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
- Entry Management
- Executive Business Assistant
- Fire Science
- Human Services
- Industrial Mechanics & Maint. Tech. Apprenticeship
- Marketing
- Medical Office Administration
- Registered Nursing
- Paralegal Studies
- Viticulture & Enology
- Welding

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

Career Pathway Certificate
Career Pathways are short-term certificates designed to prepare students for employment and advancement in targeted occupations. There are also short-term pathway certificates available in many CTE programs. More information and links to Career Pathways roadmaps are located at www.umpqua.edu/career-pathways.
- Addiction Treatment
- Automotive Advanced Technician
- Automotive Basic Technician T-TEN
- Automotive Advanced Technician T-TEN
- Case Aide
- CISCO Networking Security Support Tech
- Communication Specialist in Organizations
- Drafting
- Emergency Medical Services
- Entrepreneurship
- Geographic Information Systems
- Infant/Toddler
- Junior Database Administrator
- Junior Programmer
- Junior Web Developer
- Microsoft Networking Support Technician
- Microsoft Office Technology
- Pre-school
- Public Relations Communication Assistant
- Server Administrator
- Surveying
- Water Quality
- Wine Marketing Assistant
TRANSFER DEGREES AND OPTIONS OVERVIEW

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

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

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

Core Transfer Module

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

Oregon Transfer Module

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

Associate of Arts – Oregon Transfer

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

Associate of Science

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

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

Associate of General Studies

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

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

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

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

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

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

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

Department of Business Administration
- Agriculture Management
- Business Administration

Department of Health Sciences
- Nursing

Department of Public Safety
- Criminal Justice

Student Learning Outcomes for AA/OT Degrees

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

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

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

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

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

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

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

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

Program Description

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

Program Outcomes

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

Program Course Requirements

Year One

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

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

Program Entrance Requirements

Academic Entrance Requirement
Recommended:
- High school diploma or GED
- Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 095 Basic Writing II (“C” or better)
- Minimum placement scores resulting in MTH 095 Algebra II placement or completion of MTH 065 Algebra I (“C” or better)
OREGON TRANSFER MODULE

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

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

PROGRAM COURSE REQUIREMENTS
Complete the General Education Core (see page 33) 30-33

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

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

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

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

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

ADDITIONAL PROGRAM INFORMATION
1. Students should work closely with UCC advisors and faculty to select appropriate courses.
2. The OTM is not a separate program but will be 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

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 planning credits to transfer to another college and university.

PROGRAM COURSE REQUIREMENTS

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

MATHEMATICS Choose one from:
- BA 180 Business Mathematics I 3
- MTH 105 Math in Society 4
- MTH 111 or above 4-5

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

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

ADDITIONAL PROGRAM INFORMATION
1. 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 majors within this degree.

ADDITIONAL PROGRAM INFORMATION

1. “Associate of Science” appears on the student’s transcript.
2. Specific program designation or focus does not appear on the student’s transcript or degree.
3. All elective courses must be lower division collegiate courses (numbered 100 and above). Career and technical course credits are limited to 12 credits unless part of an articulated program.

PROGRAM COURSE REQUIREMENTS

General Requirements (23-26 credits)

1. 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.

ARTS AND LETTERS

1. Must take at least three courses, chosen from at least two disciplines from the approved list on pages 40-41 under the specific degree program.

CULTURAL LITERACY

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

PROGRAM OUTCOMES

Please see specific outcomes on the individual AS degree pages.

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 AS at UCC, a minimum of 25% of the program credits required must be earned through UCC, two terms of attendance must have occurred at UCC, and a student must have a cumulative GPA of 2.0 or higher.
3. All elective courses must be lower division collegiate courses (numbered 100 and above). Career and technical course credits are limited to 12 credits unless part of an articulated program.

ASSOCIATE OF ARTS/OREGON TRANSFER

AA/OT

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

PROGRAM COURSE REQUIREMENTS

Foundational Requirements

HEALTH/WELLNESS/FITNESS

1. MTH 105 or higher 4-5

NOTE: Math credits used to meet this requirement are from the approved MTH courses listed on page 40.

ORAL COMMUNICATIONS: Choose one from:

- SP 105 Listening 3
- SP 111 Fundamentals of Public Speaking 4
- SP 112 Persuasive Speech 3
- SP 218 Interpersonal Communication 3
- SP 219 Small Group Discussion 3

WRITING

- WR 121 Academic Composition 4
- WR 122 Argument, Research, and Multimodal Composition 4
- WR 227 Technical Writing 4

Discipline Studies Requirements

1. 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

ADDITIONAL PROGRAM INFORMATION

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

SOCIAL SCIENCE

1. 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.
2019 - 2020 UCC PROGRAM

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 201, 202, 203</td>
<td>General Biology</td>
</tr>
<tr>
<td>BI 211, 212, 213 Principles of Biology</td>
<td></td>
</tr>
<tr>
<td>B 231, 232, 233 Human Anatomy &amp; Physiology*</td>
<td></td>
</tr>
<tr>
<td>CS 231</td>
<td>Introduction to Microbiology</td>
</tr>
<tr>
<td>BOT 208 General Field Botany</td>
<td></td>
</tr>
<tr>
<td>BOT 204 Flowering Plants of SW OR/NO. CA</td>
<td></td>
</tr>
<tr>
<td>CH 104, 105, 106 Introduction to Chemistry</td>
<td></td>
</tr>
<tr>
<td>CH 112 Fundamentals of Chemistry</td>
<td></td>
</tr>
<tr>
<td>CH 221, 222, 223 General Chemistry*</td>
<td></td>
</tr>
<tr>
<td>CH 241, 242, 243 Organic Chemistry</td>
<td></td>
</tr>
<tr>
<td>FDR 234 GIS I Intro to Geographic Information Systems</td>
<td></td>
</tr>
<tr>
<td>FDR 235 GIS II Data Analysis and Applications</td>
<td></td>
</tr>
<tr>
<td>FDR 240 Forest Biology</td>
<td></td>
</tr>
<tr>
<td>FDR 241 Forestry (4)</td>
<td></td>
</tr>
<tr>
<td>G 180 Regional Field Geology</td>
<td></td>
</tr>
<tr>
<td>G 201, 202, 203 General Geology</td>
<td></td>
</tr>
<tr>
<td>G 221 Environmental Geology</td>
<td></td>
</tr>
<tr>
<td>G 230 Digital Earth and Geospatial Concepts (4)</td>
<td></td>
</tr>
<tr>
<td>G 234 GIS I Intro to Geographic Information Systems</td>
<td></td>
</tr>
<tr>
<td>G 235 GIS II Data Analysis and Applications</td>
<td></td>
</tr>
<tr>
<td>G 104, 105, 106 Physical Science</td>
<td></td>
</tr>
<tr>
<td>G 107 Beginning Astronomy</td>
<td></td>
</tr>
<tr>
<td>G 112 Making Sense of Science</td>
<td></td>
</tr>
<tr>
<td>NR 221 Water Resource Science</td>
<td></td>
</tr>
<tr>
<td>NR 242 Ecosystems of SW OR/NO. CA</td>
<td></td>
</tr>
<tr>
<td>NR 255 Field Sampling of Fish and Wildlife</td>
<td></td>
</tr>
<tr>
<td>PE 135 Anatomy &amp; Physiology for Fitness</td>
<td></td>
</tr>
<tr>
<td>PH 201, 202, 203 General Physics</td>
<td></td>
</tr>
<tr>
<td>PH 211, 212, 213 Basic Physics with Calculus</td>
<td></td>
</tr>
<tr>
<td>SOL 205, 206 Soil Science</td>
<td></td>
</tr>
</tbody>
</table>

Area 4: Social Sciences

Complete four courses from two disciplines from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 150</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>ANTH 211</td>
<td>Cultural Anthropology++</td>
</tr>
<tr>
<td>ANTH 222</td>
<td>Cultural Anthropology++</td>
</tr>
<tr>
<td>CJ 101</td>
<td>Introduction to Criminology</td>
</tr>
<tr>
<td>CJ 110</td>
<td>Introduction to Law Enforcement</td>
</tr>
<tr>
<td>CJ 114</td>
<td>Cultural Diversity Issues in CJ++</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Introduction to Corrections</td>
</tr>
<tr>
<td>CJ 279</td>
<td>Comparative Criminal Justice</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>GIS 234 GIS I Intro to Geographic Information Systems</td>
<td></td>
</tr>
<tr>
<td>GIS 235 GIS II Data Analysis and Applications</td>
<td></td>
</tr>
<tr>
<td>GIS 254 Vector Calculus</td>
<td></td>
</tr>
<tr>
<td>HST 104, 105, 106 World History++</td>
<td></td>
</tr>
<tr>
<td>HST 201</td>
<td>History of U.S.++</td>
</tr>
<tr>
<td>HST 202</td>
<td>History of U.S.++</td>
</tr>
<tr>
<td>HST 203</td>
<td>History of U.S.++</td>
</tr>
<tr>
<td>HST 211</td>
<td>Intro to Mass Communication</td>
</tr>
<tr>
<td>PS 201</td>
<td>U.S. Government++</td>
</tr>
<tr>
<td>PS 202</td>
<td>U.S. Government++</td>
</tr>
<tr>
<td>PS 203</td>
<td>U.S. Government</td>
</tr>
<tr>
<td>PS 205</td>
<td>International Relations</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology++</td>
</tr>
<tr>
<td>PSY 202</td>
<td>General Psychology++</td>
</tr>
<tr>
<td>PSY 203</td>
<td>General Psychology++</td>
</tr>
<tr>
<td>PSY 231</td>
<td>Human Sexuality++</td>
</tr>
</tbody>
</table>
### 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></td>
</tr>
<tr>
<td>ART 120*</td>
<td>Artists’ Books (3)</td>
<td></td>
</tr>
<tr>
<td>ART 134</td>
<td>Illustrating Nature (3)</td>
<td></td>
</tr>
<tr>
<td>ART 204*, 205, 206</td>
<td>Western Art I, II, III (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>ENG 104*, 105*, 106*</td>
<td>Intro to Literature (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>ART 250</td>
<td>Intro to Mythology (4)</td>
<td></td>
</tr>
<tr>
<td>ART 204, 205, 206</td>
<td>Survey of English Literature (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>ENG 250</td>
<td>Environmental Literature (4)</td>
<td></td>
</tr>
<tr>
<td>ART 253*, 254*, 255*</td>
<td>Survey of American Lit. (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>ART 260</td>
<td>Intro to Women’s Literature</td>
<td></td>
</tr>
<tr>
<td>ART 288*</td>
<td>Cultural Diversity in Contemporary Artistic (4)</td>
<td></td>
</tr>
</tbody>
</table>

### CAREER & TECHNICAL

<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></td>
</tr>
<tr>
<td>ART 120*</td>
<td>Artists’ Books (3)</td>
<td></td>
</tr>
<tr>
<td>ART 134</td>
<td>Illustrating Nature (3)</td>
<td></td>
</tr>
<tr>
<td>ART 204*, 205, 206</td>
<td>Western Art I, II, III (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>ENG 104*, 105*, 106*</td>
<td>Intro to Literature (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>ART 250</td>
<td>Intro to Mythology (4)</td>
<td></td>
</tr>
<tr>
<td>ART 204, 205, 206</td>
<td>Survey of English Literature (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>ENG 250</td>
<td>Environmental Literature (4)</td>
<td></td>
</tr>
<tr>
<td>ART 253*, 254*, 255*</td>
<td>Survey of American Lit. (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>ART 260</td>
<td>Intro to Women’s Literature</td>
<td></td>
</tr>
<tr>
<td>ART 288*</td>
<td>Cultural Diversity in Contemporary Artistic (4)</td>
<td></td>
</tr>
</tbody>
</table>

### SCIENCE / MATH / COMPUTER SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATS 201</td>
<td>Climate Science (4)</td>
<td></td>
</tr>
<tr>
<td>BI 101, 102, 103</td>
<td>General Biology (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>BI 211, 212, 213</td>
<td>Principles of Biology (5, 5, 5)</td>
<td></td>
</tr>
<tr>
<td>BI 222</td>
<td>Genetics (3)</td>
<td></td>
</tr>
<tr>
<td>BI 231, 232, 233</td>
<td>Anatomy &amp; Physiology (4, 4, 4)</td>
<td></td>
</tr>
<tr>
<td>BI 234</td>
<td>Introductory Microbiology</td>
<td></td>
</tr>
<tr>
<td>BOT 203</td>
<td>General (Field) Botany</td>
<td></td>
</tr>
<tr>
<td>BOT 204</td>
<td>Botany</td>
<td></td>
</tr>
<tr>
<td>CH 104, 105, 106</td>
<td>Introduction to Chemistry (4, 4, 4)</td>
<td></td>
</tr>
</tbody>
</table>
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. A minimum of 3 credits of Human Relations as specified by program.
3. Complete a recognizable core of related instruction courses, including:
   a. Demonstrated competency in mathematics and/or writing which meets or exceeds the competencies established for each individual program by the program’s Advisory Board.
   b. Four (4) credit hours of Mathematics numbered 52 or above or demonstrated competency.
   c. Four (4) credit hours in WR 115 English Composition or above or demonstrated competency.
   d. Three (3) credit hours of Human Relations as specified by program.
   e. Attend UCC for at least two terms, including the term prior to completion.
   f. Complete a minimum of 25% credit hours at UCC, 15 of which must be in a career and technical discipline (see page 41 for a list of approved courses). A maximum of 24 credits of CWE will count towards the Associate of Applied Science Degree.

Human Relations includes:

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

Approved Human Relations Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD 136</td>
<td>Strategies for Success</td>
<td>(3)</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations</td>
<td>(3)</td>
</tr>
<tr>
<td>SDP 113</td>
<td>Human Relations for Supervisors</td>
<td>(3)</td>
</tr>
<tr>
<td>SP 105</td>
<td>Listening</td>
<td>(3)</td>
</tr>
<tr>
<td>SP 218</td>
<td>Interpersonal Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>SP 219</td>
<td>Small Group Discussion</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Associate of Applied Science

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

The Associate of Applied Science will be conferred on students who complete a two-year program in Career-Technical Education. The Related Instruction component is also required for AAS degree (see above information under Certificates of Completion). The Associate of Applied Science Degree will be awarded to students who:

1. Successfully complete all required courses in a specified occupational curriculum.
2. Complete a minimum of 90 credit hours or equivalent proficiency.
3. Maintain a cumulative grade point average of 2.00.
4. Complete a recognizable core of related instruction courses, including:
   a. Demonstrated competency in mathematics and/or writing which meets or exceeds the competencies established for each individual program by the program’s Advisory Board.
   b. Four (4) credit hours of Mathematics numbered 52 or above or demonstrated competency.
   c. Four (4) credit hours in WR 115 English Composition or above or demonstrated competency.
   d. Three (3) credit hours of Human Relations as specified by program.

5. Attend UCC for at least two terms, including the term prior to completion.
6. Complete a minimum of 25% credit hours at UCC, 15 of which must be in a career and technical discipline (see page 41 for a list of approved courses). A maximum of 24 credits of CWE will count towards the Associate of Applied Science Degree.

Human Relations includes:

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

Approved Human Relations Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD 136</td>
<td>Strategies for Success</td>
<td>(3)</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations</td>
<td>(3)</td>
</tr>
<tr>
<td>SDP 113</td>
<td>Human Relations for Supervisors</td>
<td>(3)</td>
</tr>
<tr>
<td>SP 105</td>
<td>Listening</td>
<td>(3)</td>
</tr>
<tr>
<td>SP 218</td>
<td>Interpersonal Communication</td>
<td>(3)</td>
</tr>
<tr>
<td>SP 219</td>
<td>Small Group Discussion</td>
<td>(3)</td>
</tr>
</tbody>
</table>
CAREER & TECHNICAL AREAS INDEX

**ALLIED HEALTH**

Umpqua Healthcare Careers Certificate

**PROGRAM DESCRIPTION**

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

**PROGRAM OUTCOMES**

Students who successfully complete the Umpqua Healthcare Career Certificate will:

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

**CAREER CONSIDERATIONS**

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

**PROGRAM COURSE REQUIREMENTS**

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

Choose One:

- CWE161 CWE Seminar I
- OA280C CWE: Administrative Medical Assistant

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
- PL 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

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

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
- PL 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

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

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
- SDP 109  Elements of Supervision 3
- SDP 113  Human Relations for Supervisors 3

Additional Related Instruction – 6 credits
- MTH 95 or higher 4
- WR 122 or higher 4
- PSY 101  Psychology of Human Relations 3
- SOP 112  Communicating Effectively in the Workplace 3
- SOP 113  Human Relations/Supervisors 3
- SP 105  Listening 3
- SP 218  Interpersonal Communication 3
- SP 219  Small Group Discussion 3

Total Credits 91

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- JATC Approval

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
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.

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

CAREER CONSIDERATIONS

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR 140</td>
<td>Welding for Apprentices * MPE only</td>
<td>1</td>
</tr>
<tr>
<td>APR 151</td>
<td>Basic Electronics and Electricity</td>
<td>4</td>
</tr>
<tr>
<td>APR 153</td>
<td>Electrical Applications and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>APR 155</td>
<td>Electrical Best Practices</td>
<td>2</td>
</tr>
<tr>
<td>APR 157</td>
<td>Introduction to the NEC</td>
<td>2</td>
</tr>
<tr>
<td>APR 159</td>
<td>Electrical Blueprint Reading</td>
<td>2</td>
</tr>
</tbody>
</table>

Year Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR 160</td>
<td>Residential Wiring *Inside Electrician Only</td>
<td>3</td>
</tr>
<tr>
<td>APR 163</td>
<td>Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>APR 165</td>
<td>AC Electronics and Electricity</td>
<td>4</td>
</tr>
<tr>
<td>APR 167</td>
<td>Electric Motors and Transformers</td>
<td>3</td>
</tr>
<tr>
<td>APR 169</td>
<td>Electrical Code Study 2</td>
<td>2</td>
</tr>
</tbody>
</table>

Year Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR 251</td>
<td>Electrical Sensors and Controls</td>
<td>3</td>
</tr>
<tr>
<td>APR 253</td>
<td>Electrical Code Study 3</td>
<td>2</td>
</tr>
<tr>
<td>APR 255</td>
<td>Motor Controls 1</td>
<td>2</td>
</tr>
<tr>
<td>APR 257</td>
<td>High Voltage Applications</td>
<td>2</td>
</tr>
<tr>
<td>APR 259</td>
<td>Solid State and Digital Applications</td>
<td>4</td>
</tr>
<tr>
<td>APR 261</td>
<td>Electrical Code Study 4</td>
<td>2</td>
</tr>
</tbody>
</table>

Year Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR 263</td>
<td>Communications Alarms and Controls</td>
<td>2</td>
</tr>
<tr>
<td>APR 265</td>
<td>Motor Controls 2</td>
<td>2</td>
</tr>
<tr>
<td>APR 267</td>
<td>Advance Code Study</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Related Instruction – 37 credits

1. Psychology of Human Relations
2. Interpersonal Communication
3. Small Group Discussion

Total Credits: 92

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
• JATC Approval

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR 112</td>
<td>Machine Shop Practices 2</td>
<td>3</td>
</tr>
<tr>
<td>APR 113</td>
<td>Machine Shop Practices 3</td>
<td>3</td>
</tr>
<tr>
<td>APR 122</td>
<td>Hydraulics 2</td>
<td>3</td>
</tr>
<tr>
<td>APR 123</td>
<td>Hydraulics 3</td>
<td>3</td>
</tr>
<tr>
<td>APR 142</td>
<td>Advanced Welding for Apprentices</td>
<td>1</td>
</tr>
<tr>
<td>APR 151</td>
<td>Basic Electronics &amp; Electricity</td>
<td>4</td>
</tr>
<tr>
<td>APR 153</td>
<td>Electrical Applications &amp; Techniques</td>
<td>3</td>
</tr>
<tr>
<td>APR 165</td>
<td>AC Electronics &amp; Electricity</td>
<td>4</td>
</tr>
<tr>
<td>APR 259</td>
<td>Solid State and Digital Applications</td>
<td>3</td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 125S</td>
<td>Microcomputer Applications - Database</td>
<td>4</td>
</tr>
<tr>
<td>CIS 125S</td>
<td>Microcomputer Applications Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>DRF 245</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>HPE 295</td>
<td>Wellness &amp; Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>SCP 109</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>SCP 113</td>
<td>Human Relations for Supervisors</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 92

HUMAN RELATIONS COURSE

1. Psychology of Human Relations
2. Interpersonal Communication
3. Small Group Discussion
4. Listening

Additional Related Instruction – 37 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SCP 112</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SCP 113</td>
<td>Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>WR 115 or higher</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

www.umpqua.edu
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 TATC's 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
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 3
APR 145 Blueprint Reading and Sketching 3
APR 228 Rigging Fundamentals 3
MTH 075 Applied Geometry 3

Additional Curriculum for Fabricator/Welders
APR 112 Machine Shop 2 3
APR 122 Hydraulics 2 3
APR 130 Mathematical Principles and Drive Design 3
APR 239 Basic Pneumatics 3
APR 142 Advanced Welding for Apprentices 1
MTH 052 Intro to Algebra for the Trades 3
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 Mathematical 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 Mathematical Principles and Drive Design 3
CIS 120 Intro to Computer Information Systems 4

Total Credits 37

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

Total Credits 49

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

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 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.

Umpqua Community College 2019-2020

www.umpqua.edu
PROGRAMS

APPRENTICESHIP TECHNOLOGIES

Industrial Mechanics and Maintenance Technology Apprenticeship
Associate of Applied Science

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

Apprenticeship training is an earn-while-you-learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the TATC after selection through the indenture (registration) process. Local TATC’s 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 1 11   Machine Shop 1  3
APR 1 15   Computer Aided Drafting 1 (CAD)  3
APR 1 20   Industrial Safety  3
APR 1 21   Hydraulics 1  3
APR 1 31   Basic Metalurgy  3
APR 1 40   Beginning Welding  3
APR 1 41   Intermediate Welding  3
APR 1 45   Blueprint Reading and Sketching  3
APR 2 28   Rigging Fundamentals  3
MTH 075   Applied Geometry  3

Additional Curriculum for Fabricator/Welders
APR 1 12   Machine Shop 2  3
APR 1 22   Hydraulics 2  3
APR 1 30   Mechanical Principles and Drive Design  3
APR 2 29   Basic Pneumatics  3
MTH 052   Intro to Algebra for the Trades or MTH 075   Applied Geometry  3

Industrial Apprenticeship for Millwrights
APR 1 12   Machine Shop 2  3
APR 1 22   Hydraulics 2  3
APR 1 23   Hydraulics 3  3
APR 1 30   Mechanical Principles and Drive Design  3
APR 2 29   Basic Pneumatics  3

Additional Curriculum for Machinists
APR 1 12   Machine Shop 2  3
APR 1 13   Machine Shop 3  3
APR 1 30   Mechanical Principles and Drive Design  3
CIS 120   Intro to Computer Information Systems  4

Total Credits 41

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

HUMAN RELATIONS COURSE:
PSY 101   Psychology of Human Relations  3
SDP 1 12   Communicating Effectively in the Workplace  3
SDP 1 13   Human Relations/Supervision  3
SP 1 05   Listening  3
SP 2 18   Interpersonal Communication  3
SP 2 19   Small Group Discussion  3
WR 1 15 or higher  3
WR 1 20 or higher  3

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

Additional Related Instruction

HUMAN RELATIONS COURSE:
PSY 101   Psychology of Human Relations  3
SDP 1 12   Communicating Effectively in the Workplace  3
SDP 1 13   Human Relations/Supervision  3
SP 1 05   Listening  3
SP 2 18   Interpersonal Communication  3
SP 2 19   Small Group Discussion  3
WR 1 15 or higher  3
WR 1 20 or higher  3

Total Credits 91

PROGRAM ENTRANCE REQUIREMENTS

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

www.umpqua.edu
PROGRAMS

Umpqua Community College 2019-2020

APPRENTICESHIP TECHNOLOGIES

Limited Electrician Apprenticeship Technologies Certificate

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

Apprenticeship training is an earn-while-you-learn program. The apprentice is an employee and earns a wage while receiving on-the-job training and attending related training classes. An approved training agent selects apprentices through a competitive bid process from current employees. The apprentice connects to the 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 one 4,000-hour BOLI-ATD registered apprenticeships in partnership with Roseburg Industrial Electrical Industry and BOLI-ATD.

- Limited Maintenance Electrician

PROGRAM COURSE REQUIREMENTS

Year One

APR 151 Basic Electronics and Electricity 4
APR 152 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

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 OUTCOMES

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

1. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum and ABS brake systems.
2. Apply knowledge of electrical principles, semiconductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical systems.
3. Apply knowledge of the function, construction, operation, troubleshooting and service of front and rear wheel drive manual and automatic transmissions and transaxes.

PROGRAM COURSE REQUIREMENTS

Year One

AUS 100 Orientation to Automotive Technology 1
AUS 151 Internal Combustion Engines 6
AUS 155 Automotive Brakes 6
AUS 161 Power Trains 5
AUS 168 Automotive Electricity I 5
AUS 169 Automotive Electricity II 5
AUS 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.
AUTOMOTIVE TECHNOLOGY

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 COURSE REQUIREMENTS

Year Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 250</td>
<td>Suspension and Alignment</td>
<td>5</td>
</tr>
<tr>
<td>AUT 259</td>
<td>Electronic Engine Controls I</td>
<td>5</td>
</tr>
<tr>
<td>AUT 260</td>
<td>Electronic Engine Controls II</td>
<td>5</td>
</tr>
<tr>
<td>AUT 263</td>
<td>Automatic Transmissions</td>
<td>6</td>
</tr>
<tr>
<td>AUT 286</td>
<td>Climate Control Systems</td>
<td>5</td>
</tr>
<tr>
<td>AUT 289</td>
<td>Electronic Engine Controls III</td>
<td>5</td>
</tr>
<tr>
<td>HE 252</td>
<td>First Aid</td>
<td>3</td>
</tr>
<tr>
<td>HPE 295</td>
<td>Wellness &amp; Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>WLD 101</td>
<td>Welding Processes and Applications</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits 40

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 100</td>
<td>Orientation to Automotive Technology</td>
<td>1</td>
</tr>
<tr>
<td>AUT 151</td>
<td>Internal Combustion Engines</td>
<td>6</td>
</tr>
<tr>
<td>AUT 155</td>
<td>Automotive Brakes</td>
<td>6</td>
</tr>
<tr>
<td>AUT 161</td>
<td>Power Trains</td>
<td>5</td>
</tr>
<tr>
<td>AUT 168</td>
<td>Automotive Electricity I</td>
<td>5</td>
</tr>
<tr>
<td>AUT 169</td>
<td>Automotive Electricity II</td>
<td>5</td>
</tr>
<tr>
<td>AUT 170</td>
<td>Automotive Electricity III</td>
<td>5</td>
</tr>
<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>
</tbody>
</table>

Total Credits 56

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

Approved Electives

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

- AUT 280 - Automotive varies
- 100 level courses or higher varies

Total Credits 93

PROGRAM OUTCOMES

Year Two

1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures.
2. Identify, inspect, disassemble and assemble basic components of automotive power plants.
3. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum and ABS brake systems, steering, suspension and wheel alignment.
4. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection, and emission systems.
5. Apply knowledge of electrical principles, semiconductors, 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 ENTRANCE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>5</td>
</tr>
<tr>
<td>TTEN 169</td>
<td>Automotive Electricity II - Toyota</td>
<td>5</td>
</tr>
<tr>
<td>TTEN 280</td>
<td>CWE – Automotive varies</td>
<td></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 OUTCOMES

Year Two

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, semiconductors, microprocessors and wiring diagrams to diagnose and repair malfunctions of automotive electrical 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.

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 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>5</td>
</tr>
<tr>
<td>TTEN 169</td>
<td>Automotive Electricity II - Toyota</td>
<td>5</td>
</tr>
<tr>
<td>TTEN 280</td>
<td>CWE – Automotive varies</td>
<td></td>
</tr>
</tbody>
</table>
PROGRAMS

AUTOMOTIVE TECHNOLOGY

T-TEN

Automotive Advanced Technician
Pathway Certificate

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTEN259</td>
<td>Electronic Engine Controls I - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TEN260</td>
<td>Electronic Engine Controls II - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TEN261</td>
<td>Power Trains – Toyota</td>
<td>5</td>
</tr>
<tr>
<td>TEN263</td>
<td>Automatic Transmissions - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN280</td>
<td>CWE - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN286</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.

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 DESCRIPTION

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

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

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

PROGRAM OUTCOMES

Students who successfully complete the Associate of Applied Science in Automotive Technology – T-TEN degree will:
1. Apply fundamentals of automotive service training, including the basics of automotive diagnostics and repair, pre-delivery inspection and warranty repair procedures
2. Identify, inspect, disassemble and assemble basic components of automotive power plants
3. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum, and ABS brake systems, steering, suspension and wheel alignment
4. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection, and emission systems
5. Apply knowledge of the function, construction, operation, troubleshooting and service of disc, drum and ABS brake systems, steering, suspension and wheel alignment
6. Use electronic engine analyzers and scanners to test and tune ignition, fuel injection, and emission systems
7. Test, service and repair heating and air-conditioning systems

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 100</td>
<td>Introduction to windows and PC’s</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>TTEN100</td>
<td>Intro to Toyota</td>
<td>5</td>
</tr>
<tr>
<td>TTEN150</td>
<td>Suspension and Alignment - Toyota</td>
<td>5</td>
</tr>
<tr>
<td>TTEN151</td>
<td>Internal Combustion Engines - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN155</td>
<td>Automotive Brakes - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN168</td>
<td>Automotive Electricity I - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN169</td>
<td>Automotive Electricity II - Toyota</td>
<td>6</td>
</tr>
<tr>
<td>TTEN280</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.

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.
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**

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

**Physical Science (Choose 1 with lab, BI or CH) 4-5**

- **SP 111** Public Speaking 4
- **SP 112** Persuasive Speech 3

**Year Two**

- **AEC 211** Management in Agriculture* 4
- **AEC 221** Marketing in Agriculture* 3
- **BA 211** Principles of Accounting I* 3
- **BA 212** Principles of Accounting I* 3
- **BA 213** Principles of Accounting II 3
- **BA 226** Business Law 4
- **CH 221** General Chemistry with Lab 5
- **ECON 201** Microeconomics* 4
- **ECON 202** Microeconomics* 4
- **HPE 295** Wellness and Health Assessment 3
- **MTH 243** Introduction to Probability and Statistics 5
- **Perspectives (Choose 1 from ANTH201, HST104, HST105, HST106, HST201, HST202, HST203) 3
- **Perspectives (Choose 1 from ART204, ART205, ART206, ENG253, ENG254, HST104, HST105, HST106, HST201, HST202, HST203) 3
- **Western Culture (Choose 1 from HST201, HST202, HST203) 3

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

**Total Credits 90**

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

**NOTES**
- See Southern Oregon University transfer: www.sou.edu
- See Oregon State University transfer: www.oregonstate.edu

**PROGRAM ENTRANCE REQUIREMENTS**

Academic Entrance Requirement

- 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.

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

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

**Total Credits 90**

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

**PROGRAM OUTCOMES**

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

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

**PROGRAM COURSE REQUIREMENTS**

**Year One**

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

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

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

Entrepreneurship Career Pathway

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

PROGRAM OUTCOMES
Students who successfully complete the Entrepreneurship Career Pathway 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

Total Credits 42

*Approved Elective

Choose One:
- BA211 Principles of Accounting I 3
- BA223 Accounting for Managers 4

Total Credits 42

Entrepreneurship Program Course 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.

PROGRAM ENTRANCE REQUIREMENTS

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
- BA 101 Introduction to Business 4
- BA 116 Principles of Financial Services 4
- BA 165 Customer Service 3
- BA 214 Business Communications 3
- BA 218 Personal Finance 3
- CIS 120 Intro to Computer Information Systems 4
- CWE 361 CWE Seminar I 1
- OA 131 Ten-Key Calculator 1

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

Total Credits 26

Business Technology Program Course 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.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
This field
**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**
- BA 206 Management Fundamentals 3
- BA 214 Business Communications 4
- BA 231 Computers in Business 4
- SDP 113 Human Relations for Supervisors 3

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

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

Total Credits 26

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

**Program Entrance Requirements**
Academic Entrance Requirement

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

**Business Technology**

**Supervision Certificate**

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

**Program Outcomes**
Students who successfully complete the Supervision Certificate will:

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

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

**Program Course Requirements**

**Year One**
- BA 101 Introduction to Business 4
- CIS 120 Intro to Computer Information Systems 4
- SDP 109 Elements of Supervision 3
- SDP 201 Coaching in the Workplace 3
- SDP 205 Management and Leadership Dynamics 3
- SDP 208 Human Resources for Supervisors 3
- WR 121 Academic Composition 4
- HUMAN RESOURCES COURSE 3

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

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.

**Program Entrance Requirements**
Academic Entrance Requirement

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

**Business Technology**

**Business Technology**

**Human Resources**

**Program Description**

**Program Course Requirements**

**Year One**
- BA 101 Introduction to Business 4
- CIS 120 Intro to Computer Information Systems 4
- SDP 109 Elements of Supervision 3
- SDP 201 Coaching in the Workplace 3
- SDP 205 Management and Leadership Dynamics 3
- SDP 208 Human Resources for Supervisors 3
- WR 121 Academic Composition 4
- HUMAN RESOURCES COURSE 3

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

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.

**Program Entrance Requirements**
Academic Entrance Requirement

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

**Business Technology**

**Business Technology**

**Human Resources**

**Program Description**

**Program Course Requirements**

**Year One**
- BA 101 Introduction to Business 4
- CIS 120 Intro to Computer Information Systems 4
- SDP 109 Elements of Supervision 3
- SDP 201 Coaching in the Workplace 3
- SDP 205 Management and Leadership Dynamics 3
- SDP 208 Human Resources for Supervisors 3
- WR 121 Academic Composition 4
- HUMAN RESOURCES COURSE 3

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

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.

**Program Entrance Requirements**
Academic Entrance Requirement

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

**Business Technology**

**Business Technology**

**Human Resources**

**Program Description**

**Program Course Requirements**

**Year One**
- BA 101 Introduction to Business 4
- CIS 120 Intro to Computer Information Systems 4
- SDP 109 Elements of Supervision 3
- SDP 201 Coaching in the Workplace 3
- SDP 205 Management and Leadership Dynamics 3
- SDP 208 Human Resources for Supervisors 3
- WR 121 Academic Composition 4
- HUMAN RESOURCES COURSE 3

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

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.

**Program Entrance Requirements**
Academic Entrance Requirement

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

**Business Technology**

**Business Technology**

**Human Resources**

**Program Description**

**Program Course Requirements**

**Year One**
- BA 101 Introduction to Business 4
- CIS 120 Intro to Computer Information Systems 4
- SDP 109 Elements of Supervision 3
- SDP 201 Coaching in the Workplace 3
- SDP 205 Management and Leadership Dynamics 3
- SDP 208 Human Resources for Supervisors 3
- WR 121 Academic Composition 4
- HUMAN RESOURCES COURSE 3

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

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.

**Program Entrance Requirements**
Academic Entrance Requirement

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

**Business Technology**

**Business Technology**

**Human Resources**

**Program Description**

**Program Course Requirements**

**Year One**
- BA 101 Introduction to Business 4
- CIS 120 Intro to Computer Information Systems 4
- SDP 109 Elements of Supervision 3
- SDP 201 Coaching in the Workplace 3
- SDP 205 Management and Leadership Dynamics 3
- SDP 208 Human Resources for Supervisors 3
- WR 121 Academic Composition 4
- HUMAN RESOURCES COURSE 3

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

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.

**Program Entrance Requirements**
Academic Entrance Requirement

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

**Business Technology**

**Business Technology**

**Human Resources**

**Program Description**

**Program Course Requirements**

**Year One**
- BA 101 Introduction to Business 4
- CIS 120 Intro to Computer Information Systems 4
- SDP 109 Elements of Supervision 3
- SDP 201 Coaching in the Workplace 3
- SDP 205 Management and Leadership Dynamics 3
- SDP 208 Human Resources for Supervisors 3
- WR 121 Academic Composition 4
- HUMAN RESOURCES COURSE 3

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

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.

**Program Entrance Requirements**
Academic Entrance Requirement

- 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 an effective business leader in today’s rapidly changing competitive business environment. The program develops skills in accounting, motivating and managing employees, communication, marketing, public speaking, business software, community service, and financial management. Whether new to the business world or are seeking to upgrade skills, the program will provide the training needed to succeed.

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Entry Management will:
1. Illustrate basic management functions and principles
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function effectively as a member of a team
6. Utilize appropriate technology relevant to the profession
7. Explain business vocabulary
8. Interpret financial reports
9. Demonstrate effective personal presentation skills

PROGRAM COURSE REQUIREMENTS

Year One
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business*</td>
<td>4</td>
</tr>
<tr>
<td>BA 106A</td>
<td>Business Leadership I</td>
<td>1</td>
</tr>
<tr>
<td>BA 106B</td>
<td>Business Leadership II</td>
<td>1</td>
</tr>
<tr>
<td>BA 106C</td>
<td>Business Leadership III</td>
<td>1</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Math I</td>
<td>3</td>
</tr>
<tr>
<td>BA 181</td>
<td>Business Math II</td>
<td>3</td>
</tr>
<tr>
<td>BA 214</td>
<td>Business Communications*</td>
<td>3</td>
</tr>
<tr>
<td>BA 223</td>
<td>Principles of Marketing*</td>
<td>3</td>
</tr>
<tr>
<td>BA 226</td>
<td>Business Law*</td>
<td>4</td>
</tr>
<tr>
<td>SDP 205</td>
<td>Management and Leadership Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
<td>4</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>
<td>4</td>
</tr>
<tr>
<td>WR 237</td>
<td>Technical Writing*</td>
<td>4</td>
</tr>
</tbody>
</table>

HUMAN RESOURCES COURSE

Choose One

- BA 249  Retailing
- SDP 208  Human Resources for Supervisors

Year Two
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 126</td>
<td>Accounting Applications II*</td>
<td>2</td>
</tr>
<tr>
<td>BA 129</td>
<td>Accounting Applications III*</td>
<td>2</td>
</tr>
<tr>
<td>BA 206</td>
<td>Management Fundamentals*</td>
<td>3</td>
</tr>
<tr>
<td>BA 211</td>
<td>Principles of Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>BA 212</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BA 213</td>
<td>Principles of Accounting III</td>
<td>3</td>
</tr>
<tr>
<td>BA 222</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 231</td>
<td>Computers in Business*</td>
<td>4</td>
</tr>
<tr>
<td>BA 232</td>
<td>Introduction to Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BA 280C</td>
<td>Cooperative Work Experience: Management*</td>
<td>6</td>
</tr>
<tr>
<td>CWS 161</td>
<td>CWS Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>CWS 162</td>
<td>CWS Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>ECON 115</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Approved Elective

Choose One

- BA 250  Managing a Small Business
- SDP 109  Elements of Supervision

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

Total Credits 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 40).

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.

Marketing
Associate of Applied Science

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

PROGRAM OUTCOMES
Students who successfully complete the Associate of Applied Science degree in Marketing will:
1. Demonstrate professional skills in marketing that will assure workplace success
2. Communicate effectively using oral and written skills
3. Exhibit critical thinking and decision-making skills
4. Apply appropriate ethical choices on both a professional and personal basis
5. Function efficiently as a member of a team
6. Utilize appropriate technology relevant to the profession
7. 8. Explain business vocabulary
8. Interpret financial reports

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>Introduction to Business*</td>
<td>4</td>
</tr>
<tr>
<td>BA 106A</td>
<td>Business Leadership I</td>
<td>1</td>
</tr>
<tr>
<td>BA 106B</td>
<td>Business Leadership II</td>
<td>1</td>
</tr>
<tr>
<td>BA 106C</td>
<td>Business Leadership III</td>
<td>1</td>
</tr>
<tr>
<td>BA 180</td>
<td>Business Math I</td>
<td>3</td>
</tr>
<tr>
<td>BA 181</td>
<td>Business Math II</td>
<td>3</td>
</tr>
<tr>
<td>BA 214</td>
<td>Business Communications*</td>
<td>3</td>
</tr>
<tr>
<td>BA 223</td>
<td>Principles of Marketing*</td>
<td>3</td>
</tr>
<tr>
<td>BA 226</td>
<td>Business Law*</td>
<td>4</td>
</tr>
<tr>
<td>SDP 205</td>
<td>Management and Leadership Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
<td>4</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>
<td>4</td>
</tr>
<tr>
<td>WR 237</td>
<td>Technical Writing*</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose One

- HUMAN RESOURCES COURSE
- SDP 208  Human Resources for Supervisors

Year Two
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 207</td>
<td>Introduction to e-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BA 213</td>
<td>Computers in Business*</td>
<td>4</td>
</tr>
<tr>
<td>BA 233</td>
<td>Professional Selling*</td>
<td>3</td>
</tr>
<tr>
<td>BA 249</td>
<td>Retailing*</td>
<td>3</td>
</tr>
<tr>
<td>BA 253</td>
<td>Social Media Marketing*</td>
<td>3</td>
</tr>
<tr>
<td>BA 259</td>
<td>Advertising*</td>
<td>3</td>
</tr>
<tr>
<td>BA 280B</td>
<td>Cooperative Work Experience: Marketing*</td>
<td>6</td>
</tr>
<tr>
<td>CWS 163</td>
<td>CWS Seminar II</td>
<td>2</td>
</tr>
<tr>
<td>CWS 165</td>
<td>CWS Seminar III</td>
<td>1</td>
</tr>
<tr>
<td>ECON 115</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SDP 208</td>
<td>Human Resources for Supervisors</td>
<td>3</td>
</tr>
<tr>
<td>WR 227</td>
<td>Technical Writing*</td>
<td>4</td>
</tr>
</tbody>
</table>

**Approved Elective

Choose One

- BA 206  Management Fundamentals
- SDP 109  Elements of Supervision

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

Total Credits 90

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

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement
- Retail Management students must take BA206 and BA233.

- 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.
COMMUNICATIONS STUDIES

Communications Specialist in Organizations
Pathway 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
BA 165 Customer Service 3 or BA 214 Business Communications 3
SP 105 Listening 3
SP 112 Persuasive Speech 3
SP 219 Small Group Discussion 3
WR 227 Technical Writing 4
Total Credits 16

COMMUNICATIONS STUDIES

Public Relations Communications Assistant
Pathway 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
CIS 129H Writing Web Pages 2 or J 215 Journalism Production 1-3 or VC 130 Introduction to Photoshop 3
J 211 Intro to Mass Communication 3
J 251 Writing for the Media 3
J 205 Intro to Public Relations 3
SP 105 Listening 3
SP 112 Persuasive Speech 3
Total Credits 18
COMMUNICATIONS STUDIES

Public Relations Specialist
One-Year Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101 Intro to Business</td>
<td>4</td>
</tr>
<tr>
<td>BA 238 Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125H Writing Web Pages</td>
<td>2</td>
</tr>
<tr>
<td>J 215 Journalism Production</td>
<td>2</td>
</tr>
<tr>
<td>J 251 Writing for the Media</td>
<td>3</td>
</tr>
<tr>
<td>MTH 105 Math in Society [or higher]</td>
<td>4</td>
</tr>
<tr>
<td>SP 105 Listening</td>
<td>3</td>
</tr>
<tr>
<td>SP 111 Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>VC 130 Introduction to Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>WR 121 Academic Composition**</td>
<td>4</td>
</tr>
<tr>
<td>Approved Elective***</td>
<td>3</td>
</tr>
<tr>
<td>BA 223 Principles of Marketing*</td>
<td>3</td>
</tr>
<tr>
<td>J 206 Intro to Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>J 211 Intro to Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>SP 112 Persuasive Speech</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective***</td>
<td>3</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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 165 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BA 214 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>SP 218 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SP 219 Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>WR 227 Technical Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 140M Introduction to...</td>
<td>4</td>
</tr>
<tr>
<td>or CA 140L Introduction to...</td>
<td>4</td>
</tr>
<tr>
<td>CIS 15C Networking Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIS 15C Introduction to Basic Switching and Routers</td>
<td>4</td>
</tr>
<tr>
<td>CIS 240M Installing and Configuring Microsoft Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>CIS 285B 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

<table>
<thead>
<tr>
<th>Year One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>CIS 111</td>
</tr>
<tr>
<td>CIS 120</td>
</tr>
<tr>
<td>CIS 122</td>
</tr>
<tr>
<td>CIS 133</td>
</tr>
<tr>
<td>CIS 140M</td>
</tr>
<tr>
<td>or CIS 140L</td>
</tr>
<tr>
<td>CIS 151C</td>
</tr>
<tr>
<td>CIS 233</td>
</tr>
<tr>
<td>CIS 240M</td>
</tr>
<tr>
<td>CIS 275</td>
</tr>
<tr>
<td>CIS 279M</td>
</tr>
<tr>
<td>MTH 095</td>
</tr>
<tr>
<td>PSY 101</td>
</tr>
<tr>
<td>WR 121</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>CIS 233</td>
</tr>
<tr>
<td>CIS 275</td>
</tr>
<tr>
<td>CIS 276</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>CIS 240M</td>
</tr>
<tr>
<td>CIS 279M</td>
</tr>
<tr>
<td>CIS 288M</td>
</tr>
</tbody>
</table>

Total Credits 12
COMPUTER INFORMATION SYSTEMS

Junior Web Developer Pathway Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
CIS195 Authoring for the World Wide Web 1 4
CIS295 Authoring for the World Wide Web II 4
CIS275 Introduction to Database Management Systems I 4
Total Credits 12

COMPUTER INFORMATION SYSTEMS

Microsoft Networking Support Technician Pathway Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
CIS 140M Introduction to Microsoft Operating Systems 4
CIS 240M Installing and Configuring Microsoft Windows Server 4
CIS 279M Microsoft Windows Server Administration I 4
CIS 284 Network Security Fundamentals 4
Total Credits 16

COMPUTER INFORMATION SYSTEMS

Server Administrator Pathway Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
CIS 240M Installing and Configuring Microsoft Windows Server 4
CIS 279M Microsoft Windows Server Administration I 4
CIS 288M Microsoft Windows Server Administration II 4
Total Credits 12
### PROGRAMS

**Computer Information Systems**

**Associate of Applied Science**

#### PROGRAM DESCRIPTION

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

#### PROGRAM OUTCOMES

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

#### CAREER CONSIDERATIONS

This curriculum is designed to train students in a variety of modern Internet and business-oriented computer skills. Students will develop a variety of modern Internet and business-oriented computer skills using programming logic and hands-on lab situations. Students will learn to efficiently use common office applications, receive practical experience with a variety of operating systems, and work with typical hardware configurations. Advanced databases (DBMS), Internet resource design (web pages & database), project management, Cisco Networking, and software and 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 an entry-level network administrator, computer support person, web designer, or computer programmer, while developing general problem-solving and troubleshooting skills that can be applied to networking, server, computer, web, and business, programming environments. Further, this degree adds hands-on cybersecurity training in ethical hacking, computer hardware, computer forensics, cloud services, virtualization, switches, routers, and Adaptive Security Appliance (ASA) devices. At UCC, students will learn to program in a high-level programming language and to apply programming concepts in a variety of environments. Students will become proficient as a user and manager of server and desktop operating systems, switches, routers and ASAs. Students will also learn how to configure and modify the hardware components of server and desktop systems. In addition, the CIS program provides a strong foundation in basic business and project management principles and practices. Finally, the program develops tools for oral and written communication skills.

#### PROGRAM COURSE REQUIREMENTS

**Year One Credits 54**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 111</td>
<td>Computer Systems Configuration</td>
<td>4</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Orientation to Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 133</td>
<td>Introduction to Programming I</td>
<td>4</td>
</tr>
<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 15C</td>
<td>Networking Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIS 213</td>
<td>Introduction to Programming II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 240M</td>
<td>Installing &amp; Configuring Microsoft Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>CIS 275</td>
<td>Introduction to Database Management Systems I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 279M</td>
<td>Microsoft Windows Server Administration I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 095</td>
<td>Intermediate Algebra (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition*</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**Year Two Credits 44**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS125D</td>
<td>Computer Applications – Database Software</td>
<td>3</td>
</tr>
<tr>
<td>CIS125S</td>
<td>Computer Applications – Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CIS125C</td>
<td>Switching and Routers</td>
<td>4</td>
</tr>
<tr>
<td>CIS195</td>
<td>Authoring for the World Wide Web I</td>
<td>4</td>
</tr>
<tr>
<td>CIS245</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CIS276</td>
<td>Introduction to Data Management Systems II</td>
<td>4</td>
</tr>
<tr>
<td>CIS280</td>
<td>Cooperative Work Experience: CIS</td>
<td>2</td>
</tr>
<tr>
<td>CIS284</td>
<td>Network Security Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS285B</td>
<td>Advanced Network Device Security (CCNA Security)</td>
<td>4</td>
</tr>
<tr>
<td>CIS288M</td>
<td>Microsoft Windows Server Administration II</td>
<td>4</td>
</tr>
<tr>
<td>CIS295</td>
<td>Authoring for the World Wide Web II</td>
<td>4</td>
</tr>
<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
<td>4</td>
</tr>
</tbody>
</table>

#### CAREER CONSIDERATIONS

This curriculum is designed to train students in a variety of modern Internet and business-oriented computer skills. Students will develop a variety of modern Internet and business-oriented computer skills using programming logic and hands-on lab situations. Students will learn to efficiently use common office applications, receive practical experience with a variety of operating systems, and work with typical hardware configurations. Advanced databases (DBMS), Internet resource design (web pages & database), project management, Cisco Networking, and software and 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 an entry-level network administrator, computer support person, web designer, or computer programmer, while developing general problem-solving and troubleshooting skills that can be applied to networking, server, computer, web, and business, programming environments. Further, this degree adds hands-on cybersecurity training in ethical hacking, computer hardware, computer forensics, cloud services, virtualization, switches, routers, and Adaptive Security Appliance (ASA) devices. At UCC, students will learn to program in a high-level programming language and to apply programming concepts in a variety of environments. Students will become proficient as a user and manager of server and desktop operating systems, switches, routers and ASAs. Students will also learn how to configure and modify the hardware components of server and desktop systems. In addition, the CIS program provides a strong foundation in basic business and project management principles and practices. Finally, the program develops tools for oral and written communication skills.

### PROGRAM COURSE REQUIREMENTS

**Year One Credits 54**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 111</td>
<td>Computer Systems Configuration</td>
<td>4</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Introduction to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 122</td>
<td>Orientation to Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 133</td>
<td>Introduction to Programming I</td>
<td>4</td>
</tr>
<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 15C</td>
<td>Networking Essentials</td>
<td>4</td>
</tr>
<tr>
<td>CIS 213</td>
<td>Introduction to Programming II</td>
<td>4</td>
</tr>
<tr>
<td>CIS 240M</td>
<td>Installing &amp; Configuring Microsoft Windows Server</td>
<td>4</td>
</tr>
<tr>
<td>CIS 275</td>
<td>Introduction to Database Management Systems I</td>
<td>4</td>
</tr>
<tr>
<td>CIS 279M</td>
<td>Microsoft Windows Server Administration I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 095</td>
<td>Intermediate Algebra (or higher)</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition*</td>
<td>4</td>
</tr>
</tbody>
</table>

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

**Year Two Credits 44**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS125D</td>
<td>Computer Applications – Database Software</td>
<td>3</td>
</tr>
<tr>
<td>CIS125S</td>
<td>Computer Applications – Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CIS125C</td>
<td>Switching and Routers</td>
<td>4</td>
</tr>
<tr>
<td>CIS195</td>
<td>Authoring for the World Wide Web I</td>
<td>4</td>
</tr>
<tr>
<td>CIS245</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>CIS276</td>
<td>Introduction to Data Management Systems II</td>
<td>4</td>
</tr>
<tr>
<td>CIS280</td>
<td>Cooperative Work Experience: CIS</td>
<td>2</td>
</tr>
<tr>
<td>CIS284</td>
<td>Network Security Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CIS285B</td>
<td>Advanced Network Device Security (CCNA Security)</td>
<td>4</td>
</tr>
<tr>
<td>CIS288M</td>
<td>Microsoft Windows Server Administration II</td>
<td>4</td>
</tr>
<tr>
<td>CIS295</td>
<td>Authoring for the World Wide Web II</td>
<td>4</td>
</tr>
<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
<td>4</td>
</tr>
</tbody>
</table>

* A grade of C or better must be attained in the courses indicated.
## COMPUTER SCIENCE
### University Specific AS-CS Degree

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

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

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

#### PROGRAM COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Year One</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160 Orientation to Computer Science</td>
</tr>
<tr>
<td>CS 161 Computer Science I</td>
</tr>
<tr>
<td>CS 162 Computer Science II</td>
</tr>
<tr>
<td>CS 275 Introduction to Database Management Systems</td>
</tr>
<tr>
<td>HPE 295 Wellness &amp; Health Assessment</td>
</tr>
<tr>
<td>MTH 251 Calculus I</td>
</tr>
<tr>
<td>MTH 252 Calculus II</td>
</tr>
<tr>
<td>WR 121 Academic Composition</td>
</tr>
<tr>
<td>WR 122 Argument, Research, and Multimodal Comp</td>
</tr>
<tr>
<td>Arts &amp; Letters Elective</td>
</tr>
<tr>
<td>Biological Science with Lab</td>
</tr>
<tr>
<td>Social Sciences Elective**</td>
</tr>
<tr>
<td>Social Sciences Elective*</td>
</tr>
</tbody>
</table>
| **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 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.

| Year One Credits | 49 |

<table>
<thead>
<tr>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 295 Authoring for the Web I</td>
</tr>
<tr>
<td>CS 260 Data Structures</td>
</tr>
<tr>
<td>CS 271 Computer Architecture &amp; Assembly Language</td>
</tr>
<tr>
<td>CS 295 Authoring for the Web II</td>
</tr>
<tr>
<td>MTH 231 Elements of Discrete Mathematics I</td>
</tr>
<tr>
<td>MTH 268 Statistics for Scientists and Engineers</td>
</tr>
<tr>
<td>SP 111 Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>WR 227 Technical Writing*</td>
</tr>
<tr>
<td>Arts &amp; Letters Elective**</td>
</tr>
<tr>
<td>Biological Science with Lab</td>
</tr>
<tr>
<td>Physical Science with Lab</td>
</tr>
<tr>
<td>Social Sciences Elective**</td>
</tr>
</tbody>
</table>

| Year Two Credits | 47-48 |

### 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

<table>
<thead>
<tr>
<th>Year One</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160 Orientation to Computer Science</td>
</tr>
<tr>
<td>CS 161 Computer Science I</td>
</tr>
<tr>
<td>CS 162 Computer Science II</td>
</tr>
<tr>
<td>HPE 295 Wellness &amp; Health Assessment</td>
</tr>
<tr>
<td>MTH 251 Calculus I</td>
</tr>
<tr>
<td>MTH 252 Calculus II</td>
</tr>
<tr>
<td>MTH 253 Calculus III</td>
</tr>
<tr>
<td>MTH 261 Linear Algebra</td>
</tr>
<tr>
<td>WR 121 Academic Composition*</td>
</tr>
<tr>
<td>WR 122 Argument, Research, and Multimodal Comp*</td>
</tr>
<tr>
<td>Arts &amp; Letters Elective**</td>
</tr>
<tr>
<td>Biological Science with Lab</td>
</tr>
<tr>
<td>Social Sciences Elective**</td>
</tr>
<tr>
<td>Social Sciences Elective*</td>
</tr>
</tbody>
</table>
| **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 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.

| Year One Credits | 51 |

<table>
<thead>
<tr>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 195 Authoring for the Web I</td>
</tr>
<tr>
<td>CIS 295 Authoring for the Web II</td>
</tr>
<tr>
<td>CS 260 Data Structures</td>
</tr>
<tr>
<td>ENGR 271 Digital Logic Design</td>
</tr>
<tr>
<td>ENGR 272 Digital Logic Design Lab</td>
</tr>
<tr>
<td>MTH 231 Elements of Discrete Mathematics I</td>
</tr>
<tr>
<td>MTH 254 Vector Calculus I</td>
</tr>
<tr>
<td>MTH 265 Statistics for Scientists and Engineers</td>
</tr>
<tr>
<td>PH 211 General Physics w/Calculus</td>
</tr>
<tr>
<td>PH 212 General Physics w/Calculus</td>
</tr>
<tr>
<td>PH 213 General Physics w/Calculus</td>
</tr>
<tr>
<td>SP 111 Fundamentals of Public Speaking</td>
</tr>
<tr>
<td>Arts &amp; Letters Elective**</td>
</tr>
</tbody>
</table>

| 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 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

**Associate of Science Oregon Transfer**

### PROGRAM DESCRIPTION

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

### PROGRAM OUTCOMES

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

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

### CAREER CONSIDERATIONS

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

### PROGRAM COURSE REQUIREMENTS

#### Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 160</td>
<td>Orientation to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>CS 161</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>CS 162</td>
<td>Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>CS 275</td>
<td>Introduction to Database Management Systems</td>
<td>4</td>
</tr>
<tr>
<td>MTH 251</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MTH 252</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition*</td>
<td>4</td>
</tr>
<tr>
<td>WR 122</td>
<td>Argument, Research, and Multimedia Comp* or WR 227</td>
<td>4</td>
</tr>
<tr>
<td>WR 227</td>
<td>Technical Writing*</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Year Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 151C</td>
<td>Network Essentials***</td>
<td>4</td>
</tr>
<tr>
<td>CS 260</td>
<td>Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>CS 271</td>
<td>Computer Architecture &amp; Assembly Language***</td>
<td>4</td>
</tr>
<tr>
<td>HPE 295</td>
<td>Wellness &amp; Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>PE 102</td>
<td>Physical Education***</td>
<td>1-4</td>
</tr>
<tr>
<td>PH 211</td>
<td>General Physics w/Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PH 212</td>
<td>General Physics w/Calculus</td>
<td>5</td>
</tr>
<tr>
<td>PH 213</td>
<td>General Physics w/Calculus</td>
<td>5</td>
</tr>
<tr>
<td>Social Sciences Elective**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Sciences Elective**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SP 111</td>
<td>Fundamentals of Public Speaking</td>
<td>4</td>
</tr>
</tbody>
</table>

**Approved Electives**

- Arts & Letters Elective**
- Social Sciences Elective**
- Social Sciences Elective**

**Year Two Credits 46**

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

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

**Recommended Computer Science Elective**

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

**NOTES:**

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

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

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

**Year One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 120</td>
<td>Intro to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CJ 101</td>
<td>Intro to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJ 233</td>
<td>Intro to Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>CJ 232</td>
<td>Intro to Corrections Casework</td>
<td>3</td>
</tr>
<tr>
<td>CJ 280</td>
<td>Coop. Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>CJ 280</td>
<td>Coop. Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>HDFS 201</td>
<td>Individual &amp; Family Development</td>
<td>3</td>
</tr>
<tr>
<td>HS 154</td>
<td>Community Resources</td>
<td>3</td>
</tr>
<tr>
<td>HS 227</td>
<td>Understanding Dysfunctional Families</td>
<td>3</td>
</tr>
<tr>
<td>MTH 052</td>
<td>Intro to Algebra for the Trades</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 206</td>
<td>Social Problems and Issues</td>
<td>3</td>
</tr>
<tr>
<td>SOC 207</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>SOC 225</td>
<td>Social Aspects of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>SP 218</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits: 49**

**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**

**Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100C</td>
<td>Law Enforcement Skills Training</td>
<td>2</td>
</tr>
<tr>
<td>CJ 105</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJ 110</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
</tbody>
</table>

**Winter**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 200</td>
<td>Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>CJ 201</td>
<td>Introduction to Judicial Processes</td>
<td>3</td>
</tr>
<tr>
<td>CJ 203</td>
<td>Coop. Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 300C</td>
<td>Law Enforcement Skills Training</td>
<td>2</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</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 49**

**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**

**Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 10A</td>
<td>Law Enforcement Skills Training</td>
<td>2</td>
</tr>
<tr>
<td>CJ 105</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJ 110</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
</tbody>
</table>

**Winter**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 10B</td>
<td>Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>CJ 120</td>
<td>Introduction to Judicial Processes</td>
<td>3</td>
</tr>
<tr>
<td>CJ 203</td>
<td>Crisis Intervention Seminar (PRA only)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 100C</td>
<td>Law Enforcement Skills Training</td>
<td>2</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</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 49**

**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 AND COURSE FEES**

Students are required to provide their own uniforms, equipment, and supplies.
PROGRAMS

CRIMINAL JUSTICE

An Associate of Applied Science degree is awarded upon successful completion of the 90-credit-hour 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 AAS or A.S.-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 Course Requirements

<table>
<thead>
<tr>
<th>Year One</th>
<th>Coursename</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</td>
<td>3</td>
</tr>
<tr>
<td>or SP 218**</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SOC 204</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>3</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Two</th>
<th>Coursename</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>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Approved Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 90

Approved Electives

<table>
<thead>
<tr>
<th>Coursename</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 120</td>
<td>4</td>
</tr>
<tr>
<td>CJ 100A</td>
<td>2</td>
</tr>
<tr>
<td>CJ 100B</td>
<td>2</td>
</tr>
<tr>
<td>CJ 100C</td>
<td>2</td>
</tr>
<tr>
<td>CJ 105</td>
<td>3</td>
</tr>
<tr>
<td>CJ 109</td>
<td>3</td>
</tr>
<tr>
<td>CJ 112</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 courses 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 220 or CJ 261 or Instructor Approval.
5 Prerequisite: CJ 140 or Instructor Approval.
6 FPA: Police Reserve Academy only.
PROGRAMS

DENTAL ASSISTING

Dental Assisting
One-Year Certificate

PROGRAM DESCRIPTION
This one-year certificate program prepares graduates for employment in the dental setting with emphasis on current concepts of clinical chairside assisting. A dental assistant may serve as a clinical chairside assistant, receptionist, bookkeeper, office manager or laboratory technician. For entry into Dental Assisting program, Orientation Seminar is required. Seminar will include information about the program, and paperwork that will need to be completed prior to attending classes. Questions and concerns will also be discussed.

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

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

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

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

Required Prerequisite Credits 15

Year One
Required Prerequisite Courses
- DA 102 Advanced Clinical Experiences 4
- DA 103 Dentistry Law & Ethics 1
- DA 107 Dental Health Education I 1
- DA 108 Dental Health Education II 1
- DA 110 Health Sciences 3
- DA 111 Dental Terminology 2
- DA 115 Dental Anatomy 3
- DA 135 Oral Pathology 2
- DA 139 Medical Emergencies in the Dental Office 2
- DA 192 Dental Materials I 3
- DA 195 Chairside Procedures I 4
- DA 196 Chairside Procedures II 4
- DA 198 Dental Materials II 2
- DA 199 Dental Office Procedures 3
- DA 210 Dental Radiology I 4
- DA 211 Dental Radiology II 3
- DA 280 Coop. Work Experience: Dental Assisting 1
- DA 280 Coop. Work Experience: Dental Assisting 9

Total Credits 67

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 testing 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 assiting 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/ohce/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.
**PROGRAMS**

EARLY CHILDHOOD EDUCATION

**One-Year Certificate**

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

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

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

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

**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 103</td>
<td>Seminar/Practicum III</td>
<td>4</td>
</tr>
<tr>
<td>ECE 140</td>
<td>Intro to ECE</td>
<td>2</td>
</tr>
<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>
</tr>
</tbody>
</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 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>ED 154</td>
<td>Lit and Lang for Children</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 226</td>
<td>Infant/Todd Development</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 240</td>
<td>Cont. American Families</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits 20**

**PROGRAM ENTRANCE REQUIREMENTS**

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

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

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

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

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

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 178 Observing and Guiding Behavior 3
- ECE 244 Individual Learners for Preschoolers 3
- ED 154 Literacy and Language for Children 3
- HDFS 225 Child Development 3
- HDFS 240 Cont. American Families 3

Total Credits: 23

PROGRAM OUTCOMES

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.

CAREER CONSIDERATIONS

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

EARLY CHILDHOOD DEVELOPMENT

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
- ECE 101 Seminar/Practicum I 4
- ECE 102 Seminar/Practicum II 4
- ECE 103 Seminar/Practicum III 4
- ECE 140 Intro to ECE 4
- ECE 150 Creative Activities 3
- ECE 240 Lesson and Curriculum Planning 3
- ED 154 Literacy and Language for Children 3
- HDFS 225 Child Development 3
- HDFS 226 Infant/Toddler Development 3
- WR 121 Academic Composition 4
- WR 122 Argument, Research, and Multimodal Comp 4

Total Credits: 23

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

Year Two
- ECE 104 Seminar/Practicum IV 4
- ECE 105 Seminar/Practicum V 4
- ECE 106 Seminar/Practicum VI 4
- ECE 178 Observing and Guiding Behavior 3
- ECE 244 Individual Learning/Preschool 3
- ECE 247 Admin of Childcare Centers 4
- HDFS 240 Cont. American Families 3
- HDFS 228 The Exceptional Child 3
- MTH 211 Fund of Elem Math I 4
- MTH 212 Fund of Elem Math II 4

Total Credits: 18-24

Other General Education Requirements for University Transfer

CAREER CONSIDERATIONS

The Early Childhood Development program prepares students for entry level jobs and future careers in the following areas: Day Care assistants and teachers and Pre-School Assistants and teachers.

PROGRAM 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.
PROGRAMS

Umpqua Community College 2019-2020

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 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 103</td>
<td>Seminar/Practicum III</td>
<td>4</td>
</tr>
<tr>
<td>ECE 140</td>
<td>Intro to ECE</td>
<td>2</td>
</tr>
<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>ECE 240</td>
<td>Lesson and Curriculum Planning</td>
<td>3</td>
</tr>
<tr>
<td>ED 354</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 226</td>
<td>Infant/Todd Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>PSY 130</td>
<td>Understanding Child Behavior</td>
<td>2</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Year Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 104</td>
<td>Seminar/Practicum IV</td>
<td>4</td>
</tr>
<tr>
<td>ECE 105</td>
<td>Seminar/Practicum V</td>
<td>4</td>
</tr>
<tr>
<td>ECE 106</td>
<td>Seminar/Practicum VI</td>
<td>4</td>
</tr>
<tr>
<td>ECE 244</td>
<td>Individual Learning/Preschool</td>
<td>3</td>
</tr>
<tr>
<td>ECE 247</td>
<td>Admin of Childcare Centers</td>
<td>4</td>
</tr>
<tr>
<td>ED 258</td>
<td>Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td>FN 230</td>
<td>Personal Nutrition</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>HPE 295</td>
<td>Wellness and Health</td>
<td>3</td>
</tr>
<tr>
<td>MTH 60</td>
<td>Intro to Algebra (Or higher)</td>
<td>4</td>
</tr>
<tr>
<td>MUS XXX</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Institutions of Social Change</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 93

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Must have completed a high school degree or be a minimum of 18 years of age
- Must pass a background check
- Must pass a drug screen
- 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

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, nursery and private kindergartens.

EMERGENCY MEDICAL SERVICES

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

PROGRAM COURSE REQUIREMENTS

Year One

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 151</td>
<td>EMT Part 1</td>
<td>5</td>
</tr>
<tr>
<td>EMS 152</td>
<td>EMT Part 2</td>
<td>5</td>
</tr>
<tr>
<td>ES 101</td>
<td>Principles of Emergency Services</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 13

Grade of C or better must be attained in all courses or courses must be retaken.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Must have documented results of immunizations
- Must successfully complete a fit for duty, physical agility test, and drug screen
- Must pass a background check
- Must be a minimum of 18 years of age

CAREER CONSIDERATIONS
The EMS 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, nursery and private kindergartens.
EMERGENCY MEDICAL SERVICES

Paramedicine
Associate of Applied Science

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

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

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 Prevention 3
- ES 101 Principles of Emergency Services 3
- HPE 295 Health & Wellness 3
- MED 111 Medical Terminology 3
- MTH 95 Intermediate Algebra 4
- SP 111 Fund Public Speaking 4
- 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
*Approved Electives (Select one of following):
- CIV 214 Virtual Design - CAD - Civil 3
- CIV 280 Cooperative Work Experience 3
- DRF 112 Computer Aided Drafting (CAD) 1 3
- DRF 113 Computer Aided Drafting (CAD) II 3
- ENGR 245 Engineering Graphics - SolidWorks 3
- Approved Electives* 3-4

Total Credits (minimum) 99

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.

ENGINEERING

Drafting
Pathway Certificate

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

PROGRAM COURSE REQUIREMENTS

**Year One**
- DRF 112 Computer Aided Drafting (CAD) 1 3
- DRF 113 Computer Aided Drafting (CAD) II 3
- ENGR 245 Engineering Graphics - SolidWorks 3
- Approved Electives 3

Total Credits (minimum) 12

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

Total Credits (minimum) 12

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.
**Geographic Information Systems (GIS) 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 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 GIS Pathway Certificate in GIS will:
1. Collect and input data into a GIS system using GPS units, digitizing, geocoding, and new computer applications and skills.
2. Design and generate various cartographic maps/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.

**PROGRAM COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 203</td>
<td>Digital World &amp; Geospatial Concepts</td>
</tr>
<tr>
<td>GIS 234</td>
<td>GIS Intro to Geographic Systems</td>
</tr>
<tr>
<td>GIS 235</td>
<td>GIS II Analysis and Applications</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Surveying Pathway Certificate**

**PROGRAM DESCRIPTION**
The purpose of the Surveying Pathway Certificate is to provide training in basic surveying skills for entry-level positions on surveying field crews and/or to support architectural design, civil design and construction. The surveying classes in the certificate are found in the Civil Engineering & Surveying Technology, AAS degree and the AS degree with emphasis in Surveying and Geomatics.

**PROGRAM OUTCOMES**
Students who successfully complete the Surveying Pathway Certificate in Surveying will:
1. Be prepared for entry-level jobs on a survey field crew.
2. Develop new surveying and drafting skills.

**CAREER CONSIDERATIONS**
Surveying skills are in high demand as technology advances, the economy is expanding which drives demand for new development, and many experienced surveyors are reaching retirement age.

**PROGRAM COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 161</td>
<td>Plane Surveying I</td>
</tr>
<tr>
<td>SUR 162</td>
<td>Plane Surveying II</td>
</tr>
<tr>
<td>SUR 163</td>
<td>Route Surveying</td>
</tr>
<tr>
<td>SUR 242</td>
<td>Land Description and Cadastre</td>
</tr>
<tr>
<td>MTH 112</td>
<td>Elementary Functions</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WQT 227</td>
<td>Wastewater Treatment</td>
</tr>
<tr>
<td>WQT 228</td>
<td>Plane Surveying II</td>
</tr>
<tr>
<td>WQT 260</td>
<td>Water Treatment</td>
</tr>
<tr>
<td>WQT 261</td>
<td>Water Distribution</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**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 in Engineering & Drafting Technician will:
1. Use AutoCAD, Civil3D, and SolidWorks CAD software, and ArCGIS software.
2. Interpret and prepare 2D and 3D drafting representation.
3. Prepare and plot drawings to scale using drafting standards, templates, and layer management.
4. Use Microsoft Office Products, including Word, Excel, PowerPoint, and Notepad, in engineering applications.
5. Use of surveying equipment to perform 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**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIV 214</td>
<td>Virtual Design -CAD -Civil3D</td>
</tr>
<tr>
<td>DRF 112</td>
<td>Computer Aided Drafting (CAD I)</td>
</tr>
<tr>
<td>DRF 113</td>
<td>Computer Aided Drafting (CAD II)</td>
</tr>
<tr>
<td>ENGR 111</td>
<td>Engineering Orientation</td>
</tr>
<tr>
<td>ENGR 112A</td>
<td>Problem Solving &amp; Technology</td>
</tr>
<tr>
<td>ENGR 112B</td>
<td>Problem Solving &amp; Technology</td>
</tr>
<tr>
<td>ENGR 245</td>
<td>Engineering Graphics -SolidWorks</td>
</tr>
<tr>
<td>GIS 203</td>
<td>Digital World &amp; Geospatial Concepts</td>
</tr>
<tr>
<td>GIS 234</td>
<td>GIS Intro to Geographic Systems</td>
</tr>
<tr>
<td>GIS 235</td>
<td>GIS II Analysis and Applications</td>
</tr>
<tr>
<td>SUR 161</td>
<td>Plane Surveying I</td>
</tr>
<tr>
<td><strong>General Education Requirements</strong></td>
<td><strong>50</strong></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>96</strong></td>
</tr>
</tbody>
</table>

96 www.umpqua.edu 97 www.umpqua.edu
PROGRAMS

Umpqua Community College 2019-2020

ENGINEERING

Civil Engineering & Surveying Technology
Associate of Applied Science

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

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

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

PROGRAM COURSE REQUIREMENTS

Year One
Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 234</td>
<td>GIS I: Intro to Geographic Systems</td>
<td>4</td>
</tr>
<tr>
<td>GIS 235</td>
<td>GIS II: Analysis and Applications</td>
<td>4</td>
</tr>
<tr>
<td>SUR 161</td>
<td>Plane Surveying I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 111</td>
<td>College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MTH 112</td>
<td>Elementary Functions</td>
<td>4</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

Program Outcomes

* Approved Program Electives

Year One Credits 50

Year Two
Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 234</td>
<td>GIS I: Intro to Geographic Systems</td>
<td>4</td>
</tr>
<tr>
<td>GIS 235</td>
<td>GIS II: Analysis and Applications</td>
<td>4</td>
</tr>
<tr>
<td>SUR 161</td>
<td>Plane Surveying I</td>
<td>4</td>
</tr>
<tr>
<td>MTH 111</td>
<td>College Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MTH 112</td>
<td>Elementary Functions</td>
<td>4</td>
</tr>
<tr>
<td>WR 121</td>
<td>Academic Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

Program Outcomes

* Approved Program Electives

Year Two Credits 48

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

www.umpqua.edu
Civil Engineering & Surveying Technology
Applied Water Quality Option
Associate of Applied Science

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

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

1. Describe water quality operations for wastewater collection and treatment and water distribution and treatment

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

PROGRAM COURSE REQUIREMENTS

Year One
Program Requirements
CIV 214 Virtual Design -CAD -Civil3D 3
DRF 112 Computer Aided Drafting (CAD) I 3
DRF 113 Computer Aided Drafting (CAD) II 3
ENGR 111 Engineering Orientation 3
ENGR 112A Problem Solving & Technology 2
ENGR 112B Problem Solving & Technology 1
ENGR 245 Engineering Graphics -SolidWorks 3
GIS 203 Digital World & Geospatial Concepts 4
GIS 214 GIS Intro to Geographic Systems 4
GIS 245 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
CWE 161 CWE Seminar I 1
WQT 227 Wastewater Treatment 3
WQT 228 Plane Surveying II 4
WQT 260 Water Treatment 3
WQT 261 Water Distribution 3
WQT 280 Cooperative Work Experience* 24

*General Education Requirements
SP 132 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
WRITING
WR 121 Academic Composition 4
WR 122 Argument, Research, and Multimodal Comp 4
WR 227 Technical Writing 4
ORAL COMMUNICATION
Choose one from:
SP 105 Listening 3
SP 111 Fundamentals of Public Speaking 4
SP 112 Persuasive Speech 3
SP 218 Interpersonal Communication 3
SP 219 Small Group Discussion 3

MATHEMATICS:
MTH 105 or higher
(Minimum 90 credits with a grade of C or higher and a minimum of 24 credits must be earned through UCC and two terms of attendance must have occurred at UCC. 4-5

HEALTH/WELLNESS/FITNESS:
HPE 295 Wellness & Health Assessment 3

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 customized educational planner for transfer to the university of choice.

Program Requirements Subtotal

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.

Core Program Requirements
1. ENGR 111 Engineering Orientation
2. ENGR 112 Core Program Requirements
3. ENGR 112A Core Program Requirements
4. ENGR 213 Core Program Requirements
5. ENGR 271 Core Program Requirements
6. ENGR 272 Core Program Requirements
7. GIS 203 Core Program Requirements
8. GIS 234 Core Program Requirements
9. GIS 235 Core Program Requirements
10. WR 121 Core Program Requirements

Program Specific Electives
1. Program Elective 1
2. Program Elective 2
3. Program Elective 3
4. Program Elective 4

Year One Credits (minimum) 45

Year Two Credits (minimum) 45

Year Two 

Engineering Associate of Science

HPE 295 Wellness & Health
MEG 111 Machine Shop Practice I
MEG 112 Machine Shop Practice II
MTH 253 Calculus III
MTH 254 Vector Calculus I
MTH 256 Differential Equations
MTH 261 Linear Algebra
MTH 265 Statistics for Scientists & Engineers
PH 213 Physics III w/Calculus
PHL 202 Ethics
SOIL 205 Soils Science Lecture
SOIL 206 Soils Science Lab
SUR 161 Plane Surveying I
SUR 162 Plane Surveying II
SUR 163 Route Surveying
SUR 242 Land Description & Cadastral
WLD 101 Welding Process & Applications
WLD 131 Basic Metallurgy
WR 123 Argument, Research, and Multimodal Comp

Program Electives, Minimum Subtotal

Program Electives
1. Program Elective 5
2. Program Elective 6
3. Program Elective 7
4. Program Elective 8
5. Program Elective 9
6. Program Elective 10
7. Program Elective 11

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 or of Humanities electives and 12 or 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 Adviser and UCC Advising Guide 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 CH 223, ENGR 203 or ENGR 245. See Adviser and advising guide for selected major and transfer university.
4. OSU General Ed requirements include a Biological electives plus lab. For some majors the elective is a course requirement. See OSU website.
5. OSU General Ed requirements include a Biological electives plus lab. For some majors the elective is a course requirement. See OSU website.

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

Program Course Requirements
General Education Requirements

CH 221 Chemistry I
MTH 251 Calculus I
SP 111 Public Speaking
WR 121 Academic Composition
WR 227 Technical Writing
Arts & Letters Approved Elective
Social Science Approved Elective

Program Requirements

CH 221 Chemistry I
ENGR 111 Engineering Orientation I
ENGR 112A Problem Solving & Tech

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

Program Specific Electives

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

Program Electives

Arts & Letters Approved Elective
Social Science Approved Elective

Year One

General Education Requirements
CH 221 General Chemistry I
MTH 251 Calculus I
SP 111 Public Speaking
WR 121 Academic Composition

Year Two

General Education Requirements
Arts & Letters Approved Elective
Social Science Approved Elective
WR 227 Technical Writing

Core Program Requirements

PH 211 Physics I w/Calculus
PH 212 Physics II w/Calculus

Program Specific Electives

Program Elective 5
Program Elective 6
Program Elective 7
Program Elective 8
Program Elective 9
Program Elective 10
Program Elective 11

Year Two Credits (minimum) 45
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, 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 3
- MTH 251 Calculus I 5
- WR 121 Academic Composition 4
- WR 122 Argument, Research, and Multimodal Comp 4

Program Requirements
- CJ 214 CAD – Civil3D 3
- DRF 112 CAD I 3
- ENGR 111 Orientation to Engineering 3
- GIS 203 Digital World 4
- GIS 234 GIS I Intro to GIS 4
- GIS 235 GIS II Data Anal & Apps 4
- SUR 161 Plane Surveying I 4

Year One Credits (minimum) 49

Year Two
General Education Requirements
- SP 111 Fundamentals of Public Speaking 4
- WR 227 Technical Writing 4

Program Requirements
- MTH 243 Probability & Statistics 4
- MTH 254 Vector Calculus 4
- PH 211 Physics w/Calculus I 4
- PH 212 Physics w/Calculus I 4
- PH 213 Physics w/Calculus I 4
- SUR 162 Plane Surveying II 4
- SUR 163 Route Surveying 4
- SUR 242 Land Descriptions & Cadastre 3

Year Two Credits (minimum) 45

NOTES:
- 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
- MTH 265 can be substituted for MTH 243
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 coursework necessary for application to the Forestry Professional Program at OSU.

Program Course Requirements

Year One
General Education Requirements
- Arts & Letter Elective 3
- CH 221 General Chemistry I 5
- SP 112 Fundamentals of Public Speaking 4
- WR 121 Academic Composition 4

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

Forest Engineering Option Requirements
- DRF 112 Computer Aided Drafting (CAD) I 3
- EXOR 111 Engineering Orientation 3
- MTH 251 2 Calculus I 5
- MTH 252 Calculus II 4
- MTH 265 Statistics for Scientists & Engineers 4

Year One Credits 53

Year Two
General Education Requirements
- ECON 201 MicroEconomics 4
- WR 227 Technical Writing 4

Core Program Requirements
- FOR 206 Soil Science Lab I 1
- FOR 240 Forest Biology 4
- SOL 205 Soil Science Lecture 3

Forest Engineering Option Requirements
- EXOR 211 Statics 4
- EXOR 212 Dynamics 4
- EXOR 213 Strength of Materials 4
- MTH 254 Vector Calculus 4
- MTH 256 Differential Equations 4
- PH 211 Physics w/Calculus I 5
- PH 212 Physics w/Calculus II 5

Year Two Credits (minimum) 46

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

PROGRAM OUTCOMES
This UCC program aligns with the programs offered through the OSU College of Forestry Program. UCC students that complete the Forestry, AS degree will have the knowledge, skills, and abilities to:
1. Identify, formulate, and solve technical problems
2. Communicate effectively
3. Function as part of a team
4. Carry out simple surveying, mapping, and geographic location activities

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

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 coursework 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.

PROGRAM COURSE REQUIREMENTS

General Education Requirements
- UCC students are encouraged to apply for dual enrollment at OSU through the Degree Partnership Program (DPP). Enrollment in DPP provides UCC students direct access to OSU advisors and other resources such as eligibility to apply for OSU scholarships.

Core Program Requirements
- For year one courses, please see the following:
- FOR 1 12 Problem Solving & Technology 3
- FOR 161 Plane Surveying I 4
- FOR 234 GIS I 4
- FOR 241 Dendrology 4

Forest Engineering Option Requirements
- DRF 112 Computer Aided Drafting (CAD) I 3
- EXOR 111 Engineering Orientation 3
- MTH 251 2 Calculus I 5
- MTH 252 Calculus II 4
- MTH 265 Statistics for Scientists & Engineers 4

Year One Credits 53

Year Two
General Education Requirements
- ECON 201 MicroEconomics 4
- WR 227 Technical Writing 4

Core Program Requirements
- FOR 206 Soil Science Lab I 1
- FOR 240 Forest Biology 4
- SOL 205 Soil Science Lecture 3

Forest Engineering Option Requirements
- EXOR 211 Statics 4
- EXOR 212 Dynamics 4
- EXOR 213 Strength of Materials 4
- MTH 254 Vector Calculus 4
- MTH 256 Differential Equations 4
- PH 211 Physics w/Calculus I 5
- PH 212 Physics w/Calculus II 5

Year Two Credits (minimum) 46

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

NOTES:
- Dual Civil Engineering/Forest Engineering Majors should also take MTH 253, MTH 261, and PH 213.
- General education requirement for AS degree
- PH 211 can be substituted for PH 212.
- MTH 251 can be substituted for MTH 243.
- WR 201 can be substituted for FOR 111.
- One Arts & Letters electives must be Cultural Diversity. See following link for OSU Perspective requirements for General Education:
https://main.oregonstate.edu/baccalaureate-core/transfer-students.
FORESTRY, continued

Renewable Materials
Associate of Science

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

Art & Design Requirements
ART 115 Art & Design Foundations: 2D 4
MTH 111 4 College Algebra or MTH 112 4 Elementary Functions 5
MTH 241 4 Calculus for Management or MTH 251 4 Calculus I 4
MTH 243 4 Intro to Probability & Statistics 4

Year One Credits (minimum) 45

Year Two
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 201 MicroEconomics 4
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. WR 227 can be substituted for WR 121.
3. ENGR 111 can be substituted for FOR 111.
4. MTH 112 is pre-req for MTH 241.
5. MTH 251 is pre-req for MTH 241 and MTH 112 is pre-req for MTH 251.
6. Any Arts & Letters elective must be Cultural Diversity. See following link for OSU Perspective requirements for General Education.
https://main.oregonstate.edu/baccalaureate-core/transfer-students.
Addiction Studies

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

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

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

PROGRAM COURSE REQUIREMENTS

Year One
- Introduction to Human Services 3
- Addiction Pharmacology 3
- Personal Effectiveness for HS 3
- Community Resources 3
- Counseling Skills I 3
- Group Counseling 3
- Understanding Dysfunctional Fam. 3
- HIV/AIDS & other Infect Diseases 2
- Ethics and Law 3
- Case Management for HS 3
- Intro to Algebra for Trades 4
- Intro to Sociology 3
- Psychology of Human Relations or SP 218 3

Total Credits 46

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

Addiction Treatment

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

PROGRAM OUTCOMES
Students who successfully complete this certificate in Addiction Treatment will:
1. Communicate effectively and develop interpersonal skills needed to work with people from diverse backgrounds.
2. Assess and address needs of individuals, families and groups.
3. Demonstrate an understanding of drug use, misuse and etiology of addiction.
4. Demonstrate knowledge of the ethical and legal standards and regulations that apply to the field of human services and substance abuse disorder treatment.
5. Identify the prevention strategies, risk assessment protocols, harm reduction methods and treatment options of infectious diseases in the population service by substance abuse disorder treatment.

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

PROGRAM COURSE REQUIREMENTS

Year One (Winter & Spring Terms)
- Intro to Human Services 3
- Addiction Pharmacology 3
- Counseling Skills I 3
- Case Management for HS 3
- HIV/AIDS & other Infect Diseases 2
- Group Counseling 3
- Ethics and Law 3

Total Credits 17

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

Case Aide

PROGRAM DESCRIPTION
This certificate is designed to introduce students to the field of Human Services. It provides an overview of topics essential to beginning a career in Human Services.

PROGRAM OUTCOMES
Students who successfully complete this certificate in Case Aide will:
1. Communicate effectively and develop interpersonal skills needed to work with people from diverse backgrounds.
2. Expand general knowledge and skills in ways that enrich personal and professional lives.
3. Develop the knowledge and skills necessary to improve personal effectiveness through improved communication skills, conflict resolution and problem-solving strategies.
4. Obtain the theoretical knowledge and interview skills required of human services workers in a variety of work settings.
5. Demonstrate an understanding of the concepts, ideas and skills necessary to effectively work as a case manager for any human service delivery program.

CAREER CONSIDERATIONS
The Case Aide certificate provides students with the academic background for entry-level opportunities with a wide variety of human service agencies. This certificate is appropriate for students who are already working in the human service field or would like to test their interest in the field before committing to a degree program.

PROGRAM COURSE REQUIREMENTS

Year One
- Intro to Human Services 3
- Personal Effectiveness for HS 3
- Community Resources 3
- Counseling Skills I 3
- Case Management for HS 3
- Intro to Sociology 3

Total Credits 18

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

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

Human Services
Associate of Science Articulated with SOU

PROGRAM DESCRIPTION
The Human Service program provides academic coursework and the foundation necessary for a student interested in transferring to SOU for the interdisciplinary Bachelor of Arts 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</th>
<th>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 College Algebra</td>
<td>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>
</tr>
<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>
<td>4</td>
</tr>
<tr>
<td>*Approved electives</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Total Credits 45

Year Two

<table>
<thead>
<tr>
<th>Course</th>
<th>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</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>MTH 243</td>
<td>Intro to Prob &amp; Stats*</td>
<td>5</td>
</tr>
<tr>
<td>Required Sciences</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Required Sciences</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>SOC 218</td>
<td>Intro to Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>SP 211</td>
<td>Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>or SP 218 Interpersonal Communication</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or SP 219 Small Group Discussion</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*Approved Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits 45

*Approved electives 9

Total Credits 90

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

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

PROGRAM ENTRANCE REQUIREMENTS

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

NOTES:
- SOU Human Service Baccalaureate Graduation requirements: Minimum GPA of 2.5 is required for graduation, and no grade below C - allowed in all upper division HS major 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.

1. HS 229 is accepted by SOU as an equivalent to PSY 475 Crisis Intervention Strategies; however, upper division credit for HS 229 is not given. In order for this equivalency to be valid, UCC transfer students must complete the Human Services Associate of Science Degree prior to transfer. Students receiving this equivalency must substitute an upper division psychology course for PSY 475 as suggested and approved by an advisor at SOU. 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**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 100</td>
<td>HS 227</td>
</tr>
<tr>
<td>HS 150</td>
<td>HS 229</td>
</tr>
<tr>
<td>HS 154</td>
<td>HS 266</td>
</tr>
<tr>
<td>HS 226</td>
<td>PSY 201</td>
</tr>
<tr>
<td>HS 267</td>
<td>PSY 202</td>
</tr>
<tr>
<td>SOC 204</td>
<td>PSY 203</td>
</tr>
<tr>
<td>WR 121</td>
<td>WR 227</td>
</tr>
<tr>
<td>SP 218</td>
<td>MTH 052</td>
</tr>
<tr>
<td>or PYS 101</td>
<td>Intro to Algebra for Trades</td>
</tr>
</tbody>
</table>

*Approved electives 12

**Total Credits 90**

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

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

**Program Entrance Requirements**

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

### MUSIC

**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 being accepted as a Music Major at SOU. The student’s applied level of study (MUP courses) will be set based on the audition.

**Program Outcomes**
- Students who successfully complete the Associate of Science degree in Music will:
  1. Demonstrate technical proficiency at reading, writing, and performing music using standard music notation (junior entry level)
  2. Achieve aural literacy, promote and model cultural awareness through identification, evaluation, and critical discussion of musical examples
  3. Communicate effectively using appropriate listening and writing skills
  4. Demonstrate adequate problem solving and critical thinking skills

**Career Considerations**
The music program prepares students for entry-level jobs and future careers in the following areas: music composition, vocal performance, instrumental performance, ensemble performance, music instruction, music therapy, musical instrument repairs and sales, orchestra management, conducting, radio and broadcast work, recording technology and audio engineering, theatre and performing arts center management, artist representation, broadcast engineering, event and wedding planning and management.

**Program Course Requirements**

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP 101-292</td>
<td>Performance Studies*** 1-6</td>
</tr>
<tr>
<td>Selected MUP/MUS Electives</td>
<td>3</td>
</tr>
<tr>
<td>MUS 111</td>
<td>Music Theory I</td>
</tr>
<tr>
<td>MUS 112</td>
<td>Music Theory I</td>
</tr>
<tr>
<td>MUS 113</td>
<td>Music Theory I</td>
</tr>
<tr>
<td>MUS 114</td>
<td>Aural Skills I</td>
</tr>
</tbody>
</table>

*Approved electives 12

**Total Credits 91**

Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student’s selection of courses. A Maximum of 124 lower division credits can be transferred from a community college to SOU.

*Note: MUP 101-292 can be substituted for piano credits if student demonstrates proficiency

**MUP 101-292 can be substituted for piano credits if student demonstrates proficiency

*** Six credits from selected MUP/MUS courses required

**** May also be used for Humanities Exploration credit
Natural Resources
Associate of Science

**PROGRAM DESCRIPTION**
The Associate of Science degree in Natural Resources gives students a comprehensive educational foundation for careers related to natural resource science and technology. Our Landscape Monitoring Option introduces the theory and practice of landscape monitoring, and offers broad laboratory and field training in measuring and analyzing ecological conditions at the microsite, community, and landscape levels. The program is specifically designed for seamless transfer to the Oregon State University College of Forestry’s Bachelor of Science degree in Natural Resources.

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

13. Self-assess professional strengths and weaknesses, and be committed to lifelong learning and professional development.

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

**PROGRAM COURSE REQUIREMENTS**

**Year One**

- BI 211 Principles of Biology 5
- BI 212 Principles of Biology 5
- BI 213 Principles of Biology 5
- BOT 203 Field Botany 4
- CH 112 Fundamentals of Chemistry 5
- ENG 230 Environmental Literature 4
- MTH 111 College Algebra 5
- NR 201 Introduction to Natural Resources 3
- NR 241 Dendrology 4
- NR 251 Principles of Fish and Wildlife Cons 3
- WR 121 Academic Composition 4

**Year Two**

- BOT 204 Flowering Plants of SW OR & NCA 4
- G 221 Environmental Geology 4
- GIS 234 Introduction to GIS 4
- MTH 243 Intro to Statistics 5
- NR 221 Water Resource Science 4
- NR 240 Forest Biology 4
- NR 243 Historical Ecology of PNW 3
- NR 255 Field Sampling of Fish and Wildlife 3
- NR 261 Recreation Resource Mngmt 4
- NR 295 Enviro Dispute Resolution 3
- SOIL 205 Soil Science 4
- SP 111 Public Speaking 4

**Total Credits 97**

**PROGRAM ENTRANCE REQUIREMENTS**

**Academic Entrance Requirement**
COURSEWORK from accredited high schools, colleges and universities will be accepted in accordance with college policies and with the approval of the Science Department Chair.

**PROGRAM COURSE REQUIREMENTS**

**Year One**

- MTH 052 Industrial Application of Math 4
- WR 115 English Composition: Intro to Expository Writing 4 (or higher)
- Approved Human Relations Course (see page 43) 3

**OCCUPATIONAL RELATED COURSES**

- CWE 161 CWE Seminar 1
- Elective Courses Related to Career Direction (100 Level or Above) 7-15
- Occupational Skills Training (Related to Career Direction) 0-28

**Total Credits 45-60**

A certificate in Occupational Skills Training will be awarded to students who complete all courses in this program with a grade of C or better.

**PROGRAM OUTCOMES**

Students who successfully complete the Occupational Skills Training Certificate will:

1. Develop work ethic competencies to meet or exceed associated employer standards.
2. Demonstrate competitive proficiency in the functional skills of their training occupation.
3. Explore applicable licensing or certification required by industry.
4. Achieve employment as appropriate in desired occupational field.

**www.umpqua.edu**

**www.umpqua.edu**
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

Academic Entrance Requirement
Recommended:
• Students not knowing how to keyboard should take OAI 101 first term.
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

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 ENTRANCE REQUIREMENTS
Academic Entrance Requirement
Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM COURSE REQUIREMENTS

Year One
BS 105 Business Management 3
CIS 110 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 210 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
SP 105 Listening 3
SP 219 Interpersonal Communication 3
Total Credits 48

Choosing One:
• MED 060 is the best choice for students instead of MTH 060 or BA 180.
• MTH 060 helps the student to be best prepared for the career field.

* 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.

Recommended:
• MED 060 is the best choice for students instead of MTH 060 or BA 180.
• MTH 060 helps the student to be best prepared for the career field.

Total Credits 51

Choose One:
• PSY 101 Psychology of Human Relations 3
• SP 105 Listening 3
• SP 219 Interpersonal Communication 3

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM COURSE REQUIREMENTS

Year One
CIS 120 Intro to Computer Information Systems 4
CWE 161 CWE Seminar I 1
MED 111 Medical Terminology I* 3
MED 112 Medical Terminology II* 3
MED 114 Medical Coding for the Physician's Office 3
MED 115 Anatomy and Physiology for Medical Assistants 3
MED 140 Electronic Health Records 3
MED 210 Medical Office Procedures I* 3
MED 221 Medical Office Procedures II* 3
MED 230 Health Insurance Concepts 3
MED 231 Health Care Reimbursement and Collections 3
OA 115 Administrative Office Professional 3
OA 116 Records Management 2
OA 131 Ten-Key Calculator 1
SP 105 Listening 3
SP 219 Interpersonal Communication 3
WR 115 English Composition: Intro to Expository Writing* 4

Choose One:
• PSY 101 Psychology of Human Relations 3
• SP 105 Listening 3
• SP 219 Interpersonal Communication 3

Total Credits 51

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

Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM COURSE REQUIREMENTS

Year One
CIS 110 Intro to Computer Information Systems 4
CWE 161 CWE Seminar I 1
MED 111 Medical Terminology I* 3
MED 112 Medical Terminology II* 3
MED 114 Medical Coding for the Physician's Office 3
MED 115 Anatomy and Physiology for Medical Assistants 3
MED 140 Electronic Health Records 3
MED 210 Medical Office Procedures I* 3
MED 221 Medical Office Procedures II* 3
MED 230 Health Insurance Concepts 3
MED 231 Health Care Reimbursement and Collections 3
OA 115 Administrative Office Professional 3
OA 116 Records Management 2
OA 131 Ten-Key Calculator 1
SP 105 Listening 3
SP 219 Interpersonal Communication 3
WR 115 English Composition: Intro to Expository Writing* 4

Choose One:
• PSY 101 Psychology of Human Relations 3
• SP 105 Listening 3
• SP 219 Interpersonal Communication 3

Total Credits 51

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

Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM COURSE REQUIREMENTS

Year One
CIS 120 Intro to Computer Information Systems 4
CWE 161 CWE Seminar I 1
MED 111 Medical Terminology I* 3
MED 112 Medical Terminology II* 3
MED 114 Medical Coding for the Physician's Office 3
MED 115 Anatomy and Physiology for Medical Assistants 3
MED 140 Electronic Health Records 3
MED 210 Medical Office Procedures I* 3
MED 221 Medical Office Procedures II* 3
MED 230 Health Insurance Concepts 3
MED 231 Health Care Reimbursement and Collections 3
OA 115 Administrative Office Professional 3
OA 116 Records Management 2
OA 131 Ten-Key Calculator 1
SP 105 Listening 3
SP 219 Interpersonal Communication 3
WR 115 English Composition: Intro to Expository Writing* 4

Choose One:
• PSY 101 Psychology of Human Relations 3
• SP 105 Listening 3
• SP 219 Interpersonal Communication 3

Total Credits 51

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

Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM COURSE REQUIREMENTS

Year One
CIS 110 Intro to Computer Information Systems 4
CWE 161 CWE Seminar I 1
MED 111 Medical Terminology I* 3
MED 112 Medical Terminology II* 3
MED 114 Medical Coding for the Physician’s Office 3
MED 115 Anatomy and Physiology for Medical Assistants 3
MED 140 Electronic Health Records 3
MED 210 Medical Office Procedures I* 3
MED 221 Medical Office Procedures II* 3
MED 230 Health Insurance Concepts 3
MED 231 Health Care Reimbursement and Collections 3
OA 115 Administrative Office Professional 3
OA 116 Records Management 2
OA 131 Ten-Key Calculator 1
SP 105 Listening 3
SP 219 Interpersonal Communication 3
WR 115 English Composition: Intro to Expository Writing* 4

Choose One:
• PSY 101 Psychology of Human Relations 3
• SP 105 Listening 3
• SP 219 Interpersonal Communication 3

Total Credits 51

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

Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
Recommended:
• Preequivalent skills: Touch typing skills of at least 20 wpm at 95% accuracy
• Although there is no application process for this program, please be advised that most area medical offices and clinics do thorough background history checks and drug screens prior to employment, including cooperative work experience placement. Felony records can cause difficulty in getting hired in a medical field.
OFFICE TECHNOLOGY

Microsoft Office Technologist
Pathway Certificate

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

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

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

PROGRAM COURSE REQUIREMENTS
Year One
CIS 125D  Computer Applications – Database  3
CIS 125E  Computer Applications – Email  2
CIS 125R  Computer Applications – Presentation Software  2
CIS 125S  Computer Applications – Spreadsheets  3
CIS 125W  Computer Applications – Word Processing  3
Total Credits 13

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.

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
Choice One:
*Approved Elective  4
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

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.
Executive Business Assistant
Associate of Applied Science

PROGRAM DESCRIPTION
This program is designed to prepare individuals for professional office positions. During the first year of preparation, emphasis is placed upon 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BA 116</td>
<td>Principles of Financial Services</td>
<td>4</td>
</tr>
<tr>
<td>BA 165</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BA 80</td>
<td>Business Math I</td>
<td>3</td>
</tr>
<tr>
<td>CS 120</td>
<td>Intro to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CS 125S</td>
<td>Computer Applications – Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CS 125W</td>
<td>Computer Applications – Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OA 115</td>
<td>Administrative Office Professional</td>
<td>3</td>
</tr>
<tr>
<td>OA 116</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>OA 123</td>
<td>Formatting</td>
<td>4</td>
</tr>
<tr>
<td>OA 124A</td>
<td>Keyboarding Skill Enhancement</td>
<td>3</td>
</tr>
<tr>
<td>OA 128</td>
<td>Editing for Business</td>
<td>3</td>
</tr>
<tr>
<td>OA 131</td>
<td>Ten-Key Calculator</td>
<td>1</td>
</tr>
<tr>
<td>WR 115</td>
<td>English Composition: Intro to Expository Writing</td>
<td>4 (or higher)</td>
</tr>
</tbody>
</table>

Choose One:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 250</td>
<td>Managing a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>SDP 109</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Year Two
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 151</td>
<td>Practical Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BA 152</td>
<td>Practical Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BA 214</td>
<td>Business Communications*</td>
<td>3</td>
</tr>
<tr>
<td>BA 218</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>BA 226</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BA 233</td>
<td>Social Media Marketing*</td>
<td>3</td>
</tr>
<tr>
<td>BA 280C</td>
<td>Cooperative Work Experience Management</td>
<td>6</td>
</tr>
</tbody>
</table>

CS 1250: Computer Applications – Database
CS 125E: Computer Applications – Email
CS 125R: Computer Applications – Presentation Software
CWE 161: CWE Seminar I
DA 225: Document Processing*
DA 245: Office Administration
DA 250: General Office Procedures*
DA 260: Principles of Office Management

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

Total Credits: 91

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

Medical Office Administration
Associate of Applied Science

PROGRAM DESCRIPTION
This program is for those who wish to work in the healthcare field but are not interested in direct patient care. An associate of applied science in Medical Office Administration can prepare students for administrative jobs in physician offices, medical clinics, or medical centers and hospitals. In these positions, they would be responsible for assisting doctors, physicians and surgeons with clinical work. Common duties might include scheduling, answering phones, deciphering insurance regulations, coding, billing, transcribing medical documents, handling payroll, managing patient records, writing reports and preparing professional correspondence.

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

PROGRAM COURSE REQUIREMENTS
Year One
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 1</td>
<td>Medical Terminology I*</td>
<td>3</td>
</tr>
<tr>
<td>MED 11</td>
<td>Medical Terminology II*</td>
<td>3</td>
</tr>
<tr>
<td>MED 12</td>
<td>Medical Terminology III*</td>
<td>3</td>
</tr>
<tr>
<td>MED 140</td>
<td>Electronic Health Records</td>
<td>3</td>
</tr>
<tr>
<td>MED 220</td>
<td>Medical Office Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>MED 230</td>
<td>Health Insurance Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OA 115</td>
<td>Administrative Office Professional</td>
<td>3</td>
</tr>
<tr>
<td>OA 116</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>OA 124A</td>
<td>Keyboarding Skill Enhancement</td>
<td>3</td>
</tr>
<tr>
<td>OA 131</td>
<td>Ten-Key Calculator</td>
<td>1</td>
</tr>
<tr>
<td>SDP 109</td>
<td>Elements of Supervision*</td>
<td>3</td>
</tr>
<tr>
<td>WR 115</td>
<td>English Composition: Intro to Expository Writing*</td>
<td>4 (or higher)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 165</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Intro to Computer Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>CWE 161</td>
<td>CWE Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>MED 111</td>
<td>Medical Terminology I*</td>
<td>3</td>
</tr>
<tr>
<td>MED 112</td>
<td>Medical Terminology II*</td>
<td>3</td>
</tr>
<tr>
<td>MED 220</td>
<td>Medical Office Procedures*</td>
<td>3</td>
</tr>
<tr>
<td>MED 230</td>
<td>Health Insurance Concepts</td>
<td>3</td>
</tr>
<tr>
<td>OA 115</td>
<td>Administrative Office Professional</td>
<td>3</td>
</tr>
<tr>
<td>OA 116</td>
<td>Records Management</td>
<td>2</td>
</tr>
<tr>
<td>OA 124A</td>
<td>Keyboarding Skill Enhancement</td>
<td>3</td>
</tr>
<tr>
<td>OA 131</td>
<td>Ten-Key Calculator</td>
<td>1</td>
</tr>
<tr>
<td>SDP 109</td>
<td>Elements of Supervision*</td>
<td>3</td>
</tr>
<tr>
<td>WR 115</td>
<td>English Composition: Intro to Expository Writing*</td>
<td>4 (or higher)</td>
</tr>
</tbody>
</table>

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

Total Credits: 91

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

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 placement. Felony records can cause difficulty in getting hired in a medical field.

PROGRAM ENTRANCE REQUIREMENTS
Academic Entrance Requirement

PROGRAM ENTRANCE REQUIREMENTS
Year Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>BA 214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BA 226</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BA 250</td>
<td>Managing a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>SDP 109</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose One:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 151</td>
<td>Practical Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BA 211</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 152</td>
<td>Practical Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BA 212</td>
<td>Principles of Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 91

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

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
- GA 128 Editing for Business 3
- WR 121 Academic Composition 4
- 1 course from approved Human Relations (see page 43) 3

*Approved electives 10

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

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

Total Credits 45

PROGRAM ENTRANCE REQUIREMENTS

Academic Entrance Requirement
- Working knowledge of MS Word
- Recommended 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.

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
- GA 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.

Year Two
- BA 101 Intro to Business 4
- BA 226 Business Law 4
- BA 231 Computers in Business 3
- LA 204 Legal Research and Writing I 4
- LA 205 Legal Research and Writing II 4
- LA 208 Family Law 3
- LA 210 Wills, Probate, and Estates 3
- LA 217 Real Estate Law 3
- LA 224 Torts, Pleading, and Estates 3
- LA 226 Criminal Law 3
- LA 280 Cooperative Work Experience 4

*Approved Electives 6

*Please see an academic advisor for the full list of approved electives.
Nursing care competencies recognize that a competent nurse provides safe care across the lifespan 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. Uses reflection, self-analysis, and self-care to develop insight
2. Engages in intentional learning
3. Demonstrates leadership in nursing and healthcare
4. Collaborates as part of a health care team
5. Practice within, utilizes, and contributes to all health care systems
6. Practices relationship-centered approach
7. Communicates effectively
8. Makes sound clinical judgments
9. Locates, evaluates, and uses the best available evidence
10. Practices relationship-centered approach
11. Communicates effectively
12. Makes sound clinical judgments

All accepted nursing students will be required to undergo a background check prior to entering the program. Individuals with a criminal record may not be allowed into a healthcare facility as a student. Information pertaining to background checks and disqualifying crimes can be found at the OSBN web site: https://www.oregon.gov/OSBN/Pages/index.aspx. Because it is not possible to meet the objectives of the program without having clinical experience, anyone with a positive criminal or abuse history may not be eligible for acceptance into the Nursing program. The program may deny admission or continuation in the nursing program to any nursing student whose background poses a threat to the individual, the college, the nursing profession or the community.

Immunization Status and Completion of Health History:
All accepted students will be required to provide evidence of their current immunization status and a completed health history and physical exam, including specific lab tests and a hearing screening evaluation.

CPR-BLS:
Show proof of a current healthcare provider CPR card that includes adult, child and infant CPR & AED.

Graduation Requirements
These requirements apply only to nursing students admitted to the program during the current academic year. Students must complete all courses on this advising guide with a grade of C or better to continue in and complete the program, receive their degrees, and 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. Uses reflection, self-analysis, and self-care to develop insight
2. Engages in intentional learning
3. Demonstrates leadership in nursing and healthcare
4. Collaborates as part of a health care team
5. Practice within, utilizes, and contributes to all health care systems
6. Practices relationship-centered approach
7. Communicates effectively
8. Makes sound clinical judgments
9. Locates, evaluates, and uses the best available evidence

All accepted nursing students will be required to undergo a background check prior to entering the program. Individuals with a criminal record may not be allowed into a healthcare facility as a student. Information pertaining to background checks and disqualifying crimes can be found at the OSBN web site: https://www.oregon.gov/OSBN/Pages/index.aspx. Because it is not possible to meet the objectives of the program without having clinical experience, anyone with a positive criminal or abuse history may not be eligible for acceptance into the Nursing program. The program may deny admission or continuation in the nursing program to any nursing student whose background poses a threat to the individual, the college, the nursing profession or the community.

Immunization Status and Completion of Health History:
All accepted students will be required to provide evidence of their current immunization status and a completed health history and physical exam, including specific lab tests and a hearing screening evaluation.

CPR-BLS:
Show proof of a current healthcare provider CPR card that includes adult, child and infant CPR & AED.

Graduation Requirements
These requirements apply only to nursing students admitted to the program during the current academic year. Students must complete all courses on this advising guide with a grade of C or better to continue in and complete the program, receive their degrees, and meet the educational requirements to apply to 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.

For more information regarding the program, selection process, and CAREER CONSIDERATIONS
The Nursing program prepares students for jobs and future careers in the following areas: Long Term Care, Hospital, Medical Offices, Home Health, Rehabilitation, and more.

PROGRAM COURSE REQUIREMENTS

**Year One**

- NRS 310 Foundations of Nursing – Health Promotion 9
- NRS 311 Foundations of Nursing in Chronic Illness 6
- NRS 312 Foundations of Nursing Acute Care 6
- NRS 221 Nursing Chronic Illness II & End of Life 9
- NRS 222 Nursing in Acute Care II 9
- NRS 224 Scope of Practice and Preceptorship 9

**Year Two**

- NRS 320 Clinical Pharmacology I 3
- NRS 321 Clinical Pharmacology II 3
- NRS 322 Pathophysiological Processes I 3

**Total Credits 60**

**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
- College-level courses (numbered 100 and above) to include:
  - One Psychology and Social Sciences elective
  - AND/OR Arts & Letters electives

**Total Credits 47**

**Additional Requirements**

- To be admitted into NRS 110, students must complete all required prerequisite courses and be accepted into the Nursing program.
- Completion of prerequisite math course.
- Human Anatomy & Physiology must be completed within last five (5) years.
- Chemistry required prior to taking Human Anatomy & Physiology.

**Program Accreditation:** Oregon State Board of Nursing (OSBN)
PROGRAMS

TRUCKING AND TRANSPORTATION LOGISTICS

Professional Truck Driver Certificate

PROGRAM DESCRIPTION

This statewide Professional Truck Driver Certificate program is designed to prepare students to take the Oregon State Commercial Driver’s License test and meet the requirements of industry as well as a statewide community college certificate. The UCC Professional Truck Driver certificate includes classroom training covering log books, trip planning, and hours of service. This is followed by road/yard training covering, behind-the wheel driving, entry-level driver training, backing, chaining up, and completion of the CDL drive test. In order to obtain the Certificate, students also take the Transportation Customer Service course and complete a minimum of 100 hours of Cooperative Work Experience which includes a sixteen hour seminar.

PROGRAM OUTCOMES

Students who successfully complete the Professional Truck Driving Certificate will:
1. Demonstrate characteristics of a professional commercial truck driver
2. Perform tractor-trailer driving techniques
3. Demonstrate the basic techniques for coupling/uncoupling
4. Use visual search, speed and space management, and proper procedures for operating at night and driving in extreme weather
5. Inspect and maintain tractor and trailers
6. Demonstrate proper communication and reporting techniques
7. Apply knowledge of cargo documentation, hours of service regulations, accident reporting, trip planning, driver wellness, and safety documentation
8. Demonstrate technical skills necessary to pass the Commercial Drivers License (CDL) skills test and enter the Trucking Industry as an entry-level tractor-trailer driver

PROGRAM COURSE REQUIREMENTS

Academic Entrance Requirement
Applicants for the Truck Driver Training program must:
• Be 21 years of age unless employed or pre-approved by a trucking company
• Have a clear driving record for the past 5 years
• Complete an application packet
• Complete and pass a DOT physical and Drug Screen

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.

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 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

PROGRAM COURSE REQUIREMENTS

Year One
CH 104 Introductory Chemistry 4
or CH 221 General Chemistry 5
MTH 095 Intermediate Algebra (or higher) 4
SPAN 121 Spanish in the Workplace for Viticulture 4
VE 101 Introduction to the Wine Industry 1
VE 102 Integrated Pest Control for Grapes 4
VE 103 Vineyard Soils, Plant Nutrition & Irrigation 4
VE 110 Vineyard Practices I 4
VE 111 Vineyard Practices II 4
VE 112 Vineyard Practices III 4
VE 201 Wine Making for Viticulturists 3
VE 280 Cooperative Work Experience 1
VITPSY 000 Viticulture Human Relations options* 3
WR 115 Introduction to Expository Writing (or higher) 4

*APPROVED HUMAN RELATIONS OPTIONS
PSY 101 Psychology of Human Relations 3
SP 105 Listening 3
SP 218 Interpersonal Communication 3
SP 219 Small Group Discussion 3

Total Credits 47-48

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student’s selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

PROGRAM AND COURSE FEES

The following courses have an Online/Hybrid fee of $25 per class:
VE 101, 102, 103, 110, 111, 112.
The following course has a $75 lab fee: VE 201.
VITICULTURE & ENOLOGY

Wine Marketing Assistant
One-Year Certificate

PROGRAM DESCRIPTION
The Wine Marketing Assistant Pathway Certificate includes parts both the full Viticulture and Enology one-year certificate and two-year degree that prepare students for entry level positions in wine sales and distribution. Students can continue with either the Viticulture/Enology program or augment business skills. Students completing the program will be able to demonstrate understanding of the role and function of marketing in the wine industry, familiarity with the basic chemistry of winemaking, ability to conduct sensory evaluations of wine, and knowledge of worldwide wine varieties, regions, and markets. Students must be over 18 years of age to participate in wine tastings.

PROGRAM OUTCOMES
Students who successfully complete the Wine Marketing Assistant 1 year certificate will:
1. Demonstrate knowledge of the role and function of marketing in the wine industry
2. Explain the 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 course has a $25 online fee: VE 101.
The following course has a $75 hybrid/lab fee: VE 201, 203, 204, 205.
The following course has a $150 hybrid/lab fee: VE 202.

The following course has a $25 online fee: VE 101.
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.

VE 201 Wine Making for Viticulturists 3
VE 280 Cooperative Work Experience Viticulture & Enology 6
VTPSY 000 Viticulture human relations options* 3
WR 115 Introduction to Expository Writing (or higher) 4

Year Two

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 104</td>
<td>Introductory Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CH 121</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CH 105</td>
<td>Introduction to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CH 222</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CH 106</td>
<td>Introduction to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CH 123</td>
<td>General Chemistry</td>
<td>5</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 209</td>
<td>Laboratory Analysis of Mush &amp; Wines</td>
<td>4</td>
</tr>
<tr>
<td>VE 210</td>
<td>Science of Wine Making II</td>
<td>5</td>
</tr>
<tr>
<td>VE 211</td>
<td>Science of Wine Making II</td>
<td>5</td>
</tr>
<tr>
<td>VE 212</td>
<td>Science of Wine Making II</td>
<td>5</td>
</tr>
<tr>
<td>VE 223</td>
<td>Wine Marketing</td>
<td>3</td>
</tr>
<tr>
<td>VE 280</td>
<td>Cooperative Work Experience Viticulture &amp; Enology</td>
<td>6</td>
</tr>
</tbody>
</table>

*APPROVED HUMAN RELATIONS OPTIONS
PSY 101 Psychology of Human Relations 3
SP 105 Listening 3
SP 218 Interpersonal Communication 3
SP 219 Small Group Discussion 3

Total Credits 96

Please see an advisor for a degree planning worksheet for this program. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student’s selection of courses.

CWE can be taken in 1-4 credit increments. 33 hrs = 1 credit

PROGRAM AND COURSE FEES
The following courses have an Online/Hybrid fee of $25 per class:
VE 101, 109, 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.
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 provided; a list of tools is 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 coursework 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 Welding program prepares students for entry level jobs and future careers in the following areas: welders, welder operators, and fabricators. Recommended: a construction background or prior welding experience are helpful but not a requirement. Students enter the program with a felony conviction, they should disclose this information to their welding advisor and any Cooperative Work Experience (CWE) employer.

**PROGRAM COURSE REQUIREMENTS**

**Year One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title &amp; Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 052</td>
<td>Intro Algebra for the Trades</td>
<td>4</td>
</tr>
<tr>
<td>WLD 101</td>
<td>Processes &amp; Applications</td>
<td>4</td>
</tr>
<tr>
<td>WLD 140</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WLD 150</td>
<td>GTAW – I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 160</td>
<td>Aluminum Arc Welding &amp; Fab - I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 261</td>
<td>Aluminum Arc Welding &amp; Fab - II</td>
<td>3</td>
</tr>
<tr>
<td>WLD 262</td>
<td>Aluminum Arc Welding &amp; Fab - III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

**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, dimensions 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 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 disclose this information to their welding advisor and any Cooperative Work Experience (CWE) employer.

**PROGRAM COURSE REQUIREMENTS**

**Year One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title &amp; Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 052</td>
<td>Intro Algebra for the Trades</td>
<td>4</td>
</tr>
<tr>
<td>WLD 101</td>
<td>Processes &amp; Applications</td>
<td>4</td>
</tr>
<tr>
<td>WLD 140</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WLD 150</td>
<td>GTAW – I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 160</td>
<td>Aluminum Arc Welding &amp; Fab - I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 261</td>
<td>Aluminum Arc Welding &amp; Fab - II</td>
<td>3</td>
</tr>
<tr>
<td>WLD 262</td>
<td>Aluminum Arc Welding &amp; Fab - III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

**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, dimensions 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 ENTRANCE REQUIREMENTS**

Academic Entrance Requirement: Recommended:

- A construction background or prior welding experience are helpful but not a requirement.
- Students with a criminal record are strongly urged to research employability before entering the welding program. If students enter the program with a felony conviction, they should disclose this information to their welding advisor and any Cooperative Work Experience (CWE) employer.
**WELDING**

**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 ethic.
4. Demonstrate a knowledge and understanding of safe working conditions, as well as, safety in handling materials, equipment, and personal protective equipment.
5. Identify basic components of welding systems and welding processes, proper machine setup, and demonstrate troubleshooting when visual acceptance criteria of a weldment has not been met.
6. Apply knowledge of Weld Procedure Specifications or WPS’s as they relate to material identification, thermal and electrical properties, applications, as well as, understanding which materials will need special procedures for preheat and post heating, filler metal selection, process selection, and other essential variables involved in the fabrication of a weldment.
7. Apply knowledge of national standards and guidelines set forth by AWS, ASME, API, OSHA, and other governing organizations that will affect their work.

**CAREER CONSIDERATIONS**

The Welding program prepares students for entry-level jobs as pipe fitters, pipe welders, and fabricators.

**PROGRAM COURSE REQUIREMENTS**

**Year One**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 108</td>
<td>Instrumental Algebra for the Trades</td>
<td>3</td>
</tr>
<tr>
<td>MTH 105</td>
<td>SP 105</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>GMWW</td>
<td>3</td>
</tr>
<tr>
<td>WLD 122</td>
<td>GMWW – Pulse</td>
<td>3</td>
</tr>
<tr>
<td>WLD 131</td>
<td>Basic Metalurgy</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>WR 115</td>
<td>Intro Expository Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

**Program Option**

- **3-credit min.**

**Year Two**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRF 112</td>
<td>Computer Aided Drafting - I</td>
<td>3</td>
</tr>
<tr>
<td>WLD 123</td>
<td>Advanced Welding – III</td>
<td>3</td>
</tr>
<tr>
<td>WLD 251</td>
<td>GTAW – II</td>
<td>3</td>
</tr>
<tr>
<td>Program Option</td>
<td>3-credit min.</td>
<td></td>
</tr>
<tr>
<td>MGT 111</td>
<td>Machine Shop Practices – I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 124</td>
<td>Advanced Welding – IV</td>
<td>3</td>
</tr>
<tr>
<td>WLD 252</td>
<td>GTAW – III</td>
<td>3</td>
</tr>
<tr>
<td>WLD 222</td>
<td>Pipe Welding &amp; Fitting – I</td>
<td>3</td>
</tr>
<tr>
<td>Program Option</td>
<td>3-credit min.</td>
<td></td>
</tr>
<tr>
<td>DRF 113</td>
<td>Computer Aided Drafting – II</td>
<td>3</td>
</tr>
<tr>
<td>MGT 112</td>
<td>Machine Shop Practices – II</td>
<td>3</td>
</tr>
<tr>
<td>WLD 161</td>
<td>Welding Problems</td>
<td>4</td>
</tr>
<tr>
<td>WLD 223</td>
<td>Pipe Welding &amp; Fitting – II</td>
<td>3</td>
</tr>
<tr>
<td>WLD 240</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>Program Option</td>
<td>3-credit min.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits (minimum) 97**

**ALUMINUM:**

- 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>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>WLD 280</td>
<td>CWE: Welding</td>
<td>3</td>
</tr>
<tr>
<td>WINTER</td>
<td>WLD 280</td>
<td>CWE: Welding</td>
<td>3</td>
</tr>
<tr>
<td>SPRING</td>
<td>WLD 280</td>
<td>CWE: Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

**ENG 204**

- **3 credits**

- **CIV 214**

- **Computer Aided Drafting - Civil3D and Virtual Design**

- **DFR 116**

- **Computer Aided Drafting - Design**

**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.