welding processes and electrodes on mild steel, stainless steel and aluminum. This class is designed to better prepare the entry level welder for pipe welding. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This course will build upon topics covered in the first year of welding instruction. This is an outcome-based course utilizing the lecture/lab format. The course includes classroom discussions, videos, and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 142. 1 lecture/hour. F

WLD 223: Pipe Welding and Fitting II (3)
Develops knowledge and manipulative skills utilizing multiple welding processes and electrodes on mild steel, stainless steel and aluminum. This class is designed to better prepare the entry level welder for pipe welding. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This course will build upon topics covered in the first year of welding instruction. This is an outcome-based course utilizing the lecture/lab format. The course includes classroom discussions, videos, and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite/Co-requirement: WLD 222. 1 lecture/lab hrs/wk. S

WLD 240: Blueprint Reading - II (3)
Develops knowledge and manipulative skills utilizing advanced print reading and sketching. Reading and interpretation of shop drawings, piping, hydraulic and numerics lines, valves, gates and electrical symbols will be studied. This course includes classroom discussions, videos, and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite: WLD 240. 1 lecture/lab hrs/wk. S

WLD 251: Gas Tungsten Arc Welding, GTAW II (3)
Develops knowledge and manipulative skills using the Gas Tungsten Arc Welding process on mild steel, stainless steel and aluminum. This class will cover API 1104 and ASME Section IX Pipe welding standards and code requirements for high pressure vessel type joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing the lecture/lab format. This course includes classroom discussions, videos and lab demonstrations in the development of technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 251. 1 lecture/4 lab hrs/wk. W

WLD 252: Gas Tungsten Arc Welding, GTAW III (3)
Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. This class will cover API 1104 and ASME Section IX Pipe and Pressure Vessel Code requirements and joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing the lecture/lab format. This course includes classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 252. 1 lecture/4 lab hrs/wk. W

WLD 261: Aluminum Arc Welding & Fabrication II (3)
Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. This class will cover API 1104 and ASME Section IX Pipe and Pressure Vessel Code requirements and joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing the lecture/lab format. This course includes classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration-Enforced Prerequisite/ Corequisite: WLD 261. 1 lecture/4 lab hrs/wk. W

WLD 262: Aluminum Arc Welding & Fabrication III (3)
Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. This class will cover API 1104 and ASME Section IX Pipe and Pressure Vessel Code requirements and joint configurations. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing the lecture/lab format. This course includes classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration-Enforced Prerequisite/Co-requirement: WLD 262. 1 lecture/4 lab hrs/wk. W
WLD 280: Cooperative Work Experience: Welding (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year, except for students taking Occupational Skills Training (OST), which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su.

WATER/WASTEWATER QUALITY (WQT)

WQT 227: Wastewater Treatment (3)
This course covers the fundamentals of wastewater treatment facilities, including operation and maintenance of facilities. Course will help students prepare for the Level I Wastewater Treatment Operator Certification exam. Registration-Enforced Prerequisite: MTH 052. 3 lecture hrs/wk. W

WQT 228: Wastewater Collection (3)
Course introduces the basics of design, operation, and maintenance of wastewater systems. Course includes pipe sizing, pipe slopes and flow velocities, general system components, and installation, inspection, testing and repair techniques. Field trips may be made to existing facilities and work under construction. Registration-Enforced Prerequisite: MTH 052. 3 lecture hrs/wk. W

WQT 260: Water Treatment (3)
This course covers the fundamentals of water treatment facilities, including operation and maintenance of facilities. Registration-Enforced Prerequisite: MTH 052. 3 lecture hrs/wk. S

WQT 261: Water Distribution (4)
This course covers the fluid mechanics for pressure systems and operation and maintenance of water distribution systems. The fundamental properties of fluids, hydrostatic pressure, fluid flow and energy distribution are covered for closed systems. The solution of practical, applied problems is emphasized. Operators and engineering technicians learn to analyze and solve problems when they occur and perform mathematical calculations commonly associated with operating a distribution system. Registration-Enforced Prerequisite: MTH 052. 4 lecture hrs/wk. F

WQT 280: Cooperative Work Experience: Water Quality Treatment (1-13)
Qualified students work at training sites that provide experience appropriate to their major. These experiences will provide the opportunity for students to gain knowledge of various tasks performed in their career field. A student may take any number of CWE credits per term, not to exceed 13 credits per year, except for students taking Occupational Skills Training (OST), which has a limit of 24 credits per year. Registration-Enforced Prerequisite: Instructor approval. 1 credit = 33 hours of lab. F, W, S, Su.

WRITING (WR)

WR 080, 081, 082: Writing Skills Lab (1)
This course offers supplementary instruction to students enrolled in UCC courses requiring written assignments at, or above, the WR 115 level. Tutorial and practice software and one-on-one tutoring will be used for individual skill development. Upon completion of WR 080 students may repeat the course two times by registering for WR 081 and WR 082. Registration-Enforced Prerequisite: WR 115 or above. F, W, S

WR 095: College Writing Fundamentals (3)
Students will apply the steps in the process of writing, including pre-writing, composing, and revising, to develop paragraphs and essays. They will also improve sentence skills necessary for communicating their ideas most fully and flexibly. Students will use the word processor as a writing tool. Successful completion of this course prepares a student for WR 115. This course is required for all students in the Practicing Success cohort or Transition Writing cohort. 3 lecture hrs/wk. F, W, S

WR 115: Introduction to Expository Writing (4)
Designed for students who need improvement in writing skills. Special emphasis will be placed on sentence construction, grammar, usage, spelling, vocabulary, and paragraph and essay development. Students will write essays based on selected rhetorical modes, including a selection of the following: narrative description, definition/concept, comparison/contrast, process analysis, classification/division, and cause/effect. The final essay in WR 115 is a persuasive essay that introduces students to the basics of argumentation and academic discourse. Students will also learn the basics of MLA format and documentation. Registration-Enforced Prerequisite: WR 095 with a grade of C or better or placement by approved measure; RD 080 with a grade of C or better or placement by approved measure. In addition, basic knowledge of how to use a computer for word processing is necessary for success in this course. 4 lecture hrs/wk. F, W, S, Su

WR 121: Academic Composition (4)
Writing 121 focuses on rhetorical reading, thinking, and writing as means of inquiry. Students will gain fluency with key rhetorical concepts and utilize these in a flexible and collaborative writing process, reflecting on their writing process with the goal of developing metacognitive awareness. They will employ conventions, including formal citations, appropriate for a given writing task, attending to the constraints of audience, purpose, genre, and discourse community. Students will compose in two or more genres, with a focus on argumentation. They will produce at least 3,000 to 3,500 words of revised, final draft copy. Students will produce at least one essay that integrates research and demonstrates an understanding of the role of an ethos/redeem in an academic essay of at least 1,000 words. Registration-Enforced Prerequisite: WR 115, RD 90 each with a grade of C or better, or appropriate placement test scores or placement by multiple measures; and basic computer word processing skills. 4 lecture hrs/wk. F, W, S, Su

WR 122: Argument, Research, and Multimodal Composition (4)
WR 122 continues the focus of WR 121 in its review of rhetorical concepts and vocabulary; in the development of reading, thinking, and writing skills, along with metacognitive competencies understood through the lens of a rhetorical vocabulary. Specifically, students will identify, evaluate, and construct chains of reasoning, a process that includes an ability to distinguish assertion from evidence, recognize and evaluate assumptions, and select sources appropriate for a rhetorical task. Students will employ a flexible, collaborative, and appropriate composing process, working in multiple genres, and utilizing at least two modalities. They will produce 3,500-4,000 words of revised, final draft copy. Students will produce at least two argumentative essays, demonstrating competence in both research and academic argumentation. Registration-Enforced Prerequisite: WR 121 with a grade of C or better; 4 lecture hrs/wk. F, W, S, Su

WR 227: Technical Writing (4)
WR 227 prepares students to produce instructive, informative, and persuasive technical documents. Grounded in rhetorical theory, WR 227 focuses on producing ethical, reader-centered content that is clear, concise, and accurate. Students will engage in current best practices and learn strategies for effective communication in the digital and networked global workplace. Writing faculty strongly encourages students to complete WR 122 before enrolling in WR 227; however, the Registration-Enforced Prerequisite is the successful completion of WR 121 (4 credits) with a grade of C or better; 4 lecture hrs/wk. F, W, S, Su

WR 241: Creative Writing: Short Fiction (4)
WR 241 is a creative writing course that requires students to write and revise a body of original short fiction. The elements of fiction writing (theme, characterization, setting, point of view, symbolism and figurative language) are introduced, and students gain a working knowledge of terminology and techniques associated with creative writing. Class activities will include writing exercises, lectures (by guest writers when available), reading discussions, writing workshops and review of publications. Registration-Enforced Prerequisite: WR 121. 4 lecture hrs/wk. W (even numbered years).

WR 242: Creative Writing: Poetry (4)
In WR 242, students compose and revise a portfolio of original poetry. This creative writing course introduces students to the craft of poetry (including the concepts of theme, style, tone, metaphor/allusion, point of view, symbolism and figurative language), and students gain a working knowledge of terminology and techniques associated with creative writing. Class activities include writing exercises, lectures (by guest writers when available), reading discussions, writing workshops and review of publications. Registration-Enforced Prerequisite: WR 121. 4 lecture hrs/wk. W (even numbered years).

WR 243: Creative Writing: Mixed Genre (4)
WR 243 is a creative writing course that requires students to write and revise a body of creative work to research potential markets for that work, (including anthologies, literary journals, and web-based venues), and submit creative work to several markets. Students may choose to focus on creating poetry or prose in this course. The elements of writing (theme, characterization, setting, point of view, symbolism and figurative language) are introduced, and preparing creative work for potential publication (formatting and revisions) will be detailed. Class activities will include writing exercises, lectures (by guest writers when available), reading discussions, writing workshops and review of publications. Registration-Enforced Prerequisite: WR 121. 4 lecture hrs/wk. S (even numbered years).
ACADEMIC SUPPORT

The Woolley Center

The Harold Woolley Adult Basic Education Center is the hub of activity for a variety of adult basic skills development programs throughout the county. The center serves learners reviewing basic subjects such as reading, math or writing skills, and students who are working toward their General Educational Development (GED) tests. Students receive help with the transition to college and the workplace. The Woolley Center provides an orientation for new students, which includes goal setting and study skill components. Our skilled instructors utilize a wide range of instructional materials. For more information about attending the Woolley Center or other sites in Douglas County and to sign up for orientation, call 541-440-4603.

Adult Basic Skills

Adult Basic Education, Adult High School Diploma, GED and English Language Acquisition (ELA)

Adult Basic Education

For adults who would like to develop basic reading, writing or math skills, UCC offers Adult Basic Education classes at several locations in Roseburg and throughout Douglas County. Students receive individual attention and instruction. When the student completes the ABE course of study, he or she is ready for GED and transition assistance. For more information, or to sign up for orientation, please call 541-440-4603.

General Educational Development (GED)

The GED is a certificate of high school equivalency awarded by the Oregon Department of Education. To obtain it, one must pass a series of four tests, and maintain a minimum average score on all tests. The tests cover mathematical reasoning, science, social studies, and reasoning through Language Arts. UCC offers day, evening, and Saturday classes to help students prepare for the tests. Classes are held at UCC’s main campus, Roseburg’s Woolley Center, North Douglas High School, South Umpqua School District office, and other locations around the county. Completion of the GED Certificate and 60 hours of instruction in a UCC class entitle the graduating student to free tuition for one college term at UCC. This tuition waiver must be used for one year following completion of the final GED test, excluding summer term. For information on the schedule and fees, or to schedule an orientation, call 541-440-4603.

Adult High School Diploma

For students interested in earning a high school diploma, UCC offers the Oregon Adult High School Diploma (AHSD) on a limited basis. For students requiring less than 3 credits to complete their diploma/graduation requirements, the UCC diploma program has been approved by the Oregon Department of Education and the Oregon Department of Community Colleges and Workforce Development. The AHSD mirrors current state high school graduation requirements. For students graduating between July 1, 2019 to June 30, 2020, the credit requirements are as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics (Algebra I and above)</td>
<td>3</td>
</tr>
<tr>
<td>Science (2 credits lab based)</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Second Languages, The Arts, Career and Technical Education</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>6</td>
</tr>
<tr>
<td>Total credits</td>
<td>24</td>
</tr>
</tbody>
</table>

Students must also complete:

- a Career Related Learning portfolio, which consists of an Education Plan and Profile and documentation of career-related learning experiences and extended application of skills
- reading, writing, and math proficiency test
- all credits earned in the program with a minimum of a 2.0 GPA

AHSD candidates must complete a minimum of two UCC high school credits or six UCC college credits (or an equivalent combination of the two) to be awarded a diploma from UCC. There are two ways of earning credit towards the Adult High School Diploma:

- Through the day program at the Woolley Center
  The classes at the Woolley Center feature independent hybrid classes with online and face-to-face instruction. Emphasis is placed on successfully transitioning into college and the workforce. Candidates must be at least 16 years of age and have a minimum of ninth grade reading level to be admitted to this program. Students 16 and 17 years of age must have a referral from their school district or release from compulsory attendance. For more information, please call 541-440-4603.

- By enrolling in the AHSD program on campus
  Candidates in this program enroll in college classes, and earn high school diploma credit and college credit simultaneously. Students are expected to demonstrate the ability and maturity to succeed in college coursework as well as in the community college environment. Students must place into college level coursework on the ALEKS Placement Test for Math and the ACCUPLACER Placement Test for Reading and Writing. For more information, please call 541-440-7785.

English Language Acquisition (ELA)

Several levels of classes are offered for adults whose native language is not English. There are day and night classes available. Classes stress conversation and pronunciation, with particular emphasis on work and life skills. For more information, please call 541-440-4603.

Classes de Inglés Como Segundo Idioma (ESL) English as a Second Language (ESL) Classes Para obtener más información sobre cómo tomar clases de Inglés como Segundo Idioma (ESL) y clases de Desarrollo de Educación General (GED) por favor de llamar al Centro de Woolley, 541-440-4683.

For more information on taking English as a Second Language (ESL) classes and General Education Development (GED) classes call the Woolley Center at 541-440-4603.

Bridge to Success Program

Many community colleges operate learning communities to improve low rates of student success. At UCC, our learning communities co-enroll a cohort of students into several classes together and include integrated curricula, collaboration among instructors, as well as enhanced mentoring and tutoring which are embedded into the Dedicated Learning Communities. Skills development includes reading, writing, and basic computer literacy. Students are recommended to the program based on their placement test scores.

Objectives of the DLCs:

- Learning communities provide academically low-performing/under-prepared students with the opportunity to enroll and complete courses together at the developmental level. Students are grouped in small cohorts and enroll in two developmental courses (Reading and Writing), a College Success course, and a Critical Thinking course. Students also have the option to enroll in one college-level course in their major or Math. This is designed to:     - help students advance through developmental education and into college-level courses within a structure of cohort accountability; and      - academically and socially integrate students with the formal and informal academic and social systems of UCC.

Benefits of the Learning Communities to Students:

- Raises levels of academic and social achievement
- Decreases student marginality and increases mattering
- Provides opportunities for deeper, more meaningful, and connected learning
- Creates a practice ground for skill development within a meaningful context
- Improves critical thinking, functioning in a group, negotiation, and communication skills
- Prepares students for work environments during college and after graduation
POLICIES

721.0 Student Code of Conduct

Students are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the college that are designed to perpetuate its educational purpose.

The college, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.

Through this Student Code, UCC describes:
1) The responsibilities, rights and freedoms afforded to students, and
2) Conduct that would interfere with the educational mission of the institution.

The provisions of the Student Code of Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein at any time in accordance with established College policies.

Communication of any changes will be made to the College community in an appropriate and timely fashion.

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

The Dean of Student Services is responsible for the administration of the Student Code of Conduct. In the absence of the Dean of Student Services, the President may appoint a designee to administer the Student Code of Conduct.

The full UCC Code of Conduct is available online at http://www.umpqua.edu/conduct-grievance/

Academic Integrity

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

A. ACADEMIC DISHONESTY

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

1. Deliberate cheating on any graded assignment; cheating is defined as any of the following:

   a. use of any unauthorized assistance in taking quizzes, tests or exams;
   b. dependence upon the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments;
   c. the acquisition without permission of the faculty member of a test or other academic material;
   2. Consultation of any notes, crib sheets, or other materials in examinations where such consultation is prohibited;
   3. Copying another student’s answers or strategies on a test, quiz, professional or practical assignment or allowing another to do so;
   4. Obtaining a faculty member’s examination questions or answers without the faculty member’s permission;
   5. Collaborating with others on assignments or assessments when expressly prohibited by the faculty member;
   6. Submitting one’s own previously graded work as a new assignment without the faculty member’s permission;
   7. Plagiarism or the presenting as one’s own work the work of another writer without acknowledgment of the source.

Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principles; 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 evaluation.

B. SANCTIONS FOR ACADEMIC DISHONESTY

1. Zero F 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 F or grade in course. A faculty member has the right to immediately suspend a student from the course (with no possibility of refund) and issue a grade of F for a course if the faculty member has documented that the student has engaged in egregious acts of academic dishonesty.

3. Recommendations for administrative sanctions. In addition to the above actions, a faculty member or department chair may petition the Dean of Student Services to apply administrative sanctions. Administrative sanctions include:

   a. complete withdrawal from all courses (with no possibility of refund);
   b. disciplinary suspension from the student’s academic program (if applicable), and/or
   c. disciplinary suspension from the college.

C. PROCESS

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

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

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

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

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

Student Grievance Procedure

Students have recourse through the Student Grievance Procedure, which includes student assessment, to investigate concerns or complaints arising from conditions, policy, procedures, practices, working relationships, decisions, actions or inactions of UCC and/or its students and employees.

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

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

Students with complaints of possible unlawful harassment or unlawful discrimination may seek immediate assistance through the Office of the Dean of Student Services or the Office of Human Resources.

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

Any timeline set forth in the procedures may be extended by the Dean of Student Services upon written application to do so. No student shall be expelled, suspended, disciplined or in any other way retaliated against for having pursued a grievance in good faith whether or not the charges were substantiated. However, anyone willfully filing a false grievance is subject to discipline.

A more detailed outline of the Student Grievance Procedure is available at: http://www.umpqua.edu/conduct-grievance/

Campus Security

UCC conforms with the Crime Awareness and Campus Security Act of 1990, Title II of Public Law 101-542 which states all criminal actions and other emergencies occurring on campus are reported to Campus Security. All criminal actions and other emergencies which occur at off-campus, college activities are also to be reported to Campus Security. Information of criminal actions will be forwarded to the Douglas County Sheriff’s Office or the appropriate local police agency in whose jurisdiction the incident occurred.

When fully-staffed, four full-time Security Officers and three part-time security guards maintain 24/7 security to the campus community and are responsible for the protection of persons and property on campus.

All Security Officers are well-trained and licensed by the Oregon Department of Public Safety Standards and Training. While on campus, they are empowered to conduct investigations, contact local safety authorities, and are also responsible for the physical security of the campus buildings and facilities. They assist with providing a safe campus environment, detecting and reporting safety/hazardous, enforcing traffic and parking regulations and promoting crime prevention.

Campus Security closely coordinates its activities with the Douglas County Sheriff’s Office and/or agencies with jurisdiction. The College annually collects and discloses information relating to campus security procedures and practices.

Individuals on campus, including students, employees, and visitors should take active responsibility for their personal property. The College maintains its grounds and lighting to ensure the campus is as secure as possible.

UCC works with appropriate law enforcement agencies to reduce the possibility of sexual assault on campus and off-campus events sponsored by the College. Students may obtain information about registered sex offenders through the UCC Director of Security.

UCC Security Department offers these helpful tips:

- Park in a well-lighted area.
- Be smart! Always lock car. If a student is on campus after dark, move the car to a closer parking space before a night class.
Closure Due to Weather or Emergency

School closure shall be determined by the Provost, in consultation with the college President and Director of Facilities. When the college is closed, it is totally closed and no one is required to report for classes or work, excepting security personnel and others specifically requested or approved by the Provost and President. All closures will be publicized as soon as possible through all news media. Closures due to adverse weather conditions will be announced by 6:30 am on the day of the closure through AlertSense.

Directory Information

UCC defines certain information as Directory Information, and this information may be released to a third party. Students may sign a Directory Information Hold Form which will prevent the release of this information. Students who sign the request will not be listed in news releases concerning honor roll, or in commencement related publications. UCC defines Directory Information as:

1. Student name
2. Student email address
3. Student phone number
4. Student address
5. Terms of enrollment
6. Degree and awards received
7. Dean’s list, President’s list, honors list.
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Most recent previous educational agency or institution attended
11. Under the Solomon Amendment, names and addresses will be released to the branches of the US Armed Forces upon request.
12. In compliance with the Hope Scholarship and Lifetime Learning Tax reform, information will be released to the IRS.

If a student has not filed a hold, UCC will assume the student approves disclosure. If a third party requests information other than that listed above, a copy of signed authorization will be required.

Diversity, Equity, Inclusion

Equal Employment/Educational Opportunity Affirmative Action

UCC promotes inclusion and equal opportunity in employment and education. In full accordance with the law, UCC prohibits unlawful discrimination based on race, color, religion, national origin, gender, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.

Cancellation of Classes

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

Employment and Reemployment Rights Act ("USERRA"), Title II of the Americans with Disabilities Act, and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College’s programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

Umpqua Community College 2019-2020

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Emergency Notification
In addition to making public announcements of closure by radio and on its website www.umpqua.edu, UCC is also able to notify students, faculty, staff and community members by phone, cell phone, email and text of issues regarding access to campus. Students, staff and faculty are automatically added to the AlertSense system. AlertSense is a streamlined, efficient data-based emergency notification system which can notify thousands of an emergency or campus threat within minutes. Secure technology and privacy controls utilize the highest security protocol possible (SSL). Students can opt out, add or change their information through Self-Service Banner by following the steps printed here: http://www.umpqua.edu/emergencies. Community members can also be added to the system by contacting the Facilities Department.

Enrollment Limitations
UCC may restrict enrollment in a class or program due to limited staff, space or equipment. Enrollment is also limited for some programs because of additional admission requirements. We encourage students to apply early to the nursing program which has additional admission requirements.

FERPA
Student Rights Under FERPA
The Family Educational Rights and Privacy Act (FERPA) gives all matriculated students certain rights regarding their education records. Students have the right:
- To inspect and review their education records. They may request to review their education records by submitting a written request to the Registrar or other school official having custody of such records. The College will normally comply with their request to inspect their education records within ten days, but in no case more than 45 days from the request.
- To seek amendment of a student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of their privacy rights. Requests for amendment of education records must be in writing and must describe the specific portions of specific records they wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified.
- To consent to disclosures of personally identifiable information contained in their education records, except for when consent is not required by FERPA. FERPA does not require a student’s consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position, a person or company with whom the college has contracted or appointed as its agent, or a student serving on an official committee or assisting another school official in performing the official’s tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities. Other exceptions include: schools in which a student seeks or intends to enroll, to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs, in connection with financial aid (such as the administration or continuation of aid), to individuals or organizations conducting studies for or on behalf of an educational institution, to regional or professional accreditation organizations, to comply with a judicial order or subpoena, in the event of a health or safety emergency where the information is required to resolve the emergency. FERPA also allows the disclosure of a student’s directory information without consent, but a student may request that their directory information not be released. If a student wishes to make such a request, they must do so according to the procedures outlined in the following section under the heading “Directory Information”; and
- As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which a student’s education records and personally identifiable information (PII) contained in such records - including a Social Security Number, grades, or other private information - may be accessed without a student’s consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to a student’s records and PII without their consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program and job training, as well as any program that is “primarily engaged in the provision of education,” such as early childhood and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student’s education records and PII without their consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student’s consent, PII from their education records and they may require student participation in education and other programs by linking such PII to other personal information about a student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
- To file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA.

Section 504 - Accessibility Services The Accessibility Services office coordinates accommodations for students with disabilities.

What is the purpose of Accessibility Services?
Accessibility Services has multiple purposes. The office:
- Provides academic accommodations
- Offers support services
- Promotes a supportive learning environment
- Promotes student independence, program accessibility and a psychologically-supportive environment
- Helps students achieve educational objectives

Who can I contact for more information and accommodations?
- Danielle Haskett (students’ visits), Coordinator, Accessibility Services - 541.440.7650, Danielle.Haskett@umpqua.edu located in the Laverne Murphy General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities:”)
- Lynn Johnson, (staff) Human Resources Director, Title IX Officer, Affirmative Action Officer, (Legionary or campus), the alleged harasser.
- The Federal Equal Employment Opportunity Commission
- UCC employees and students who feel they have been subjected to sexual harassment are encouraged to first pursue an informal resolution to their complaint. Employees should bring their concerns to the attention of their supervisors, Human Resources, Dean of Student Services, or the college Affirmative Action Officer. Every effort will be made to maintain confidentiality for both the complainant and the accused at the informal level.
- If the situation is unresolved by informal means, employees and students should promptly seek assistance from the college Affirmative Action Officer and follow the formal discrimination procedures. Formal complaints will be investigated, and if no satisfactory resolution is reached, complaints will be referred to 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 disciplined, 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 viewed as a breach of this policy and will be dealt with accordingly.
- Employees and students should be aware that formal allegations of sexual harassment carry potentially serious consequences to the person charged. Such allegations should be made if warranted, but should be made with accuracy and truthfulness.

Social Security Number (SSN), Use of OAR 589-004-0400 authorizes UCC to ask a student to provide their Social Security Number. The number will be used by the college for reporting, research, and record keeping. Their number will also be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development, and the Oregon Community College Association.

OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information
Policies

Umpqua Community College 2019-2020

helps the colleges to support the progress of students and their success in the workplace and other education programs. OCCURS or the college may provide a student’s social security number to the following agencies or match it with records from the following systems:

- State and private colleges, universities, colleges and vocational schools to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education;
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available;
- The Oregon Department of Education, to provide reports to local, state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to a student by the college.

State and federal laws protect the privacy of student records. A student’s number will be used only for the purposes listed above.

Student Right to Know Act Statement & Statistics

The reporting of graduation and transfer rates are calculated based on the federal IPEDS definitions. College-based graduation and transfer rates are based on known transfers as confirmed by the National Student Clearinghouse match process. For more information about the UCC student population, contact the Institutional Researcher at 541-440-4625. For more information about the athletic programs and athletic participation, contact the Athletic Department at 541-440-4686.

<table>
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<tr>
<th>IPEDS Cohort</th>
<th>Graduation Rate</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
<th>Fall 2016</th>
<th>Fall 2017</th>
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<td>Total Cohort</td>
<td>306</td>
<td>165</td>
<td>102</td>
<td>120</td>
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<tr>
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<td>16%</td>
<td>23%</td>
<td>20%</td>
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</table>

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

UCC is committed to diversity and equal employment/education opportunity. We comply with Title IX. This is a federal civil rights law. It prohibits discrimination on the basis of sex in federally-funded education programs. UCC protects and supports the 1972 Educational Amendments of Title IX. We work to:

- Promote equity in academic and athletic programs.
- Prevent hostile environments on the basis of sex.
- Prohibit sexual harassment and sexual violence.
- Protect from retaliation and remedy the effects of other gender-based forms of discrimination.

- Investigate and notify the college community of serious or ongoing threats. We work to prevent a recurrence.

How do I file a harassment or discrimination complaint? Who can I contact for more information on Title IX issues? When should I file a complaint of discrimination/harassment?

- Students should file a complaint of discrimination if they are a UCC student, staff, or faculty member and believe:
  - Students are being subjected to harassment/discrimination
  - Students have witnessed harassment/discrimination
  - Students have knowledge of harassment/discrimination

How do I file a complaint of discrimination/harassment?

- Visit the Umpqua College website at www.umpqua.edu or contact Lynn Johnson, Human Resources Director, Title IX Coordinator – 541.440.7650, lynn.johnson@umpqua.edu, Sue Shaffer Learning Commons and Library.
- The grievance procedures can be found online at http://www.umpqua.edu/conduct-grievance/
- Title IX Deputy Coordinator April Hamlin (Students), Dean of Student Services – 541-440-7860, april.hamlin@umpqua.edu, located in the LaVerne Murphy Student Center.

Disclaimer

Students are to read and abide by the contents of the current UCC College Catalog, which sets forth the terms and conditions of enrollment and supersede any previous Catalog. Circumstances will undoubtedly require that the policies, procedures, rules, and benefits described in this catalog change from time to time as the College deems necessary or appropriate, and those changes will be valid when approved by UCC administration and/or voted by the Board of Education. Those changes will be posted on Student Self Service Web and the UCC website and when appropriate, will be incorporated in future editions of the UCC College Catalog.

A grievance procedure and binding arbitration are provided for any dispute or claim (including those based upon a statute, tort, or public policy) that a student has with the College regarding the terms and conditions of enrollment by the College.

UCC in full accordance with the law is committed to providing a working and learning environment that is free from discrimination, harassment and retaliation. UCC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, Veteran status, or any other legally protected classification. UCC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit individuals of color and women. Inquiries should be directed to Human Resources and/or the Dean of Services, 1140 Umpqua College Road, P.O. Box 967, Roseburg, OR 97470-0268. Telephone, 541.440.7773.

Application can be made for Advance Pay if there is more than a 30 day break between terms. Advance Pay requests must be reviewed by the UCC Veterans Education Benefits Office at least 10 days prior to the beginning of the term for which Advance Pay is requested.

Financial Aid

- The Oregon Department of Education, to provide reports to local, state, and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to a student by the college.

Parking

UCC provides more than 1,400 parking spaces conveniently located near all of the campus buildings. Students DO NOT need an annual parking permit.

Student and General Public Parking

Students may park in the spaces designated by yellow lines. This parking is considered general parking and is open to all students and general public.

Employee Parking

About 178 spaces are assigned to college faculty and staff. All employees are given a yearly parking permit. Designated parking spots for employees are marked by green lines, curbs and employee only signage.

Visitor Parking

Parking in front of the Jacoby Auditorium Building is limited to one hour. Parking spaces are marked by white lines and Visitor Parking signs.

Bicycle Parking

Bicycle racks are provided in numerous locations around campus. Individuals shall not chain bikes to posts, pipes, trees, etc. Bicycles must be walked, not ridden, through the interior areas of the UCC campus.

Foot traffic is the primary means of transportation within the internal passageways of the campus. For safety purposes, individuals should not use wheeled conveyances (other than disabled conveyances) such as skateboards, bikes, roller skates, roller blades, scooters, etc., at any time.

Disabled Person Parking

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

Accessibility Parking

Special permit required for parking at the LaVerne Murphy Student Center east parking area. See Accessibility Services for special permit access.

Parking Violations

Traffic citations will be issued for improperly parked vehicles.
Umpqua Community College 2019-2020

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

Legend:
- AC: Athletic Complex & Tom Keel Fitness Center
- ADM: Del Blanchard Administration Building
- CC: LaVerne Murphy Student Center
- CWT: Community Workforce Training
- ESB: Educational Support Building
- FTC: Ford Childhood Enrichment Center
- HNSC: Bonnie J Ford Health, Nursing & Science Center
- JH: Jackson Hall
- JAC: Jacoby Auditorium
- LANG: Lang Teaching, Learning & Event Center
- LH: Lockwood Hall
- LIB: Sue Shaffer Learning Commons & Library
- PMO: Paul Morgan Observatory
- SWAN: Swanson Amphitheatre
- TAP: Tap/SpyPit Hall
- TC: Technology Center
- TOWER: Tower Building
- WCH: Wayne Crouch Hall
- WFA: Whipple Fine Arts Center
- WHSE: Warehouse

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

Community and Workforce Training is now located on the main UCC campus.