OREGON COAST
COMMUNITY COLLEGE
2017-18 GENERAL CATALOG

Table of Contents

2018-2019 Academic Calendar

Summer 2018
Term length: 8 weeks

May 14, 2018	Schedules Available
May 22, 2018	Registration Opens for Returning Students
June 21, 2018	Payment Deadline
June 25, 2018	Classes Begin
June 24, 2018	Last Day to Add a Class Without Instructor Permission
June 30, 2018	Last Day to Add a Class With Instructor Permission Code
June 30, 2018	Last Day to Drop a Class With a Refund*
June 29, 2018	Last Day to Submit an Audit Request
July 28, 2018	Last Day to Withdraw Without a Refund*
July 27, 2018	Last Day to select the P/NP Grading Option
August 13-18, 2018	Finals Week
August 18, 2018	End of Term
August 21, 2018	Grades Available in myOCCC Account
Between Term Break (College Open)	Spring-Summer Break June 18-22, 2018 Late Summer break August 20- September 14, 2018
Independence Day July 4, 2018	College Closures (Holidays & In-Service)
Labor Day September 3, 2018	College Closures (Holidays & In-Service)
All OCCC locations are closed Fridays starting the week of June 25th through the week of August 27th.	College Closures (Holidays & In-Service)

Fall 2018
Term Length: 12 Weeks

May 14, 2018	Schedules Available
May 22, 2018	Registration Opens for Returning Students
May 24, 2018	Registration Opens for New Students
September 21, 2018	Payment Deadline
Shark Week September 17-21, 2018 In-Service September 19-20, 2018	College Wide Events
September 24, 2018	Classes Begin
September 23, 2018	Last Day to Add a Class Without Instructor Permission
September 29, 2018	Last Day to Add a Class With Instructor Permission Code
September 29, 2018	Last Day to Drop a Class With a Refund*
September 28, 2018	Last Day to Submit an Audit Request
November 17, 2018	Last Day to Withdraw Without a Refund*
November 16, 2018	Last Day to select the P/NP Grading Option
December 10-15, 2018	Finals Week
December 15, 2018	End of Term
December 18, 2018	Grades Available in myOCCC Account
Late Summer Break August 20-September 14, 2018 Winter Break December 17-21, 2019 & January 2-4, 2019	Between Term Break (College Open)
Fall In-Service September 19-20, 2018	College Closures (Holidays & In-Service)
Veterans' Day Observed November 12, 2018	College Closures (Holidays & In-Service)
Thanksgiving Day November 22, 2018	College Closures (Holidays & In-Service)
Day After Thanksgiving, November 23 2018	College Closures (Holidays & In-Service)
Winter Holidays December 22, 2018 January 1, 2019	College Closures (Holidays & In-Service)

Winter 2019
Term Length: 11 Weeks

November 13, 2018	Registration Opens for Returning Students
November 15, 2018	Registration Opens for New Students
January 3, 2019	Payment Deadline
January 7, 2019	Classes Begin
January 6, 2019	Last Day to Add a Class Without Instructor Permission

January 12, 2019	Last Day to Add a Class With Instructor Permission Code
January 12, 2019	Last Day to Drop a Class With a Refund*
January 11, 2019	Last Day to Submit an Audit Request
March 2, 2019	Last Day to Withdraw Without a Refund*
March 1, 2018	Last Day to select the P/NP Grading Option
March 18-23, 2019	Finals Week
March 23, 2019	End of Term
March 26, 2019	Grades Available in myOCCC Account
Winter Break December 17-21, 2018 & January 2-4, 2019	Between Term Break (College Open)
New Year's Day January 1, 2019	College Closures (Holidays & In-Service)
New Year's Day January 1, 2019	College Closures (Holidays & In-Service)
Martin Luther King Jr. Day January 21, 2019	College Closures (Holidays & In-Service)
Presidents' Day February 18, 2019	College Closures (Holidays & In-Service)

Spring 2019
Term Length: 11 Weeks

February 12, 2019	Registration Opens for Returning Students
February 14, 2019	Registration Opens for New Students
March, 28 2019	Payment Deadline
In-Service April 19, 2019	College Wide Events
April 1, 2019	Classes Begin
March 31, 2019	Last Day to Add a Class Without Instructor Permission
April 6, 2019	Last Day to Add a Class With Instructor Permission Code
April 6, 2019	Last Day to Drop a Class With a Refund*
April 5, 2019	Last Day to Submit an Audit Request
May 24, 2019	Last Day to Withdraw Without a Refund*
May 24, 2019	Last Day to select the P/NP Grading Option
June 10-15, 2019	Finals Week
June 14, 2019	Commencement
June 15, 2019	End of Term
June 18, 2019	Grades Available in myOCCC Account

Spring Break March 25-29, 2019 Spring-Summer break June 17-21, 2019	Between Term Break (College Open)
Spring In-Service April 19, 2019	College Closures (Holidays & In-Service)
Memorial Day May 27, 2019	College Closures (Holidays & In-Service)

About OCCC General Information

College Contact information and Campus Locations

Central County Campus
400 SE College Way
Newport, OR 97366
541-265-2283
FAX: 541-265-3820 (Administration)
FAX: 541-867-8559 (Student Services)
Business Hours: Monday - Friday: 8am - 5pm

North County Center
3788 SE High School Drive
Lincoln City, OR 97367 541-996-6222
FAX 541-996-4958
Business Hours: Monday - Friday: 8am - 5pm

South County Center
3120 Crestline Drive
Waldport, OR 97394
541-563-4502
FAX 541-563-4502
Business Hours: Varies, call the Central County Campus for information.

Vision, Mission and Values

www.oregoncoastcc.org/mission/

Vision
Shaping the Future Through Learning

Mission
At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

Values
The Board of Education, administration, faculty, staff and students of Oregon Coast Community College commit to these values:

Accountability

We accept responsibility for our actions and commit to transparent practices.

Collaboration

We purposefully build partnerships to achieve common goals.

Excellence

We hold ourselves to the highest standards and are committed to continuously improving the work we do.

Inspiration

We show curiosity, illuminate new possibilities and ignite the joy of thinking well.

Integrity

We act with honesty and authenticity to foster a culture of ethics and respect that embodies our work and serves the community.

Learning

We celebrate the life-long process of developing valuable knowledge and skills.

Sustainability

We are responsible stewards of our financial, material, natural and human resources.

Equity

We embrace diversity and address the inequities and barriers that prevent people from learning and working to their full potential.

Core Themes

Oregon Coast Community College fulfills its mission through its core themes (see below):

Core Theme: Student Success
Objective: OCCC will improve post-secondary educational attainment across Lincoln County and close achievement gaps for underserved populations in our community.

Definition: At Oregon Coast Community College, we equip students for success in college and in life by providing exemplary teaching, student development programs and support services. Students receive customized and relevant advising and enriched supports to maximize completion and success. In response to the diverse needs and histories of our community we are institutionalizing a philosophy of student success and strengthening the College's policies, processes, and business practices to facilitate access and completion.

Core Theme: Educational Pathways
Objective: OCCC will offer rigorous and engaging academic programs and educational options comprised of clear pathways to transfer, employment and self-development that enrich individual lives and promote the economic and civic vitality of Lincoln County and beyond.

Definition: At Oregon Coast Community College, we assess the needs of individuals and employers, and respond by designing pathways and partnerships that address community and regional priorities. We create bridges into our pathways from high school, College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs. The college will attempt to post important changes and new information on the college web page. This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising specialist or college staff for updated information not available at the time of publication. This catalog and class schedules shall not be construed as a contract between the student and the College. 9 adult education, non-credit, and other feeders. Educational pathways are accessible through place and modality, and facilitate transitions to transfer or employment. We strengthen the economy and workforce through our business development, career technical and transfer programs. By narrowing achievement gaps in post-secondary education and raising post-secondary educational attainment, we advance the economic and civic vitality of Lincoln County and beyond.

Accreditation

Oregon Coast Community College (OCCC) delivers college credit instruction, certificates and degrees through its Inter-Governmental Agreement with Portland Community College (PCC). Credits, certificates and degrees earned at OCCC appear on PCC transcripts and are transferable to other institutions, subject to the specific policies of the receiving institutions

PCC is accredited through the Northwest Commission on Colleges and Universities (NWCCU) The Northwest Commission on Colleges and Universities is a regional post-secondary accrediting agency recognized by the U.S. Department of Education. OCCC has been granted Candidacy status with NWCCU, the final step prior to independent regional accreditation. Candidate for Accreditation is a preaccreditation affiliate status with the Commission following a specified procedure for application, institutional self-study, and on-site evaluation. Candidacy is not accreditation and does not ensure eventual accreditation. It is an indication that an institution complies with the Eligibility Requirements and is progressing toward accreditation

Individuals wishing to review information about OCCC's accreditation status may do so at this link http://www.oregoncoastcc.org/accreditation-status-of-occc-programs-and-services/. A copy of OCCC's official accreditation documentation is on reserve and available for review in the OCCC Library during regular business hours.

Equal Opportunity Statement and Non-Discrimination

http://www.oregoncoastcc.org/equal-opportunity-non-discrimination/

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA'), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

Persons having questions about equal opportunity and nondiscrimination should contact either:

Dean of Students Cindy Carlson 541-867-8511

ccarlson@oregoncoastcc.org

Human Resources Manager Joy Gutknecht 541-867-8515

joy.gutknecht@oegoncoastcc.org

Questions can also be mailed to their attention at:

400 SE College Way, Newport, OR 97366

OCCC Foundation

http://www.oregoncoastcc.org/foundation/

Mission and Purpose

The Mission of the Oregon Coast Community College Foundation is to advance educational opportunities at OCCC by raising funds for college needs and increasing public awareness of the College and its many benefits. The Foundation fulfills its mission by securing private donations, applying for grants, holding special events and fundraisers, stewarding resources, and administering special programs, such as the OCCC Foundation Scholarship program. Goals and objectives of the OCCC Foundation include providing:

Student aid in the form of scholarships. For more information: http://www.oregoncoastcc.org/scholarships

Funds to help the College in technology advancements and equipment

Funds to strengthen programs, such as Business, Teaching, Nursing and Aquarium Science

An Annual Campaign to support unrestricted funding

Funds to assist with program development

Capital funds to support campus development/improvements

Endowed funds to secure the future of Oregon Coast Community College

Background

The Foundation received its non-profit, tax exempt status from the State of Oregon in 2000. Gifts to the Foundation are gifts of knowledge that help build a better future for Lincoln County through an educated citizenry. Donations qualify as charitable contributions and may be tax-deductible. The Foundation helps to ensure growth and stability for the College, thus ensuring the future of higher education in Lincoln County.

The OCCC Foundation Board and staff work closely with the College President and the elected Board of Education to raise funds for college priorities. The College supports Foundation operations by providing office space and partial funding for equipment, materials, supplies, and staff salaries. The support provided by the College is essential in ensuring that the majority of donor contributions directly support students, programs, and other College needs that are not possible through the College's general operating budget. Individual Board members support the Foundation by contributing financial resources as well as individual expertise. Members serve as community ambassadors to enhance the College's relations with the community. Members also actively participate in fund-raising efforts and College events.

OCCC Foundation Board Members: 2018-2019

> Julie Hanrahan, Board President
> Adam Springer, Board President-Elect
> David Bigelow, Treasurer
> Sharon Beardsley, Secretary
> Nancy Osterlund, Board of Education Liaison
> Chris Boyle
> David Gomberg
> Gloria Ingle
> Lesley Ogden
> Billie Jo Smith
> Andi Spirtos

Birgitte Ryslinge, OCCC President, serves as an ex-officio, non-voting member of the Foundation Board.

Lucinda Taylor, OCCC Director of Advancement, serves as the executive director, and is an ex-officio, non-voting member of the Foundation Board. The Foundation office is located:

Central County Campus
400 SE College Way
Newport. OR 97366
541-867-8531
foundation@oregoncoastcc.org

Admissions and Registration

Admissions

oregoncoastcc.org/getting-started

Applying for admission to Oregon Coast Community College is fast, easy, and free. High school graduates or non-high school graduates 16 years or older, are eligible for admissions to Oregon Coast Community College.

Although OCCC has an open admissions policy, our limited entry programs (Aquarium Science, Medical Assisting, Nursing, and Nursing Assistant) have specific entrance requirements. Visit that program's web page to view their specific requirements.

The policy of OCCC is that all persons regardless of color, gender, sexual orientation, race, religion, creed, or disability have access to higher education. Students under 16 years of age may enroll in accordance with the Underage Student Admission Policy. Students desiring to appeal an admissions decision may pursue the Conflict Resolution (Student Grievance Procedure) Policy 835. Some programs may have specific admission policies and procedures. General admission to the college does not preclude students from course or program placement requirements.

Residency Requirements

Residency requirements must be met prior to the date the term begins. Out-of-state students are assessed at a higher tuition rate. States that border Oregon are considered in-state for tuition purposes.

OCCC reserves the right to ask students to provide proof of residency. Establishing proof of residency may include a driver's license, rental contract, utility payment records, and/or voter registration card. On an individual basis, other forms of proof may be utilized in the residency determination process. The initial residency status of each applicant is determined at the time of application.

Students seeking a change in their residency status should contact Enrollment Services at 541-867-8525. There is no residency requirement for distance education and non-credit courses.

(Note: A person eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 (38 U.S.C Section 3301 et seq.) or any other federal law authorizing educational benefits to veterans shall be entitled to Oregon resident status for purposes of tuition and fees charged at Oregon Coast Community College.)

Underage Student Admissions Policy

oregoncoastcc.org/underage-admission

Oregon Coast Community College considers students who are younger than 16 years of age to be underage students. Under unusual circumstances, a student under 16 years of age may be admitted. The College has developed an underage student admissions policy and procedure to ensure students benefit from the educational services of the College.

Prospective underage students must complete an underage student admissions application, including:

- a written request from the student for admission
- a letter from the student's parent or guardian
- a letter from the student's high school counselor
- Completion of an OCCC online admissions application.

Registration for classes (drop/add/withdraw) is completed by the student through the myOCCC portal and a student responsibility. Underage student applicants and their parents/guardians recognize that: academic freedom is part of the college learning environment.

- academic integrity is expected.
- a college learning environment is by its nature adultoriented.
- grading is a faculty responsibility.
- library and internet use is not censored.
- students are responsible for their learning and conduct.

How to Become Admitted and Registered as a:

New Student

Transfer Student

Returning Student

New Student
Note: OCCC will create a college email account for students within three (3) business days from admissions. When this email account is created students will receive login instructions. Email is OCCC's official means of communication and all future written communication will be sent to a

student's @oregoncoastcc.org email address once it is created. It is important that students are prompt in accessing this email account.

Step 1: Get Admitted to OCCC
Apply online at
http://www.oregoncoastcc.org/getting-started/

Step 2: Individual Advising Appointment
Make a one-hour appointment with an academic advisor using OCCC's online scheduling tool at
http://www.oregoncoastcc.org/advising- appointments/ to discuss educational and career plans and which classes to start with. Please bring as the following materials to the appointment (if available):

- High School Transcripts
- ACT and/or SAT Scores
- GED Scores
- Smarter Balanced Scores
- Advanced Placement (AP) Subject Area Test Scores
- International Baccalaureate (IB) Test Scores
- Readiness to talk about your aspirations
- A list of questions to discuss

Step 3: Attend the Advising Appointment scheduled in step 2
Keep the appointment. At this one-on-one meeting with an academic advisor, students will receive:

- Financial Aid Information
- Academic Planning
- Referrals to other services at the College
- Testing
- Disability Services
- Career and Transfer Planning

Step 4: Attend an Academic Orientation
(Required for all new credit students.)

At Academic Orientation, students will learn more about important services the College provides, College policies, and how to be successful.

Step 5: Register for the classes selected during the individual advising appointment and Academic Orientation.
Registration is completed online. Students login to myOCCC account (http://oregoncoastcc.org/myoccc) to register for classes. Registration dates can be found on the academic calendar.

Step 6: Pay tuition and fees
After registering, tuition and fees can be paid online through the student's myOCCC account or in person at Student

Services. Information about payment options and the Tuition and Fees Schedule can be found
at http://www.oregoncoastcc.org/student-accounts/ .

Additional helpful information for New Students is below:

Financial Aid Information

Students can login to their myOCCCaccount and choose Financial Aid Status from the student resources menu. Students with questions or concerns regarding financial aid can contact the financial aid specialist
at finaid@oregoncoastcc.org or call 541-867-8503.

Buy Books and Supplies

Your College Store has everything students need to begin their college career!
Students can find what books are required for their courses by visiting the bookstore or going to http://oregoncoastcc.org/bookstore and looking at the book list for a specific term.

Transfer Student
Note: OCCC will create a college email account for students within three (3) business days from College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs. The college will attempt to post important changes and new information on the college web page. This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising specialist or college staff for updated information not available at the time of publication. This catalog and class schedules shall not be construed as a contract between the student and the College. 13 admissions. When this email account is created students will receive login instructions. Email is OCCC's official means of communication and all future written communication will be sent to a student's @oregoncoastcc.org email address once it is created. It is important that students are prompt in accessing this email account.

Step 1: Get Admitted to OCCC
Apply online at
http://www.oregoncoastcc.org/getting-started/

Step 2: Submit your Official Transcripts from all Colleges Previously Attended
It is important for students to request official transcripts from all colleges previously attended so they are placed into the correct courses here at OCCC. Please have those mailed to Enrollment Services, OCCC, 400 SE College Way, Newport, Oregon 97366. Students taking classes solely for personal enrichment, please ask an Academic Advisor what transcripts are needed.

Step 3: Individual Advising Appointment
Schedule an appointment using OCCC's online scheduling tool at http://www.oregoncoastcc.org/advising- appointments/ .

Step 4: Register for the Classes Selected at the individual Advising Appointment
Registration is completed online. Students login to myOCCCaccount (http://oregoncoastcc.org/myoccc) to register for classes. Registration dates can be found on the academic calendar.

Step 5: Pay Tuition and Fees
After registering, tuition and fees can be paid online through the student's myOCCC account or in person at Student Services. Information about payment options and the Tuition and Fees Schedule can be found at http://www.oregoncoastcc.org/student- accounts/ .

Additional helpful information for New Students is below:

Financial Aid Information
Students can login to their myOCCCaccount and choose Financial Aid Status from the student resources menu. Students with questions or concerns regarding financial aid can contact our financial aid specialist at finaid@oregoncoastcc.org or call 541-867-8503.

Buy Books and Supplies
Your College Store has everything students need to begin their college career!
Students can find what books are required for their courses by visiting the bookstore or going to http://oregoncoastcc.org/bookstore and looking at the book list for a specific term.

Returning Student
Note: If a returning student does not have a college issued email account, OCCC will create one within three (3) business days from readmission. When this email account is created students will receive login instructions. Email is OCCC's official means of communication and all future written communication will be sent to a student's @oregoncoastcc.org email address once it is created. It is important that students are prompt in accessing this email account.

Step 1: Get Readmitted to OCCC
Apply online at
http://www.oregoncoastcc.org/getting-started/

Step 2: Individual Advising Appointment
Schedule an appointment using OCCC's online scheduling tool at http://www.oregoncoastcc.org/advising- appointments/

Step 3: Register for the Classes You Selected during the individual advising appointment
Registration is completed online. Students login to myOCCC account (http://oregoncoastcc.org/myoccc) to register for classes. Registration dates can be found on the academic calendar.

Step 4: Pay Tuition and Fees
After registering, tuition and fees can be paid online through the student's myOCCC account or in person at Student

Services. Information about payment options and the Tuition and Fees Schedule can be found at http://www.oregoncoastcc.org/student- accounts/

Additional helpful information for Returning Students is below:

Financial Aid Information
Students can login to their myOCCC account and choose Financial Aid Status from the student resources menu. Students with questions or concerns regarding financial aid can contact the financial aid specialist at finaid@oregoncoastcc.org or call 541-867-8503.

Buy Books and Supplies
Your College Store has everything students need to begin their college career!
Students can find what books are required for their courses by visiting the bookstore or going to http://oregoncoastcc.org/bookstore and looking at the book list for a specific term.

Registration: Adding, Dropping or Withdrawing from a Class

All registration activity for credit students is accomplished via the myOCCC student portal. Students may add classes to their schedules during open registration periods until the start of each term if an academic advisor has cleared them for registration. Students may add classes with instructor permission during the late add period which coincides with the first week of each term. Instructors may provide students a permission code for the student to use to register. Students may drop classes and receive a full refund of tuition and fees until the deadline published in the academic calendar.

Removing a credit class after the first week of the term is called a withdrawal and will result in a "W" on the official transcript. There are no refunds for withdrawals. Adding, dropping, and withdrawing affect enrollment level status and may affect financial aid eligibility.

Enrollment Level

Full-time students at Oregon Coast Community College are those who register for 12 or more credits per term. Students who register for less than 12 credits in a term are part-time. Part-time enrollment statuses are:

9-11 credits — three-quarter time enrollment
6-8 credits — half-time enrollment
1-5 credits — quarter-time enrollment

Enrollment status can affect eligibility for financial aid, veterans benefits, and scholarships.

Free Tuition for Credit Class for County Residents Aged 65 and Better

http://www.oregoncoastcc.org/seniorwaiver/

Students who are aged 65 or above get free tuition for credit classes when taken for an audit grading option. Auditing is taking a class without receiving a grade or credit. This tuition waiver is available on a space available basis and does not cover any fees. Many classes fill up early, so space is not guaranteed. The only way to secure a spot in a class is to register early and pay full tuition. Auditing students must be registered for eight credits or less per term. Not all courses are eligible for the audit grading option.

Programs for High School Students

oregoncoastcc.org/high-school-students/

Navigate Program

Dual Credit Program

Expanded Options Program

Early College Program

Oregon Coast Community College offers are variety of options for High School students to participate in college courses and learn about the culture of college.

Navigate Program
The Oregon Coast Community College Navigate Program serves as an umbrella program designed to inspire, inform, guide, and support students finding their way to – and successfully through – higher education. The Navigate Program supports Lincoln County students and families beginning in the 8th grade and continuing through completion of community college and on to employment or transfer. The Navigate Program maintains two key strategic initiatives:

1. Connect and enhance existing outreach and support activities across partners to encourage more students to complete high school and enter higher education.

2. Provide direct support and increase retention and success of first-generation and low-income students who enroll at OCCC.

Contact Ben Kaufmann, Navigate Program Manager, at ben.kaufmann@oregoncoastcc.org or Holly Shank, Navigate Outreach Specialist at holly.shank@oregoncoastcc.org for more information.

Dual Credit Program
Through OCCC's dual credit agreement with the Lincoln County School District, students may earn OCCC credits while they currently are enrolled in high school. Students who take high school courses equivalent to OCCC courses may qualify

for OCCC credits in college- approved professional/technical courses. High school students should consult their high school counselors for more information.

Expanded Options Program
The Expanded Options Program helps students get a head start on college, at considerable savings, while they are still in high school. Under an agreement between Lincoln County School District (LCSD) and Oregon Coast Community College (OCCC), eligible and admitted LCSD juniors and seniors may take OCCC college courses at the College or online through the College, and receive simultaneous college and high school credit. Interested persons should speak to their high school counselor for more information.

Early College Program
The faculty, staff, and administration at Oregon Coast Community College (OCCC) want to ensure that all Lincoln County High School juniors and seniors who are "College Ready" have the opportunity to begin their post-secondary education and become successful college students. OCCC's Early College Program is committed to serving students in the community, including students of color, first-generation and low-income individuals.

Benefits of Early College include:
Earn high school and college credits concurrently (high school credit is granted at the discretion of the high school you attend
Get a head start on academic and career goals Experience the academic rigor of college classes
Save time and money

Students in Early College are Juniors and Seniors in high school that are mature enough socially, emotionally and educationally to operate in the adult college setting. Juniors and Seniors from Lincoln County School District including home schools and charter schools are eligible. All students must demonstrate they are college-ready. College ready is defined as placing into 100-level courses.

Tuition is at no cost to each student. Students are required to pay for fees and books. Limited scholarships are available. Additionally, students must provide their own transportation or use public transportation to attend OCCC.

To enter the Early College Program:
1. Complete an admission application. (Available online at www.oregoncoastcc.org) or click here http://www.oregoncoastcc.org/student-resources/
2. Make an appointment with an OCCC academic advisor using our online appointment tool http://www.oregoncoastcc.org/advising- appointments/ to discuss placement into classes. Please bring your high school transcript to this appointment.
3. Attend the REQUIRED Early College Program orientation at one of the following dates and times (Note: This orientation is not required for previously enrolled

Expanded Options students. Students will register for classes using the myOCCC student portal during this orientation.)

Students can register for one class per term tuition free and students will receive a 50% tuition reduction for additional classes taken in a term. Students may take up to s classes (one per term) through the Early College Program. Students are limited to three OCCC online classes through the Early College Program.

Designated transfer classes from the list below may be taken provided there is space available.

Biology: BI 101, 102, 103, 201, 202, 203
College Success: CG 100 — STRONGLY RECOMMENDED the first term a student participates in the ECP.
Communication: COMM 111 History: HST (any course number)
Library and Research Skills: LIB 101
Mathematics: MTH 105, 111, 112, 243
Psychology: PSY 101, 102, 103, 201, 202, 203
Reading: RD 115
Spanish: SPAN 101, 102, 103, 111, 112, 113, 201, 202, 203
Writing: WR 115, 121, 122, 123

For more information about the Early College Program, email student.services@oregoncoastcc.org or call 541-867-8501.

Dual Credit Program

http://www.oregoncoastcc.org/high-school-students/

Through OCCC's dual credit agreement with the Lincoln County School District, students may earn OCCC credits while they currently are enrolled in high school. Students who take high school courses equivalent to OCCC courses may qualify for OCCC credits in college- approved professional/technical courses. High school students should consult their high school counselors for more information.

Expanded Options Program

http://www.oregoncoastcc.org/high-school-students/

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Early College Program

http://www.oregoncoastcc.org/high-school-students/

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Tuition is at no cost to each student. Students are required to pay for fees and books. Limited scholarships are available. Additionally, students must provide their own transportation or use public transportation to attend OCCC.

To enter the Early College Program:
1. Complete an admission application. (Available online at www.oregoncoastcc.org) or click here http://www.oregoncoastcc.org/student-resources/
2. Make an appointment with an OCCC academic advisor using our online appointment tool http://www.oregoncoastcc.org/advising- appointments/ to discuss placement into classes. Please bring your high school transcript to this appointment.
3. Attend the REQUIRED Early College Program orientation at one of the following dates and times (Note: This orientation is not required for previously enrolled Expanded Options students. Students will register for classes using the myOCCC student portal during this orientation.)

Students can register for one class per term tuition free and students will receive a 50% tuition reduction for additional classes taken in a term. Students may take up to s classes (one per term) through the Early College Program. Students are limited to three OCCC online classes through the Early College Program.

Designated transfer classes from the list below may be taken provided there is space available.

Biology: BI 101, 102, 103, 201, 202, 203
College Success: CG 100 — STRONGLY RECOMMENDED the first term a student participates in the ECP.
Communication: COMM 111 History: HST (any course number)
Library and Research Skills: LIB 101

Mathematics: MTH 105, 111, 112, 243
Psychology: PSY 101, 102, 103, 201, 202, 203
Reading: RD 115
Spanish: SPAN 101, 102, 103, 111, 112, 113, 201, 202, 203
Writing: WR 115, 121, 122, 123

For more information about the Early College Program, email student.services@oregoncoastcc.org or call 541-867-8501.

Non-credit Students: Community Education and Small Business Classes

oregoncoastcc.org/CommunityEd
oregoncoastcc.org/Business

Oregon Coast Community College offers a variety of continuing education options to Lincoln County residents. The College's Community Education features classes in topics ranging from acoustic guitar, to foreign language, to oil painting and much more. The OCCC Small Business Development Center (SBDC) regularly presents low-cost and free workshops and classes on topics ranging from social media marketing, accounting, business law and other topics. These non-credit courses are affordable and scheduled throughout each academic term.

Students can select and register for Community Education and Small Business by calling the Oregon Coast Community College North County Center at Lincoln City, at 541-994-6222 ext. 201 for Community Education classes or 541-994-4166 for SBDC classes.

Basic Skills: GED Prep & Adult General Education Classes

GED & Adult General Education Overview
www.oregoncoastcc.org/portfolio/ged/

GED and Adult General Education Classes help prepare adult learners for the GED Test as well as pre-college study. Skills learned in these courses can also lead students to entering college, meeting prerequisites for college classes, gaining employment opportunities, and improving skills needed in the workplace. Reading, writing, math, critical thinking, and general academic development are taught through a variety of means.

Passing the GED opens doors for higher-paying jobs and enrollment in community colleges, vocational or technical colleges, apprenticeship programs, and most four-year colleges and universities. Having a GED allows one to apply for federal financial aid to help pay for college or vocational/technical school programs.

Adults with GEDs or high school diplomas, who want to improve their basic math, writing, and reading skills, as well as those wanting to improve their workplace skills will benefit from these classes. Once enrolled in a GED/Adult General Education Class, students can set goals and focus attention on

areas of their individual needs. There is a strong commitment to finding the best way for each student to learn most effectively. Those who have been out of school for some time will find a relaxed, supportive environment in which to start studying again.

Students 16 or 17 years of age are welcome to attend GED classes with official authorization form from the Linn-Benton-Lincoln County Educational Service District. To obtain the official authorization please visit www.lblesd.k12.or.us/homeschool/. Parents/guardians must fill out and sign the form and return it to the school district. Authorization papers will be sent back to you within 1-2 weeks. Authorization approval documentation forms must be presented at orientation or the first day of class.

GED & Adult General Education Orientations
Before entering a GED/Adult General Education class, a two-session orientation is required. Orientations provide an opportunity to learn more about our program and classes; get specific information about the GED test; find out about the many advantages GED students have at OCCC; learn about the College's services, resources, and other programs; take some basic assessments; and get introduced to the friendly and encouraging classroom setting in which you'll be able to learn and succeed. There are two orientation sessions each term.

Basic Skills: English for Speakers of Other Languages (ESOL) Classes

Overview
http://www.oregoncoastcc.org/portfolio/english-second-language/

ESOL classes are available to students whose native language is not English and who want to improve their basic English language proficiency. Speaking, listening, reading, writing, and American culture are taught. Classes are open to anyone 16 years of age and older. Orientation is not required and students may enter ESOL classes at any time. Morning classes are available at Central Campus, and evening classes are available at Food Share and Ocean Spray Family Center.

Student Resources

Academic Advising

http://www.oregoncoastcc.org/advising-appointments/

OCCC advisors help students maximize their college experience, whether they are a new student, returning student, or are currently enrolled. Academic advising is required on a term by term basis to ensure student success.

Academic advisors support students' intellectual growth, empower students to clarify and attain their academic and professional goals, foster student retention, and promote student success

Make an academic advising appointment for information regarding:

Academic program options
Academic concerns
College success resources
Degree requirements
Educational planning
Career planning
Financial aid time frame and satisfactory
Academic progress appeals
Policies and procedures
Transfer programs
Reviewing unofficial transcripts

Your College Store (Bookstore)

www.oregoncoastcc.org/bookstore

Open 8am-4:30pm Monday-Thursday (Summer Hours, 8am-1pm Monday-Thursday)

Located just off the Commons in the Oregon Coast Community College Central County Campus in Newport, the OCCC Bookstore, "Your College Store," offers fresh sandwiches, a salad bar, healthy snacks, beverages, supplies - and, of course, textbooks. You can reach YCS at (541) 867-8523.

Students need their books to be successful. If the posted hours do not work for a student's schedule, students may call 541-867-8523 for an appointment. Textbooks may be ordered for pickup at the North County Center in Lincoln City. For information, contact YCS at (541) 867-8523.

Online Courses
Visit YCS for textbooks to online courses taught by OCCC faculty. If you are taking an online class through Portland Community College (PCC), you will need to contact the PCC Bookstore for your textbooks.

Refund Policy
Book refund deadlines and tuition refund deadlines are the same. Check the Academic Calendar for this date. A full refund on textbook purchases will be made provided: the current original receipt is presented; the book is unmarked and in the original condition with all packaging intact; sales of study guides, supplies, and non-required items are returnable for refund or replacement only if defective.

Buy Back Policy
Used book buy back is held during Finals Week ONLY.

The following conditions must be met to sell back textbooks: books must be listed in the current buying guide; the book is the current edition, volume, etc., and is in good condition;

textbooks may contain a reasonable amount of highlighting or writing; study guides or any "fill in the blank" books must be absolutely clean and complete, with no marking of any type; workbooks must be clean and complete.

Used Book Bulletin Board
Students are encouraged to post their textbooks for resale on the bulletin board next to YCS. Students purchasing textbooks from other students are encouraged to check with YCS to validate current edition and author information prior to purchasing. All such transactions are between the buyer and seller, and do not involve OCCC.

Career and Transfer Readiness Center

http://www.oregoncoastcc.org/careerandtransfer/

Oregon Coast Community College Student Services offers career planning and job search services. Individual appointments can be made to help students with career decision making, program planning, resumes, cover letters, and job searches. The Career and Transfer Readiness Center, is a dedicated space open to students. The CTRC is in room 52 at OCCC's Newport campus. An Academic Advisor can assist you in exploring and planning career and transfer paths that are right for you. Use the online scheduling tool at http://www.oregoncoastcc.org/advising-appointments/ to make an appointment with an Academic Advisor.

Services for Students with Disabilities

http://www.oregoncoastcc.org/disabilities/

Oregon Coast Community College is committed to providing equal opportunities for students with disabilities throughout the College community. Students with documented disabilities are entitled to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The College's philosophy is to maximize student independence and self-reliance by providing a variety of support options to assist students in achieving their educational and/or vocational objectives. To initiate support services, students should contact the Dean of Students at 541-867-8501 and submit documentation of their disabling condition(s) to the Dean of Students. It is the student's responsibilities to self-identify and make the request for accommodative services in a timely manner.

All questions regarding accommodations should be directed to the Dean of Students.

Distance Education

http://www.oregoncoastcc.org/distance-education/

OCCC offers Distance Education (DE) classes taught by OCCC instructors. Students register for these classes in their myOCCC account in the same way they register for all other classes. Early registration is critical as online classes fill quickly.

OCCC students also have the option to take online classes at Portland Community College. Students interested in this option should coordinate with an academic advisor who will facilitate registration with PCC. Students who register for classes at PCC must follow the dates and deadlines published in PCC's academic calendar and complete PCC's orientation for online courses.

Important:
The Oregon Coast Scholars Program will not pay tuition and fees for PCC Distance Education classes. Tuition waivers will also not pay for PCC classes.

Distance Education Textbooks:

Textbooks for online courses taught by OCCC faculty may be purchased at the OCCC bookstore. Call the OCCC bookstore at 541-867-8523 for more information.

Textbooks for online courses from PCC may be purchased from their Sylvania bookstore. The Sylvania bookstore can be reached at 971-722-8119 or bookstore@pcc.edu.

Important:

OCCC students taking PCC classes can use their financial aid to purchase their textbooks at PCC. Please contact the PCC bookstore for more information.

Technical Awareness and Computer Skill Requirements for Online Courses

Students registering for online courses must have modern, reliable computer equipment with a supported operating system (OS) installed. Cable, DSL, or high-speed wireless internet is required. Basic computer skills are required before registering for an online class. This includes, but is not be limited to: navigational skills using tabs, links, backarrows, and breadcrumbs; familiarity with logging into accounts, using email to communicate, sending attachments, uploading documents and photos, posting to forums, downloading and installing programs, searching the internet using a search engine, using a word-processor, and saving documents to a variety of locations.

Online courses require a lot of reading for directions and information. Students should have good reading and writing skills before registering for online classes. Online students need to be organized, self disciplined, and committed to be successful! Online courses require as much time as on-campus courses — do not assume they will be less work.

Library and Information Resources

http://www.oregoncoastcc.org/access-use-library-services/
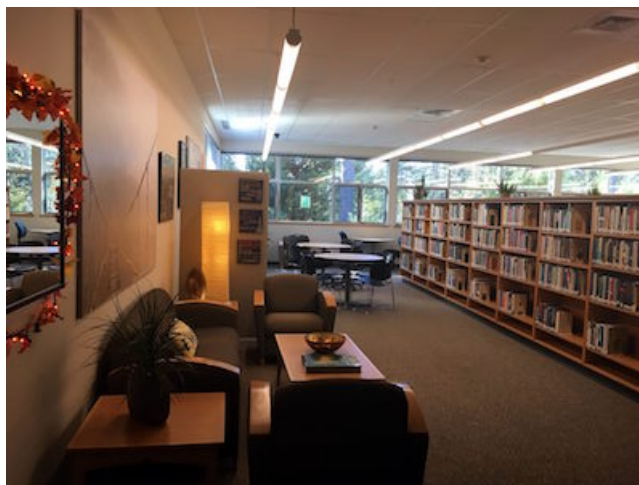
The Oregon Coast Community College Library contributes to student success and life-long learning by providing Information Literacy instruction and support for students, faculty, staff, and the local community. Personal research assistance is available to individuals by chat, email, telephone, or by stopping by the Library during open reference hours.

The Library provides access to collections, services, and spaces in support of the College mission. We are a member of the Chinook Libraries Network (CLN), a consortium of three academic and three public libraries in Oregon. Through that membership, users have access to the collections of all Chinook libraries. Consortium materials may be picked up at any consortium library, including the OCCC central campus and the OCCC north and south county sites. The Library's academic e-book collection, streaming videos, and databases support teaching and learning, ensuring that resources are equitably serving all college programs and services.

Library Services include:
Computers
Interlibrary loans
Laptops for check-out
Reference and research assistance
Reserve materials for classes
A self-checkout machine
Small-item lending, such as headphones, laptops, and calculators

The Library offers various spaces in support of learning and life at OCCC. Comfortable furniture greets users at the Library entrance for those wishing to relax or take a break. Large tables encourage collaboration, while tall cafe-style tables with outlets cater to laptop users. Study carrels are available for those needing an extra degree of quiet study. A Team Lab designed for group collaboration houses four computers, a printer, and a whiteboard. Two additional computers are

stationed within the Library for individual work. The Library also manages six study rooms; four designed for individual use and two for groups of three or more.

Testing Services

http://www.oregoncoastcc.org/testing/

Placement Testing
The placement test covers writing and reading. Academic advisors use the results to ensure that students are placed in appropriate class levels to ensure they have a successful college experience.

The need to take the placement test will be determined by an academic advisor. New students need to make an appointment to speak with an academic advisor before making a testing appointment. When meeting with an academic advisor, please bring your GED transcript or high school transcripts, if possible. If you have taken college-level courses, please bring college transcripts as well.

The placement test is offered regularly at the Central County Campus in Newport and periodically at the North County Center in Lincoln City. Because seating is limited, appointments are necessary. Please call Student Services at 541-867-8501 or the Testing Center at 541-867-8505 for additional information, the current testing schedule and to make an appointment. For testing in Lincoln City please call 541-996-6222, 541-867-8501 or 541-867-8505. The current testing fee is $15 and the retest fee is $5 for each subject area. The testing fees are payable the day of testing.

Only students participating in the assessment are allowed in the testing room. No food or beverages are allowed in the testing room, and children are not allowed to accompany their parents nor are they allowed to be left unattended in the waiting area. Due to the structure of the assessment, late arrivals cannot be accommodated. Students considering retesting should speak with an academic advisor.

OCCC provides reasonable accommodation for students with documented disabilities to facilitate academic success. Please call the Dean of Students at 541-867-8511 before testing to discuss possible options.

ALEKS Placement Test/Math Review
Oregon Coast Community College now uses ALEKS for math placement. ALEKS is founded on groundbreaking research in mathematical cognitive science known as Knowledge Space Theory. ALEKS is also an exciting new way to study math at OCCC. ALEKS begins with a placement test that determines what you do or don't know in a math course — individually by topic. This means that time will not be wasted working on skills that you have already mastered.

Students are given six months to work in an individualized prep and learning module that can be used to prepare for a higher-level course — saving students time and money!

Testing Services — Other
General Education Development (GED) Testing OCCC offers

GED preparatory classes and GED testing. GED preparatory classes are offered at a variety of times at the North Center and Central Campus. The fee is $20 per class. Please check the class schedule for current locations and times.

The GED test consists of four separate test subjects: Reasoning Through Language Arts (150 minutes), Mathematical Reasoning (120 minutes), Science (90 minutes) and Social Studies (75 minutes). To obtain the GED, candidates must score 145 or above on each of the four tests for a minimum overall battery average of 580. The testing fee is $38 per test and $10 for each retest. A testing candidate will be able to take two retests (per year), per subject area for a total of 8 tests.

To be eligible to take the GED examinations, candidates must be at least 16 years old. Candidates under 18 years old must have an Exemption from Compulsory Attendance Form from the last high school attended or the GED Authorization Letter and Parent Assurance Form for the GED Options program. These forms must be provided to the Testing Center before any tests can be taken. In addition to the underage requirements, all candidates must present a valid photo identification at each testing session.

For the current GED testing schedule, please access the college's website at oregoncoastcc.org. For additional information on GED testing, please contact the College's Testing Center at 541-867- 8505.

Proctoring
The College's Testing Center offers proctoring services for distance education courses (online), missed in-class examinations, students needing special accommodations, state licensing/certification, and NCRC certification. Non OCCC/PCC affiliated testing services (online exams) will require proctoring fees. Students needing proctoring services should call the Testing Center at 541-867-8505.

Tutoring Center

http://www.oregoncoastcc.org/tutoring-center/

Tutoring services are available for individuals enrolled at OCCC. Volunteers from the community work one to one or with small groups of students in their content areas. All tutoring must take place at Central Campus, or at North and South Centers. If you would like to request a tutor or would like to volunteer with the tutoring program please contact Student Services at 541-867-8501 or by email at tutoring-center@oregoncoastcc.org.

Tuition and Fees/Payment Options

Payment Policies

http://www.oregoncoastcc.org/student- accounts/

OCCC has a Pave Your Way to Success policy. Pay in full or make college approved payment arrangements (Installment

Payment plan) by the payment deadline each term to avoid being automatically dropped from classes. A student's registration is secure when they have a financial aid award letter, have set up a college approved payment plan, have arranged with Accounts Receivable for a third-party payment, or have a scholarship that will cover the student account balance for the term.

By registering for a class at Oregon Coast Community College, students incur a legal obligation to pay all tuition, fees, and any other charges relating to enrollment, even if the charges are being paid by another party. Unless students officially drop courses within the full refund period each term, they are obligated to meet the payment deadline found on the academic calendar at https://catalog.oregoncoastcc.org/20182019-academic-calendar

Cash, personal checks (payable to OCCC), Discover, MasterCard, and VISA are accepted. Credit cards must be presented by the card holder and the signature must be verifiable by at least one additional form of identification. A deferred tuition plan is available*. See Installment Payment Plan below for more information.

Returned (non-sufficient funds-NSF) checks pose special processing problems. A $25 charge will be assessed for returned checks. NSF checks will not be returned to a bank for payment. Students will be notified by the Business Office when an NSF check is presented to the College. At this time students will have five (5) days to clear the debt, or the College will withdraw the student from classes. Returned checks must be made "good" with cash, money order, or cashier's check. Uncollected checks will be assessed additional fees (up to $50 per check) and submitted to a collection agency. The first NSF check incident will result in a six (6) month suspension of payment-by-check privileges. A second incident will result in a complete loss of payment-by-check privileges. If the error was caused by a bank, a letter from the bank stating this fact must be presented to the College.

All monies owed to the College for previous terms must be paid before a student can register for the current term.

*Students need to clear any outstanding financial obligations owed to the College, and return any overdue library books before the end of the term. Students with past-due debts payable to OCCC or to Portland Community College will not be allowed to register until the balance is paid. An unsatisfactory credit history via OCCC will prevent eligibility for deferred tuition payment plan or other institutional financial assistance.

Installment Payment Plan

http://www.oregoncoastcc.org/student- accounts/

The College offers the Installment Payment Plan to help students meet tuition expenses more easily. Students can arrange for a payment plan at the Central Campus or North Campus Student Services Center or online at myOCCC. Any student may participate in the Installment Payment Plan, except those noted below.

For students who qualify, the following conditions apply:
A $20 processing fee will be charged.
A minimum payment of 1/3 plus the $20 processing fee must be made by the payment deadline each term.
The remaining balance, after down payment, will be divided into two equal installments. A late payment charge of $25 will be added to the outstanding balance for each installment that is not made by the due date Any balance remaining on the last day of the term may immediately be referred to a collection agency, the Oregon Department of Revenue, or an attorney for collection. Collection and/or attorney fees will be added to the outstanding balance.
Any balance due may be deducted from all financial assistance or scholarships awarded. Students will not be allowed to register for subsequent terms until their account is paid in full.

NOTE: The Installment Payment Plan is not available to:
Students receiving full funding from financial assistance, scholarships, or alternate source.
Students owing less than $100.

Payment by Financial Aid or Agency Billing

http://www.oregoncoastcc.org/student- accounts/

Financial aid is available to qualified students and is a resource to pay educational expenses. Students with financial aid are subject to the same registration, refund, and credit terms extended to other students. If funds received from the financial aid award are greater than the enrollment costs, payment of the balance will be made to the student. If anticipated financial aid funds are not received, the student is responsible for payment of any monies owed to the College. Financial Aid questions may be addressed to Financial Aid at 541-867-8503. Payment by a sponsoring agency or a scholarship from an outside agency is a resource to pay educational expenses. A student receiving assistance from a non-OCCC entity is subject to the same registration, refund, and credit terms extended to other students. It is the student's responsibility to provide written agency authorization of funds available to the Business Office by the time of registration. Students with questions regarding outside scholarships or agency payments may call the Student Accounts at 541-867-8551.

Refund Policy

To receive a refund, students must drop their class(es) by the date stated on the academic calendar. Refunds for dropping classes are processed approximately every two weeks. Students who choose to drop a class within the refund period need to allow two to four weeks to receive a refund in the mail.

When a financial aid recipient, full-time or part time, officially drops from OCCC within the refund period, the full amount of tuition refund will be credited to the appropriate federal, state

and/or institutional accounts. Students should check with the financial aid specialist regarding how dropping or withdrawing from classes will impact their financial aid.

Withdrawal from workshops and one-day seminars must occur before the date of the class to be eligible for a refund.

Educational Tax Credits

The American Opportunity (Hope Credit extended) and the Lifetime Learning Credit are education credits that can help offset the costs of education. To determine your eligibility please consult your tax adviser. OCCC staff cannot help with tax related questions. If you plan to claim an educational tax credit, your tax identification number (TIN) or social security number (SSN) is required for tax reporting. 1098T forms will be available online through myOCCC by the second Friday in January for students who sign up for electronic access. Paper forms will be mailed the last week of January for students that do not sign up for electronic access. Contact Student Accounts at 541-867-8551 for more information.

Tuition Effective 2018-2019

http://www.oregoncoastcc.org/tuition-and-fees/

Credit Courses:
Local & In-State* $105 per credit
Out of State* $214 per credit
Other tuition and fees may be charged for specialized courses and programs such as Aquarium Science (http://www.oregoncoastcc.org/portfolio/aquariumscience/), EMT (http://www.oregoncoastcc.org/emergencymedical-technician-2/), Nursing, (http://oregoncoastcc.org/portfolio/nursing/) special workshops, and higher- cost training and instruction.

Non-Credit Courses: Tuition varies according to class. Please see the class schedule for noncredit class costs. *Border states including California, Idaho, Nevada and Washington qualify for in-state tuition.

Fees 2018-2019

College Services Fee: $8.25 per credit
Student Services Fee: $1.50 per credit
Student Government Fee: $0.25 per credit
Technology Fee: $6 per credit
Art Courses: $35 and up per course
Computer Courses: $28 and up per course
Science Courses: $20 and up per course
Online Fees: $50 per course
Deferred Tuition Contract: $20 per term
Installment Payment Late Fee: $50 per term
Placement Test: $15
Placement Test Retest: $5 per subject

Basic Skills: $20 per course
Community Education and Small Business Development Courses: Price varies and is published online and in *Catch the Wave*.
Other tuition and fees may be charged for specialized courses and programs such as nursing, EMT, Aquarium Science, special workshops, and other higher-cost training and instruction.

Financial Aid

http://www.oregoncoastcc.org/getting-started/
College can be expensive, but there are funds available to help with costs including tuition, books, and living expenses. Financial aid loans and grants are available to help with college costs. Students can check their financial aid status by viewing the financial aid dashboard in their myPCC account. Students must review and accept their award by the payment deadline or choose another way to pay.

There are many steps in the financial aid process and it can take several months to receive financial aid.

The first steps are:
1. Submit a Free Application for Federal Student Aid (FAFSA). Fill out the 2016-2017 Free Application for Federal Student Assistance (FAFSA) as soon as possible. Students can submit their 2017-2018 FAFSA as early as October 1, 2016 using tax information from 2015. The application can be accessed at www.fafsa.ed.gov.
2. Complete admissions.
3. Get admitted to OCCC. Apply for admission at http://oregoncoastcc.org/getting-started/ .
4. Monitor email and submit required documents.
5. Students will receive an email with instructions how to log in to their "myPCC" account and check their financial aid status. Students should follow the instructions in their myPCC to complete financial aid requirements. Timely submission of required documents is critically important. Award processing can take several weeks.
6. Consider all Funding Options.
7. Students are encouraged to carefully consider each type of financial aid available to decide what is right for them, including grants and loans awarded from FAFSA, and scholarships from the Office of Access and Completion (OSAC), the OCCC Scholarship Foundation, and other sources. Review oregoncoastcc.org for more information about all funding, or contact the financial aid specialist at 541-867-8503 finaid@oregoncoastcc.org.
8. Review and accept PCC's Conditions of Federal Financial Aid.
9. After the student has completed all federal financial aid requirements in their myPCC, they should monitor their myPCC account. When an award letter appears in the myPCC account, students must accept the term and conditions of the award letter to receive their federal financial aid. Students who would like to borrow loans must be sure to complete entrance counseling and a master promissory note at studentloans.gov.
10. Receive Funds.
11. Students with refunds from their federal financial aid will have a check available for them during the third week of the term. Students should note that loan monies for first time

borrowers will not be available until 30 days after the start of the term.

12. Maintain Eligibility.

13. To maintain eligibility students must meet Satisfactory Academic Progress which is a cumulative Grade Point Average (GPA) of 2.0 or higher and successful completion of two-thirds (66.67%) of attempted credits per term.

14. Apply for scholarships.

15. Fill out a free Office of Student Access and Completion (OSAC) scholarship application at https://oregonstudentaid.gov/. The OSAC application opens November and the final deadline is March 1 of the following year.

Apply for Oregon Coast Community College Foundation Scholarships and other scholarships http://www.oregoncoastcc.org/community-connections/ . The OCCC Foundation scholarship application is available at and usually opens Spring term, though it's never too early for students to begin a scholarship search and start preparing a scholarship essay.

Students expecting scholarship funds should follow up with the organization granting the scholarship to inquire how their funds will be disbursed and what the terms and conditions of their scholarship are.

Veterans' Educational Benefits

http://www.oregoncoastcc.org/veterans-benefits/

OCCC recognizes the sacrifice of those who have served in the United States Armed Forces, and we are honored to assist veterans and their dependents with utilizing their benefits. OCCC provides students with access to any VA education benefits they may be entitled to.

The Veterans Liaison is here to help veterans and their dependents use their VA education benefits to support their college expenses. Benefits are certified through OCCC's contracting college, Portland Community College (PCC). Students apply with the VA and certify their schedule through their myPCC account.

Students using any type of Federal Veterans Administration (VA) Education Benefit are required to have all prior credit history evaluated. It is the student's responsibility to request official transcripts from all previous colleges and submit them to OCCC. Students must also complete and submit the Transfer Credit Evaluation request found in their myPCC. A student's first term of VA benefits may be certified while waiting for transcript evaluation, however no subsequent terms will be certified for VA Benefits until transfer credit evaluation is complete. All credits will be evaluated and transferred according to the policies stated in this catalog.

A person eligible for benefits under the federal Post- 9/11 Veterans Educational Assistance Act of 2008 (38 U.S.C Section 3301 et seq.) or any other federal law authorizing educational benefits to veterans shall be entitled to Oregon resident status for purposes of tuition and fees charged at Oregon Coast Community College.

Types of Financial Aid Available to Students

Grants:

Federal Pell Grant — Federal Pell Grants provide funding to students who meet certain eligibility criteria, according to federal guidelines. The amount awarded to students is determined by their Expected Family Contribution (EFC) and enrollment. Pell Grants are prorated based on a student's enrollment level status.

Oregon Opportunity Grant — The Oregon Opportunity Grant is awarded to eligible Oregon residents enrolled at least half-time (6 credits or more). Award are adjusted with based on a student's enrollment level status.

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

Students not eligible for grants or scholarships or requiring additional funds to meet educational expenses, may be eligible for student loans. Student loans are available to students and families to borrow money for assistance with funding educational needs.

Loans:

Federal Direct Loan Program — The Federal Direct Loan is a funding source for students enrolled at least half time (6 credits or more) and is made available to students through the U.S. Department of Education. Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. If a student qualifies for a subsidized loan the Federal government pays interest on the loan while the student continues to be enrolled at least half-time up to Federal Subsidized Usage Limit Amount. An unsubsidized loan is an additional resource, not awarded on the basis of need. Once disbursed, students receiving an unsubsidized loan are responsible for the accruing interest from the time the loan is disbursed until it is paid in full. Borrowers may choose to pay the interest or allow it to accumulate. If allowed to accrue, the interest will be capitalized — added to the principal amount — and will increase the amount to be repaid.

Nursing Loan — The Nursing loan is funded through the Department of Health and Human Services. It is available on a funds available basis through PCC. If you have questions about the Nursing Loan, contact OCCC's Financial Aid Specialist.

Students loan amounts are limited annually and cumulatively by Federal regulations. Students are prohibited from borrowing more than their cost of attendance minus any other financial aid and scholarships received.

General College Policies and Procedures

Crime Awareness and Campus Security

The Crime Awareness and Campus Security Act of 1990 requires all colleges to distribute to students and employees current policies and procedures for campus security, reporting procedures, and a summary of criminal violations in previous years. The report applies to on-campus violations only. These reports are available from the Facility Manager and on our website.

Oregon Coast Community College- Newport has an after hours on-campus security officer present from 5:30pm to 9:30pm. If a major problem or incident should occur, the services of local law enforcement agencies will be utilized.
Oregon Coast Community College encourages students to take personal responsibility for their own safety and for the safety of others. Students are urged to keep their cars locked, to keep track of their personal belongings at all times, to park in welllighted areas, and to walk to their parked cars with someone they know.

Children on OCCC Properties

Children are welcome on Oregon Coast Community College campuses and properties in appropriate situations and while actively supervised by a parent, guardian, or responsible adult. This statement outlines the College's approach to ensuring that reasonable steps are taken to protect the study and work environment of the College, and the health, safety, and liability issues associated with children on OCCCC properties.

SCOPE
This statement applies to minor children under the age of 16 who are not officially enrolled in classes or employed by the College. It does not apply to school field trips, and approved programs including, but not limited to productions, art programs, and other events targeted to children. Students under the age of 16 who are officially admitted, and who have completed the Underage Admission process have the same rights, responsibilities and privileges of any other student in the classroom and on college properties.

APPLICATION
The College seeks to provide an adult learning environment which is conducive to study and work. Children must be actively supervised by their parent, guardian, or responsible adult at all times when they are on college properties. College staff, faculty, and administrators have the responsibility to direct the removal of a child in accordance with the "responsibilities of OCCC staff and instructors" section of this statement. Due to safety and liability issues, except as otherwise defined, under no circumstances may unsupervised children be on college properties, including playing, roaming, and occupying campus grounds or buildings. Any college employee who finds an unaccompanied child on college properties should inform the Dean of Students and/or the Facilities & Public Safety
Manager of the location of the child.

RESTRICTED AREAS
Children cannot be allowed in areas where their presence is disruptive to the adult learning environment or where health, safety, and liability risks are identified. Areas in which children are NOT permitted include:
Testing centers
Classrooms
Laboratories and laboratory preparation areas
Scientific, technical and maintenance work spaces
Fine or performing arts work spaces or studios
Areas that contain hazardous chemicals, machinery or equipment
Commercial kitchens and other food preparation areas

Other areas may be identified as unsuitable for children as a result of a risk assessment and supervisors of the respective areas are required to inform staff and students of requirements or restrictions.

RESPONSIBILITY OF THE COLLEGE
To provide an adult learning environment conducive to study and work for all students, staff and visitors.
To provide a healthy and safe study and work environment for all students, staff and visitors and to comply with legislative requirements.
To take reasonable steps to assist students, staff and visitors who may have special needs to enable access to facilities and services.

RESPONSIBILITIES OF PEOPLE BRINGING CHILDREN INTO THE COLLEGE
To take reasonable steps to safeguard the health and safety of the children in their care while on college properties.
To consider the potential risk to the health and safety of others that may come with bringing children into the College environment and to take reasonable steps to safeguard against those risks.
To be responsible for the behavior of the children in their care, so as not to disrupt, inconvenience or endanger staff, students or other visitors.

RESPONSIBILITIES OF OCCC STAFF AND INSTRUCTORS
To direct removal of a child in accordance with this statement if: The child's health or safety is at risk;
The child is presenting a health, safety or liability risk to property or others;
The child's behavior is causing undue disruption to the work of students or staff; or
The presence of a child is unsuitable.

In the case of public areas, any member of staff on duty has the authority to direct that children be removed from the area. Concerns and complaints regarding this statement will be adjudicated by the Dean of Students.

Animals on Campus

Animals present must be for legitimate instructional purposes or necessary as guide animals or guide animals in training.

Computer Use Guidelines for Public Access Computers

OCCC's has computers in public areas of the college. These computers are available for use by the general public (people not enrolled in classes or affiliated with the College's instruction or operation. Use of computers in public areas is subject to limitations depending on demand levels by users affiliated with the College. The College reserves the right to limit access to these computers as needed.

Computers and Computer Viruses

Oregon Coast Community College is not responsible for loss of student work, data, software, or hardware caused by computer viruses or any malfunction of college computers, including all computer hardware and software. The College is not responsible for data files left on college computer hard drives.

Student Records Policies

Oregon Coast Community College maintains student records procedures consistent with the requirements of Public Law 93-380, known as Family Educational Rights and Privacy Act (FERPA), and the Pell-Buckley Amendments to Education Amendments of 1974, and all other applicable laws and regulations. The College maintains the privacy and security of the personal and academic records of students. Records regarding academic achievement, financial aid, evaluation tests, and payment of tuition and fees are the College's property. Students, College faculty and staff, and legal processes have access to records in accordance with the Student Records Policy and Procedures. Professional evaluations and references about the liability and character of students may be provided under appropriate circumstances. In an emergency, professional judgement may be used to authorize release of student information.

FERPA (Family Education Rights and Privacy Act)

This federal statute outlines the rights of students and the responsibilities of educational institutions in the maintenance and security of student records. In general, FERPA affords OCCC students with the following rights:

The right to obtain a copy of OCCC's current Student Records Policy.
The right to inspect and review their own educational records.
The right to seek to amend their own educational records.
The right to have some control over the disclosure of information from their own educational records (by authorizing or denying access in writing).
The right to file complaints of alleged failures to comply with the requirements of FERPA (with the U.S. Department of Education).

At OCCC FERPA rights belong to the student, regardless of the student's age.

Directory Information

OCCC does not have any directory information. Therefore, all information about a student is kept confidential and not released without express written consent by the student (except when consent is not required by FERPA). While OCCC does not have any directory information, the college may contact a student via phone, email, and mailing address provided by the student and may leave a voicemail at the number provided.

Solomon Amendment Disclosure

The Solomon Amendment requires Oregon Coast Community College, upon request or military recruiters, to release student names, addresses, telephone numbers, and dates of birth. Students may request that this information not be released to military recruiters by completing a Request for Non-Disclosure of Student Information form.

Communication Policy

Oregon Coast Community College will use electronic communication methods to conduct official and legal college business. Communication to OCCC students via electronic communication methods will speed the delivery of information. Every student and employee is given the appropriate account(s) to access these communications.

Recipients are expected to read all electronic communications from the College to their sent to their oregoncoastcc.org email account(s). Students are also given an email account by PCC and given the appropriate account(s) to access communications regarding those services, PCC provides for OCCC students. Recipients will be expected to read all electronic communication related to OCCC business and when necessary take action as a result of communications received from the College. It is expected that students will monitor their email accounts often to receive the most up-to-date information from the College.

Harassment

Oregon Coast Community College is committed to maintaining a learning and working environment that is free of harassment for all persons. It is the policy of Oregon Coast Community College that all students and employees will be able to learn and work in an environment free from discrimination and harassment. Therefore, it is a violation of College policy for any student or employee to engage in harassment (including sexual harassment) of any other College student or employee based on personal characteristics, including, but not limited to race, religion, color, gender, sexual orientation, national origin, age, marital status, parental status, veteran status, or

disability. Any student, employee, or organization with a substantiated violation of this policy will be subject to disciplinary action including possible suspension and/or expulsion or dismissal.

If you are a student who has experienced harassment or discrimination, please contact the Dean of Students. If you are an employee, contact Human Resources.

OCCC is also committed protecting all students from gender-based and sexual misconduct. Students who have experienced gender-based harassment or discrimination or experienced any sexual misconduct on or off-campus shall contact the Title IX Coordinator, Cindy Carlson, Dean of Students. Students can view OCCC's Gender-Based and Sexual Misconduct Policy online at http://www.oregoncoastcc.org/title-ix-policies/

Inclement Weather

Severe rain, wind, and sometimes snow are regular occurrences at the Central Oregon Coast during fall and winter months. On rare occasions, the College may need to close temporarily. If, for any reason, this information is not disseminated via local radio stations, the College's voicemail at the Central County Campus will reflect the College's status. (The College's regular voicemail indicates a regular schedule.)

Because of varying circumstances throughout the county, there may be a situation in which an instructor may not be able to make it to class although the College remains open. In that case, the instructor will contact the College as well as email the students in their classes. Students are urged to carefully evaluate their particular situation before traveling to the College. Personal safety is paramount. Please listen to local radio stations for any closure or reduction of schedule due to inclement weather.

The College also utilizes a fast alert system called Flash Alert. Please visit www.FlashAlert.net to sign up for notifications. You can also check the College website at www.oregoncoastcc.org.

Medical Emergency Policy

Agencies in Lincoln County provide emergency medical services. The medical service can be accessed by dialing 911. In the event of injury or the onset of sudden illness, an ambulance may be summoned at the student's request. No college employee is expected to provide first aid; however, should they decide to utilize first aid training, they do so as "good Samaritans."

When someone conveys a message to the College about a medical emergency involving a family member, every effort will be made to contact students, bring them to a phone, or deliver messages to them. As a general rule, members of the instructional staff will not be disturbed while teaching unless the matter is very urgent and cannot be delayed until the end of the class period.

Student Right-to-Know

The Student Right-to-Know Act of 1990 requires each postsecondary institution receiving federal funds to inform prospective and current students about the graduate rate of its students. Information about graduation rates for first-time, degree-seeking students at Oregon Coast can be obtained by calling Enrollment Services at 541-867-8525.

Tobacco-Free Campus

Oregon Coast Community College Board of Education is committed to providing a safe and healthy environment for its employees, students and visitors by designating and maintaining each OCCC facility as tobacco-free environment.

In light of U.S. Surgeon General findings, OCCC will communicate to its employees and students that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards.

Consequently, use, distribution, or sale of all tobacco and nicotine products except those approved by the FDA for smoking cessation, in buildings or on College premises, including in parking lots or outdoor spaces, without exception, or in College-owned, rented or leased vehicles, is prohibited.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form, vaporizing, electronic and any other form of device used for the purposes of smoking, vaporizing, dissolving, inhaling or ingesting any form of tobacco or nicotine product not approved by the FDA for smoking cessation.

Student Rights and Responsibilities

Academic Freedom

Rights of Citizenship and Off-Campus Freedom of Students

Rights of the Associated Student Government

Student Participation in the Institutional Government

Student Publications

Academic Freedom
Students have the right of free discussion, inquiry, and expression. Students may take reasonable exception to the data or views offered in any course of study and retain personal judgment about matter of opinion. Students will be evaluated solely on academic performance.

Students will be protected against capricious or arbitrary academic evaluation. Information about student views, beliefs,

and political associations which professors acquire in the course of their work as instructors, advisors, or counselors is confidential.

Rights of Citizenship and Off-Campus Freedom of Students
As citizens and legal residents, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens and legal residents enjoy. Faculty members and administrative officials will ensure that institutional powers are not employed to inhibit such intellectual and personal development of students, nor to duplicate the function of civil authorities.

Students are free to organize and join associations to promote their common interests. Campus and approved off-campus organizations will be open to all students and must not discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, national origin, age, disability, veteran status, or family relationship.

Rights of the Associated Student Government
(Chartering of Student Organizations)
Only Members of the Associated Student Government of OCCC (ASGOCCC) will approve the chartering of student organizations subject to the approval of the Dean of Students. Student organizations will be required to submit a statement of purpose, criteria for membership, and rules of procedures before the granting of a charter, as outlined in the ASGOCCC constitution and by-laws. They will not be required to submit a membership list as a condition of institutional recognition. Each organization will choose its own advisor from the OCCC staff. If an advisor is not selected by the organization, the College may assign an advisor. Institutional recognition will not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor. Coadvisors may be secured from off campus. Campus advisors may advise organizations in the exercise of responsibility, but they will not have the authority to dictate the policy of such organizations.

Affiliations with an off-campus organization will not prevent institutional recognition, unless the affiliation seriously threatens to cause a substantial disruption or material interference with normal operation of the College. Campus organizations, including those affiliated with an off-campus organization, will be open to all students in accordance with applicable College policies.

Student Participation in the Institutional Government
As constituents of OCCC, students will be free to express their views on issues of institutional policy and on matters of general interest to the students. The students and/or their association are given the opportunity to provide input in the formulation and application of institutional policy. To this end, students are encouraged to attend OCCC Board of Education meetings.

Student Publications
In the delegation of editorial responsibility to students, the institution provides sufficient editorial freedom and financial autonomy for the student publications to maintain their

integrity of purpose as vehicles for free inquiry and free expression in an academic community. Publications will adhere to the Oregon Code of Ethics for Journalism of the Oregon Newspaper Publisher's Association.

All OCCC published and financed student publications will explicitly state on the editorial page that the opinions expressed are not necessarily those of the College or ASGOCCC. Complaints on publication rights will be handled through the Conflict Resolution Procedure.

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Student Conduct and Discipline

The Dean of Students is assigned administrative responsibility for student discipline. The Dean of Students is responsible for overseeing the assembly of facts on cases referred to the Dean of Students' office, making provisions for suitable procedures, notifying students and others concerned, keeping confidential files and reports on cases, and following up with each discipline case until it is closed.

Guidelines for Student Conduct

As a community of people seeking education, Oregon Coast students are dedicated to developing personally and academically. Choosing to join the College community

obligates each member to a code of behavior. Students enrolling in the College assume a responsibility to conduct themselves in a manner compatible with the College's function as an educational institution.
Oregon Coast students will:

- Practice personal and educational integrity.
- Maintain standards of academic performance and contribute to the safe, cooperative, and respectful learning environment throughout the College.
- Discourage bigotry and respect the diversity and dignity of all persons.
- Respect the rights and property of all persons.
- Bear the ultimate responsibility for the effects of their decisions and behavior.

Although OCCC is dedicated to an open, free society, there are some actions that are incompatible with an institution of higher education. Incompatible actions and grounds of disciplinary action will include, but not be limited to the following:

- Dishonesty including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of college documents, records, or identification.
- Obstruction or disruption of teaching, institutional or instructional research, administration of the College, disciplinary procedures or other College activities including, but not limited to, meetings of the Board of Education, community service functions, or other authorized activities on College premises.
- Physical or verbal abuse or harassment of any person on College-owned or controlled property, or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
- Theft of or damage to property or equipment owned or leased by the College, or of a member of the College community, or of a visitor to the campus.
- Unauthorized entry or occupancy of College facilities or blocking access to or egress from such areas.
- Unauthorized use of College supplies or equipment.
- Violation of College policies or campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of College facilities, or the time, place, and manner of public expression.
- Illegal use, possession, or distribution of drugs on College property or appearance on campus or at any College sponsored event while under the influence of illegal drugs. This includes off-campus instructional settings; i.e., cooperative work experience sites, clinical practicums, field trips, etc.

Student use of alcoholic beverages in any form will be prohibited in OCCC buildings and on district property, except

when used for instructional purposes in an approved class or when consumed at events which are sponsored by community groups which possess a liquor license and are approved by the College president to exercise their liquor license privilege on campus.

Use or possession of alcoholic beverages at any College sponsored event off campus is restricted to students of legal age.

Disorderly conduct, lewd, indecent, or obscene conduct or expression, breach of the peace, or aiding, abetting, or procuring another to breach the peace on College-owned or controlled property or at College-sponsored or supervised functions.

Failure to comply with directions of College officials acting in the performance of their duties.

Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College, College-owned or controlled property or at College- sponsored or supervised functions without written authorization.

Hazing, whether it is physical or verbal, which interferes with the personal liberty of a fellow student, faculty member, or employee of the College.

Protection of Students, Staff, and College Temporary Exclusion

Temporary exclusion is the removal of a student from a class or service area or removal from a College-sponsored function for the duration of the function. A staff member of the College may impose temporary exclusion, when the presence of the student poses a danger to students, other persons, College property or a threat of disrupting the educational process. A written report of the circumstances requiring this action will be submitted to the Dean of Students within one (1) working day following the incident with specific directions or expectations and consequences for non-compliance.

Summary Suspension

Summary suspension is the removal of a student from all College facilities for up to five (5) school days, with additional days possible, depending upon expediency. Summary suspension may be used to protect the College from the immediate possibility of disorder or threat to the safety of students or staff. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance.

Summary Suspension and Temporary Exclusion Procedures

Summary suspension for the purpose of investigating the event or events in which the student or students were allegedly involved will be for no more than five (5) school days. However, it may be continued with utmost expediency pending final disposition of the case if it is necessary for the safety of students, or staff, or for the welfare of the College. The President, the Dean of Students or designee, or other staff members previously designated by the president, may summarily suspend or temporarily exclude a student or students when it is deemed necessary for the safety and welfare of the College. The reason or reasons for a summary suspension or temporary exclusion and notification of action which is expected of a student and/or the student's parents if

the student is under 18 years of age will be mailed to the student's address of record within one school day of the summary suspension.

Within one school day of such notification, the student and/or the student's parents will meet with the Dean of Students or designee at which time the student may present any defenses, explanations, and/or mitigation of why the summary suspension or temporary exclusion should not be continued. Students who disagree with the Dean of Students' or the designee's determination, may file a formal grievance at step two of the Grievance Conflict Resolution Procedure. The College President will be notified at the same time, in writing, of all summary suspensions or temporary exclusions.

Measures to Enforce Standards of Student Conduct

Reprimand

A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the College. A person receiving a reprimand is notified that this action serves as a warning that continued conduct of the type described in the reprimand may result in further disciplinary action up to and including expulsion. The student is further informed that records of reprimands are confidential property of OCCC.

Disciplinary Probation

The Dean of Students after close evaluation of the individual case, may restrict the College-related activities of individual students or groups of students as deemed necessary and feasible by placing them on disciplinary probation. Disciplinary probation may be imposed for a period not to exceed one academic year. Repetition, during the probationary period, of the conduct which resulted in disciplinary probation may be cause for suspension or other disciplinary action. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.

Disciplinary Suspension

Disciplinary suspension serves as a penalty against the student as a result of the student's conduct failing to meet standards expected at the College. A suspended student is not to occupy any portion of the campus (including off-campus centers) and is denied all College privileges including class attendance. Disciplinary suspension requires the approval of the College President.

Expulsion

An expelled student is denied all further college privileges. Students may be expelled only with the approval of the College President. Expulsion may be revoked only by the Conflict Resolution Procedure.

Drug and Alcohol Policy/Drug Free School and Workplace

Students and employees of Oregon Coast Community College are prohibited from bringing alcohol and illegal drugs onto the campus, and from using them on campus. This also applies to any offcampus college activity. An exception to the

alcohol possession and use rule may be made by direction of the College President or her/his designee in specific circumstances.

The College defines the following behaviors as violations: the possession, selling, or otherwise furnishing others with any intoxicating beverage, dangerous drug, narcotic, marijuana, inhalant on College property, or at College-sponsored, or supervised functions.

Employees or students who violate state or federal law, or the College alcohol and drug policy, are subject to prosecution by local, state, and federal law enforcement agencies. Sanctions that may be imposed, consistent with local, federal, and state law for violation of College policy include:

expulsion (removal of privilege to attend OCCC) and referral for prosecution.

suspension for a definite period of time.

disciplinary probation with specific terms for continued enrollment.

suspension and expulsion for violation of these terms.

suspension and termination of employment.

disciplinary admonition and warning.

Oregon Coast Community College must be notified within five days of any criminal drug statute or conviction for a violation occurring on or off OCCC premises while conducting College business or activities. Records of convictions will be maintained by the Human Resources Manager. Within ten (10) days of receiving notice of conviction, appropriate Federal granting or contracting agencies will be notified. Within 30 days of receiving notice of conviction, appropriate disciplinary action will be taken.

In keeping with the intent of U.S. Public Law 101- 226, Section 22: Drug- Free Schools and Campuses, it is the obligation of Oregon Coast Community College to inform its students and employees of the health risks associated with use of various illicit drugs and abuse of alcohol. Any substance used through needle-sharing increases the risks of AIDS and Hepatitis B.

Conflict Resolution/Grievance Procedure

I. Purpose
When there is a difference of opinion regarding college procedures, policies, decisions, values, or treatment, students at OCCC are encouraged to seek resolution with the individual the conflict exists with, or his/her supervisor. If the conflict is with a service area of the College, resolution should first be sought in that area.

This grievance procedure has been established to provide individuals or groups of students the opportunity to challenge decisions and/ or actions taken by faculty, staff, or other students which they feel are in violation of their rights. Students with a grievance shall follow the process as outlined below.

II. Grievance Procedure
Grievance issues should be resolved in a timely manner. In order to assure this, time restrictions are a part of each step. If a student grievant misses a deadline, the process is considered to be terminated. If college personnel fail to meet

a deadline, the grievance is forwarded automatically to the President for resolution. The time lines can be extended by mutual agreement between the involved parties at any time.

Time lines start when written materials are submitted to the Dean of Students' Office. Under Step 2 below, to insure that grievance materials reach the appropriate office in a timely fashion, students shall file their grievances with the Dean of Students' Office. This office is responsible for noting when the grievance is filed and for sending copies to the appropriate parties.

Step 1: Informal Grievance Procedures for Conflict Resolution with Students/Faculty/Staff Members:

1. It is recommended that the student discuss the problem with the faculty, staff member, or student directly involved within ten (10)calendar days of the event's occurrence.

2. If the student chooses not to discuss the problem with the other party, or the problem is not resolved during the discussion, the student should meet with an advisor for further discussion and, if desired by the student, to begin formal grievance procedures.

Step 2: Formal Grievance Procedures:

1. If the problem cannot be resolved informally, as described in Step 1 above, the student may file a college Grievance Form. Grievance Forms are available at OCCC Student Services counter and all other OCCC centers. These completed forms must be turned in to the Dean of Students' Office within seven (7) working days of meeting with an Advisor. Time lines commence at the time of the meeting with the Advisor.

2. Within seven (7) working days of receipt of the formal written grievance form, the Dean of Students will contact all involved parties and attempt to clarify the complaint and assist the parties to reach a solution that is mutually acceptable to all parties. The resolution will be provided in writing to the involved parties.

3. The Dean of Students shall issue a written decision to all parties involved within 14 working days of receipt of the student's grievance.

Step 3: Appeal of Dean of Students' Decision:

1. If the student does not accept the decision of the Dean of Students, the student may submit a written appeal to the President within seven (7) working days of receipt of the decision of the Dean of Students.
   1. The student must present all evidence in writing, including a copy of the original grievance form and previous decisions in the matter reached at lower levels of the process.

2. The student must also submit a written statement which explains why the decision of the Dean of Students was unsatisfactory, and which thoroughly describes a specific, requested remedy to the grievance.

2. Within seven (7) working days of receipt of the appeal from the student, the President shall meet with the student regarding the student's grievance and:
   1. make a summary decision; or
   2. remand the issue to the College Appeals Committee.

Step 4: College Appeals Committee:

At the President's discretion, the issues may be remanded to the College Appeals Committee. The Committee will review the facts of the issue and make a recommended decision for the President's review and approval. The College Appeals Committee shall consist of the following people: two (2) staff members selected by the President; two (2) students selected by the Associated Student Government of OCCC; and two (2) persons representing faculty designated by the College Council.

Step 5: Final Decision:

At the conclusion of Step 3 or Step 4 above, as determined by the discretion of the President, the President shall issue a written decision on the grievance to all parties involved within seven (7) working days of the meeting with the student. The decision of the President is final and not subject to further appeal.

Academic Policies and Procedures

Academic Integrity

1. Policy
Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility, and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole. One important aspect of academic integrity is academic honesty. Violations of academic honesty include: Plagiarism Collusion/Inappropriate Assistance Cheating Fabrication/Falsification/Alteration Unauthorized Multiple Submission Sabotage and Tampering. A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

2. Definitions
Violations of academic honesty may include:

Plagiarism:

Presenting someone else's words, ideas, artistry, product, or data as one's own. Presenting as new and original an idea or product derived from an existing source.

Collusion/Inappropriate Assistance:
Helping another commit an act of academic dishonesty. Knowingly or negligently allowing work to be used by others. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 1.65.114).

Cheating:
An act of deceit, fraud, distortion of truth, or Improper use of another person's effort to obtain an educational advantage. Includes, but is not limited to, unauthorized access to examination materials prior to the examination.

3. Procedures of Academic Integrity Inquiry Process

Action/Steps by Faculty:
The faculty member observing or investigating an apparent violation of academic honesty meets with the student and shares the Oregon Coast Community College Academic Integrity Policy and Procedures. The faculty member explains to the student the procedures and penalties for violation of academic honesty. The faculty member provides the student an opportunity to explain the incident.

If, after initial investigation and conference with the student, the faculty member resolves the issue informally with the student and determines that there was no violation of academic honesty, the process is concluded and there is no need to complete the Academic Integrity Concern Form. If, after initial investigation and conference with the student, the faculty member finds that there has been some violation of academic honesty, the violation is documented, using the Academic Integrity Concern Form.

The faculty member collects evidence by assembling all relevant documentary evidence and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

If the faculty member finds the student to have been dishonest, the faculty member may resolve the matter by determining an appropriate course of action, which may include an oral or written warning; or a grade of "F" or zero on an assignment, project, or examination; or a lower grade or grade of "F" or "No Pass" for the course. The completed Academic Integrity Concern Form is submitted to the Dean of Academics and Workforce.

In the event the faculty member's investigation is pending at the time course grades are due, the faculty member may elect to submit a mark of "I" (Incomplete), with the student informed in writing by the faculty the reason for the investigation and the incomplete mark via the Academic Integrity Concern form.

4. Consequences for Violations of Academic Honesty

Involvement of the Dean of Academics and Workforce:

If the accused student contests the faculty member's decision, a meeting with the Dean of Academics and Workforce may be requested.

If the faculty member wishes to assign a grade of "F" or "No Pass" for the course, or initiate further disciplinary action (e.g., place the student on program-based academic probation), the student is entitled to a meeting with the Dean of Academics and Workforce for the purpose of further inquiry into the incident.

Within ten (10) working days of receiving the Academic Integrity Concern Form, the Dean of Academics and Workforce coordinates a meeting between all parties regarding the alleged incident of academic dishonesty.

Official notification of this meeting should be in writing. The purpose of the meeting is for the student to hear the charges and present his/her side of the case. The Dean of Academics and Workforce will consider any evidence submitted within seven (7) days of the meeting, and interview persons as warranted. The Dean of Academics and Workforce determines if the action recommended by the faculty member is appropriate. If the student misses the meeting, the faculty member and the Dean of Academics and Workforce may proceed with the process to completion.

Within five (5) working days of the meeting, the Dean of Academics and Workforce sends written notification of the results of the inquiry to the student and faculty member. The decision of the Dean of Academics and Workforce is final. Further consequences may be imposed by the Dean of Academics and Workforce in cases of grievous violations of academic honesty or for a continued pattern of violations.

Attendance Policy

1. Students are expected to attend all classes in which they are enrolled.
2. Repeated absences will affect a student's grade.
3. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdrawal process.
4. Students who stop attending and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student.
5. Students having excessive absences and who fail to drop or withdraw from a class by the published deadline may earn a grade of F or NP according to the grade system option selected by the Student.
6. Faculty must record the last date attended for students that earn an F or NP.
7. Faculty will take first week attendance.
8. Students who faculty have marked absent for more than 50% of class meetings the first week of the term will be dropped by Enrollment Services.
9. Students who fail to attend or stop attending classes and fail to drop those classes by the published drop deadline will be responsible for the associated tuition and fees.

Class Cancellations

Minimum enrollment numbers are required for a class to be held. If a course is canceled by the College, a refund will be granted.

Enrollment Limitations

The College may restrict enrollment in a class or program because of limited staff, space, or equipment. Enrollment is also limited for some programs, e.g., Aquarium Science, Emergency Medical Technology, and Nursing, because of special admission requirements.

Final Examinations

Final examinations are given at the close of each term. Students are required to take final examinations at the scheduled time, usually at the last scheduled class meeting in the final week of the term. If unusual circumstances warrant taking them at another time, arrangements must be made with the instructor in advance.

Standards for Academic Progress

http://www.oregoncoastcc.org/sap/

Oregon Coast Community College degree-seeking students who are not making satisfactory academic progress will be provided the opportunity to access services and resources designed to support learning and achievement of academic goals.

Individuals not making satisfactory academic progress, as defined in this policy, may be denied early registration opportunities or continued admission. Students failing to meet the Standards of Satisfactory Academic Progress (SAP) shall be alerted by the College and provided information regarding resources, as well as procedures designed to support improved academic performance.

Additionally, students receiving financial aid must maintain satisfactory academic progress per financial aid guidelines to remain eligible to receive financial aid funds.

Levels of Academic Standing

Good Standing
Students are expected to meet this minimum level of academic progress.
Maintain a cumulative Grade Point Average (GPA) of 2.0 or higher.
Successfully complete 2/3 (66.67%) of attempted credits each term.

Academic Warning
This is the level occurring the first term after students do not meet standards.

Students will receive an email notifying them of their Academic Warning status.
Students shall read this email carefully and follow directions to access resources.

Good Standing can be regained the following term if standards are met.

Academic Probation
This level is reached after a term on Academic Warning if students fail again to meet the standards.
A registration hold will be placed on a student's account preventing them from registering for the next term.
Students will receive an email notifying you of your Academic Probation status.
Students will be instructed to work with their academic advisor to develop a Learning Contract.
Students must work with their instructors to obtain a mid-term progress report that will be shared with their advisor.
Good Standing can be regained the following term if standards are met. Academic Suspension Academic Suspension occurs if students fail to meet standards for a third term in a row.
If a student has already enrolled for classes for the next term, they will be automatically dropped.
Students will receive an email and written letter notifying you of your Academic Suspension status.
Students will be suspended from OCCC for one term.
If students wish to return to OCCC, they must:
Complete a Re-Entry Process, or Appeal for an Exception due to extenuating circumstances.

How College Credits are Calculated

The standard unit of measurement of college work is called a credit hour. Oregon Coast Community College uses the quarter credit hour system. A college quarter hour credit is granted in most cases for each 11-12 hours that a course meets during the term. A three-credit course then, would normally meet three hours per week for a total of 33-36 hours per term. During the eight-week summer term, more class hours are required each week to achieve the total required hours. Some laboratory and technical courses may have different hour requirements. A laboratory period may consist of two or more clock hours per credit hour. Two to three hours of outside preparation are normally required for each clock hour that a course meets. Some courses may require additional hours of preparation.

How Credits Per Term Affect Enrollment Status

Full-time students at Oregon Coast Community College are those who register for 12 or more credits per term. Most degree programs require at least 90 credits. In order for a student to complete a degree within two years, it is necessary to take a minimum of 15 college level credits per quarter. No student may enroll in more than 18 credit hours in any single term without the approval of an academic advisor.

Students working while attending college should keep in mind that most classes require two to three hours of outside preparation for each class hour. College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs. The college will attempt to post important changes and new information on the college web page. This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising specialist or college staff for updated information not available at the time of publication. This catalog and class schedules shall not be construed as a contract between the student and the College. 40 Work and college schedules may need to be adjusted to assure a successful college education.

Transfer Credit Standards and Credit for Prior Learning Processes

OCCC follows the transfer credit and credit for prior learning standards of its contracting college. Credits from other institutions may be accepted toward degree requirements if they were completed at a regionally accredited college or university. For degree-seeking students the contracting college (PCC) evaluates coursework for Lower Division Collegiate (LDC) and Upper Division Collegiate (UDC) classes from regionally accredited institutions where grades of A, B, C, or P/S (Pass/Satisfactory) were earned. P/S grades are only transferable if the transferring institution awarded that grade for C or higher. If a D was considered P/S, it is not transferable. OCCC students must consult with their academic advisor to determine what constitutes LDC. Career Technical Education coursework may be applied to a degree or certificate upon the evaluation and approval of the department chair. Early in their program, students should consult with the departmentchair of the appropriate program for assistance.

Transfer GPA is not included in the overall GPA on transcripts.

For non-degree seeking students the college evaluates coursework in order to satisfy prerequisites, as well as commonly used preparatory coursework in other subject areas (e.g. Biology). To request evaluation of your transfer credits, submit the transfer credit evaluation request which can be found on MyPCC. You must be a current credit student to request a transfer credit evaluation. Submit this request after you have requested official transcripts from all schools where you have transfer coursework be sent to OCCC. OCCC will retrain the original transcript and send a copy via secure methods to PCC.

Transfer evaluations are performed in the order in which they are received. The College will not provide copies of transcripts from other institutions to students or other institutions. The PCC Student Records Office is responsible for determining acceptance of transfer work to meet college requirements. Students should meet with an academic advisor to review program requirements.

INTERNATIONAL COURSEWORK

In order to receive credit toward an OCCC certificate or degree, it is the responsibility of each student with transcripts (credits) from international schools to have them translated (if necessary) and evaluated course by course by a service that is a member of the National Association of Credential Evaluation Services. Further information can be found at: http://www.naces.org.

ADVANCED PLACEMENT (AP)

Students who complete Advanced Placement (AP) Exams may be eligible to receive college credit based on the exam score. Students must have official AP scores sent to OCCC, along with the Non- Traditional Credit form. A list of AP exams accepted by the contracting college and credit received is available on the PCC Student Records website: www.pcc.edu/resources/student-records/advanced- placement.html
To request a copy of AP exam scores to be sent to OCCC, contact the Advanced Placement Program. This information can be found at the address listed below or the following website: https:// apstudent.collegeboard.orgAdvanced Placement Program PO Box 6671 Princeton, NJ 08541-6671 1-877-274-6474.

INTERNATIONAL BACCALAUREATE (IB)

Students who complete International Baccalaureate (IB) Exams may be eligible to receive college credit based on the exam score. Students must have an official IB transcript of scores sent to OCCC, along with the Non-Traditional Credit form. A list of IB exams accepted by the contracting college and credit received is available at www.pcc.edu/ resources/ student-records/ib.html. Students may request official IB transcripts by contacting: IB Americas Global Centre Attn: Transcript Officer 7501 Wisconsin Avenue, Suite 200 West Bethesda, MD 20814 USA email: ibid@ibo.org phone: 301-202- 3025 For more information on ordering transcripts please see the International Baccalaureate website: http://www.ibo.org/informationfor/alumni/transcri pts/.

TRANSFER CREDIT AND VA BENEFITS

Students using any type of Federal Veterans Administration (VA) Education Benefit are required to have all prior credit history evaluated. It is the student's responsibility to request official transcripts from all previous colleges and submit them to OCCC. Students must also complete and submit the Transfer Credit Evaluation request found on MyPCC. A student's first term of VA benefits may be certified while waiting for transcript evaluation, however no subsequent terms will be certified for VA Benefits until transfer credit evaluation is complete. All credits will be evaluated and transferred according to the policies stated in this catalog.

CREDIT FOR PRIOR LEARNING

Credit for prior learning (CPL) may be awarded to students who can demonstrate college-level learning in subject areas that the contracting college offers. Credit awarded for prior learning must be directly applicable to meet requirements for general education, a certificate, a degree, or electives as outlined in the catalog. Credit awarded for prior learning may not be used to meet the college residency requirement. Students are responsible for the fees charged for processing

the CPL request. The contracting college offers two types of CPL: institutionally assessed and externally assessed; these are defined in this catalog.

Institutionally Assessed CPL

Institutionally assessed CPL is awarded through the course challenge process and may include:
examinations
portfolio evaluations
performance evaluations

The contracting college considers this type of credit to be prior experiential learning which, according to accreditation standards, shall not exceed 25% of the credits applied to a degree or certificate. Institutionally assessed CPL is awarded for active courses. Not all courses can be challenged. Each Subject Area Committee (SAC) shall determine which of its courses can be challenged. See S701: Subject Area Committees
https://catalog.pcc.edu/handbook/s701-subjectareacommittees/.
Students who believe that they satisfy the content and outcome objectives of a current course must obtain the approval of the appropriate entity to challenge the course. Students cannot challenge courses in which they are currently enrolled or that already appear on their transcripts. A course may only be challenged once. The challenge measurement and process established by the SAC shall assess whether a student has met the course content and outcome objectives so that credit can be awarded. An instructor who teaches the course shall determine the grade earned by the student. The grade shall be submitted through the faculty department chair, division dean, or administrative supervisor. In the event that the instructor is also the faculty department chair, the grade shall be submitted through the relevant division dean or administrative supervisor. Only grades of C or P or better will be transcripted as institutional credit and designated with a CPL notation.

Externally Assessed CPL

Externally assessed CPL is awarded for learning that has been assessed outside the traditional college setting. Examples of external assessments that may warrant the awarding of CPL include:
industry certifications (e.g., CDA, CPR, Journeyman)
professional licensure
ACE-recommended credit for corporate courses or exams, Joint Services Transcripts (JST) coursework, or military occupations (MOS)
College Level Examination Program (CLEP)
DANTES Subject Standardized Tests (DSST)

According to accreditation standards, externally assessed CPL is not considered credit for prior experiential learning so it is not subject to the 25% limit on the credits applied to a degree or certificate. Externally assessed CPL is awarded in subject areas that the contracting college offers and may include specific course numbers or elective credit in that subject area. A SAC member (e.g., a faculty department chair) shall recommend the amount of credit awarded. Students are responsible for providing official transcripts, score reports, certifications, or any documents required for conducting a CPL

evaluation. Externally assessed CPL is transcripted in the same manner as transfer credit and is not considered institutional credit.

Non-Traditional Credit

Students who have established a transcript at Oregon Coast Community College and have participated in AP or IB programs in high school or have a documentation of military coursework or training may be awarded nontraditional credit. Oregon Coast follows policies and procedures established at Portland Community College, OCCC's contracting college, for awarding non-traditional credit, including:
AP or IB Credit
Credit by CLEP
Military Credit

Students must have official transcripts or scores sent to OCCC, along with the Non-Traditional Credit form to have the evaluation completed.

Grading

Roles and Responsibilities

1) Students shall be responsible for selecting a grading option for each class they take at OCCC. Students who choose the Pass/No Pass Option must submit a complete Pass/No Pass Grading Option Agreement form to Enrollment Services by the deadline specified for each course each term.
2) Students receiving financial aid should consult with the Financial Aid Specialist prior to making a change to their grading option.
3) Transfer students should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate a student's grade point average by weighting each P as if it were a C or D and each NP as if it were an F from the traditional grade system.
4) Students who do not choose the pass/no pass Option will be graded using the traditional grade system using grades A, B, C, D, and F, as defined under "Grade Definitions."
5) Students shall be responsible for ensuring the accuracy of their final grades on their academic transcripts.
6) Faculty shall inform students regarding their standing in class and refer students to other appropriate OCCC campus resources regarding issues outside the classroom related to tuition, financial aid, and graduation.
7) Faculty shall record earned grades for students.
8) Through its curriculum process the college may specify whether a specific grading option is available for each course. Therefore, some courses will be offered only with the traditional grade system or the pass/no pass option.
9) Students with complaints regarding grading or grades shall meet with the Dean of Students to seek redress for grading issues. To appeal a final course grade, students shall follow the grade appeal process defined in this catalog.

Grade/Mark Definitions

A - Superior
1) Honor grade indicating excellence.
2) Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance.
3) Probable success in a field relating to the subject or probable continued success in sequential courses.

B - Above average
1) Honor grade indicating competence.
2) Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance.
3) Probable success in a field relating to the subject or probable continued success in sequential courses.

C - Average
1) Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance.
2) Sufficient evidence of ability to warrant entering sequential courses.

D - Substandard but receiving credit
1) Substandard grade indicating the Student has met only minimum requirements as outlined by the Instructor in the course handout.
2) Earned as a result of some or all of the following: low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; irregular attendance; insufficient evidence of ability to make advisable the enrollment in sequential courses.
3) Does not satisfy requirements for entry into courses where prerequisites are specified.

F - Failure
1) Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course handout earned as a result of some or all of the following: non- passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; and repeated absence from class.
2) Does not satisfy requirements for entry into courses where prerequisites are specified. 3) Faculty must record the last date attended for students that earn an F.

P Pass
1) Acceptable performance.

2) A grade of P represents satisfactory achievement which would have been graded C or better under the traditional grading system.
3) The P grade is disregarded in the computation of the OCCC grade point average.
4) This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course's term.

NP - No Pass
1) Unacceptable performance.
2) A grade of NP represents unsatisfactory achievement which would have been graded D or lower under the traditional grading system.
3) The NP grade is disregarded in the computation of the grade point average.
4) Faculty must record the last date attended for students that earn an NP.
5) This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course's term.

I - Incomplete
1) At the time final course grades are recorded, the instructor may, with the consent of the student, record an "I" mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress.
2) This shall only be done by completion of the incomplete contract within Sharknet Faculty Resources.
3) The incomplete contract shall describe the missing requirement, the basis for the requirement's evaluation, affect on the final grade computation, and the completion date for that requirement.
4) If no replacement grade for an "I" mark shall have been provided by the course Instructor within the subsequent year, the "I" mark shall automatically be changed to and "F".
5) 5.This mark does not entitle the student to repeat a course without paying tuition.
6) It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

W - Withdrawal
This mark is to be used only by Enrollment Services when a student has completed the official withdrawal process after the published drop deadline and before the published withdrawal deadline.

AU Audit
1) This mark may only be used by Enrollment Services.
2) The AU mark, when allowed permits a student to attend a course without receiving a grade or credit for the course even though the tuition and fees must be paid.
3) To be assigned an AU mark, a student must obtain permission from their instructor and notify Enrollment Services prior to the published drop deadlines.
4) Through its curriculum process the college may specify whether Through its curriculum process the college may specify whether a specific course may be audited. Therefore, some courses will not be available for audit.
5) Does not satisfy requirements for entry into courses where prerequisites are specified.

NS - No Show/First Week Attendance
1) Faculty submit first week attendance and mark students absent, present, or excused.
2) Students who are absent for more than 50% of the required class meetings are administratively dropped as a no show.
3) If faculty fail to mark students absent who never attend class the first week, and if those students fail to drop or withdraw before the published deadline, then they will earn a grade of F or NP according to the grading option selected by the student.

R - Repeated Courses
This mark may be used only by Enrollment Services. See repeated courses.

Grade Appeal Procedure

Purpose: The Grade Appeal Procedure provides the student with a process for appealing a final course grade when he or she believes that an improper evaluation has occurred. "Improper evaluation" is defined as 1) the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor, or 2) the final grade was imposed in an arbitrary or capricious manner.

If a student believes that the final grade they received for a course is inaccurate based on their work in the class and the grading criteria as outlined in the course syllabus, they should communicate directly with their instructor in an attempt to resolve the concern. Below is the official Grade Appeal Procedure.

Scope: The Grade Appeal Procedure only applies to disputes about posted final course grades. Concerns about grades given for assignments or examinations during the term, or concerns or complaints about instructional quality should be addressed through an appointment with the instructor's supervisor.

The Grade Appeal Procedure does not invalidate the requirements mandated by any department, program, and/or the curriculum of any particular course. Specific course assignments, instructor- specific policies, or other formal course-related materials cannot be challenged or appealed through this process. This process applies only to assertions of improper final evaluation as described above.

Step 1: Attempt to Resolve the Final Grade Concern with the Instructor
1. If the student believes his or her grade was a mistake, he or she must first directly communicate with the instructor about the final grade by sending a written inquiry to the instructor requesting an explanation of how the grade was determined and stating his/her questions and concerns about the grade assigned. The communication should include specific reasons why the student believes he or she was graded improperly, and supporting evidence, such as statements in the course syllabus, alleged discrepancies in points or grades received, emails to and from the instructor, etc. This written inquiry must be received by the instructor within 14 calendar days of the final course grades being posted, or the student forfeits the right to appeal the grade.

2. Upon receiving a written inquiry regarding a final course grade, the instructor is expected to respond to the student's inquiry in writing within 14 calendar days of the documented date of the student's inquiry. If the instructor is unable to respond within 14 days of the documented inquiry, the Dean of Academics and Workforce may initiate an appropriate response if the inquiry is made known to them by the student. For instructor contact information, the student should see their course syllabus.

3. If questions remain after the student receives explanation from the instructor, the student is encouraged to discuss those concerns in person with the instructor.

Step 2: Submit a Grade Appeal Form to Dean of Students
1. If the student's concern is not resolved through Step 1, the student may submit a Grade Appeal Form, with supporting evidence, to the Dean of Students within 30 calendar days of the student's documented inquiry to the instructor. Students can obtain a Grade Appeal Form by calling Student Services at 541-867-8501. OCCC students should return the completed Grade Appeal Form to Oregon Coast Community College's Dean of Students at 400 SE College Way, Newport, OR 97366. OCCC Students may also submit this form by fax to 541-867-8559. The Dean of Students or their designee will review the Grade Appeal Form and determine the next steps, which may include, but are not limited to: (1) referral of the appeal to the instructor's immediate supervisor for review, investigation, and response; (2) request for additional information and supporting documentation from the student, or (3) a decision not to proceed with the appeal if the academic evaluation being contested does not fall within the scope of this policy. 2. Once sufficient information and documentation has been received from the student and the appeal has been deemed appropriate, the Dean of Students will investigate the final course grade in question, make a decision about the appropriateness of that grade under the standards described above, and communicate the decision in writing to the student. A copy of the written decision will also be sent to the Dean of Academics and Workforce.

Step 3: Appeal Decision to Dean of Academics and Workforce
1. The student may appeal the decision in Step 2 only on the grounds that (1) the procedures outlined in this policy were not followed; or (2) relevant evidence concerning the final course grade becomes available that was not available during Step 2. An appeal must be made within 14 calendar days of receipt of the Dean of Students or their designee's written decision. The student must submit written justification for further review and provide evidence that there are grounds for the appeal to the Dean of Academics and Workforce.

2. The Dean of Academics and Workforce will objectively investigate how the grade appeal process was conducted in Step 2, and/or consider relevant evidence that was not available or not considered during Step 2, make a final decision on the appeal, and communicate it in writing to the student, with a copy to the Dean of Students.

Transcript Miscellany

Auditing a Course

Students may wish to audit a class if they wish to enroll in credit courses, but do not wish to receive grades or credits. However, auditing students must pay full tuition and fees and obtain the instructor's permission for a student to audit a course. College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs. The college will attempt to post important changes and new information on the college web page. This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising specialist or college staff for updated information not available at the time of publication. This catalog and class schedules shall not be construed as a contract between the student and the College. 45 An audit carries no credit, and therefore does not meet degree of certificate requirements, nor does it contribute to a full-time student status. A student wishing to change from credit to audit, or audit to credit, must do so within the first week of the course for a full-term length course. After the first week of the term, audits may not be reversed for a letter grade and credit classes may not be changed to an audit. Not all courses are available for audit. Check with Enrollment Services for more information.
To request an audit:
1) A student will email faculty member requesting audit.
2) The faculty member will forward student email with his/her email to Enrollment Services granting permission for the student to audit a class.
3) Enrollment Services will change the student to an audit if the course is available for audit.

Repeating Courses

1) All grades earned will appear on the transcript.
2) The most recent grade earned for a course will be calculated into the GPA and the total credits earned; all other grades earned for that course will be excluded from the GPA and the credits earned. If a course can be taken more than once for credit, the oldest grade for that course will be excluded only when the repeat limit is exceeded.

Computing Grade Point Averages

1) Grade points are computed on the basis of four points for each credit of A, three points for each credit of B, two points for each credit of C, one point for each credit of D, and zero points for each credit of F.
2) Grades of P and NP and marks of, I, W, and AUD are disregarded in the computation of the grade point average.
3) The grade point average is the quotient of the total points divided by the total credits in which A, B, C, D, and F are received.

Grade Changes

1) All grade change requests must be submitted by the Instructor within one year of the end of the course, including grade changes made as a result of resolving a disputed grade.
2) If a grade dispute cannot be resolved with the Instructor, the Student may follow the student grievance or complaint process.
3) If the instructor is no longer employed by OCCC and, following a good faith effort to contact the instructor, the instructor is not available for consultation, grade changes can be made by the Associate Dean of Instruction providing there is sufficient evidence to make the change.
Time periods referring to "published drop deadlines" and "published withdrawal deadlines" are different for each term. Please refer to the academic calendar.

Grade Point Averages

Grade point averages are computed on the basis of four points for each credit of A, three points for each credit of B, two points for each credit of C, one point for each credit of D, and zero points for each credit of F. Marks of I, P, NP, W, and AU are disregarded in the computation of the grade point average. The grade point average is the total number of grade points divided by the total number of credits in which A, B, C, D, and F are received.

Courses with grades of D or F may be repeated for a higher grade. All grades earned will appear on the transcript. However, when a course is repeated, the first grade will be changed to an R and no longer included in the GPA calculation or the accumulated total credits. The first earned grade of C or better will count into the GPA calculation and the accumulated credit total.

Withdrawal

1) Prior to the drop deadline published in the academic calendar or, for less than full-term length courses on a course syllabus, a student shall be able to drop any registered class by completing the official drop/withdrawal process.
2) Such action by a student shall result in no charges for the course or courses (or reimbursement if charges have already been paid); the course or courses shall be removed from their transcript.
3) Students shall be able to withdraw from any registered class by completing the official drop/withdrawal process before the deadline.
4) This action shall result in a grade/mark of W appearing for the course or courses on the transcript.
5) Students who do not withdraw will be assigned a grade by the instructor.
6) Time periods referred to published deadlines are different for each term.

Honor Recognition

The College will recognize academic excellence in degree seeking students who have earned a 3.25 or higher GPA in a given term on a minimum of six graded credits, excluding "P" (Pass) in a given term.
The following honors will be awarded:
Honor's List: 3.25-3.49 each term
Dean's List: 3.50-3.74 each term
President's List: 3.75-4.00 each term
Highest Honors: 3.75-4.00 OCCC cumulative average awarded upon graduation.

Grade Discrepancies and Changes

In order to correct a recording error or grading discrepancy, students must submit an appeal within 90 days of the end of the term of the course for which the grade was received. If a student has repeated a course, it is the student's responsibility to notify Enrollment Services so that it will be properly recorded. Please call Enrollment Services for more information at 541 -867-8525.

Withholding Grades

Oregon Coast Community College reserves the right to withhold issuance of grades, transcripts, or diplomas to students who have not met their obligations to the College

Sources of Information

Class Schedule

Each term's class schedule is published several weeks before the beginning of each term via the official college web site: oregoncoastcc.org. Special courses and workshops may be added and announced as they arise throughout the term. Class schedules are published for informational purposes. Every effort is made to ensure the accuracy of the class schedule at the time of publication; however, it is not to be regarded as a contract between the student and the college. OCCC reserves the right to change any provision at any time due to any variety of circumstances. Students are advised to periodically consult the college website or an advising specialist for revised and updated information not available when the class schedule originally was published.

Effective Catalog

When students' studies are interrupted by one year or more, they may find upon their return to OCCC that some of the requirements for graduation have changed. Students may find that they will have to complete new degree or certificate requirements to graduate.

Applying to Graduate

Per the policies of OCCC's contracting college, students at Oregon Coast Community College are automatically awarded degrees and certificates upon completion of requirements for the student's recorded program of study. Opting out of an institutional award requires emailing Enrollment Services. Multiple credentials may be automatically awarded within a student's program of study.

Students are encouraged to access GRAD Plan, available in the MyPCC to discover which classes are still needed to meet graduation requirements. Students are also encouraged to work closely with their academic advisor and review GRAD Plan thoroughly with their academic advisor.

Students must monitor both their OCCC and PCC email accounts for relevant information regarding graduation and commencements.

OCCC students must submit a graduation application available in their myOCCC account to participate in OCCC's annual commencement ceremony held at the end of spring term. All students graduating in the current academic year are eligible to participate.

Glossary of Terms

GLOSSARY OF TERMS

Academic Advisor:
An advising specialist who assists students with academic planning and course selection each term. Students must meet with an academic advisor before they can register.

Academic Freedom:
The fundamental principle of free expression that faculty are free to teach and students are free to learn in an open environment without interference or intolerance.

Academic Year:
The academic year consists of three terms (or "quarters"). Students may begin courses at the beginning of any term, but it is often advantageous to begin courses in the summer or fall term due to course prerequisites. In addition, a short summer term is held.

Admission:
The formal process of applying to attend college. General admission does not include admission to specific program, e.g. Aquarium Science, Emergency Medical Technology, Nursing, etc.

Area of Study:
A student's chosen area of study or interest, usually a specific degree or certificate with a selection of courses that meet the student's interest and goals.

Audit:
Enrolling in a course without receiving college credit. A request to audit must be emailed to the Enrollment Services Manager the first week of the term.

Catalog:
The College's official publication that outlines programs, services, and policies.

Class Schedule:
See Schedule

Concurrent Enrollment:
Enrolling in two or more courses in the same term; also refers to simultaneous enrollment at two educational institutions.

Co- requisite:
Concurrent enrollment in specific courses.

College Preparatory Courses:
Courses generally designed to help students gain basic skills in reading, writing, spelling, grammar, and mathematics to prepare for college-level courses. College preparatory courses may be offered for credit, but these courses are not applicable to degrees or certificates, nor are developmental education courses transferable.

Course:
A course is a subject or an instructional subdivision of a subject, usually offered during a single term.

Course Load:
A student taking twelve or more credits in a regular term is considered a full-time student. A student enrolled in nine to eleven credits per term is considered three-quarter time, six to eight credits half time, and five or less, less than half time.

Course Number
: An alpha-numeric identifier used to denote the level of course: for example, WR 121 is the writing course preceding WR 122.

Credit:
Unit granted in recognition of course work completed. OCCC is on the quarter system (see Term); therefore, all credits granted are quarter credits.

Credit Hour:
A credit hour usually represents three hours of time each week (one lecture hour in class and two hours outside course related work) per term. Some classes may have associated laboratory sessions. The number of lectures, laboratory, studio, or other periods per week for any course may be found in the course description section of the catalog or in the current class schedule.

Curriculum:
Courses necessary to complete a degree or certificate. Curriculum is an organized program of study arranged to provide integrated cultural or career/technical education leading to a certificate or degree.

Degree:
A prescribed set of courses that meet specific academic, general education, elective, and skill requirements.

Discipline:
See Subject.

Distance Education:
Courses offered online. See the current class schedule on the college's website at www.oregoncoastcc.org for more information about Distance Education.

Dual Credit:
College credit for College-approved high school courses taught by high school instructors.

Dual Enrollment:
Simultaneous enrollment in courses in high school and at the College.

Early College:
A program for high school students designed to get their post-secondary education off to a good start by allowing them to enroll in select college classes at reduced tuition.

Elective:
A course which may be selected from a list of alternatives in order to fulfill degree or certificate requirements.

Expanded Options:
Enrollment in College classes by junior or senior high school students to assist in meeting requirements for high school completion while also earning College credit.

Faculty:
Persons who teach courses at the College.

Fees:
Money paid in addition to tuition for specific purposes: supplies, materials, equipment use, facilities expenses, etc.

Financial Aid:
Grant, loan, and/or scholarship funds to help students meet College expenses.

Full-time Student:
A student registered for twelve or more credits per term. Full-time enrollment is required for maximum financial aid awards.

Grade Point Average (GPA)
: An average of grade points received for credit courses taken during a student's academic history.

Grades:
A method used for evaluating student progress in meeting course outcome requirements.

Lower-Division Transfer Credits:
See Transfer Credit.

Major:
See Area of Study.

Part-time Student:
A student registered for less than twelve credit hours.

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

Placement Test:
An instrument used to assess a student's mathematics, reading and writing skills. A placement test must be taken before students may enroll in writing and mathematics courses.

Plagiarism:
Using and presenting another person's ideas, concepts, or written works as one's own, or using and presenting another person's ideas, concepts, or written works without citing the source.

Prerequisite:
Courses that must be taken before taking a more advanced course: for example, MTH 095 prior to MTH 111. See individual course descriptions for specific prerequisite requirements.

Quarter:
See Term.

Registration:
The official process of enrolling at the College, including arrangements for payment of tuition and fees. See the current class schedule at the College's website at oregoncoastcc.org for more information.

Residency:
A student's state of legal residence.

Schedule:
A published listing of all courses available via the College web page (oregoncoastcc.org) for a given term, including course numbers, titles, descriptions, places, times, prerequisites, tuition, fees, and other important information.

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

Sequence:
Closely-related courses usually extending for three terms.

Staff:
Persons employed by the College to provide a variety of College services.

Step Ahead:
College-approved College courses taught in high school by qualified high school faculty.

Subject:
A designated discipline or field of knowledge such as History or English.

Syllabus:
A written statement of course expectations, outcomes, and requirements given by faculty to students at the first or second class meeting of each course.

Term (Quarter):
Approximately one quarter of the academic year. Fall term is 12 weeks. Winter, and spring terms are 11 weeks. Summer term is eight weeks. See the current academic calendar at the College's website oregoncoastcc.org for more information.

Transcript:
An official record of students' academic work at each college attended.

Transfer Credit
: Credits that will transfer to four-year colleges and universities in Oregon, or other states. For more information about transfer credit courses, see the course description section of the Catalog.

Tuition:
Money paid for College courses. Tuition does not include fees and books.

Faculty and Staff

FACULTY AND STAFF

Adolf, Darci
Library and Information Resources Manager
Information Research Skills Instructor
MLIS Instruction and Training, University of Washington
MBA Human Resources, University of Nevada
BS Management, University of Nevada
AAS Data Processing, Clark Community College

Anand, Lilia
Faculty, History
MA History, University of Oregon
BA French History, Willamette University

Anderson, Tonia
Office Assistant/Receptionist
SLPA, Chemeketa Community College

Andrews, Kathleen
Executive Assistant
BA Communication Studies, University of San Diego

Baker, John
Leadership Lincoln Instructor
MFA English, University of Oregon
EdD English and Career Education, Oregon State University
BS History, University of Oregon

Barton, Lynn
Faculty, Nursing
MS Nursing, University of California, San Francisco
BA Health Administration, St Mary's College
ADN Nursing, Santa Ana Jr College

Beane, Melinda
Faculty, Psychology
PhD Psychology, University of Oregon
MA Psychology, University of Oregon
BA, Env. Biology, University of Colorado, Boulder

Becker, Jody
Instructional Services Manager
MS Ed Information Technology, Western Oregon University
BS Earth Science and Biology, Western Oregon University
AS Liberal Science, Linn Benton Community College

Bernhardt, Gilbert
Faculty, Physical Science and Geology
MS Geology, Baylor University
BS Education, Lamar University
BS Geology, Lamar University

Bishop, Janice
Faculty, Communication Studies
MS Speech Communication, Portland State University
BA Human Communication, Marylhurst University
AA, Central Oregon Community College

Boyce, Thomas
Faculty, Computer Applications
MA Communications Management, University of Southern California
BS Mathematics, University of Arkansas

Bruce, Eric
Faculty, Health and Physical Education
MS Health Education, Western Oregon University
BS Physical Education, Western Oregon University

Burak, Marge
Faculty, Mathematics
MST Mathematics, Portland State University
BS Mathematics, Pacific University

Burkhart, Cheryle
Testing Specialist
AS Office Administration, El Camino College

Butts, Sage
Aquarist
AAS Aquarium Science, Oregon Coast Community College

Carlson, Cindy
Dean of Students
MEd Counseling and Human Services, University of Idaho
BA Secondary Education, Buena Vista College
AA Iowa Western Community College

Cawley, Megan
Faculty, Clinical Nursing
BA Nursing, Oregon Health Science University
BS Biology, Western Oregon University

Copp, Kori
Accounting Specialist
BA Russian, University of Montana

DiGiulio, Patricia
Basic Skills Instructor
BS Psychology, Eastern Michigan University

Dinwoodie, Shaneon
Bookstore Associate

Doherty, Colleen
Advising Specialist
MA Student Personnel, Counseling, North Arizona University
BA Psychology, Westfield State College

Erdmann, Trevor
Faculty, Aquarium Science
BS Marine Biology, University of Alaska, SE Juneau

Fisher, Matthew
Faculty, Biology
MS Science Education, Montana State University
MS Biology, Western Washington University
BS Environmental Studies, University of Oregon

Flores, Alberto
Faculty, Business Administration
EdD, Organizational Leadership, Development, Grand Canyon University
MBA Business Administration, University of Phoenix
MA Educational Administration & Leadership, Arizona State University

Gaspar, Kahea
Faculty, Writing-Composition
MA English, University of Hawaii at Manoa
BA English, University of Hawaii

Gibson, Gail
Faculty, Nursing Assistant
Diploma of Nursing, Contra Costa College

Gravley, James
Faculty, Criminal Justice
BS Administration of Justice, Portland State University

Green, Roberta
Instructional Assistant, Basic Skills
Data Coordinator
BA English, University of Washington
AA North Seattle Community College

Gutknecht, Joy
Human Resources and Process Improvement Manager
AA Accounting, Madison Area Technical College
Hagan, Blake
Advising Specialist
MS Education, Portland State University
BA Anthropology, Oregon State University

Hahn, Sharon
Finance and Operations Manager
YCS Manager

Halleron, Kathleen
Finance Analyst
BA Business Administration, University of Kentucky

Hamilton, Laura
Faculty, College Preparatory and Writing
MA Human Development, Pacific Oaks College
BA English, Cal Poly, San Louis Obispo

Hanson, Clare
Aquarist
Certificate Aquarium Science, Oregon Coast Community College
BS Biology, Boston University

Havner, Gretchen
Faculty, Criminal Justice
JD Law, University of Utah, College of Law
BA Environmental Studies, University of Kansas

Hill, Shirley
Small Business Development Center/North County Center Coordinator

Hoadley, Tabitha
Administrative Assistant, Office of Academics and Workforce
BBA, University of Miami
MBA, Northern Illinois University

Jackson, Tucker
Faculty, History
MA History, Portland State University
MBA Management Information Systems, University of Houston
BBA Finance, University of Texas

Jacobs, Diane
Faculty, Nursing
MPA Health Services Administration, University of Missouri
BS Nursing, American Sentinel University
BA Sociology/Psychology, California State
AA Nursing, L.A. City College

Jones, Kimberly
Enrollment Services Manager/Registrar
MA Teaching, Marshall University
BA History, University of Arkansas

Jones-Briggs, Vickie
Administrative Assistant - Health and Human Service Programs

Kaufmann, Ben
Navigate Program Manager
MA Teaching, Willamette University
BA Social Sciences, Western Oregon University

Keehn, Roger
Faculty, Mathematics
BS Electrical Engineering, DeVry University
AA Electronics Engineering, DeVry University

Lambrecht, Misty
Small Business Development Center Counselor
BA Electrical Engineering, Weber State University
AA Computer Science, Salt Lake City Community College

Lara, Dan
Dean of Academics and Workforce
BS Chemistry and Environmental Science, The College of Santa Fe
MEd Educational Leadership, Northern Arizona University

Laughlin, Rick
Faculty, Mathematics & Psychology
PhD Psychology, University of California, Los Angeles
MA Psychology, University of California, Los Angeles
BA Psychology, University of California, Los Angeles
AA Psychology, Cerritos College

Lewis, Melissa
Student Services Office Coordinator

Lewer, Karle
Faculty, Nursing
BS Nursing, Oregon Health Sciences University
MSN, Nursing Education, Oregon Health Sciences University

Mann, Marion
Faculty, Biology
BS Biology, Humboldt State University
MS Fisheries Science, Oregon State University

Marquez, Sarah
Faculty, Yoga
BA English, New Mexico State University

Mason, Sandra
Faculty, Writing
PhD English, University of Oregon
MA English, UCLA
BA English, Cal State University, Dominquez Hills

McKibben, Shannon
Administrative Assistant, Library
AA General Studies, Oregon Coast Community College
AA Transfer, Oregon Coast Community College

Miller, Shari
Faculty, Clinical Nursing
BS Nursing (In-progress), Western Governors University
AAS Nursing, Oregon Coast Community College

Miller-Morgan, Megan
Faculty, College Survival and Success
Basic Skills Instructor
M.Ed. Adult Education, Oregon State University
BA Anthropology, Washington State University
BA Asian Studies, University of Puget Sound

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Faculty, Aquarium Science
DVM Veterinary Sciences, Washington State University
BS Wildlife Biology, Washington State University
BS Biology, University of Puget Sound

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MFA Creative Writing, University of Wyoming
BA Creative Writing, Carnegie Mellon University

Mollino, Linda
Director, Career and Technical Education Programs:
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MSN Nursing Education, Walden University
BS Nursing, Mt Saint Mary College

Noble, Tony
Faculty, Business and Economics
MS Management, Northern Arizona University
BA Economics & History, Willamette University

Orton, Alesha
Faculty, Nutrition
MS Nutrition, University of Utah, Salt Lake City
BS Dietetics, Brigham Young University

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Faculty, English (Literature and Writing)
PhD English, University of North Dakota
MA English, California State University, Long Beach
BA English & Education, Cal State University, Long Beach
AA Liberal Arts, Rancho Santiago Community College

Pelkey, Michelle
EMT Instructor
MS Physician's Assistant Studies, OHSU
Paramedic, Oregon Health Science University
BA History, San Jose State University

Pence, Julia
Faculty, Art
MFA Art, Printmaking, Illinois State University
BFA Art, University of Wyoming

Perez-Moya, Diana
Instructional Aide - Basic Skills

Pfaff, Karen
Faculty, Clinical Nursing
BSN Nursing, University of Oregon School of Nursing
MPH Public Health, Loma Linda University

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Director, Small Business Development Center & Community Education
MBA Business Administration, Oregon State University
BS Journalism, University of Kansas

Quarles, Jeanne
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MS Clinical and Community Psychology, Cal State University, Fullerton
BA Psychology, Cal State University Long Beach

Quillian, William
Faculty, English for Speakers of Other Languages
MEd Teaching English to Speakers Other Languages, Seattle University
BA Political Science, university of Washington

Reaney, Bonnie
Nursing Instructor
MSN Nursing, University of Phoenix
BS Nursing, Union College, Nebraska

Resz, Susan
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JD Law, University of Nebraska-Lincoln
BA Philosophy/Political Science/English, University of Nebraska, Lincoln

Reynolds-Otrugman, Julie
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BA English Education, Linfield College

Rodger, Robert
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BA English, University of Oregon

Ryslinge, Brigitte
President

PhD Organizational Psychology, Alliant International University
MA Psychology, Alliant International University
MBA University of California, Berkley
MA Psychology, University of the Pacific
BS Business Administration, University of the Pacific

Scoville, Mary Lee
Faculty, Music
MA Music Composition, University of Oregon
DMA Music Composition, University of Oregon
BA Music, Oregon State University
BS Humanities, Psychology, Oregon State University

Smith, Spencer
Information Technology (IT) Manger
BS Computer and Information Science, University of Oregon

Spicer, Debbora, RN
Faculty, Medical Assistant
Diploma in Nursing, Linfield College and Good Samaritan

Squiers, Alyssa
Faculty, General Science/Aquarium Science
MS Biology, Texas A&M University
BS Biology, Texas A&M University

Stetson, Sidney (Sid)
Aquarist

Stevens, Zane
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BA Psychology, University of Oregon

Swain, Jason
Faculty, Accounting
MS Audit, Finance, Criminal Justice, Weber State University

Taylor, Lucinda
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MA Business Administration, WGU Washington
BA Psychology, University of Alaska

Tourney, Diana
Faculty, Business Administration and Accounting
MA Management, Webster University
BS Technical Management, Regis University

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Theatre Instructor, Film Arts Instructor
PhD English, University of Oregon
BA Philosophy, University of Portland
DA English & American Literature, University of Oregon

Wales, Ann
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MA Teaching, Portland State University
BA Spanish, Portland State University
AA General Studies, Clackamas Community College

Way, Ann
Faculty, Medical Assistant
MS Correctional Administration, Western Oregon University
BS History, Women's Studies, Portland State University
AA, Chemeketa Community College

Zerr, Amanda
Faculty, Mathematics
MA Teaching, Lewis and Clark College
BA Mathematics, University of California at Santa Cruz

Anthropology Program

Anthropology Classes

ATH 101: Introduction to Physical Anthropology
Presents physical anthropology and the study of human biological evolution in the context of modern genetics and primate behavior studies. Examines human fossil record, as well as the diversity and commonality of present and past populations of humankind.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 MTH 20 or equivalent placement test scores. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Anthropology

ATH 102: Introduction to Archaeology and Prehistory
Introduces methods and techniques used by archaeologists to study the development of human culture. Provides a survey of world prehistory, while emphasizing the development of social complexity and the origins of agriculture that precede both new and old world civilizations.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Anthropology

ATH 103: Introduction to Cultural Anthropology
Examines modern human cultures. Analyzes a variety of ethnographic examples from various world societies to understand the diverse aspects of language, technology, economy, social structure, governance, religion, world views and expressive aspects of life.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Anthropology

Aquarium Science Program

The Aquarium Science Program offers a comprehensive two-year Associate of Applied Science (AAS) degree and a one-year Certificate that is open only to individuals who already possess a Bachelor's degree in a life science area. Both the Certificate and the AAS provide theory and practical experience designed to prepare students for a career in aquatic animal husbandry.

Enrollment in the Aquarium Science Program is limited. For additional information and to apply for the program online visit the college webpage at http://www.oregoncoastcc.org/aquarium-science or contact, the Aquarium Science Program Manager.

Students who successfully earn a degree or certificate will be qualified to work in the aquatic animal husbandry profession. They may be eligible for entry-level positions as aquarists, aquatic biologists, and keepers. Potential employment opportunities include public zoos and aquariums, ornamental fish retailers and wholesalers, aquaculture businesses, fish hatcheries, research programs, marine educational centers, state and federal natural resource agencies, as well as self-employment.

Admissions Requirements
Enrollment is limited to 20 to 24 students each year. Individuals wanting to enroll in the program must complete an on-line application located at http://www.oregoncoastcc.org/aquarium-science. Each applicant will have an interview with the Aquarium Science faculty.

Program Outcomes
Students completing the AAS or certificate will:

- Accurately communicate, verbally, and in writing, scientific concepts, research findings and ideas to professionals and the general public.

- Maintain, analyze, diagnose, and repair aquatic life support systems and their components.

- Perform basic water quality analysis using standard testing equipment.

- Maintain healthy animal populations by applying industry standards and practices to aquarium set-up, monitoring, and animal care.

- Identify healthy, physically compromised animals, and abnormal animal behaviors.

- Work as a member of a team to conceptualize, plan, construct, and manage environments that promote healthy fishes and invertebrates.

- Apply fundamental knowledge and skills in science, mathematics, and communications for success in a professional or academic setting (AAS degree specific outcome).

Aquarium Science Degrees and Certificates

Associate of Applied Science in Aquarium Science

Students may earn an Associate of Applied Science degree in Aquarium Science by successfully completing the required 93 credit hours with a grade of C or better in all courses. Students are required to complete 132 hours of practicum and 400 hours of field internship.

Aquarium Science
The Aquarium Science Program offers a comprehensive two-year Associate of Applied Science (AAS) degree and a one-year Certificate that is open only to individuals who already possess a Bachelor's degree in a life science area.

Both the Certificate and the AAS provide theory and practical experience designed to prepare students for a career in aquatic animal husbandry. Enrollment in the Aquarium Science Program is limited. For additional information and to apply for the program online visit the college webpage at http://www.oregoncoastcc.org/aquarium-science or contact, the Aquarium Science Program Manager. Students who successfully earn a degree or certificate will be qualified to work in the aquatic animal husbandry profession. They may be eligible for entry-level positions as aquarists, aquatic biologists, and keepers. Potential employment opportunities include public zoos and aquariums, ornamental fish retailers and wholesalers, aquaculture businesses, fish hatcheries, research programs, marine educational centers, state and federal natural resource agencies, as well as self-employment.

Admissions Requirements
Enrollment is limited to 20 to 24 students each year. Individuals wanting to enroll in the program must complete an on-line application located at http://www.oregoncoastcc.org/aquarium-science. Each applicant will have an interview with the Aquarium Science faculty.

Program Outcomes
Students completing the AAS or certificate will:

Accurately communicate, verbally, and in writing, scientific concepts, research findings and ideas to professionals and the general public.

Maintain, analyze, diagnose, and repair aquatic life support systems and their components.

Perform basic water quality analysis using standard testing equipment.

Maintain healthy animal populations by applying industry standards and practices to aquarium set-up, monitoring, and animal care.

Identify healthy, physically compromised animals, and abnormal animal behaviors.

Work as a member of a team to conceptualize, plan, construct, and manage environments that promote healthy fishes and invertebrates.

Apply fundamental knowledge and skills in science, mathematics, and communications for success in a professional or academic setting (AAS degree specific outcome).

Approved General Education Electives
OCCC utilizes PCC's approved general education electives for the AAS. This list is located here. OCCC offers term-by-term a subset of these electives. Please consult with an academic advisor for more information.

Aquarium Science AAS Program Costs
Information about program costs can be found here. Contact Student Services at 541-867-8503 to find out about financial aid eligibility.

Program: Aquarium Science

Type: AAS Degree

Term 1

Item #	Title	Credits
AQS 100	Introduction to Aquarium Science	3
	BI 101 or BI 211	4 - 5
WR 121	English Composition	4
MTH 095	Intermediate Algebra 1	4
	Sub-Total Credits	**15-16**

Term 2

Item #	Title	Credits
AQS 110	Aquarium Science Practicum 1	2
	BI 102 or BI 212	4
PSY 101	Psychology and Human Relations	4
	WR 227 or WR 122	4
COMM 111	Public Speaking	4
	Sub-Total Credits	**18**

Term 3

Item #	Title	Credits
AQS 111	Aquarium Science Practicum 2	2
AQS 165	Current Issues in Aquarium Science	1
AQS 216	Elasmobranch Husbandry	2
AQS 220	Biology of Captive Invertebrates	4
	BI 103 or BI 213	4
AQS 186	Introduction to Scientific Diving	3
	Sub-Total Credits	**16**

Term 4

Item #	Title	Credits
AQS 215	Biology of Captive Fishes	4
AQS 240	Life Support System Design and Operation	4
AQS 245	Animal Husbandry in a Research Capacity	2
	4 Credits Arts and Letters Elective	4
	General Elective (1 Credit)	1
	Sub-Total Credits	**15**

Term 5

Item #	Title	Credits
AQS 226	Biology of Diverse Captive Species	2
AQS 232	Reproduction and Nutrition of Aquatic Animals	4
AQS 252	Exhibits and Interpretation	4
AQS 270	Fish and Invertebrate Health Management	4
	Human/Soc. Science Elective	4
	Sub-Total Credits	**18**

Term 6

Item #	Title	Credits
AQS 295	Aquarium Science Internship	12
	Sub-Total Credits	**12**
	Total credits for degree:	94-95

Aquarium Science One Year Certificate

Students may earn a Certificate of Completion in Aquarium Science by successfully completing the required 53 credit hours with a grade of C or better in all courses. This option is only open to individuals who possess a Bachelor's or Master's degree in a life science related discipline such as Biology, Zoology, Marine Biology, Ecology, or similar area. Students are required to complete 132 hours of practicum and 400 hours of field internship. Courses with a § symbol may not be substituted.

Aquarium Science

The Aquarium Science Program offers a comprehensive two-year Associate of Applied Science (AAS) degree and a one-year Certificate that is open only to individuals who already possess a Bachelor's degree in a life science area.

Both the Certificate and the AAS provide theory and practical experience designed to prepare students for a career in aquatic animal husbandry. Enrollment in the Aquarium Science Program is limited. For additional information and to apply for the program online visit the college webpage at http://www.oregoncoastcc.org/aquarium-science or contact, the Aquarium Science Program Manager. Students who successfully earn a degree or certificate will be qualified to work in the aquatic animal husbandry profession. They may be eligible for entry-level positions as aquarists, aquatic biologists, and keepers. Potential employment opportunities include public zoos and aquariums, ornamental fish retailers and wholesalers, aquaculture businesses, fish hatcheries, research programs, marine educational centers, state and federal natural resource agencies, as well as self-employment.

Admissions Requirements

Enrollment is limited to 20 to 24 students each year. Individuals wanting to enroll in the program must complete an on-line application located at http://www.oregoncoastcc.org/aquarium-science. Each applicant will have an interview with the Aquarium Science faculty.

Program Outcomes

Students completing the AAS or certificate will:

Accurately communicate, verbally, and in writing, scientific concepts, research findings and ideas to professionals and the general public.

Maintain, analyze, diagnose, and repair aquatic life support systems and their components.

Perform basic water quality analysis using standard testing equipment.

Maintain healthy animal populations by applying industry standards and practices to aquarium set-up, monitoring, and animal care.

Identify healthy, physically compromised animals, and abnormal animal behaviors.

Work as a member of a team to conceptualize, plan, construct, and manage environments that promote healthy fishes and invertebrates.

Apply fundamental knowledge and skills in science, mathematics, and communications for success in a professional or academic setting (AAS degree specific outcome).

Aquarium Science One-Year Certificate Program Costs

Information regarding program costs can be found here. Contact Student Services at 541-867-8503 to find out about financial aid eligibility.

Program: Aquarium Science

Type: Certificate

Term 1

Item #	Title	Credits
	AQS 100§	3
AQS 215	Biology of Captive Fishes	4
	AQS 240§	4
AQS 245	Animal Husbandry in a Research Capacity	2
	Sub-Total Credits	**13**

Term 2

Item #	Title	Credits
AQS 110	Aquarium Science Practicum 1	2
AQS 226	Biology of Diverse Captive Species	2
	AQS 232§	4
	AQS 252§	4
	AQS 270§	4
	Sub-Total Credits	**16**

Term 3

Item #	Title	Credits
AQS 111	Aquarium Science Practicum 2	2
AQS 165	Current Issues in Aquarium Science	1
AQS 216	Elasmobranch Husbandry	2

AQS 220	Biology of Captive Invertebrates	4
AQS 186	Introduction to Scientific Diving	3
	Sub-Total Credits	**12**

Term 4

Item #	Title	Credits
AQS 295	Aquarium Science Internship	12
	Sub-Total Credits	**12**
	Total credits for degree:	53

Aquarium Science Classes

AQS 100: Introduction to Aquarium Science
Examines the history of animal keeping and present day aquatic animal husbandry industries. Explores the biological processes occurring in the aquarium environment. Learn proper setup and maintenance of home aquaria.

Credits: 3
Program: Aquarium Science

AQS 110: Aquarium Science Practicum 1
Introduces aquatic animal husbandry work environment and the care of captive aquatic animals. Emphasizes daily animal care and exhibit readiness.

Credits: 2
Prerequisites: AQS 100
Program: Aquarium Science

AQS 111: Aquarium Science Practicum 2
Builds upon the experiences gained in Practicum 1. Involves participation in a higher level of aquatic animal husbandry activities including animal health procedures, long-term record keeping and life support systems training.

Credits: 2
Prerequisites: AQS 110
Program: Aquarium Science

AQS 165: Current Issues in Aquarium Science
Students understand both internal operational issues and external issues which impact zoological facilities. Incorporates various topics each term.

Credits: 1
Program: Aquarium Science

AQS 186: Introduction to Scientific Diving
Examines the technical and safety components of scientific diving and meets all academic training requirements compliant with American Academy of Underwater Sciences (AAUS) standards. Includes professional level of emergency responder certifications, watermanship proficiency, and authorization as a surface tender to support scientific diving operations.

Credits: 3
Program: Aquarium Science

AQS 215: Biology of Captive Fishes
Examines the anatomy and physiology of freshwater and marine fishes and the constraints placed upon them in a controlled environment. Increases an understanding of fish behavior through the use of ethograms.

Credits: 4
Prerequisites: BI 103 or consent of instructor.
Program: Aquarium Science

AQS 216: Elasmobranch Husbandry
Examines the history of captive shark and ray management, current regulations, legislation and conservation of elasmobranches. Emphasizes requirements associated with keeping a healthy population of elasmobranches.

Credits: 2
Prerequisites: AQS 100 or consent of instructor
Program: Aquarium Science

AQS 220: Biology of Captive Invertebrates
Reviews the life history and captive care requirements of invertebrates commonly cultured in the aquatic animal industry/profession.

Credits: 4
Prerequisites: AQS 100 or consent of Instructor.
Program: Aquarium Science

AQS 226: Biology of Diverse Captive Species
Examines the basic husbandry and system requirements of a broad range of phyla found in public aquariums, research, and other zoological collections. Highlights specialized needs of selected invertebrate and fish species and introduces students to challenges and considerations for reptile, amphibian, avian, and marine mammal husbandry.

Credits: 2
Program: Aquarium Science

AQS 232: Reproduction and Nutrition of Aquatic Animals
Examines the reproductive strategies of fishes and invertebrates in a controlled environment and the manipulation of environmental and physiological parameters that initiate reproduction. The nutritional requirement of selected aquatic animals throughout their life history is explored. Industry standards for food handling and HACCP requirements are also discussed.

Credits: 4
Prerequisites: AQS 215
Program: Aquarium Science

AQS 240: Life Support System Design and Operation
Examines the role of life support systems in maintaining a balanced, stable aquatic environment. Presents how to design, construct, maintain and troubleshoot semiclosed, closed and open systems.

Credits: 4
Prerequisites: AQS 215 (this is more of a co-requisite since the two courses occur Simultaneously).
Program: Aquarium Science

AQS 245: Animal Husbandry in a Research Capacity
Examines the use of fish in research and the ethical issues associated with this practice. Common procedures and research methodology such as anesthesia, biopsy, blood draws, minor surgeries, field study, behavioral techniques, and euthanasia will be presented.

Credits: 2
Prerequisites: AQS 100 or consent of instructor
Program: Aquarium Science

AQS 252: Exhibits and Interpretation
Introduces the principles of exhibit development and interpretive presentations. Covers projects in exhibit planning, performing interpretive presentations, and writing interpretive pieces. Emphasizes the process of developing exhibits and interpretation from conceptual statement through fabrication, performance, or publication.

Credits: 4
Prerequisites: AQS 215 or consent of instructor.
Program: Aquarium Science

AQS 270: Fish and Invertebrate Health Management
Reviews the common infectious and noninfectious diseases of captive fish and invertebrates. Examines the common techniques of fish and invertebrate health management.

Credits: 4
Prerequisites: AQS 215 or consent of instructor.
Program: Aquarium Science

AQS 295: Aquarium Science Internship
Exposes students to the daily diligence, responsibilities and rewards of the aquatic animal husbandry profession. Includes daily animal care and facility readiness routines, assisting life support staff and animal health management professionals, and evaluation of operational aspects of the facility.

Credits: 12
Prerequisites: AQS 111, AQS 270 and Department permission required.
Program: Aquarium Science

Art Program

Art Classes

ART 115: Basic Design -2D Foundations
Introduces two dimensional black and white foundations studio experience centered on creative problem solving. Develops perceptual awareness and understanding. Establishes critical skills and personal artistic vision. Investigates a broad range of materials, techniques and projects to explore black and white design concepts with reference to historical and contemporary perspectives. Basic Design series 115, 116, 117 and 119 may be taken in any sequence. Audit available. This course fulfills the following GErequirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 116: Basic Design -Color Foundations
Introduces color foundations studio experience centered on creative problem solving. Develops perceptual awareness and understanding. Establishes critical skills and personal artistic vision. Investigates a broad range of materials, techniques and projects to explore color design concepts with reference to historical and contemporary perspectives. Basic Design series 115, 116, 117 and 119 may be taken in any sequence. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 117: Basic Design -3D Foundations
Explores ways of seeing and creating work that acknowledges personal artistic intentions. Examines various 2-D, 3-D, and 4-D media and processes used to develop and encourage creative problem solving. Establishes critical skills necessary to evaluate art through critiques, discussions, and artistic presentation. Investigates artistic intent, aesthetic and structural solutions, and perceptual awareness.
Recommended: an introduction to art, art history or a sense of curiosity and a willingness to experiment. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 119: Basic Design-4D Foundations
Introduces the basic principles of time, as it relates to the creative arts, which include the notion of occurrence and the episodic, duration, tempo, intensity, scope and context. Introduces concepts, processes and basic use of related tools and technology in preparation for continuing fine and design art work at the 200 level. Uses a broad range of materials, techniques and projects to engage concepts with reference to historical and contemporary perspectives. Basic Design series 115, 116, 117 and 119 may be taken in any sequence. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 131A: Drawing I
Explores basic perceptual drawing techniques and tools as well as the development of the language of drawing in historical and contemporary contexts. Introduces critical skills for sighting, measuring, designing and constructing in drawing. This is the first course in a three-course sequence. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 131B: Drawing I
Introduces intermediate drawing techniques and tools as well as the development of the language of drawing in historical and contemporary contexts. Promotes critical skills for sighting, measuring, designing and constructing in drawing. This is the second course in a three-course sequence.

Credits: 3
Prerequisites: ART 131 or ART 131A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 131C: Drawing I
Builds upon intermediate drawing techniques and tools as well as the development of the languageof drawing in historical and contemporary contexts. Applies critical skills for sighting, measuring, designing and constructing in drawing. This is the third course in a three-course sequence.

Credits: 3
Prerequisites: Two terms of ART 131 or ART 131B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 181A: Painting I
Explores basic studio painting techniques, materials, and concepts while addressing historical and contemporary issues. Introduces a conceptual framework for critical analysis along with basic art theory. Auditavailable. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 181B: Painting I
Introduces intermediate studio painting techniques, materials, and concepts while addressing historical and contemporary issues. Promotes a conceptual framework for critical analysis along with basic art theory.

Credits: 3
Prerequisites: ART 181 or ART 181A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 181C: Painting I
Elaborates on intermediate studio painting techniques, materials, and concepts while addressing historical and contemporary issues. Promotes a conceptual framework for critical analysis along with basic art theory.

Credits: 3
Prerequisites: Two terms of ART 181 or ART 181B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 197: Artist's Skills/Practical Issues
Professional practices relevant to emerging artists' careers. Workshop/lecture format includes resume and portfolio preparation, developing resources and community, gaining exposure and representation for artwork, creating publicity, basic marketing and exhibition strategies, presenting and installing art work, business concerns, art market dynamics, art collecting. Field trips to local galleries and/or guest lectures. Practical experience gained in PCC gallery, through internships, and/or through Service Learning Projects. Audit available.

Credits: 3
Program: Art

ART 204: History of Western Art
Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment of a particular era. Focuses on viewing, analyzing and comparing many art forms in an historical context, and covers the Paleolithic, Ancient Near Eastern, and Aegean cultures, beginning about 30,000 BCE.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Art

ART 205: History of Western Art
Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Focuses on viewing, analyzing and comparing many art forms in an historical context, and covers Late Antiquity, Early Christian and Medieval periods, beginning about 500 BCE.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Art

ART 206: History of Western Art
Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Focuses on viewing, analyzing and comparing many art forms in an historical context, and covers the Renaissance and Baroque periods, beginning about 1300 CE.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Art

ART 207: History of Asian Art
Explores and analyzes the visual arts in relation to the culture of India from the Neolithic through the modern period.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Art

ART 208: History of Asian Art
Explores and analyzes the visual arts in relation to the culture of China from the Neolithic through the modern period.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Art

ART 209: History of Asian Art

Explores and analyzes the visual arts in relation to the culture of Japan from the Neolithic through the modern period.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Art

ART 210: Women in Art

Covers the work of women artists from antiquity to the present. Examines works of the most important women artists from each period in relation to the changing roles of women in society and to the canon of art history.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Art

ART 213: Modern Art History - Art Since 1945

Focuses attention on American art, as World War II ended the supremacy of Europe in the visual art world. Analyzes art since 1945 to explore the ideas behind it, to reveal our culture and values and to gain a greater understanding of contemporary art with its global perspective.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Art

ART 231A: Drawing II

Deepens basic perceptual drawing techniques and tools as well as the understanding of the language of drawing in historical and contemporary contexts. Further develops critical skills for sighting, measuring, designing and constructing in drawing. This is the first course in a three-course sequence.

Credits: 3
Prerequisites: Three terms of ART 131 or ART 131C or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 231B: Drawing II

Further deepens basic perceptual drawing techniques and tools as well as the understanding of the language of drawing in historical and contemporary contexts. Further develops critical skills for sighting, measuring, designing and constructing in drawing. This is the second course in a three-course sequence.

Credits: 3
Prerequisites: Prerequisites: ART 231 or ART 231A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 231C: Drawing II

Further deepens intermediate perceptual drawing techniques and tools as well as the understanding of the language of drawing in historical and contemporary contexts. Further develops critical skills for sighting, measuring, designing and constructing in drawing. This is the third course in a three-course sequence.

Credits: 3
Prerequisites: Two terms of ART 231 or ART 231B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 237A: Life Drawing

Investigates drawing the human form through referencing professional models and applying various drawing processes and concepts. Develops understanding of the structure, form and proportions of the human figure in the context of composition, personal expression and an awareness of materials. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 237B: Life Drawing
Further investigates drawing the human form through referencing professional models and applying various drawing processes and concepts. Develops understanding of the structure, form and proportions of the human figure in the context of composition, personal expression and an awareness of materials.

Credits: 3
Prerequisites: One term of ART 237 or ART 237A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ ASOT-B.
Program: Art

ART 237C: Life Drawing
Further investigates drawing the human form through referencing professional models and applying various drawing processes and concepts. Develops intermediate understanding of the structure, form and proportions of the human figure in the context of composition, personal expression and an awareness of materials.

Credits: 3
Prerequisites: Two terms of ART 237 or ART 237B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ ASOT-B.
Program: Art

ART 253A: Ceramics I
Introduces beginning ceramic processes, techniques, and concepts while addressing historical and contemporary issues. Develop a beginning level of creative problem solving and kinetic skills with clay forming and finishing techniques, including hand building, wheel throwing, use of plaster molds, and surface treatments. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate ceramic works, explore artistic intent, examine aesthetic andstructural solutions, and expand perceptual awareness. This is the first course of a three-course sequence. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/ AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 253B: Ceramics I
Introduces beginning intermediate level ceramic processes, techniques, and concepts while addressing historical and contemporary issues. Develop a beginning intermediate level of creativeproblem solving and kinetic skills with clay formingand finishing techniques, including hand building, wheel throwing, use of plaster molds, and surface treatments. Includes critiques, discussions, and presentations to establish critical skills necessaryto evaluate ceramic works, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. This is the second course of a three-course sequence for first year ceramics.

Credits: 3
Prerequisites: One term of ART 253 or ART 253A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ ASOT-B.
Program: Art

ART 253C: Ceramics I
Introduces intermediate level ceramic processes, techniques, and concepts while addressing historical and contemporary issues. Develop an intermediate level of creative problem solving and kinetic skills with clay forming and finishing techniques, including hand building, wheel throwing, use of plaster molds, and surface treatments. Includes critiques, discussions, and presentations to exercise critical skills necessary to evaluate ceramic works, explore artistic intent, examine College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs.The college will attempt to post important changes and new information on the college web page.This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising specialist or college staff for updated information not available at the time of publication.This catalog and class schedules shall not be construed as a contract between thestudentand theCollege.101aesthetic and structural solutions, and expand perceptual awareness. Employs creative problem solving through implementing a variety of strategies. This is the third course of a three-course sequence for first year ceramics.

Credits: 3
Prerequisites: Two terms of ART 253 or ART 253B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ ASOT-B.
Program: Art

ART 256A: Ceramics II
Introduces lower-advanced level ceramics processes, techniques, and concepts while addressing historical and contemporary issues. Develop a lower-advanced level of creative problem solving and kinetic skillswith clay forming and finishing techniques, including hand building, wheel throwing, use of plaster molds, and surface treatments. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate ceramic works, exploreartistic intent, examine aesthetic and structural solutions and expand perceptual awareness. This is the first course of a three-course sequence.

Credits: 3
Prerequisites: 3 terms of ART 253 or ART 253C or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 256B: Ceramics II
Introduces middle-advanced level ceramics processes, techniques, and concepts while addressing historical and contemporary issues. Develop a middle-advanced level of creative problem solving and kinetic skills with clay forming and finishing techniques, including hand building, wheel throwing, use of plaster molds, and surface treatments. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate ceramic works, explore artistic intent, examine aesthetic and structuralsolutions and expand perceptual awareness. This is the second course of a three-course sequence.

Credits: 3
Prerequisites: ART 256 or ART 256A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 256C: Ceramics II
Introduces advanced level ceramics processes, techniques, and concepts while addressing historical and contemporary issues. Develop an advanced level of creative problem solving and kinetic skills with clay forming and finishing techniques, including hand building, wheel throwing, use of plaster molds, and surface treatments. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate ceramic works, explore artistic intent, examine aesthetic and structural solutions and expand perceptual awareness. This is the third course of athree-course sequence.

Credits: 3
Prerequisites: Two terms of ART 256 or ART 256B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Artsand Letters/ASOT-B.
Program: Art

ART 270A: Printmaking I
Introduces basic printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Develops an introductory level of creative problem solving and terminology of monoprints, relief and basic intaglio processes. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. This is the first course of a three-course sequence. Recommended: ART115, ART116and ART131A. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 270B: Printmaking I
Introduces intermediate beginning printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Includes terminology of monoprints, relief and some intermediate intaglio processes. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. Promotes creative problem solving by employing a variety of strategies. This is the second course of a three-course sequence for first year printmaking.

Credits: 3
Prerequisites: ART 270 or ART 270A or instructor permission. Recommended: ART 115, 116 and 131A. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 270C: Printmaking I
Explores intermediate printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Includes terminology of College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs. The college will attempt to post important changes and new information on the college web page. This catalog is an informational guide for students planning courses of study, but students should periodically consultwith an advising specialist or college staff for updated information not available at the time of publication. This catalogand class schedules shall not be construed as a contract between the student and theCollege.102monoprints, relief and intermediate intaglio processes. Includes critiques, discussions, and presentations to exercise critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. Employs creative problem solving through implementing a variety of strategies. This is the third course of a three-course sequence for first year printmaking.

Credits: 3
Prerequisites: Two terms of ART 270 or ART 270B or instructor permission. Recommended: ART 115, 116 and 131A. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 271A: Printmaking II
Introduces beginning advanced printmaking techniques (e.g. sugar lift, color, glazes) and other intaglio processes (e.g. folio sets and books) while addressing historical and contemporary issues. Develops creative problem solving by utilizing monotypes, color relief, and advanced intaglio processes to create a print. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. This is the first course of a three-course sequence.

Credits: 3
Prerequisites: Three terms of ART 270 or ART 270C or instructor permission. Recommended: ART 115, ART 116 and ART 131A. Audit available.
Program: Art

ART 271B: Printmaking II
Explores intermediate advanced printmaking techniques (e.g. sugar lift, color, glazes) and complete a variety of projects (e.g. folio sets and books) while addressing historical and contemporary issues. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness.

Credits: 3
Prerequisites: ART 271 or ART 271A or instructor permission. Recommended: ART 115, 116 and 131A. Audit available.
Program: Art

ART 271C: Printmaking II
Further explores advanced printmaking techniques (e.g. sugar lift, color, glazes) and complete a variety of projects (e.g. folio sets and books) while addressing historical and contemporary issues. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness.

Credits: 3
Prerequisites: Two terms of ART 271 or ART 271B or instructor permission. Recommended: ART 115, 116 and 131A. Audit available.
Program: Art

ART 277A: Life Painting
Examines the human form through the study and painting of live professional models. Applies various painting techniques and concepts as students learn the structure, form and proportions of the human figure. Emphasizes personal artistic development with attention to compositional organization. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 277B: Life Painting
Examines the human form through the study and painting of live professional models. Applies various painting techniques and concepts as students learn the structure, form and proportions of the human figure. Emphasizes personal artistic development with attention to compositional organization.

Credits: 3
Prerequisites: One term of ART 277 or ART 277A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 277C: Life Painting
Examines the human form through the study and painting of live professional models. Applies more advanced painting techniques and concepts as students learn the structure, form and proportions of the human figure. Emphasizes personal artistic development with attention to compositional organization and conceptual framework.

Credits: 3
Prerequisites: Two terms of ART 277 or ART 277B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 279A: Experimental Media
Begins ways of seeing and creating work that acknowledges personal artistic intentions. Examines various 2-D, 3-D, and 4-D media and processes used to develop and encourage creative problem solving. Establishes critical skills necessary to evaluate art through critiques, discussions, and artistic presentation. College policies and procedures may change at any time. Changes may affect programs, policies, procedures, curriculum, calendar, schedules, instructors, or costs.The college will attempt to post important changes and new information on the college web page.This catalog is an informational guide for students planning courses of study, but students should periodically consult with an advising specialist or college staff for updated information not available at the time of publication.This catalog and class schedules shall not be construed as a contract between thestudentand theCollege.103Investigates artistic intent, aesthetic and structural solutions, and perceptual awareness. Recommended: an introduction to art, art history or a sense of curiosity and a willingness to experiment. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 279B: Experimental Media
Expands intermediate ways of seeing and creating work that acknowledges personal artistic intentions. Examines various 2-D, 3-D, and 4-D media and processes used to develop and encourage creative problem solving. Establishes critical skills necessary to evaluate art through critiques, discussions, and artistic presentation. Develops artistic intent, aesthetic and structural solutions, and perceptual awareness.
Recommended: an introduction to art, art history or a sense of curiosity and a willingness to experiment.

Credits: 3
Prerequisites: ART 279 or ART 279A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 279C: Experimental Media
Advances ways of seeing and creating work that acknowledges personal artistic intentions. Examines various 2-D, 3-D, and 4-D media and processes used to develop and encourage creative problem solving. Establishes critical skills necessary to evaluate art through critiques, discussions, and artistic presentation. Employs artistic intent, aesthetic and structural solutions, and perceptual awareness.
Recommended: an introduction to art, art history or a sense of curiosity and a willingness to experiment.

Credits: 3
Prerequisites: Two terms of ART 279 or ART 279B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 281A: Painting II
Explores ways of seeing and elaborates on intermediate painting techniques, materials, and concepts while relating to historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory.

Credits: 3
Prerequisites: Three terms of ART 181 or ART 181C or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 281B: Painting II
Explores ways of seeing and elaborates on intermediate paintingtechniques, materials, and concepts while relating to historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory.

Credits: 3
Prerequisites: One term of ART 281 or ART 281A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 281C: Painting II
Expands ways of seeing and elaborates on intermediate painting techniques, materials, and concepts while relating to historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory.

Credits: 3
Prerequisites: Two terms of ART 281 or ART 281B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 284A: Water Media I
Explores basic studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. Recommended: ART 131. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.

Credits: 3
Program: Art

ART 284B: Water Media I
Expands studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. Recommended: ART 131.

Credits: 3
Prerequisites: One term of ART 284 or ART 284A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 284C: Water Media I
Implements advanced studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. Recommended: ART 131.

Credits: 3
Prerequisites: Two terms of ART 284 or ART 284B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 287A: Water Media II
Explores intermediate and more advanced studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with advanced art theory.

Credits: 3
Prerequisites: Three terms of ART 284 or ART 284C or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 287B: Water Media II
Explores intermediate and more advanced studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with advanced art theory.

Credits: 3
Prerequisites: One term of ART 287 or ART 287A or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

ART 287C: Water Media II
Explores intermediate and more advanced studio Water Media painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a further understood conceptual framework for critical analysis along with advanced art theory.

Credits: 3
Prerequisites: Two terms of ART 287 or ART 287B or instructor permission. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Art

Associate of Science (AS) Program

Biology Program

Biology Classes

BI 101: Biology
Introduces the properties of life, morphology and physiology of cells, cell chemistry, energy transformation, and the basic principles of ecology. A laboratoryscience course designed for non-biology majors.

Credits: 4
Prerequisites: WR 115, RD 115and MTH 20 or equivalent placement test scores. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 102: Biology
Presents protein synthesis, cell division, genetics, reproduction and development, and evolution. Designed as a laboratory science course for non-biology majors. The second course of a three-course sequence.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores, and BI 101. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 103: Biology
Presents the evolutionary relationships among the kingdoms. Includes a comparison of biological systems across kingdoms. Designed as a laboratory science course for non-biology majors.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores, and BI 101. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 112: Cell Biology for Health Occupations
Includes the study of the scientific method, cellular chemistry, cell structure and function, principles of inheritance, and laboratory skills. Includes topics and skills required to continue to Anatomy & Physiology and Microbiology.

Credits: 5
Prerequisites: WR 115, RD 115, and MTH 65 or equivalent placement test scores. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 142: Habitats: Marine Biology
Examines marine environment and the ecology, physiology, and morphology of marine plants and animals, emphasizing Oregon. Laboratory focuses on identification and environmental testing.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 143: Habitats: Fresh Water Biology
Covers environments of freshwater streams, lakes, and marshes. Includes effects of physical and chemical factors on organisms, along with the organisms, their biological interactions and nutrient cycles. Explores ecological factors of freshwater environments and the effects of human activities on them.

Credits: 4
Prerequisites: WR 115 RD 115 MTH 20 Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Biology

BI 212: Principles of Biology
Includes inheritance, the genetic code, modern and classical genetics, evolution, diversity, and systematics. May include some dissection of plants and animals. The second course in a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields.

Credits: 5
Prerequisites: BI 112 Audit available.
Program: Biology

BI 231: Human Anatomy & Physiology I
Introduces basic anatomical and physiological terms, tissues, the integumentary, skeletal, muscular and nervous systems including nervous histology, physiology, spinal cord and nerves. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer based exercises. This is the first course in a three-course sequence.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 65 or equivalent placement test scores, and BI 112 or (BI 211and BI 212). Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 232: Human Anatomy & Physiology II
Continues the study of the nervous system, including brain, cranial nerves, and autonomic nervous system. Introduces the endocrine, cardiovascular and immune systems. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer based exercises. This is the second course in a three-course sequence.

Credits: 4
Prerequisites: BI 231. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 233: Human Anatomy & Physiology III
Introduces the respiratory, digestive, urinary and reproductive systems, metabolism and fluid and electrolyte balances, embryology and genetics. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer based exercises. Concludes a three-course sequence.

Credits: 4
Prerequisites: BI 232. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 234: Microbiology
Lecture, recitation, and laboratory cover: bacterialidentification, morphology, metabolism and genetics; bacterial, viral, and parasitic relationships with human health and disease; and basic immunology. Laboratory stresses aseptic technique, bacterial identification and physiology using a variety of media, culturing techniques, and staining techniques. Recommend BI 231.

Credits: 5
Prerequisites: BI 112 or (BI 211 and BI 212) and their prerequisite requirements. Audit available. This course fulfills the following GE requirements: Science, Math,Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Biology

BI 298: Independent Study
Provides an opportunity for students to work independently on an advanced individualized area of study within biology under the sponsorship and guidance of a biology faculty member.

Credits: 1 - 4
Prerequisites: Recommend: Prior study in biology.
Prerequisites: Instructor permission. Audit available.
Program: Biology

Business Administration Program

Oregon Coast Community College offers an associate degree and career pathway certificates within Business Administration. The two-year degree emphasizes skills to be used on the job upon completion of the degree requirements and are not designed for students intending to transfer to four- year schools. If transferability of courses is a concern, students should consult with the institution of their choice regarding transfer possibilities. State- approved Career Pathway Certificates vary in length but are designed to be completed in less than one year. These certificates help students attain skills for targeted entry-level jobs in specific areas of accounting.

Due to the rapid changes in employment opportunities, technological advances and certifying agency regulations, Business programs are subject to change. Students must meet OCCC's writing and math competencies prior to graduation. Additional requirements for individual business courses are listed in the Course Description section of this catalog.

Business Administration Degrees and Certificates

Accounting AAS Degree

Minimum 92 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of sixteen credits of General Education. Some courses specified within the program may be used as General Education. In addition to required courses in the program of study, students must satisfy MTH 58/65 competency. Students should consult with program advisors for course planning.

Program Outcomes
- Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles.
- Communicate effectively with business professionals.
- Develop and interpret accounting and financial information for decision making.
- Practice within the legal, ethical, and economic standards of the business environment.
- Use applicable technology available in accounting practice.

Students who have completed high school bookkeeping or have had work experience with full- cycle bookkeeping responsibilities should substitute a business elective and start the accounting series BA 211 in the second term.

Program: Business Administration

Type: AAS Degree

Accounting Degree Courses

Item #	Title	Credits
BA 101	Introduction to Business	4
BA 111	Introduction to Accounting	3
BA 131	Introduction to Business Technology	4
BA 177	Payroll Accounting	3
BA 205	Business Communication Using Technology	4
BA 206	Management Fundamentals	3
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 213	Managerial Accounting	4
BA 222	Financial Management	3
BA 226	Business Law I	4
BA 228	Computer Accounting Applications	3
	BA 240 or BA 242	3
BA 256	Income Tax	3
BA 285	Human Relations- Organizations	3
	CAS 170 or CAS 171	3
	CAS 216 or CAS 217	3
EC 201	Principles of Economics: Microeconomics	4
EC 202	Principles of Economics: Macroeconomics	4
OS 131	10-key on Calculators	1
	PHL 202 or PHL 209 or BA 227	4
WR 121	English Composition	4
	Business Program Electives	11
	8 Credits Remaining General Education	8
	Sub-Total Credits	**92**
	Total credits for degree:	92

Accelerated Accounting Less than One Year Certificate

Minimum 29 credits. Students must meet all certificate requirements.

Students who have completed high school bookkeeping or have had work experience with full- cycle bookkeeping responsibilities should contact their academic advisor for potential substitution options. Students who can touch type more than 40 words per minute should substitute an approved business elective.

To satisfy graduation requirements for all business degrees and certificates, students must earn a letter grade of "C" or better for all BA courses.

Program: Business Administration

Type: Certificate

Accelerated Accounting Certificate Courses

Item #	Title	Credits
BA 111	Introduction to Accounting	3
BA 177	Payroll Accounting	3
BA 211	Principles of Accounting I	3
BA 228	Computer Accounting Applications	3
	CAS 121 or CAS 122	3
	CAS 170 or CAS 171	3
	CAS 216 or CAS 217	3
CG 209	Job Finding Skills	1
OS 131	10-key on Calculators	1
	WR 90 or WR 115 or WR 121	3 - 4
	3 Credits Business Program Electives	3
	Sub-Total Credits	**29-30**
	Total credits for degree:	29-30

Entry-Level Accounting Career Pathway Certificate

Minimum 14 credits. Students must meet all certificate requirements. The Entry-Level Accounting Clerk Certificate is a Career Pathway. All courses are contained in the Accounting AAS Degree.

Program: Business Administration

Type: Certificate

Entry-Level Accounting Courses

Item #	Title	Credits
BA 101	Introduction to Business	4
BA 111	Introduction to Accounting	3
BA 131	Introduction to Business Technology	4
BA 228	Computer Accounting Applications	3
	Sub-Total Credits	**14**
	Total credits for degree:	14

Business Administration Classes

BA 101: Introduction to Business
Survey course in the field of business including topics such as management, finance accounting, marketing, production, computers, international business, small business, investments and other areas of general business interest.

Credits: 4
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 111: Introduction to Accounting
Presents double-entry accounting as related to service and merchandising business. Covers accounting cycle, including journalizing, posting to the general ledger, preparation of financial statements, petty cash, bank reconciliations, combined journal , special journals and payroll.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 131: Introduction to Business Technology
Covers computer concepts and the use of information technology in business organizations including the use of word processing, spreadsheet, and presentation software. Includes introduction to hardware, software, databases, system development, and tools that businesses use for communication and collaboration. Includes appreciatingthe value of ethical conduct in a business/computer environment and the impact of technology on industry and society.

Credits: 4
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 150: Intro to Entrepreneurship
Introduces the managerial practices of successful entrepreneurship in all types of organizations. Evaluates the business skills, leadership skills, traits, and commitment necessary to successfully operate an entrepreneurial venture. Reviews the challenges and rewards of entrepreneurship. Examines entrepreneurial businesses in the United States and their impact on the economy. Considers recent trends in social entrepreneurship.

Credits: 4
Prerequisites: WR 115 RD 115 or IRW 115, and MTH 20 or equivalent placement, or **instructor permission**. Audit available.
Program: Business Administration

BA 177: Payroll Accounting
Credits: 3
Program: Business Administration

BA 203: Introduction to International Business
Explores processes of international trade, whether the company is an importer, exporter, or a multinational firm. Forms a basis for further study and specialization in the international business field.

In the Introduction to International Business Course, students will gain an understanding of the institutions, environments, forces, and problems that are involved when businesses operate in foreign economies. Its primary emphasis will be the dynamics of Business.
Portland is an important west-coast port city and many of the firms located here are engaged in international trade. This course is designed to give the student a global perspective of business.

Credits: 3
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 205: Business Communication Using Technology
Focuses on using current technology to create, revise, and design business documents: letters, memos, e-mail, reports, minutes, simple instructions, and resumes. Incorporates the use of library and Internet resources to collect information. Includes oral presentations using technology presentation tools. Recommended: BA 101and WR 121, and computer literacy as demonstrated through completion of BA 131or CAS 133.

Credits: 4
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 206: Management Fundamentals
ntroduces business management theory, including the basic functions of planning, organizing, directing, leading, and controlling as well as factors contributing to change in current management approaches. Recommended: BA 101, Introduction to Business.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 207: Introduction to E-Commerce
Presents concepts and skills for the strategic use of e-commerce and related information technology from three perspectives: business to consumers, business-to-business, and intra-organizational. Examination of e-commerce in altering the structure of entire industries, and how it affects business processes including electronic transactions, supply chains, decision making and organizational performance.

The phenomenal growth in the last few years of the Internet and its related technologies has created new ways of communicating and trading. The most obvious effects of this change appear negligible; there are easier and less costly ways of doing the things we would do anyway. Overtime, however the cumulative effect of these changes has had a significant effect, such as the impact of e-commerce on business transactions. Entire supply chains are being re-engineered, as are the industries that participate in them.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 208: Introduction to Nonprofits & Philanthropy
Surveys the role of the nonprofit and voluntary organizations in American society including the history, theory and challenges of the third sector. Includes the Students4Giving service learning project where students serve as philanthropists to their local community.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Recommend: BA 101 Audit available.
Program: Business Administration

BA 209: Introduction to Grant Writing
Covers identifying and evaluating appropriate funding sources, developing community relationships, and crafting successful funding proposals. Develops skills and knowledge necessary to prepare a competitive grant application.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 211: Principles of Accounting I
Introduces financial accounting theory, including the accounting cycle, analysis and recording of transactions, and reporting financial information in accordance with generally accepted accounting principles. Recommend: MTH 60and BA 111.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 212: Principles of Accounting II
Continues the presentation of fundamental issues begun in BA 211. Introduces statement of cash flows and financial statement analysis.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 213: Managerial Accounting
Covers accounting information from management perspective for planning, performance evaluation and for decision making purposes. Includes cost concepts, product costing, cost-volume-profit relationships, profit planning, variance analysis, responsibility accounting and capital budgeting.

Credits: 4
Prerequisites: BA 211. Audit available.
Program: Business Administration

BA 218: Personal Finance
Explores the role of the consumer in our economy, problems of financing family and individual needs, including budgeting, banking relationships, borrowing, insurance, risk management, real estate, investing, portfolio management, retirement and personal taxes.

Personal Finance is designed to expose the interested student to many functions of personal finance. The course provides the students with information that can be used to develop an overall financial plan and an understanding of critical areas where decisions should be made.
Topics such as the economy, budgeting, taxes, shopping, real estate, credit, retirement and estate planning are discussed in an introductory manner.

Credits: 3
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 222: Financial Management
Covers basic financial concepts and practices and includes analysis of company resources, types and sources of financing, forecasting and planning methods, and the roles of the money and capital markets. Recommended: BA 212, MTH 60.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 223: Principles of Marketing
Provides a general knowledge of marketing emphasizing marketing mix elements and target markets for consumer and industrial products, marketing strategies, customer behavior, market planning and promotion. Recommended: BA 101.

Credits: 4
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 224: Human Resource Management
Covers human behavior, employment, employee development, performance appraisal, wage and salary administration, employment and job rights, discipline and due process, and labor-management relations.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 226: Business Law I
Discusses fundamental concepts, principles, and rules of law that apply to business transactions. Includes the function and operation of the courts, business crimes, torts, contract law, intellectual property, the application of the Uniform Commercial Code to business activities and recent developments in business law, such as cyberlaw and electronic commerce.

Credits: 4
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 227: Business Law I

Discusses fundamental concepts, principles, and rules of law that apply to business transactions. Includes the function and operation of the courts, business crimes, torts, contract law, intellectual property, the application of the Uniform Commercial Code to business activities and recent developments in business law, such as cyberlaw and electronic commerce.

Business Law is designed to expose the student to the American Legal System and it's affect on business activities. The course provides the student information about the difference between trial courts and appellate courts, public law and private law, civil law and criminal law. Other topics will include: legal procedure, tort law, computer and intellectual law, business crimes, contract law, and sales of goods. This course is applicable as elective credit toward an Associate degree and may be transferable to a four year institution.

Credits: 3
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 228: Computer Accounting Applications

Introduces double-entry, fully integrated computerized general ledger software. Topics include general ledger, accounts receivable, accounts payable, payroll, fixed assets, bank reconciliations, and inventory. Recommended: BA 111or BA 211and CAS 133.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 234: International Marketing

Covers nature and concepts of international marketing including techniques for identifying potential markets and assessing uncontrollable elements such as economic, political and sociocultural environmental factors. International marketing strategies related to product/service, pricing, promotion and distribution are examined.

Credits: 3
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 235: Social Media Marketing

Covers the use of social networks and emerging media in marketing and the role of social media in developing corporate, institutional or brand identity.

Due to the nature of the course, all students will be required to access and use social media for course completion both for research purposes and for exploration of communication options within social media networks. This may include establishment of social network accounts outside of the PCC network infrastructure, as well as creating minimal user profiles within those accounts. Protection of privacy and the legal ramifications of social network use is a significant topic of this course and will be stressed throughout the class duration.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Prior completion of Principles of Marketing (BA 223) is recommended. Completion of Computers in Business (BA 131), Basic Computer Skills (CAS 133) or computer literacy recommended. Audit available.
Program: Business Administration

BA 237: Fundamentals of Import/Export

Examines motivations and procedures for the import and export of goods and services. Emphasizes U.S. import/export regulations, documentation, logistics, community resources and customer services.

Credits: 3
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 238: Sales

Offers a blend of practicality and theory on industrial, commercial and retail sales. Demonstrates and practices basic sales techniques, explores communication and motivation as they relate to selling and examine the function of sales relative to the total marketing program.

Credits: 3
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 239: Advertising

Covers the basics of planning, creating, using, and placing advertising in the business world. Reviews entire field of advertising as basis for students who select advertising as a career or as an integral part of a marketing program.

Credits: 3
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 240: Nonprofit Financial Management and Accounting
Develops conceptual foundation underlying the financial management and accounting procedures, records and statements for non-profit organizations.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores and BA 111 or BA 211 or equivalent. Audit available.
Program: Business Administration

BA 242: Introduction to Investments
Study popular investment vehicles--what they are, how they can be utilized and the risk and return possibilities. Emphasizes stocks and bonds, mutual funds, options and real estate. Examines securities exchanges and the functions of the broker.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 249: Principles of Retailing and E-tailing
Covers analyzing target market, developing retail marketing mix elements, and reviewing store planning techniques used by retailers. Includes discussions of changing retailing environment and impact of government regulations.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 250: Small Business Management
Designed for students and prospective small business owners and managers. It emphasizes the general functions, procedures, and specific subject areas related to initiating, organizing, and operating a successful small business. It specifically prepares the student to develop a business plan for opening a business.

Small Business Management provides the background concepts and practices necessary for a successful owner and/or manager. The student will be made aware of the importance and the functions of such things as: marketing surveys, marketing targets, financing, choosing a form of legal organization, managing the risk involved in operating a small business, and focusing on customers through products, price, promotion, and placement.

Credits: 3
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Recommended: BA 101. Audit available.
Program: Business Administration

BA 255: Project Management - Business Environments
Showcases the evolving interpretation of project management by providing practical information useful to project managers from all disciplines. Discussion topics will include: integration, scope, time, cost, quality, human resource management, communication, risk, and procurement management. This course is one of the Project Management series that includes CAS 220, MSD 279, and CIS 245. Project management is a broad term that can include many areas of a business.

Project Management has become an academic discipline, a management function, a way of thinking, and a language with its own jargon. Project managers have become the chameleons of companies. The position requires managers to have the ability to juggle "hard" and "soft" skills as they orchestrate projects in departmental communities. Furthermore, PM's are being requested to interface with internal and external clients to manage change, conflict, and motivation for project acceptance. This course will blend theoretical concepts, industry tested instruction, and practical application to ready students for project management positions.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Recommended: BA 101, MSD 279, BA 250, and CAS 220. Audit available.
Program: Business Administration

BA 256: Income Tax
Introduces preparation of federal individual and sole proprietorship income tax returns. Provides brief overview of partnership and corporate returns. Audit available.

Credits: 3
Program: Business Administration

BA 277: Business Practices and Contemporary Social Issues
Introduces contemporary socio-economic and best practices within the business environment with a focus on global, domestic and internal business concerns. Individual and corporate decision-making will be examined in a rational, pragmatic, responsible and decisive manner.

Credits: 4
Prerequisites: WR 115, RD 115and MTH 20 or equivalent placement test scores; and BA 101. Audit available.
Program: Business Administration

BA 278: Eco-Innovation and Social Entrepreneurship
Introduces the social, economic and environmental pillars of sustainability, and social entrepreneurship within the business environment with a focus on global, domestic and internal business methods, practices and policies. Investigates sustainable business, social innovation and intrapreneurship evolution and trends. Includes opportunities to interact with local social entrepreneurs, analyze initiatives, and develop market-based solutions to social problems. Examines individual and corporate decision-making and best practices. Includes team projects and a community-based service learning experience.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. available.
Program: Business Administration

BA 280A: Cooperative Education: Business Experience
Offers relevant field experience in business environments in one of the following areas: bookkeeping, marketing, management, international business, advertising, banking, purchasing, investment, finance and customer services (sales or credit services). Allows exploration of career options. Course may be repeated for credit up to 12 credits.

Credits: 1 - 6
Prerequisites: Required concurrent, one time only: BA 280B.
Prerequisites: Completion of 12 BA credits and instructor permission.
Program: Business Administration

BA 280B: Cooperative Education: Business Experience - Seminar
Supplements on-the-job experience through feedback sessions, instruction in job-related areas, and linkages to the student's on-campus program.

Credits: 1
Prerequisites: Co-requisite: BA 280A Prerequisites: Department permission required.
Program: Business Administration

BA 281: Accounting Skills Review
Refreshes knowledge of the accounting cycle and deepens understanding of accounting. Includes an initial assessment and provides timely and accurate feedback on journal entries, ledger, adjusting entries, closing entries and financial statement presentation.

The overarching goal is to develop a deeper understanding of accounting mechanics and prepare for 300 level Accounting courses at transfer institutions and/or enhance book keeping job readiness.

Credits: 1
Prerequisites: BA 211 WR 115 RD 115 or IRW 115, and MTH 20 or equivalent placement.
Program: Business Administration

BA 285: Human Relations-Organizations
Explores interactions in organizations by examining human perceptions, communications, small group dynamics and leadership. Includes dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, and the challenges of globalization.

Credits: 3
Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Program: Business Administration

BA 290: Basic Income Tax Preparation
Covers elements of basic tax preparation. Meets the statutory educational requirements for those wishing to be licensed income tax preparers in Oregon.

Credits: 8
Prerequisites: Audit available.
Program: Business Administration

BA 98: Business Administration: Skills and Issues
Increases academic skills and deepens understanding of business administration as a discipline while supporting work performed in BA 101. Includes 1) a tutorial relating to course concepts and content, 2) academic skill building, including discipline-specific vocabulary, concepts, study skills, investigative techniques, and research mechanics, and 3) a brief community-related learning project to allow for direct application of learning. The overarching goal is to develop a deeper understanding of business practices.

Credits: 1
Prerequisites: Corequisite: BA 101. Audit available.
Program: Business Administration

Chemistry Program

Chemistry Classes

CH 151: Preparatory Chemistry
Introduces basic chemical principles and computational problems found in General Chemistry with a concentration on developing both analytical and reasoning skills via problem solving. Prepares students wanting to take the CH 221-3 General Chemistry series that have no chemical background or have not taken a college or high school chemistry course in the last 3 years.

Credits: 5
Prerequisites: WR 115 RD 115 MTH 95 Prerequisites: WR 115, RD 115 and MTH 95 or equivalent placement test scores.
Audit available.
Program: Chemistry

Chemistry Program

College Success and Career Guidance Program

College Success and Career Guidance Classes

CG 100: College Survival and Success
Provides information and techniques for time, money and self-management, including motivation, goal setting, and accepting personal responsibility for college success. Includes developing skills for navigating a culturally diverse learning environment and utilizing college resources and services. Completion of CG 100 is equivalent to CG 101-102-103. Audit available.

Credits: 3
Program: College Success and Career Guidance

CG 105: Scholarships: $$ for College
Provides a systematic approach to researching and applying for scholarships. Topics include: Creating a scholarship portfolio, Oregon Student Assistance Commission application, PCC Foundation application, internet resources, and research strategies. Students will identify skills, accomplishments, values, goals, and life experiences, and learn strategies to translate them into an effective scholarship application. Interviewing tips will be discussed. Panels and guest speakers, including scholarship winners, will share perspectives on the scholarship process.

Credits: 2
Prerequisites: Corequisite: WR 105: Scholarship Essay Writing Audit available.
Program: College Success and Career Guidance

CG 114: Financial Survival for College Students
Provides basic information and strategies to empower individuals to make positive decisions about funding their education and establishing control over their financial lives, leading to financial independence and reduced life stress. Introduces: funding college, budgeting, wise use of credit, controlling debt, basic financial planning, effective financial decision making, and avoiding financial mistakes and pitfalls. CG114and BA114are equivalent. Only one may be taken for credit.

Credits: 1
Prerequisites: (WR 90 and RD 90) or IRW 90 and MTH 20 or equivalent placement. Audit available.
Program: College Success and Career Guidance

CG 130: Today's Careers
Exposes a wide range of occupations including educational and skill requirements. Covers ways of gathering information about specific occupations. Includes guest speakers from a variety of careers to further illustrate the realities of the world of work. Audit available.

Credits: 2
Program: College Success and Career Guidance

CG 140A: Career and Life Planning
Provides tools and resourcesfor making informed career decisions. Covers assessing career confidence and readiness, skills, values, interests, personality, barriers, lifestyle, education and approaches to decision making. Covers how to research career information. Includes educational decision-making which covers determining a field or program of study, and college or training program.

Credits: 3
Prerequisites: Placement into WR 115 and RD 115. Audit available.
Program: College Success and Career Guidance

CG 140B: Career and Life Planning
Provides tools and resources for making informed career decisions. Covers assessing skills, values, interests, personality, barriers, lifestyle, education and approaches to decision making. Covers how to research career information. Includes educational decision-making which covers determining a field or program of study.

Credits: 2
Prerequisites: Placement into WR 115 and RD 115. Audit available.
Program: College Success and Career Guidance

CG 140C: Career and Life Planning
Provides tools and resources for making informed career decisions. Covers assessing skills, values, interests, and personality toward making a career decision. Covers how to research career information and methods of exploring careers.

Credits: 1
Prerequisites: Placement into WR 115 and RD 115. Audit available.
Program: College Success and Career Guidance

CG 190: Intercultural Leadership for Mentors
Explores concepts of cross-cultural leadership and mentorship styles. Assists in the development of leadership and mentorship skills with the intent of supporting college success and retention of self and others. Includes teambuilding, goal-setting, role modeling, public speaking, time management, ethics, diversity, and customer service. Inspires the cultivation of a personal leadership vision and cross-cultural awareness, respect, and understanding.

Credits: 3
Prerequisites: Requirement: Must pass a criminal background check if working with middle or high school students. Audit available.
Program: College Success and Career Guidance

CG 209: Job Finding Skills
Explores broad range of job search techniques, including building a job network, compiling appropriate information for job applications, targeting cover letters and resumes, typical interview questions and techniques. Promotes overall understanding of the job search process. Audit available.

Credits: 1
Program: College Success and Career Guidance

CG 225: Transfer to a Four Year College
Explores the planning of transferring to a four-year college. Includes the various processes, requirements, and issues that impact successful transitions. Provides strategies and information critical to academic development and adjustment to the four-year college system.

Credits: 2
Prerequisites: Placement into WR 115 and RD 115. Audit available.
Program: College Success and Career Guidance

CG 280A: CE: Career Development
Students earn credit for learning from practical experience at a worksite related to their major or career goal. Appropriate work experiences provide opportunities for new learning and skill development. May be repeated up to 12 credits.

Credits: 1 - 4
Program: College Success and Career Guidance

CG 280B: CE: Career Development -Seminar
The Co-op seminar supplements the Co-op work experience by offering a flexible menu of assignments from which to select a variety of activities. Includes video tapes, selected readings, workshops, lectures and a variety of career related exercises to enhance career development. Department permission required.

Credits: 1
Prerequisites: Co-requisite: CG 280A. Course may be repeated.
Program: College Success and Career Guidance

CG 58: Math Literacy Success
Explores attitudes, emotions and barriers towards math. Covers learning strategies to enhance math success, including math focused study skills, anxiety reduction techniques, learning styles, and more. Includes strategies for developing motivation and persistence for math class preparation and test taking.

Credits: 1 - 4
Program: College Success and Career Guidance

Communication Studies Program

Communication Studies Classes

COMM 100: Introduction to Communication
Covers complexities of the communication process. Includes insights into the causes and effects of general communication behaviors, involvement in active exploration of basic communication theories and concepts, and opportunities to develop communication strengths.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Communication Studies

COMM 111: Public Speaking
Introduces speechmaking based primarily on a traditional public speaking approach. Covers classical rhetorical theory and highlights rhetoric's importance to public speaking. Develops theoretical understanding and practical application of oral communication skills. Includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills.

Credits: 4
Prerequisites: MTH 20 or equivalent placement test score, and WR 121. Audit available. This course fulfills the following GE requirements: Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AAOT, Arts and Letters/ASOT-B.
Program: Communication Studies

COMM 112: Persuasive Speaking
Explores theories of persuasive speaking and the nature of arguments. Develops skills of inquiry and advocacy through oral discourse, including critical analysis and rules of evidence. Includes practice in using, planning, delivering and refuting persuasive arguments in a variety of extemporaneous formats. Investigates how persuasion works to influence others as well as self.

Credits: 4
Prerequisites: MTH 20 or equivalent placement test score, and WR 121. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Communication Studies

COMM 130: Business & Professional Communication
Focuses on communication as it relates to business and professional settings. Explores the climates, settings, philosophies, and practices of organizational communication, including effective business presentations.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available.
Program: Communication Studies

COMM 140: Introduction to Intercultural Communication
Explores the nature and impact of different cultures on communication. Includes interactive relationship forms as the basis for global understanding in the classroom, business or travel. Focus on processing messages with accelerating changes in political, economic and immigration patterns through individual cultural perceptions. Understand and communicate with people who are "different."

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy,Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT, Arts and Letters/ASOT-B.
Program: Communication Studies

COMM 214: Interpersonal Communication: Process and Theory
Introduces interpersonal communication in different contexts in order to build and manage relationships. Focuses on message exchange in person-to-person interactions; emphasizes theoretical principles and their application. Concentrates on the development of communication skills to build communication competence in interpersonal contexts. Recommended: COMM 100.

Credits: 4
Prerequisites: WR 121 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts andLetters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Communication Studies

COMM 215: Small Group Communication: Process and Theory
Problem solving aspects of small group activities. Includes process and task, leadership, verbal and non-verbal messages in the small group, norms and roles, conflict reduction, and decision making. Focuses on theory and practice. COMM 100 recommended.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Communication Studies

COMM 227: Nonverbal Communication
Introduces the nonverbal aspect of communication as related to verbal communication. Emphasizes the theories and types of nonverbal behavior including influential factors such as; voice, body movement, eye behavior, touch, space, time, smell, and physical and social environments.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B.
Program: Communication Studies

Computer Applications and Office Systems Program

Oregon Coast Community College offers an associate degree and career pathway certificates within the Computer Applications and Office Systems Department. Associate degree programs may be completed in approximately two years. State-approved Career Pathway Certificates vary in length but are designed to be completed in less than one year. These certificates help students attain skills for targeted entry-level jobs in specific areas of computer applications, office systems, and web development. The credits earned will provide a convenient pathway for students who wish to continue to pursue the one-year certificates and two-year AAS degrees in the program.

Due to the rapid changes in employment opportunities, technological advances, and certifying agency regulations, these programs are subject to change.

Program Costs

Please see college website for program costs. Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.
Roadmap Link: http://oregon.ctepathways.org/c/version/2115/883 6.html

(CAS/OS) Administrative Assistant Certificates

Intended to meet business career needs for entry-level administrative assistants, secretaries, receptionists, file clerks, and data entry personnel. Workers in these positions may perform a wide variety of duties such as working with office technology to produce and file business documents, greeting the public, planning and scheduling, accounting, and creating web pages.

Admission Prerequisites

- All programs of study in CAS/OS recommend placement in WR 115, RD 115, MTH 20 and keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions. Placement examinations to assist students in selecting appropriate writing and mathematics courses are required prior to registration.

- All courses in the degrees and certificates within the CAS/OS program must be completed with a grade of "C" or "P" or better.

Other Prerequisites

Students with questions about entry-level readiness should arrange to meet with a department advisor.

Computer Applications and Office Systems Degrees and Certificates

(CAS/OS) Administrative Assistant AAS Degree

Minimum 94 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of sixteen credits of General Education. Math/computation competency is met through the courses in the program of study indicated with a § symbol. Students should consult with program advisors for course planning.

Program Outcomes

- Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives.

- Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.

- Effectively communicate their own creative and critical ideas; respond effectively both verbally an in written format to the spoken, written, and visual ideas of others.

- Establish and follow procedures to manage digital and hard copy office documents.

- Exhibit people skills to deal effectively with a variety of personalities and diverse individuals.

- Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail.

- Produce professional, error-free, timely documents by using current and emerging software and hardware technology.

- Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization.

- Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data.

Academic Prerequisites
- All programs of study in CAS/OS recommend placement in WR 115, RD 115, MTH 20 and keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions. Placement examinations to assist students in selecting appropriate writing and mathematics courses are required prior to registration.

- Students with questions about entry-level readiness should arrange to meet with an advisor.

Academic Requirements
All courses in the degrees and certificates within the CAS/OS program must be completed with a grade of "C" or "P" or better.

Program: Computer Applications and Office Systems

Type: AAS Degree

Administrative Assistant Degree Course

Item #	Title	Credits
	BA 111§	3
BA 205	Business Communication Using Technology	4
BA 285	Human Relations-Organizations	3
	BA 177 or BA 228	3
CAS 109	Beginning Powerpoint	1
CAS 123	Production Keyboarding	3
CAS 133	Basic Computer Skills/Microsoft Office	4
CAS 140	Beginning Access	3
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3
CAS 246	Integrated Computer Projects	4
OS 131	10-key on Calculators	1
OS 220	Business Editing Skills	4
OS 240	Filing and Records Management	4
OS 245	Office Systems and Procedures	4
	OS 280F (4 Credit)	4
WR 121	English Composition	4

Administrative Assistant Business Electives		6
Administrative Assistant Degree Electives		14
16 Credits General Education		16
Sub-Total Credits		**94**
Total credits for degree:		94

CAS/OS Administrative Assistant: Administrative Support Career Pathway Certificate

Academic Requirements
Minimum 26 credits. Students must meet all certificate requirements. The Administrative Support Certificate is a Career Pathway. All courses are contained in the Administrative Assistant AAS Degree.

Administrative Assistant Degree Electives
May take any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant degree or certificate. CIS 178 may be taken as a CAS/OS elective.

Program: Computer Applications and Office Systems

Type: Certificate

Administrative Support Certificate Courses

Item #	Title	Credits
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 123	Production Keyboarding	3
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3
OS 220	Business Editing Skills	4
WR 121	English Composition	4
	3 Credits Administrative Assistant Degree Electives	3
	Sub-Total Credits	**26**
	Total credits for degree:	26

CAS/OS Administrative Assistant: Business Office Assistant Career Pathway Certificate

Program: Computer Applications and Office Systems

Type: Certificate

Business Office Assistant Certificate Courses

Item #	Title	Credits
BA 111	Introduction to Accounting	3
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 140	Beginning Access	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
	CAS 216 or CAS 217	3
CAS 246	Integrated Computer Projects	4
OS 131	10-key on Calculators	1
WR 121	English Composition	4
	Sub-Total Credits	**27**
	Total credits for degree:	27

CAS/OS Administrative Assistant: Computer Software Fundamentals Career Pathway Certificate

Minimum 13 credits. Students must meet all certificate requirements. The Computer Software Fundamentals Certificate is a Career Pathway. All courses are contained in the Administrative Assistant AAS Degree.

If a student already has knowledge of basic computer skills they may substitute a class from the Administrative Assistant Certificate Elective list For CAS 133.

Program Costs
Please see college website for program costs. Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.

Roadmap Link:

http://oregon.ctepathways.org/c/version/2116/8974.html

Program: Computer Applications and Office Systems

Type: Certificate

Computer Software Fundamentals Certificate Courses

Item #	Title	Credits
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 133	Basic Computer Skills/Microsoft Office	4
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3

Sub-Total Credits		**13**
Total credits for degree:		13

Computer Applications and Office Systems Classes

CAS 109: Beginning Powerpoint
Credits: 1
Program: Computer Applications and Office Systems

CAS 111D: Beginning Website Creation: Dreamweaver
Introduces basic elements of website creation using Adobe Dreamweaver. Includes web terminology, basic HTML, uploading pages to a server (FTP), site management, tables, layout, stylesheets (CSS), rollovers, optimizing graphics, and accessibility.

Credits: 3
Prerequisites: Recommended: CAS 110 and CAS 133 or equivalent file management and word processing experience; placement into RD 115 and WR 115. Audit available.
Program: Computer Applications and Office Systems

CAS 121: Beginning Keyboarding
Introduces alphabetic portion of computer keyboard by touch. Uses the numeric portion of the keyboard. Develops and improves basic keyboarding techniques to increase speed and accuracy. Involves production of basic business and academic documents using a word processor. Recommended: Placement into RD 90 and WR 90 or above. Audit available.

Credits: 3
Program: Computer Applications and Office Systems

CAS 122: Keyboarding for Speed and Accuracy
Develops confidence, endurance, and control for accurate keyboarding while increasing keyboarding speed. Develops ability to proofread documents accurately and efficiently. Keying by touch is essential. Recommended: Placement into RD 90 and WR 90 or above. Audit available.

Credits: 3
Program: Computer Applications and Office Systems

CAS 123: Production Keyboarding
Develops rapid keyboarding and accurate proofreading of business letters, memos, reports, and tables. Improves and increases speed and accuracy of keyboarding skills. Recommended: Placement into RD 115 and WR 115 or higher, OS 220, and keying 45 wpm by touch.

Credits: 3
Prerequisites: CAS 216 or instructor permission. Audit available.
Program: Computer Applications and Office Systems

CAS 133: Basic Computer Skills/Microsoft Office

Introduces the basic features of Microsoft Office, Windows basics, and file management. Develops familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics. Provides an overview of the MyPCC Portal website. Covers components of the Internet and Computing Core (IC3) program content. Recommended: RD 115 and WR 115. Keyboarding by touch recommended. Audit available.

Credits: 4
Program: Computer Applications and Office Systems

CAS 140: Beginning Access

Introduces the basic features of Microsoft Access. Covers beginning database management concepts including tables, forms, reports, queries, and basic macros. Stresses a working knowledge of database management vocabulary. Emphasizes efficient use of Access toolbars and menus. Discusses database design issues. Recommended: Placement into RD 115 and WR 115. Audit available.

Credits: 3
Program: Computer Applications and Office Systems

CAS 170: Beginning Excel

Introduces the basic features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry, and academic environments. Includes entering data; creating formulas; professional formatting; creating charts; creating, sorting, and filtering lists; creating and using templates; and working with functions. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Recommended: Placement into RD 115, WR 115 and MTH 20. Audit available.

Credits: 3
Program: Computer Applications and Office Systems

CAS 171: Intermediate Excel

Introduces advanced features of Excel to design and create accurate, professional worksheets for use in business and industry. Includes financial, logical, statistical, lookup, and database functions; pivot tables; "what-if" analysis with data tables; importing data; complex graphs; macros; and solver features. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it.

Credits: 3
Prerequisites: CAS 170 or instructor permission. Audit available.
Program: Computer Applications and Office Systems

CAS 216: Beginning Word

Introduces the basics of Microsoft Word to create, edit, and print documents such as letters, memos, and manuscripts; produce multi-page documents; use headers and footers; become familiar with the program's writing tools and basics of enhancing documents; and produce merged copy. Recommended: Placement into RD 115 and WR 115; keyboarding 25 words per minute. Audit available.

Credits: 3
Program: Computer Applications and Office Systems

CAS 216A: Beginning Word

Introduces the basics of Microsoft Word to create, edit, and print basic documents such as letters and memos and become familiar with the program's writing tools.

This course is presented in a lecture/lab format. Other methods such as instructional worksheets, videotapes, demonstrations, or one-on-one instructions may be used. Out-of-class preparation will be required.

Credits: 1
Prerequisites: Recommended: Placement into RD 115 and WR 115; keyboarding 25 words per minute. Audit available.
Program: Computer Applications and Office Systems

CAS 217: Intermediate Word

Introduces intermediate and advanced features of Microsoft Word to enhance documents through special formatting features such as graphic lines and images, Word Art, and clipart; work with headers and footers in multi-page documents; create and format tables; use advanced merge; create documents with newspaper columns; and create and use fill-in forms. Recommended: Placement into RD 115 and WR 115.

Credits: 3
Prerequisites: CAS 216 or instructor permission.
Program: Computer Applications and Office Systems

CAS 231: Publisher

Introduces Microsoft Publisher to design and create effective publications that combine text graphics, illustrations, and/or photographs such as announcements, fliers, advertisements, and reports. Covers the processes to create, import, and manipulate text, graphics, and/or templates through program tools and features. Recommended: Placement into RD 115 and WR 115; prior knowledge and use of Windows technology. Audit available.

Credits: 3
Program: Computer Applications and Office Systems

CAS 246: Integrated Computer Projects
Builds upon previous computer and business knowledge to create individual and group projects using software found in today's workplace. Uses integrated software (i.e. MS Office) and current technology to further develop professional software skills.

Credits: 4
Prerequisites: CAS 216 and CAS 170 or instructor permission. Recommended: CAS 109, CAS 140, CAS 171, and CAS 217. Audit available.
Program: Computer Applications and Office Systems

OS 131: 10-key on Calculators
Develops 10-key skills by touch.

Credits: 1
Prerequisites: Recommended: Placement into RD 115, WR 115, and MTH 20. Audit available.
Program: Computer Applications and Office Systems

OS 220: Business Editing Skills
Develops skills necessary for editing, transcribing, and writing memos, letters and email. Emphasis: punctuation, capitalization, spelling, grammar, and word use.

Credits: 4
Prerequisites: Recommended: Placement into WR 121, keyboard by touch. Audit available.
Program: Computer Applications and Office Systems

OS 240: Filing and Records Management
Develops skills for indexing, coding, and cross-referencing documents to be filed. Includes requisitions and charge-outs, records transfer, various filing systems, and an overall view of the role of records management in business including electronic and image records.

Credits: 4
Prerequisites: Recommended: RD 115; WR 115; and CAS 133 or CAS 140. Audit available.
Program: Computer Applications and Office Systems

OS 245: Office Systems and Procedures
Develops the skills of an administrative professional for current business practices. Uses computer technology for tasks such as scheduling, email, and faxing. Develops communication, organization and prioritizing skills, telephone techniques, problem solving, and analytical abilities. Analyzes current trends in workplaceethics and the multi-cultural workplace. Develops workplace readiness and applies job search skills for current job market.

Credits: 4
Prerequisites: CAS 216 and OS 220. Audit available.
Program: Computer Applications and Office Systems

OS 280F: Cooperative Education: Administrative Assistant
Provides field experience for the administrative assistant.

Credits: 1 - 4
Prerequisites: Recommended: RD 115, WR 115 and satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission required. Audit available.
Program: Computer Applications and Office Systems

Early Childhood Education Program

Early Childhood Education Degrees and Certificates

Early Childhood Education Career Pathway Certificate

Investing in Children
The early years shape a life. Research in child development has demonstrated that during the years from birth through 6 years old, important growth occurs in all domains, including social, emotional, cognitive, linguistic and physical development. The early childhood educator – whether a teacher, family or child care provider – plays a critical role in fostering children's development and investing in their future.

In OCCC's Early Childhood Education program, we offer you the skills you need to succeed in the world of early childhood development, early childhood education centers, preschool programming, infant and toddler care, and family child care programs. Employment opportunities may include teaching assistant, child care aide, lead teacher, family child care provider and program director.

Program Overview
OCCC offers a Career Pathway's Certificate in early childhood education for those interested in working with children and families.

The Early Childhood Education (ECE) program prepares teachers and home care providers of young children, ages birth through five, to plan environments, develop suitable learning experiences, and work closely with families in childhood care and education contexts. They also supervise play and physical needs of small children, organize daily activities, keep records of children's progress, and confer with parents. Early education graduates may also work in related fields such as child care resource and referral.

Academic Prerequisites
Placement into RD 115 and WR 115.

Program Outcomes
• Employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children (critical thinking & problem solving; communication; cultural awareness)

• Identify themselves as collaborative learners who demonstrate reflective perspectives on their work, making decisions that integrate knowledge from professional sources. (Self reflection; communication)

• Know and use professional standards related to early childhood practice. (professional competence)

• Use observation and documentation, in partnership with families and other professionals, to positively influence children's development and learning. (professional competence, communication)

• Use their understanding of the importance and complex characteristics of children's families and communities to create respectful reciprocal relationships that support and involve all families in their children's development and learning. (cultural awareness; self reflection)

Early Childhood Education Career Pathway Certificate
Minimum 36 credits. Students must meet all certificate requirements.

While in the program, students must:

- Receive a grade of "C " or better in every required early education class in order to receive a certificate or degree
- Meet practicum competencies for the certificate and degree.

Practicum
Practicum (student teaching) is a required component of the program. Practicum allows students to develop skills in working with children in a group setting using developmentally appropriate methods.

Before students can begin practicum, they must submit documentation of registration with Oregon's Criminal History Registry, of measles immunization, and of a current Food Handler's Card. All required forms are available from the program office (HT 318) and the Child Development Center.

Students are advised to begin gathering this documentation early (well before practicum begins). Students who have not submitted the required documentation to their practicum instructor may not begin practicum.

Additional Information
Prospective students should note that a completed not-for-credit credential (the CDA: Child Development Associate and the Oregon Registry Step 7) may apply to the Early Childhood Education program and the student's transcript for program credit. Please speak with a program advisor for more details.

1	Students with a valid CPR card may receive non-traditional credit.
2	Students must enroll in practicum seminar each term they take practicum.

Program: Early Childhood Education

Type: Certificate

Item #	Title	Credits
ECE 120	Introduction to Early Education and Family Studies	3
ECE 121	Observation and Guidance I	3
ECE 122I	Environments and Curriculum for Infants and Toddlers	4
ECE 123P	Environments and Curriculum for Preschool	4
ECE 124	Multicultural Practices: Exploring Our Views	3
	ECE 130A[2]	2
	ECE 130B[2]	2
	ECE 133 or ECE 131A	
ECE 196	Teaming and Communication in ECE Settings	2
	ECE 134 or ECE 131B	
	HE 112[1]	1
HE 262	Children's Health, Nutrition & Safety	3
HEC 201	Family Partnerships in Education	3
	Sub-Total Credits	**30**
	Total credits for degree:	36

Early Childhood Education Classes

ECE 120: Introduction to Early Education and Family Studies
ECE 120. Introduction to Early Education and Family Studies. 3 Credits.

Introduces the foundations of early childhood education and family studies. Covers the history, scope, current issues and trends, focusing on programs and services for children, birth-5. Includes an emphasis on development, developmentally appropriate practices and observation of young children and professionals. Requires 2-hours per week of observation/participation.

Credits: 3
Prerequisites: Students must enroll in the Oregon Office of Child Care Central Background Registry (Criminal Background Check). Students must show evidence of current TB test and MMR vaccination. Audit available.
Program: Early Childhood Education

ECE 121: Observation and Guidance I
Focuses on age-appropriate guidance and observations techniques for individual children six week to six years. Topics include the ongoing dynamics of relationships, how values and belief systems impact guidance decisions, and the linkages between observation and guidance plans for individual children.

Observation and Guidance I will include basic observation and guidance techniques for individual children (infancy – six years). This course puts more emphasis on guidance techniques and the personal value and belief systems that underlie their usage, but also provides students with some basic observational tools (running records, anecdotals) that can be used in identifying, evaluating, and developing guidance strategies.

This course is required for the Early Childhood Certificate and the A.A.S. Degree in Early Childhood Education. In order to count toward the Early Childhood Certificate or AAS degree, this course must be taken for a letter grade.

Students must have access to infants, toddlers, or young children (2.5 – 5 years) in order to complete observation assignments. PCC's Child Development Center is available for this purpose.

Credits: 3
Prerequisites: Completion of, or concurrent enrollment in ECE 120: Introduction to Early Education and Family Studies is recommended. This course requires college-level reading and writing abilities (passing or testing into Writing 115). Students who are concurrently working toward this level of competence in a developmental writing class or on their own may audit this course. Audit available.
Program: Early Childhood Education

ECE 122I: Environments and Curriculum for Infants and Toddlers
Covers theories of physical and social space, activities, experiences, and materials and the relationships between them for children ages six weeks-three years of age. Introduces the use of developmentally and culturally appropriate practices in planning, selecting, and evaluating environments and curriculum for infants and toddlers in home based and center based care. Reviews child development (social/emotional, cognitive, gross/fine motor, communication/language, self-help), relationship based care, routines, transitions and play with infants and toddlers. Includes planning and implementing environments and curriculum for infants and toddlers.

Credits: 4
Prerequisites: Requires: Up to 10 hours of ECE site observations. Audit available.
Program: Early Childhood Education

ECE 123P: Environments and Curriculum for Preschool
Covers developing meaningful and challenging preschool curriculum and environments with a focus on the importance of play. Incorporates developmentally and culturally appropriate pedagogy and inclusion to plan learning experiences, physical and social environments, routines and transitions, and family involvement. Covers assessing and documenting children's learning.

Credits: 4
Prerequisites: Requires: Ten hours of observations and field trips.
Program: Early Childhood Education

ECE 124: Multicultural Practices: Exploring Our Views
Develops awareness of how personal experiences, belief systems, identities, and values impact work with children, families, and communities. Examines the impact of cultural, linguistic, social, and class identities and histories on inter-relationships in diverse populations. Explores techniques for incorporating other people's histories, values, and belief systems into child-family-community-centered practices.

This class is intended to encourage students to reflect on their experiences, belief systems, and values and the impact those experiences, values, and beliefs have on practice with children, families and communities.

Credits: 3
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 130A: Practicum Seminar 1
Reviews skills necessary for supporting the total development of children, ages 6 weeks to 6 years, focusing on the role of the teacher in implementing a developmental program of early childhood education in two interdependent components: seminar and practicum.

Participating students are expected to attend seminar as scheduled and on time, actively participate in all aspects of the seminar, and complete all required assignments for seminar.

Credits: 2
Prerequisites: ECE 120 ECE 121 **Corequisites:** ECE 131A, ECE 133.
Program: Early Childhood Education

ECE 130B: Practicum Seminar 2
Reviews skills necessary for supporting the total development of children, ages 6 weeks to 6 years, focusing on the role of the teacher in implementing a developmental program of early childhood education in two interdependent components: seminar and practicum.

Credits: 2
Prerequisites: ECE 130A **Corequisites:** ECE 131B, ECE134
Program: Early Childhood Education

ECE 130C: Practicum Seminar 3
Reviews skills necessary for supporting the total development of children, ages 6 weeks to 6 years, focusing on the role of the teacher in implementing a developmental program of early childhood education in two interdependent components: seminar and practicum.

Credits: 2
Prerequisites: ECE 130B **Corequisites:** ECE 135
Program: Early Childhood Education

ECE 131A: Practicum for Experienced Teachers 1
Improves and strengthens beginning level skills for working with children ages birth-5 in a group setting at work sites. Includes the use of developmentally appropriate methods in recognizing and providing safe, responsive, and sanitary environments. Department permission required based on work experience and previous coursework.

At Level I, be employable as a competent teacher's aide with children, under a lead teacher's supervision.

At Level II, be employable as a competent assistant teacher.

Credits: 3
Prerequisites: ECE 120 ECE 121 ECE 124 **Corequisites:** ECE 130A
Program: Early Childhood Education

ECE 131B: Practicum for Experienced Teachers 2
Improves and strengthens basic intermediate level skills for working with children ages birth-5 in a group setting at work sites. Includes the use of developmentally appropriate methods to support guidance and conflict resolution; schedule and routine planning; fundamental curriculum development; and environmental modification. Department permission required based on work experience and previous coursework.

Credits: 3
Prerequisites: ECE 131A HEC 201 and ECE 122I *OR* ECE 123P **Corequisites:** ECE 130B
Program: Early Childhood Education

ECE 132: Early Childhood Field Work
Students engage in intentional field work to gain practical experience, skill development, and professional direction in achieving their career goals, working under supervision in an approved worksite.

Credits: 2
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 133: Practicum 1 in Early Childhood Education
Covers developing beginning level skills for working with children ages birth - 5 in a group setting. Includes the use of developmentally appropriate methods in recognizing and providing safe, responsive, and sanitary environments; using beginning-level guidance strategies; and acclimating to the field of early education.

Credits: 3
Prerequisites: ECE 120 ECE 121 ECE 124 and WR 90 or IRW 90 or equivalent placement. **Corequisites:** ECE 130A Audit available.
Program: Early Childhood Education

ECE 134: Practicum 2 in Early Childhood Education
Covers development of basic intermediate level skills to work with children ages birth - 5 in a group setting. Includes the use of developmentally appropriate methods to support guidance and conflict resolution; schedule and routine planning; fundamental curriculum development; and environmental modification.

Credits: 3
Prerequisites: ECE 133 ECE 130A HEC 201 and ECE 122I *OR* ECE123P. **Corequisites:** ECE 130B **Recommended:** HE 262 Audit available.
Program: Early Childhood Education

ECE 135: Practicum 3 in Early Childhood Education
Covers the development of advanced intermediate level skills to work with children ages birth - 5 in a group setting. Includes the use of developmentally and culturally appropriate methods to support guidance and conflict resolution; development, implementation, and evaluation of environments and curriculum; and facilitation of classroom management.

Credits: 3
Prerequisites: ECE 134 ECE 130B and ECE 122I *OR* ECE123P. **Corequisites:** ECE 130C
Program: Early Childhood Education

ECE 170: Coaching and Mentoring in Early Education and Family Studies
Explores the role of coaching and mentoring in facilitating the development of novice early education practitioners and in enhancing early childhood environments. Reviews models of coaching and mentoring.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 171A: Infant Toddler Positive Behavioral Intervention and Support
Explores Positive Behavioral Intervention and Support (PBIS) system for infants and toddlers. Covers the identification of behavioral practices, instructional strategies, and intervention strategies for individual infants and toddlers.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 171B: Preschool Positive Behavioral Intervention and Support
Explores Positive Behavioral Intervention and Support (PBIS) system for preschoolers. Covers the identification of behavioral practices, instructional strategies and intervention strategies for individual preschool age children.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 175A: Infant/Toddler Caregiving: Learning and Development
Covers growth and development of infants and toddlers ages birth - 3, including physical, cognitive, and language development.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 175B: Infant/Toddler Caregiving: Group Care
Covers group care of infants and toddlers ages birth - 3. Includes routines, quality, staff relations, environments and welcoming children and families into care.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 175C: Infant/Toddler Caregiving: Social/Emotional Growth
Covers social-emotional growth and socialization of infants and toddlers ages birth - 3, including development, temperament, responsible care, guidance and discipline, and supporting the needs of infants and toddlers.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 175D: Infant/Toddler Caregiving: Family/Provider Relationships
Covers family/provider relationships with infants and toddlers ages birth - 3. Includes establishing partnerships with parents, listening and responding to families needs, supporting culturally diverse families, culturally sensitive care, conducting business and handling difficult issues.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 177: Tiny to Tall: Making Mixed Age Groupings Work
Covers working with mixed-age groups in early childhood settings, including children from infancy through elementary school age. Addresses the challenges and benefits of creating quality environments and programming for children of mixed ages.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 183: Seven Essential Life Skills Every Child Needs
Introduces seven life skills critical for young children's success which are: focus and self-control, perspective taking, communicating, making connections, critical thinking, taking on challenges, self-directed engaged learning.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 185: Planning Fun and Meaningful Field Trips for Young Children
Covers the positive benefits of field trips in early childhood programs, including field trip possibilities in the Portland area, developing field trip protocols, and problem-solving common field trip issues.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 188: Block Play and Woodworking for Young Children
Covers the many benefits of block play and wood working experiences for young children, including how to facilitate children's development across domains in an engaging context.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 195: Boys in Early Childhood Education
Explores the educational and social experiences specific to boys in early childhood programs. Covers teacher's views on boys' behaviors and the effect on their learning. Includes developmentally and culturally appropriate approaches to engage boys in the early learning environment and curriculum.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 196: Teaming and Communication in ECE Settings
Introduces the identification and utilization of different strategies to strengthen teaming and communication specific to early education settings. Covers culture and communication, including communicating with colleagues, staff and parents in early education environments.

Credits: 2
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 198: Building Effective Outdoor Environments
Covers outdoor environments for children of all ages and abilities. Addresses planning, implementing, and evaluating outdoor environments and activities.

This course is designed to enhance the knowledge base of our degree-seeking students (who are required to take 6 – 10 credits of elective credit) while also providing an accessible, interesting, and relevant course to students who are seeking to meet their professional development requirements and/or who might have limited experience in the college setting.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 200: The Professional in Early Education and Family Studies
History, current programs and practices, and future issues of early childhood education. Includes professionalism, historic and current issues, types of programs for young children, parent interaction, job opportunities, ethical/legal issues and community resources. Develops a professional philosophy.

Credits: 3
Prerequisites: WR 115 Audit available.
Program: Early Childhood Education

ECE 221: Observation and Guidance II
Examines techniques for observing and recording behavior and keeping records as used in the care and education of infants through five-year-olds. Focuses on observation and guidance techniques for groups of children in addressing challenging behaviors and issues in early childhood environments. Covers the caregiver's role in using observation to promote development, including self-development.

Credits: 3
Prerequisites: WR 115 ECE 121 Audit available.
Program: Early Childhood Education

ECE 224: Multicultural Practice: Curriculum & Implementation
Develops awareness of cultural and ethnic issues as they relate to the early childhood classroom teacher. Focuses on ethnocentrism, racism and discrimination. Includes techniques for developing multi-cultural, anti-bias curriculum.

This course will present to students knowledge of the ways culture and ethnicity influence expectations, behaviors, and relationships between children, parents, and early childhood professionals. In addition, knowledge of curriculum development and implementation, of the teacher's role in helping children and parents adapt to early childhood settings, and of advocacy techniques will be presented.

Credits: 3
Prerequisites: ECE 124 Audit available.
Program: Early Childhood Education

ECE 232: Math and Science for Young Children
Explores actively engaging infants through preschool age children in science and math concepts. Covers planning experiences that are meaningful, challenging, developmentally and culturally appropriate for indoor and outdoor classrooms. Connects everyday knowledge and skills to math and science.

Credits: 3
Prerequisites: Audit available.
Program: Early Childhood Education

ECE 234: Children with Special Needs in Early Childhood Education
Covers early intervention and early childhood special education including disability characteristics, environmental and curricular adaptation, instructional strategies, and legislative mandates. Explores inclusion of children with diverse and special needs in early care and education settings, including the role of families in early intervention services.

Prerequisites: **Recommended:** HEC 226 Audit available.
Program: Early Childhood Education

HEC 140: Introduction to Family Life Education
Introduces an overview of the field of Family Life Education (FLE). Covers theory, methods, and contexts of family life education, including family diversity, sexuality education, and parenting education.

Credits: 3
Prerequisites: Audit available.
Program: Early Childhood Education

HEC 157: Parenting Skills
Examines current issues affecting the role of parents in today's society. Covers the stages of early childhood development, age appropriate learning expectations, guidance techniques, and parental influence on child development over time.

Credits: 1
Prerequisites: Audit available.
Program: Early Childhood Education

HEC 201: Family Partnerships in Education
Introduces the study of family behavior, values, and attitudes. Covers the historical, cultural, and socioeconomic influences on family development, including ecological systems, demographic trends, diversity, contemporary issues and public policy.

This course is designed for individuals interested in early childhood education, parenting education, and family life education. The course addresses various family compositions issues and trends, including single parents, intergenerational families, same-sex families, families of color, immigrant families, class issues, etc.

Credits: 3
Prerequisites: Audit available.
Program: Early Childhood Education

HEC 212: Parent-Child Relations
Introduces the social, developmental, and cultural nature of parenting. Covers parent-child relationships in social contexts, the work of parenting, and issues facing contemporary parents and children.

Credits: 3
Prerequisites: Audit available.
Program: Early Childhood Education

HEC 226: Child Development
Basic theories, research and principles of physical, cognitive, language, social and emotional development of children from the prenatal period through adolescence. Includes observation and classroom processes.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Early Childhood Education

HEC 236: Language and Literacy in Early Childhood Education
Overview of language and literacy development in children
from infancy to age 6. Design and use a variety of language
and literacy development activities with young children.

The student will develop knowledge and understanding of the
normal development of language in the young child and the
teacher's role in fostering and facilitating this development.
Hands-on experiences with language stimulation activities
and
the application of literature will be offered. Also, the student
will assess and develop techniques for evaluating and using a
variety of types of literature with the child.

Credits: 3
Prerequisites: Audit available.
Program: Early Childhood Education

Economics Program

Economics Classes

EC 201: Principles of Economics: Microeconomics
Introduces the principles of microeconomics. Enhances the ability to recognize and analyze economic problems in the United States. Covers the American microeconomic system, which includes a familiarization with the basis of the price system and resource allocation; the operation of the firm; market concentration; regulation and antitrust policies. Recommended: MTH 95.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Economics

EC 202: Principles of Economics: Macroeconomics
Covers the overall economy. Includes the basic reasons for and the problems of recession, inflation, and stagflation; the use of monetary, fiscal, and incomes policies; and other economic management tools. Recommended: MTH 95 and EC 201.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/ASOT-B, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/AAOT, Social Sciences/AS
Program: Economics

Emergency Medical Services Program

The Emergency Medical Services Department offers career training for entry-level positions in emergency medical settings. Ambulance companies, fire departments, police departments, and various other industries requiring emergency medical services may employ EMS Providers. After successful completion of all requirements for EMT or AEMT training, the student is eligible to apply to take the respective state licensure exams.

The Emergency Medical Services (EMS) Department trains and educates EMS professionals to excel in meeting the needs of the community. EMS Providers respond to medical emergencies by providing immediate care and transportation to the ill and injured. This department combines classroom lectures, hands-on skills labs and appropriate cooperative clinical and field experience to provide students with cognitive, psychomotor, and affective competence to function as effective EMS providers.

Emergency Medical Services Degrees and Certificates

Advanced Emergency Medical Technician Less than One-Year Certificate

The Emergency Medical Services Department offers career training for entry-level positions in emergency medical settings. Ambulance companies, fire departments, police departments, and various other industries requiring emergency medical services may employ EMS Providers. After successful completion of all requirements for EMT or AEMT, training, the student is eligible to apply to take the respective state licensure exams.

The Emergency Medical Services (EMS) Department trains and educates EMS professionals to excel in meeting the needs of the community. EMS Providers respond to medical emergencies by providing immediate care and transportation to the ill and injured. This department combines classroom lectures, hands-on skills labs and appropriate cooperative clinical and field experience to provide students with cognitive, psychomotor, and affective competence to function as effective EMS providers.

The Advanced Emergency Medical Technician (AEMT) provides basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. AEMTs function as part of a comprehensive EMS response, under medical oversight, performing interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene to the emergency health care system. Minimum 20 credits. Students must meet all certificate requirements.

Certificate Outcomes
Perform the professional functions of an entry-level Advanced Emergency Medical Technician.

Minimum 20 credits. Students must meet all certificate requirements.

Academic Prerequisites
- WR 115; MTH 20; RD 90
- Must have completed high school or GED.
- Applicants for EMS courses must meet all prerequisites prior to registration into EMS courses.
- Submit photocopies of transcripts, immunization documentation and completed application to the EMS Department for review. Contact department office for instructions. Incomplete applications will not be accepted. Applicants for the paramedic level must complete a departmental selection process.

Non-Academic Prerequisites
- Must be a minimum of 18 years of age.
- Must have documented results of: TB exam (within 6 months), MMR (measles, mumps, and rubella immunity) if born after 12-31-56, Tdap (within past 10 years), Hepatitis B immunization series started, Varicella (chicken pox immunity), influenza (one dose each year for students needing clinical placement).
- AHA Healthcare Provider BLS (CPR) or ASHI CPR-Pro card current through certification/licensure testing.

Additional Requirements
Satisfactory Criminal History Background check and drug screening will be mandatory to qualify for clinical rotations and state licensure. The cost for Criminal History Background check and drug screening is the responsibility of the applicant/student. Applicants and students must demonstrate a personal history compatible with being certified as Emergency Medical Services applicant. All applicants are required to check the Disqualifying Crimes and Potentially Disqualifying Crimes list

Every Emergency Medical Services program applicant and student must answer questions to determine if there is personal history of:

- conviction for a criminal offense or
- physical or mental health problems that might interfere with the requirements of nursing practice.

- Failure to provide truthful and complete answers to these questions will result in denial of admission for applicants and dismissal for students.
- If the college becomes aware of criminal or unethical behavior on the part of the applicant, admission will be denied.

A student admitted to the program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse per College policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs can be required to undergo immediate drug testing to detect the presence of alcohol or other drugs and to report the results of such testing to the CTE Director. The student's status in the program will be reviewed by the medical assistant faculty and the director. Any required testing and counseling shall be at the student's expense. Failure to follow a counselor- prescribed treatment plan will result in dismissal from the pro

Applicants should be aware that the following questions are asked on the National Registry EMT and/or the Oregon EMT Application:

1. Do you or have you had within the past 10 years, any physical or mental condition that impairs, could impair, or has impaired your ability to perform the duties of an EMS Provider? If you answer yes, explain whether your condition is controlled by medication or other treatment and how your condition treated or untreated, affects your ability to perform the duties of an EMS Provider.
2. Do you or have you used in the last 10 years, any drug or chemical substance for other than legitimate medical purposes that impairs or has impaired your ability to perform the duties of an EMS Provider?
3. Have you been counseled about, diagnosed with, or treated for, a dependency on alcohol or drugs within the last 10 years?
4. Have you ever been arrested, charged with, or convicted of any misdemeanor or felony? (Minor traffic violations need not be reported.)
5. Has an employer or supervising physician taken disciplinary action against you related to your duties as an EMS Provider? (Discipline includes suspension, letter of reprimand, resignation in lieu of termination, a limitation or restriction of scope of practice or dismissal for cause.)
6. Have you been named in a lawsuit alleging medical malpractice or misconduct related to providing medical care?
7. Have you ever been disciplined, denied or revoked by the National Registry of EMTs or any health care certifying/licensing agency?
8. Have you ever surrendered or resigned a health care license or certificate?
9. Have you lived, worked or attended school outside of Oregon for 60 or more consecutive days in the last 5 years?

Academic Requirements
- Attendance of the first session of each course is mandatory. Students missing the first class will be dropped from the roster by the department.

Technical Standards for Students with Disabilities Information
Emergency Medical Services is a physically and mentally challenging occupation. Education related to this field is designed to prepare students for these challenges. Emergency Medical Service students must be able to meet all established essential academic and clinical requirements to successfully complete the program. Persons with questions concerning qualifications are encouraged to contact the Health and Human Services office for individual consultation prior to formal application.

OCCC Emergency Medical Services provides the information on technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services.

These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care programs. The technical standards are available on the college website.

Applicants with disabilities are encouraged to contact Dean of Students 541-867-8501. To be eligible for a reasonable accommodation, applicants must provide clear documentation of their disability. The Dean of Students is responsible for determining if reasonable accommodations can be identified and ensuring that accommodations are provided for OCCC students. These services are confidential and are separate from the nursing and college application processes. Early contact with the Dean of Students will ensure that accommodations can be made available when students begin the program.

Program Costs
Please refer to the college website for current program costs. Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.

Additional Information: Please refer to the college web page for EMT for additional information including application to the program.

Program: Emergency Medical Services

Type: Certificate

Term 1

Item #	Title	Credits
EMS 105	EMT Part I	5
	Sub-Total Credits	**5**

Term 2

Item #	Title	Credits
EMS 106	EMT Part II	5
	Sub-Total Credits	**5**

Term 3

Item #	Title	Credits
EMS 135	Advanced EMT Part 1	5
	Sub-Total Credits	**5**

Term 4

Item #	Title	Credits
EMS 136	Advanced EMT Part 2	5
	Sub-Total Credits	**5**
	Total credits for degree:	20

Emergency Medical Services Classes

EMS 105: EMT Part I
Develops skills for the recognition of symptoms of illness and injuries and proper procedures of emergency care. Requires passing criminal background check and drug screen before placement into mandatory clinical observation in hospital emergency department and ambulance ride-along experience. Part 1 of the 2-part Oregon EMT course. Department permission required.

Credits: 5
Prerequisites: (WR 115 or IRW 115); MTH 20; (RD 90 or IRW 90); current HCP CPR card.
Program: Emergency Medical Services

EMS 106: EMT Part II
Continues EMS 105, Oregon EMT preparation. Includes preparation for state and national certification exams. Department permission required.

Credits: 5
Prerequisites: Successful completion of EMS 105 at PCC within the last year; current HCP CPR card.
Program: Emergency Medical Services

EMS 135: Advanced EMT Part 1
Develops skills for recognizing symptoms of illness and injuries. Covers proper procedures of emergency care at the Advanced EMT level. Requires passing criminal background check and drugscreen before placement into mandatory clinical and internship experience. Part 1 of the 2-part Advanced EMT course. Department permission required. Recommended: BI 121, BI 122, or higher, WR 121, and MTH 60.

Credits: 5
Prerequisites: EMS 106, WR 115, MTH 20, RD 90 (or higher levels); current HCP CPR card; current Oregon EMT licensure.
Program: Emergency Medical Services

EMS 136: Advanced EMT Part 2
Develops skills for recognizing symptoms of illness and injuries. Covers proper procedures of emergency care at the Advanced EMT level. Continuation of AEMT Part I. Requires passing criminal background check and drug screen before placement into mandatory clinical and internship experience. Part 2 of the 2-part Advanced EMT course sequence. Department permission required. Recommended: BI 121, BI 122, or higher, WR 121, and MTH 60.

Credits: 5
Prerequisites: EMS 135 at PCC within the last year and Current HCP CPR card; Current Oregon EMT licensure.
Program: Emergency Medical Services

English Program

English Classes

ENG 104: Introduction to Literature (Fiction)
Examines significant works of fiction, short stories and novels, from diverse cultures and periods in history; explores fiction as an art form designed to provoke thought and challenge social norms; considers fiction as an expression of human experience.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 105: Introduction to Literature (Plays)
Examines plays as literature and as an art form designed to provoke thought and to challenge social norms. Considers drama as an expression of human experience.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 106: Introduction to Literature (Poetry)
Examines significant poems from diverse cultures and periods in history; explores poetry as an art form designed to provoke thought and challenge social norms; considers poetry as an expression of human experience.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 107: World Literature
Introduces broad spectrum of literature in translation that begins in antiquity and concludes at the dawn of the Renaissance. Includes works of fiction, poetry, drama and non-fiction. Examines the uniqueness and interconnectedness of literature from a variety of worldwide traditions, both western and non-western. This series (ENG 107-108) does not have to be taken in sequence. The first of a two course survey of World literature.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 108: World Literature
Introduces a broad spectrum of literature in translation that begins in the Renaissance and concludes at the present. Includes works of fiction, poetry, drama and non-fiction. Examines the uniqueness and interconnectedness of literature from a variety of worldwide traditions, both western and non-western. This series (ENG107-108) does not have to be taken in sequence. The second of a two-course survey of World literature.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 195: Film Studies: Film as Art
Enhances understanding of film through analysis of film history and form. Develops visual literacy and analysis skills by offering a range of tools to study any film. Analyze ways in which a film may both contribute and react to its time and culture; analyze film through studying the techniques by which it was made; and substantiate observations with examples taken from film tradition and from the film itself.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 196: Film Studies: Directors
Enhances understanding of film through analysis of directorial decisions and film techniques. Develops visual literacy and analysis skills by offering a range of tools to study any film. Analyze ways in which directorial decisions may affect an individual film and viewer; situate a film within a director's body of work; analyze ways in which it may both contribute and react to its time and culture; and substantiateobservations with examples taken from the film tradition and from the film itself.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 197: Film Studies: Contemporary Themes and Genres
Enhances understanding of film through analysis of contemporary film-making, narrative techniques, genres, themes and critical approaches. Develops visual literacy and analysis skills by offering a range of tools to study any film. Analyze contemporary film techniques and the ways in which the films may both contribute and react to their time and culture; study contemporary film theory; and substantiate observations with examples taken from the film tradition and from the film itself.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 201: Shakespeare: Early Works
Explores the development of Shakespeare's art and contribution to literature, culture, and the English language, with a focus on the earlier histories, tragedies, comedies, and non-dramatic poetry. Introduces the study of Shakespeare's dramatic techniques, character development, historical and culturalsetting, and language. Recommended prior coursework: ENG 105 and 106.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 202: Shakespeare: Later Works
Explores the development of Shakespeare's art and contribution to literature, culture, and the English language, with a focus on the later histories, tragedies, comedies, and non-dramatic poetry. Introduces the study of Shakespeare's dramatic techniques, character development, historical and cultural setting, and language. Recommended prior coursework: ENG105, 106 and 201.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 204: Survey of English Literature
The first half of a two-course survey of British literature that includesEnglish 205. English 204 introduces students to British literature from its Anglo-Saxon and Celtic beginnings through the 18th century. The series need not be taken in sequence. Recommended: ENG 104, 105 and/or 106.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 205: Survey of English Literature
The second half of a two-course survey of British literature that includes English 204. English 205 introduces students to British literature from the 19th century to the present. The series need not be taken in sequence. Recommended: ENG 104, 105 and/or 106.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 207: World Literature -Asian (India)
Introduces students to Indian literature in English (for the most part, translated) from ancient to contemporary. May include such works and authors as hymns from the Rig Veda, The Ramayana, classical poetry, and the twentieth century authors Narayan, Ved Mehta and Arundhati Roy.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/ AAS, Arts and Letters/AGS.
Program: English

ENG 208: World Literature -Asian (China)
Introduces Chinese literature translated into English, from the oldest texts (ca. 1000 BCE) to contemporary works. Includes poetry, fiction, nonfiction, drama, and film. Examines the cultural and historical importance of Confucianism, Daoism, and Buddhism on Chinese literature.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/ AAS, Arts and Letters/AGS.
Program: English

ENG 209: World Literature -Asian (Japan)
Introduces a range of Japanese texts and films in order to explore the artistic, social, political, and historical characteristics of Japanese literature from the earliest poems to contemporary novels. Explores movements in literary and artistic traditions from multiple periods (e.g., Heian, Meiji) and analyzes how texts emphasize or resist the values of each historical moment. Considers issues of social class, religion, and aesthetics as they apply to creative works.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/ AAS, Arts and Letters/AGS.
Program: English

ENG 212: Biography and Autobiography
Covers the study of biographies, autobiographies, memoirs, and journals as works of literature.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/ AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 213: Latin American Literature
Explores fiction, creative non-fiction, poetry, drama, myth, and other texts from Latin America. Includes works from many cultures and ethnicities from Latin America, including indigenous peoples. All readings are in English.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/ AAS, Arts and Letters/AGS.
Program: English

ENG 214: Literature of the Northwest
Studies fictional, factual, and poetic works by Northwest writers from before the arrival of Euro-Americans to the present. Emphasizes relationship between Northwest writing and Northwest social, cultural, and physical environment.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/ AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 215: Literature of Genocide
Introduces a range of international texts and films pertaining to genocide in order to explore the social, cultural, political, and historical conditions that have led to genocide, the conditions it creates for its victims, and its aftermath. Explores experiences of individuals, later generations, and nations, including issues of exile and reconciliation. Considers memoirs, fiction, poetry, literary nonfiction, documentaries and feature films created by survivors and others.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/ AAS, Arts and Letters/AGS.
Program: English

ENG 216: Teen and Children's Literature
Explores a wide range of literature written for children and teens and introduces the history of this literature focusing on American and British writing as well as international and multicultural traditions. Examines the differences between literature for children and teens and literature for adults, the relationship between text and illustrations, and other issues and controversies concerning children's literature such as the didactic use of text and censorship.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available.
Program: English

ENG 222: Images of Women in Literature
Explores images of women as they appear in a diverse range of texts from across a variety of cultures and historical periods. Focuses on how both menand women have imagined and represented femininity and femaleness in ways that can challenge, reinforce and/or reconfigure culturally-based perceptions, behaviors and practices.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/AAS, Arts and Letters/AGS.
Program: English

ENG 230: Environmental Literature
Introduces texts that explore the relationship between people and their environments, both natural and built. Examines historical trends that have shaped thinking, understanding, and feelings about how humans and the natural world interact. Explores literary writings on issues of sustainability, environmental justice, ecological literacy, and a sense of place.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 237: American Working Class Literature
Introduces students to literature by and/or about the working class, primarily from an American perspective.

Credits: 4
Prerequisites: Prerequisite: Placement into WR 121. Recommended: ENG 104, ENG 105 and/or ENG 106. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/ASOT-B, Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS
Program: English

ENG 238: International Working Class Literature
Introduces literature by and/or about the working class, primarily from an international perspective. Recommended: Completion of ENG 104, 105 or 106.

Credits: 4
Prerequisites: (WR115and RD115) or IRW115or equivalent placement. Audit available.
Program: English

ENG 240: Introduction to Native American Literatures
Studies literary arts and cultural expressions by Native American authors. Considers Native American literatures in their national, historical, cultural, geographical, political, and legal contexts. Prioritizes Indigenous experience, worldview, and intellectual traditions in the study of Native literatures.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/AAS, Arts and Letters/AGS.
Program: English

ENG 244: Introduction to Asian-American Literature
Studies writings in English by American writers of Chinese, Japanese, Korean, Vietnamese, Filipino, Pacific Islander, and other Asian ancestry. Considers the writings in their historical, cultural, political, and social contexts. Emphasizes development of attitudes, values, and identities.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/AAS, Arts and Letters/AGS.
Program: English

ENG 250: Introduction to Folklore and Mythology
Develops a cross-cultural perspective on myths, mythologies and folklore from around the world. Explores different theories of the cultural meanings and functions of myth, past and present. Introduces various ways of interpreting and experiencing myth and folklore as texts with oral origins.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/AAS, Arts and Letters/AGS.
Program: English

ENG 253: American Literature to 1865
Introduces the literature of the land which is now the United States from before European contact through the mid-nineteenth century. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating andrecreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse) and unpublished (the jeremiad, Native American oratory, the slave narrative, diary).

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 254: American Literature from 1865
Introduces students to the literature of the land which is now the United States from the mid-nineteenth century to the present. The course revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 257: African-American Literature
Introduces the literature of Americans whose roots are in Africa. The course explores the period of Reconstruction through Harlem Renaissance. It incorporates novels, short stories, poems, journalism, autobiographies and plays. Focuses on the oral tradition and written texts of African Americans.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/AAS, Arts and Letters/AGS.
Program: English

ENG 258: African-American Literature
Introduces the literature of Americans whose roots are in Africa. Emphasizes the way contemporary political and social aspirations of African Americans are reflected in the literature of the periods from the Harlem Renaissance through the present.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/AAS, Arts and Letters/AGS.
Program: English

ENG 260: Introduction to Women Writers
Explores women's writings and literary theory from diverse places and historical periods.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/AAS, Arts and Letters/AGS.
Program: English

ENG 261: Literature of Science Fiction
Explores the roots of science fiction as well as classic and modern works of science fiction and speculative literature. Introduces common themes in science fiction, the various ideological underpinnings of science fiction, and the way such literature comments on current issues in society and presents new ideas to society.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 265: International Political Poetry
Develops students' understanding of how poets address issues of class oppression, economic inequality, racism, sexism, war, and peace. Shows how poets function as prophets, precursors, dissidents, and recorders.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW115or equivalent placement. Audit available.
Program: English

ENG 266: Literature of War
Introduces a range of international texts and films pertaining to war in order to explore the social, cultural, political, and historical conditions that have led to war, the experiences of those directly and indirectly involved in war, as well as its aftermath. Explores various perspectives, including those of combatants and their families, innocent victims, returning soldiers and veterans, and later generations. Explores the many complex questions about the evolving definitions of war; the morality of war; the roles of race, gender and religion in war; the roles of propaganda and anti-war movements; the ways in which wars are remembered and forgotten; and the possibilities for peace. Covers memoirs, fiction, poetry, literary nonfiction, graphic novels, documentaries and feature films created by both combatants and civilians.

Credits: 4
Prerequisites: (WR 115and RD 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Arts and Letters/AS, Arts and Letters/ASOT-B,Arts and Letters/AAOT, Arts and Letters/AAS, Arts and Letters/AGS.
Program: English

ENG 269: Wilderness Literature
Explores writings about wilderness and the natural world, giving attention to the relationship between nature and culture. Considers a variety of historical perspectives through essays, poetry, book-length nonfiction, novels, and film. Examines efforts to rethink the concept of wilderness with respect to law, gender, work, race, and the built environment (e.g., urban forests, gardens, farming) while addressing contemporary concerns for global environmental sustainability.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

ENG 275: The Bible as Literature
Explores the Bible as a literary text by discussing authorship, translation, literary forms, history, and cultural context. Discusses the Bible as a point of reference for literature as well as for other works of art.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: English

Food & Nutrition Program

Food & Nutrition Classes

FN 110: Personal Nutrition
Explores personal food habits and beliefs. Emphasizes practical application of nutrition knowledge to enhance general health. Includes analyzing one's present diet and evaluating it according to latest nutritional guidelines. Covers basic nutrition and little or no science background is necessary to succeed. Audit available

Credits: 3
Program: Food & Nutrition

FN 225: Nutrition
Introduces components of an adequate diet, nutrient availability and utilization. Analyze dietary intake and compare to current scientific guidelines. Examines peripheral factors influencing diet such as global and local issues, cultural environment, and elements of food safety. Strong background in life sciences recommended.

Credits: 4
Prerequisites: WR 121, MTH 60 or higher; and BI 231 or FT 131. Audit available
Program: Food & Nutrition

General Studies Program

General Studies Degrees and Certificates

Associate of General Studies (AGS)

Overview
The Associate of General Studies degree is designed for students wishing to acquire a broad education, rather than pursue a specific college major or career technical program. Because of the flexibility of this degree, it may not fulfill requirements for transfer to a four-year institution.

Academic Requirements
The Associate of General Studies is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements

2. Associate of General Studies (AGS) Requirements:

A. General Education Requirement: Students must earn a minimum of 16 credits of General Education taken from the General Education /Discipline Studies List. These credits must come from courses taken in the following categories:

• Arts and Letters

• Social Sciences

• Science/Math/Computer Science

The 16 credits must include at least one course with a minimum of three credits from each category. General Education requirements for the AGS degree will be waived for students who enroll at OCCC with an AA, AAS, AGS, AS, BA, BS degree or higher from a regionally accredited institution or foreign equivalent.

B. Basic Competency Requirements in writing and math for the AGS degree:

Writing: Competency in writing must be demonstrated by either:

• Completing WR 121 with a C or better, or

• Passing a lower division collegiate* writing course for which WR 121 is a prerequisite with a C or better

Students with AA, AAS, AGS, AS, BA, BS, degrees or higher from a regionally accredited institution or foreign equivalent, will have the basic competency in writing (WR 121) waived

Math: Competency in mathematics must be demonstrated by:

• Completing with a grade of C or P or better MTH 58, MTH 63 or MTH 65 , or

• Passing the PCC Competency Exam for MTH 65, or

• Completing with a grade of C or P or better a MTH course (minimum of three credits) for which MTH 58, MTH 63 or MTH 65 or higher level math skills are a prerequisite

C. Elective Credit Requirements - All students must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective credits may apply from any course numbered 100 or higher (either lower division collegiate or career technical). Elective credit limitations are:

• Maximum of six credits (100 level and above) of Physical Education (PE) may apply

• Maximum of six one-credit Management/Supervisory Development (MSD) workshops may apply

• Maximum of 24 credits of Occupational Skills Training (OST) classes may apply

AGS Degree Outcomes
Students who complete this degree should be able to:

1. Communicate effectively by determining the purpose, audience and context of communication, and respond to feedback to improve clarity, coherence and effectiveness in workplace, community, and academic pursuits.

2. Apply scientific, cultural, and political perspectives to natural and social systems and use an understanding of social change and social action to address the consequences of local and global human activity.

3. Identify and investigate problems, evaluate information and its sources, and use appropriate methods of reasoning to develop creative and practical solutions to personal, professional, and community issues.

4. Use an understanding of the variations in human culture, perspectives and forms of expression to constructively address issues that arise out of cultural differences in the workplace and community.

5. Assess, examine and reflect on one's own academic skill, professional competence, and personal beliefs and how these impact others.

6. Fulfill their educational needs using a variety of college level courses including lower division collegiate and career technical.

Program: General Studies

Type: Associate Degree

Total credits for degree: 90

Geology Program

Geology Classes

G 160: Geology: Oregon Coast
Designed to introduce the relationships between the biology and geology of the Oregon Coast.

Credits: 2
Program: Geology

G 184: Global Climate Change
Covers characteristics of Earth's climate system. Includes the atmosphere, ocean, biosphere, and solid Earth as well as past, present, and future climate change and future mitigation and adaptation efforts. Includes a weekly lab.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Geology

G 200G: Geology Field Studies Columbia River Gorge
Introduces basic concepts in geology through lecture and a field trip in the vicinity of the Columbia River Gorge. Prior geology experience recommended.

Geology Field Studies: Columbia River Gorge (G200 G) is a one credit course designed to engage students with the earth sciences by examining the geology of the Columbia River Gorge area. The course consists of a one day field trip buttressed by supporting lectures that introduce aspects of geology as needed to explain the geology of the Columbia River Gorge area. This course can be used to partly fulfill graduation requirements for the Associate Degree. The text and materials have been chosen by the faculty and the emphasis of the course will be the viewpoint of the author(s). This includes the geologic time scale and the evolution of the Earth.

Credits: 1
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Geology

G 201: Physical Geology
Introduces physical geology which deals with minerals, rocks, internal structure of the earth and plate tectonics. Includes weekly lab.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 95 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B, Science, Math, Computer Science/AAOT.
Program: Geology

G 202: Physical Geology
Introduces physical geology which deals with mass wasting, streams, glaciers, deserts, beaches, groundwater, and use of topographic maps. Includes weekly lab.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 95 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B, Science, Math, Computer Science/AAOT.
Program: Geology

G 203: Historical Geology
Introduces historical geology which deals with geologic time, fossils, stratigraphic principles, and the geologic history of the North American continent. Includes weekly lab. G 201 or G 202 or GS 106 strongly recommended.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 95 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B, Science, Math, Computer Science/AAOT.
Program: Geology

G 207: Geology of the Pacific Northwest
Introduces the regional geology of the Pacific Northwest with emphasis on Oregon geology. Includes basic geologic principles, earth materials and geology of Pacific Northwest provinces. Prior geologyexperience strongly recommended.

Credits: 3
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 65 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAOT
Program: Geology

G 208: Volcanoes and Their Activity
Covers the origin, activity, products, classification and hazards of volcanoes.

Credits: 3
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 65 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAOT
Program: Geology

G 209: Earthquakes
Covers the nature and origin of earthquakes, the characteristics of seismic waves, how earthquakes are measured, the hazards of earthquakes and the historical and geological record of earthquakes.

Credits: 3
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 65 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAOT
Program: Geology

Health Program

Health Classes

HE 110: CPR/AED for Professional Rescuers and Health Care Providers

Provides education and training in infant, child, adult CPR, AED, and Bag-Valve masks for people who are responsible for delivering emergency care and/or ensuring the public safety. Provides training in bloodborne pathogens. Upon successful completion of this course, students may earn an American Red Cross CPR/AED for the Professional Rescuer and Health Care Provider certificate or equivalent American Health Association. Recommend: (RD 115 or IRW 115) or equivalent placement. Audit available.

Credits: 1
Program: Health

HE 112: Standard First Aid and Emergency Care

Describes emergency procedures and techniques of basic life support for adult, child, or infant victims of airway obstruction, respiratory arrest and/or cardiac arrest. Provides education and training in Automated External Defibrillator. Upon successful completion of this course, students may earn an American Red Cross Standard First Aid and CPR/AED Adult/Child and Infant CPR certificate or American Health Association equivalent.

Credits: 1
Prerequisites: **Recommended:** RD 115 or equivalent placement test scores. Audit available.
Program: Health

HE 242: Stress and Human Health

Surveys and critically analyzes the stress concept and its impact on individual health. Using a multi-dimensional model, students will explore their personal stressors and the interaction between stress, human health and disease. Recommended: WR 121 Audit available.

Credits: 4
Program: Health

HE 250: Personal Health

Inspires close examination and evaluation of factors that influence one's personal health and wellness. Involves critical analysis of health information related to the biological, psychological, sociocultural, and environmental impacts on personal health from a wellness perspective. Audit available.

Credits: 3
Program: Health

HE 262: Children's Health, Nutrition & Safety

Explores current health and safety issues for infants and young children. Issues examined include childhood illnesses and ailments, nutrition, obesity, stress, safe environment, self-esteem and general first aid.

This course is designed to assist individuals who through their profession and/or personal lives are involved with the care of young children. Upon satisfactory completion of this course the student will have a greater understanding of current children's health issues and how to promote a healthful lifestyle for young children.

This course will present current issues in children's health, including recognition and treatment of common childhood illnesses and ailments, dental health, child abuse, nutrition, health , safety and accident prevention. Child care providers will be encouraged to see themselves as health educators and promoters of children's health.

Credits: 3
Prerequisites: Audit available.
Program: Health

HE 295: Health and Fitness for Life

Explores the interrelationship ofthe five components of physical fitness, nutrition and stress management concepts and activities to increase individual health and wellness.

Credits: 2
Prerequisites: Corequisite: PE 295. Audit available.
Program: Health

History Program

History Classes

HST 101: History of Western Civilization: Ancient to Medieval
Explores the ancient civilizations of Mesopotamia, Egypt, Greece, and Rome. Covers development of Judeo-Christian beliefs, early Islamic civilization, Byzantine civilization, and early medieval Europe.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 102: History of Western Civilization: Medieval to Modern
Covers the High Middle Ages and early modern Europe, including the Renaissance, Reformation, Scientific Revolution, Enlightenment and the French Revolution.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 103: History of Western Civilization: Modern Europe
Covers the history of nineteenth-and twentieth-century Europe, including the Industrial Revolution, nationalism, imperialism, socialism, the Russian Revolution, Nazism, world wars and their aftermath.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 104: History of the Middle East
Surveys the Middle East from ancient to modern times. Includes political, diplomatic, economic, social, religious and cultural themes.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 105: History of India and South Asia Region
Introduces the history of India and the South Asian region. Includes political, diplomatic, economic, social, religious, andcultural themes from pre-history to modern times.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 106: History of China
Introduces the history of China. Includes political, diplomatic, economic,social, religious, and cultural themes from pre-history to modern times.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 107: History of Korea and Japan
Explores the history of Korea and Japan and their dynamic relationship from pre-history to modern times. Includes political, diplomatic, economic, social, religious, and cultural themes.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 201: History of the United States to 1840
Examines the social, political, economic and cultural developments of Colonial America and the Early Republic of the United States. Includes: Native Americans pre-and post-European colonization (Spanish, French, Dutch and English); European indentured servitude and African slavery; Salem Witch Trials; Great Awakening; French and Indian War; Declaration of Independence and the American Revolution; Constitution and the Bill of Rights; Whiskey Rebellion; War of 1812;Missouri Compromise; American Indian Removal. History courses are non-sequential and may be taken in any term and in any order.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 202: History of the United States 1840-1914
Examines the social, political, economic and cultural developments of the United States from 1840 to 1914. Includes: the Women's Rights Movement, Manifest Destiny, the U.S.-Mexican War, slavery, abolitionism and the growing sectional crisis between the North and South, Abraham Lincoln and the Civil War, Reconstruction, westward migration and its impact on Native Americans, America's overseas empire, and the Progressive Era. History courses are non-sequential and may be taken in any term and in any order.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 203: History of the United States 1914 to Present
Examines the social, political, economic, and cultural developments of the United States from 1914 to the present. Includes: World War I; 19th Amendment (women's suffrage); "roaring" 1920s; civil liberties; Great Depression; World War II; Cold War (Korea, "Red Scare," Cuban missile crisis, Vietnam, fall of the Berlin Wall); Civil Rights movements, legislation and Martin Luther King, Jr.; The Great Society and War on Poverty; Watergate and Iran/Contra scandals; 9/11. History courses are non-sequential and may be taken in any term and in any order.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 204: History of Women in the U.S.: Pre-colonial to 1877
Examines the lives of women in terms of family relations, religion, culture, sexuality and reproduction, and work roles, as well as educational opportunities and social reform activities. Explores diversity in terms of class, race, ethnicity, legal status, and region. History courses are non-sequential and may be taken in any term and in any order.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 205: History of Women in the U.S.: Pre-colonial to 1877
Examines women's work in the maturing industrial economy, women's reform activities, and changing family and social relationships. Explores class, ethnic, racial, and regional diversity. History courses are non-sequential and may be taken in any term and in any order.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 218: American Indian History
Covers history of American Indians in what is now the United States from pre-Columbian times to the present, exploring the cultural diversity among Native peoples, tribal sovereignty, conflicts and accommodations with European Americans, and the historical roots of contemporary issues that emphasize American Indians as a vital part of the shared history of the United States.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 225: History of Women, Sex, and the Family
Examines the historical and cultural variations in family life and sexuality in the 19th and 20th centuries in an international context (including the United States) through topics such as courtship, marriage, reproduction, violence, colonialism, homosexuality, and work.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 240: Oregon History
Examines the rich and diverse history of Oregon including the significance of Oregon's frontier heritage and Oregon's role in American history from pre-European contact to the modern era. Explores economic, political, social, and cultural factors in terms of race, ethnicity, gender, class, and religion.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 270: History of Mexico
Surveys Mexican history from pre-Columbian to modern times. Focus on post contact history: the Spanish conquest, colonial Mexico, independence and its aftermath to contemporary times. Emphasizes social, political, and cultural developments and contributions by a diversity of Mexico's peoples.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 271: History of Central America and the Caribbean
Covers Central American and Caribbean history from the pre-Columbian era to the present. Focuses on post-contact history including colonialism, independence, revolution, nation-building and international relationships.Emphasizes social, political and cultural developments and contributions by a diversity of Central American and Caribbean peoples.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 277: History of the Oregon Trail
Examines the history of the Oregon Trail including the predecessors of the route, the motivations of the people who used the route, the trail and its variations, life along the trail, and the impact of the migration.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available.
Program: History

HST 278: Russian History I
Surveys the cultural, social, political, and economic forces that shaped Russian history from the ninth through the eighteenth centuries.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 279: Russian History II
Surveys the cultural, social, political, and economic forces that shaped Russian history from the late eighteenth century to the present.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

HST 285: The Holocaust
Introduces the aftermath of World War I and the rise of the Nazis, the historical roots of anti-Semitism, the evolution of the Final Solution and its coordination in Nazi-occupied Europe, the victims of Nazi policies, the camps, the perpetrators, bystanders, and the aftermath of the Holocaust.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: History

Library Program

Library Classes

LIB 101: Library Research and Beyond: Find, Select and Cite
Introduces the research process and essential research skills to find, select and cite the best information. Teaches identification of research topics, planning and carrying out the research process, and to identify and cite preferred sources of credible information.

Credits: 1
Prerequisites: Placement into WR 115. Audit available.
Program: Library

LIB 127: Library Research and Information Literacy
Covers the research process and research skills in specific disciplines. Focuses on refining a research topic, planning and carrying out a research project, selecting credible sources of relevant information, and citing sources correctly in discipline-appropriate format. Word-processing and Internet-searching competence recommended. Audit available.

Credits: 1
Program: Library

Mathematics Program

Mathematics Classes

MTH 095: Intermediate Algebra 1
Credits: 4
Program: Mathematics

MTH 105: Math in Society
Explores concepts and applications of logic rules, basic probability and statistics as well as personal finance models. Investigates problem solving techniques (algebraic and nonalgebraic) as well as some nontraditional mathematics topics such as social choice or discrete mathematics. Integrates technology where appropriate. The PCC Mathematics Department recommends that students take MTH courses in consecutive terms.

Credits: 4
Prerequisites: (MTH 95 or MTH 98) and placement into WR 121. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAOT.
Program: Mathematics

MTH 111: College Algebra
Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. TI-89Titanium or Casio ClassPad recommended. The PCC math department recommends that students take MTH courses in consecutive terms. Recommended: MTH 95taken within the past 4 terms.

Credits: 5
Prerequisites: MTH 95, (RD 115and WR 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS.
Program: Mathematics

MTH 112: Elementary Functions
Investigates trigonometric functions, equations and identities. Examines right and oblique triangles, vectors, polar coordinates, parametric equations, and complex numbers. Explores topics graphically, numerically, symbolically, and verbally. Graphing calculator required. TI-89 Titanium or Casio ClassPad recommended. The PCC math department recommends that students take MTH courses in consecutive terms. Recommended: MTH 111 or MTH 111B or MTH 111C taken within the past 4 terms.

Credits: 5
Prerequisites: (MTH 111 or MTH 111B or MTH 111C), (RD 115 and WR 115) or IRW 115or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS
Program: Mathematics

MTH 20: Basic Math (Arithmetic)
Covers fractions, decimals, percents, integers, and measurements to write, manipulate, interpret, and solve application and formula problems. Explores some measures of central tendency. A scientific calculator is required. The TI-30X II is recommended. ThePCC math department recommends that students take MTH courses in consecutive terms.

Credits: 4
Prerequisites: (ABE 0782 or placement into MTH 20) and (placement into RD 80 or ESOL 250). Audit available
Program: Mathematics

MTH 211: Foundations of Elementary Math I
Examines the conceptual basis of K-8 mathematics using collaborative learning through in-class group interaction. Provides opportunities to experience using manipulatives to model problem solving, numeration systems, operations, patterns and change, and number theory. Emphasizes quantitative and algebraic reasoning. Includes content and mathematical practices based on the Common Core State Standards.

Credits: 4
Prerequisites: MTH 95 or MTH 98 or higher, and (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available.
Program: Mathematics

MTH 244: Statistics II

Includes confidence interval estimation; tests of significance including z-tests, t-tests, ANOVA, and chi-square; and inference for linear regression. Investigates applications from science, business, and social science perspectives. Graphing calculator with advanced statistical programs and/or computer software required; see instructor.

Credits: 4
Prerequisites: MTH 243 and its prerequisite requirements. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS.
Program: Mathematics

MTH 251: Calculus I

Includes limits, continuity, derivatives and some applications of derivatives. Required: Graphing calculator. TI-89 Titanium or Casio Classpad 330 recommended.

Credits: 4
Prerequisites: MTH 112 or CMET 131. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS
Program: Mathematics

MTH 252: Calculus II

Includes antiderivatives, the definite integral, topics of integration, improper integrals, and applications of differentiation and integration. Required: Graphing calculator. TI-89 Titanium or Casio Classpad 330 recommended.

Credits: 4
Prerequisites: MTH 251. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS
Program: Mathematics

MTH 253: Calculus III

Includes infinite sequences and series (including Taylor series), vectors, and geometry of space. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended.

Credits: 5
Prerequisites: MTH 252. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAOT.
Program: Mathematics

MTH 30: Business Mathematics

Applies arithmetic to a variety of problems found in the business field, including simple and compound interest, annuities, payroll preparation, pricing, invoice preparation, trade discounts, taxes, and depreciation. Scientific calculator required.

Credits: 4
Prerequisites: MTH 20 and (RD 80 or ESOL 250). Audit available.
Program: Mathematics

MTH 58: Math Literacy I

Introduces pattern recognition, estimation and number sense, working with units, spreadsheets, linear equations and inequalities. Explores how to clearly communicate arguments supported by quantitative evidence using words, tables, graphs, and mathematical equations. Supports collaborative learning through class group interaction. TI-83 or TI-84 calculator required.

Credits: 4
Prerequisites: MTH 20, (WR 80 or ESOL 252) and (RD 80 or ESOL 250). Audit available.
Program: Mathematics

MTH 60: Introductory Algebra -First Term

Introduces algebraic concepts and processes with a focus on linear equations and inequalities in one and two variables. Emphasizes applications, graphs, formulas, and proper mathematical notation throughout the course. A scientific calculator may be required. The TI-30X II is recommended. Recommended that MTH 20 be taken within the past 4 terms. The PCC math department recommends that students take MTH courses in consecutive terms.

Credits: 4
Prerequisites: MTH 20 and (RD 80 or ESOL 250). Audit available
Program: Mathematics

MTH 65: Introductory Algebra -Second Term

Introduces algebraic concepts and processes with a focus on linear systems, polynomials, quadratic equations, and functions. Emphasizes applications, graphs, formulas, and proper mathematical notation throughout the course. A scientific calculator may be required. The TI-30X II is recommended. Recommended that MTH 60 or MTH 62 be taken within the past 4 terms. The PCC math department recommends that students take MTH courses in consecutive terms.

Credits: 4
Prerequisites: (MTH 60 or MTH 62) and (RD 80 or ESOL 250). Audit available.
Program: Mathematics

MTH 95: Intermediate Algebra

Explores functions graphically, symbolically, verbally, and numerically with an emphasis on function notation. Investigates functions, equations, and graphs involving quadratic, rational, radical, and absolute value expressions. Integrates technology throughout. Graphing calculator required. TI-89 Titanium or Casio ClassPad recommended. Recommended that MTH 63 or MTH 65 or MTH 70 be taken within the past 4 terms. The PCC math department recommends that students take MTH courses in consecutive terms.

Credits: 4
Prerequisites: MTH 63, MTH 65 or MTH 70 and placement into WR 115. Audit available.
Program: Mathematics

MTH 98: Math Literacy II

Introduces normal distribution and regression/curve fitting. Covers modeling, graphing and solving of linear and quadratic equations. Introduces problem solving with linear systems of equations. Explores how to clearly communicate sophisticated arguments supported by quantitative evidence using spreadsheets, words, tables, graphs, and mathematical equations, as appropriate. Supports collaborative learning through class group interaction. TI-83 or TI-84 calculator required.

Credits: 4
Prerequisites: MTH 58, (WR 80 or ESOL 252) and (RD 80 or ESOL 250). Audit available.
Program: Mathematics

Medical Assistant Program

The Medical Assistant Program prepares students for entry level employment in a physician's clinic or a variety of other healthcare settings. Program graduates will have the academic, administrative and clinical skills necessary for an allied health care professional. Courses cover anatomy, physiology, and medical terminology, as well as, computers, office procedures, communications, psychology and mathematics. Those training in the Medical Assisting Program will find occupations involved within various aspects of health care in clinics and physicians' offices. The medical assistant performs a variety of clinical and administrative duties.

Clinical duties may include: assisting physicians and preparing patients for examinations; taking and recording vital signs and medical histories; performing venipuncture, spirometry, and electrocardiograms; and preparing, administering, and documenting medications; collecting and processing specimens.

Administrative duties may include: scheduling and receiving patients; maintaining medical records; handling telephone calls; corresponding authorizations and reports; and insurance and billing matters.

Students are prepared to function under the supervision of a licensed provider. The program is designed to correlate classroom and laboratory experience with practical experience in health care facilities. The program is accredited by National Center for Competency Testing (NCCT) and when students complete the program they are eligible to apply for National Certification which is required by many healthcare facilities.

Program Outcomes
Upon completion of the Medical Assistant Training Program students will have the resources to:

- Interact in a caring and respectful manner with patients, families, and the health care team.

- Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.

- Perform the administrative business tasks required in a medical office.

- Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.

- Comply with quality assurance requirements in performing clinical laboratory procedures.

- Perform common diagnostic procedures under a licensed health care provider to ensure patient comfort and safety.

  Pre-requisites: High School Completion or GED; placement in Writing 121 or completion of WR 115 and RD 115 with a C or better; and placement in MTH 20 or higher.

Other Requirements
Once conditionally admitted, students will be required to complete various state and program requirements such as a criminal background check, immunizations and drug screening. For more information contact the Health and Human Service Department and/or Academic Advising.

Medical Assistant Degrees and Certificates

Medical Assistant Less Than One-Year Certificate

Program Overview
OCCC's Medical Assisting Certificate prepares students for entry level employment in a physician's clinic or a variety of other healthcare settings. Program graduates will have the academic, administrative and clinical skills necessary for an allied healthcare professional.

Program Outcomes
Upon completion of the Medical Assisting Training Program students will:

- Interact in a caring and respectful manner with patients, families, and the health care team.
- Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.
- Perform the administrative business tasks required in a medical office.
- Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.
- Comply with quality assurance requirements in performing clinical laboratory procedures.
- Perform common diagnostic procedures under a licensed health care provider to ensure patient comfort and safety.

Overview of the Role of Medical Assisting
Perform administrative and clinical duties under the direction of a physician or other medical practitioner. Administrative duties may include scheduling appointments, keeping medical records, billing, and insurance coding.

Employers look for candidates who can demonstrate they have the qualities necessary for success in the Medical Assisting field: candidates who:

- Can think critically, solve problems and construct practical solution
- Have excellent interpersonal, written and verbal communication skills
- Are nonjudgmental about the diverse populations of people
- Are service oriented
- Have the abilities for social perceptiveness

Video: Learn about the Medical Assistant Field

Nationally Certified Medical Assistant Program Costs
Please refer to the college website for current program costs. Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.

Potential Earnings
Please see the college website regarding employment opportunities and salaries noted at the State of Oregon Department of Employment.

Technical Standards for Students with Disabilities Information
Medical Assisting is a physically and mentally challenging occupation. Education related to this field is designed to prepare medical assistants for these challenges. Medical Assistant students must be able to meet all established essential academic and clinical requirements to successfully complete the program. Persons with questions concerning qualifications are encouraged to contact the Health and Human Services office for individual consultation prior to formal application.

OCCC National Certified Medical Assistant Program provides the information on technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care programs.

Applicants with disabilities are encouraged to contact Dean of Students 541-867-8501. To be eligible for a reasonable accommodation, applicants must provide clear documentation of their disability. The Dean of Students is responsible for determining if reasonable accommodations can be identified and ensuring that accommodations are provided for OCCC students. These services are confidential and are separate from the nursing and college application processes. Early contact with the Dean of Students will ensure that accommodations can be made available when students begin

the program. Please refer to the college website regarding technical standards and additional program requirements/ application.

Additional Requirements
Applicants and students must demonstrate a personal history compatible with being certified as a Medical Assistant. Admission to and completion of the Nationally Certified Medical Assistant program does not assure eligibility for national certification. All applicants are required to check the Disqualifying Crimes and Potentially Disqualifying Crimes list.

Every Nationally Certified Medical Assistant program applicant and student must answer questions to determine if there is personal history of:

- Conviction for a criminal offense or

- Physical or mental health problems that might

  interfere with the requirements of nursing practice.

- Failure to provide truthful and complete answers to these questions will result in denial of admission for applicants and dismissal for students.

- If the college becomes aware of criminal or unethical behavior on the part of the applicant, admission will be denied.

Prior to acceptance into the medical assistant program, the student will be required to submit to a criminal background check and a drug screen. A student admitted to the program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse per College policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs can be required to undergo immediate drug testing to detect the presence of alcohol or other drugs and to report the results of such testing to the CTE Director. The student's status in the program will be reviewed by the medical assistant faculty and the director. Any required testing and counseling shall be at the student's expense. Failure to follow a counselor-prescribed treatment plan will result in dismissal from the program.

Certification Completion Requirements
Students may earn a Certificate of Completion in Nationally Certified Medical Assistant by successfully completing the required 41 credits with a letter grade of "C" or better in all required courses.

Articulation Agreements

Oregon Coast Community College (OCCC) has an articulation agreement with the Oregon Institute of Technology (OIT), for students graduating from the Medical Assistant Program to enable the students to pursue a Bachelor of Science in Health Care Management, Administration Option at Oregon Institute of Technology (OIT).

Program: Medical Assistant

Type: Certificate

Term 1

Item #	Title	Credits
NCMA 101	Body Structure and Function 1	4
NCMA 102	Clinical Procedures 1	4
WR 121	English Composition	4
	Sub-Total Credits	**12**

Term 2

Item #	Title	Credits
NCMA 103	Office Skills for the Medical Office	5
NCMA 111	Body Structure and Function II	4
NCMA 112	Clinical Procedures II	4
	Sub-Total Credits	**13**

Term 3

Item #	Title	Credits
NCMA 113	Clinical Practicum I	4
NCMA 125	Pharmacology for Medical Assistants	3
PSY 101	Psychology and Human Relations	4
	Sub-Total Credits	**11**

Term 4

Item #	Title	Credits
NCMA 123	Medical Assistant Clinical Practicum II	5
	Sub-Total Credits	**5**
	Total credits for degree:	41

Medical Assistant Classes

NCMA 101: Body Structure and Function 1

Explores medical terminology in its proper context. Includes form and function of the human body in health and disease and basic word structure. Reviews select body system including: their components, basic structure and function to be able to apply medical terminology skills in the clinical setting.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores.
Program: Medical Assistant

NCMA 102: Clinical Procedures 1

Develop communication and technical skills used in a medical office setting.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores.
Program: Medical Assistant

NCMA 103: Office Skills for the Medical Office

Introduces entry level office procedures. Includes: telephone techniques, patient scheduling, office organization, office communication, the use of office machinery, computer systems, patient medical records, software and billing, coding and insurance procedures, while providing for patient privacy and confidentiality.

Credits: 5
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores.
Program: Medical Assistant

NCMA 111: Body Structure and Function II

Explores medical terminology in its proper context. Includes form and function of the human body in health and disease and basic word structure. Reviews select body system including: their components, basic structure and function to be able to apply medical terminology skills in the clinical setting.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores and Pre-requisite NCMA 101
Program: Medical Assistant

NCMA 112: Clinical Procedures II

Continues to develop communication and technical skills used in a medical office and clinic setting.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores and Pre-requisite NCMA 102
Program: Medical Assistant

NCMA 113: Clinical Practicum I
Provides opportunities to practice direct care to patients and support office functions in a medical setting.

Credits: 4
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores and Pre-requisite NCMA 112
Program: Medical Assistant

NCMA 123: Medical Assistant Clinical Practicum II
Provides opportunities to practice direct care to patients and support office functions in a medical setting.

Credits: 5
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores and Pre-requisite NCMA 113
Program: Medical Assistant

NCMA 125: Pharmacology for Medical Assistants
Includes basic principles and practice of pharmacology and administering drugs, identifying roles and responsibilities of the medical assistant in safely administering selected medications by various routes. Covers medications related to each of the following classifications: vitamins, minerals and herbs, skin, nervous system, urinary system, gastrointestinal system, anti-infective analgesics, sedatives and hypnotics, psychotropic meds, musculoskeletal, anticonvulsants, reproductive system, cardiovascular, and respiratory.

Credits: 3
Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores.
Program: Medical Assistant

Medical Professions Program

Medical Professions Classes

MP 111: Medical Terminology
Covers prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. Course taught by body systems. English communication skills necessary. Audit available.

Credits: 4
Program: Medical Professions

Music Program

Music Classes

MUP 174A: Applied Music/Voice
Provides individual private voice instruction. Develops applied performance skills at the music major/minor level. Draws repertory and technique methods from classical and/or jazz traditions. Includes training in performance practice and stylistic interpretation through focus on tone production, technique, diction, sight-reading and other aspects of musicianship as applied to singing.

All applied music students are required to attend weekly lessons, attend weekly performance classes, participate in public performance, and complete a music jury. A substantial amount of out-of-lesson practice time is required.

Credits: 1 - 2
Program: Music

MUP 177A: Applied Music/Violincello
Provides individual private cello instruction. Develops applied performance skills at the music major/minor level. Draws repertory and technique methods from the classical tradition. Includes training in performance practice and stylistic interpretation through focus on tone production, technique, articulation, sight-reading and other aspects of musicianship as applied to cello performance.

All applied music students are required to attend weekly lessons, attend weekly performance classes, participate in public performance, and complete a music jury. A substantial amount of out-of-lesson practice time is required.

Credits: 1 - 2
Program: Music

MUP 177B: Applied Music/Violincello
Provides individual private cello instruction. Develops applied performance skills at the music major/minor level. Draws repertory and technique methods from the classical tradition. Includes training in performance practice and stylistic interpretation through focus on tone production, technique, articulation, sight-reading and other aspects of musicianship as applied to cello performance.

All applied music students are required to attend weekly lessons, attend weekly performance classes, participate in public performance, and complete a music jury. A substantial amount of out-of-lesson practice time is required.

Credits: 1 - 2
Prerequisites: MUP 177A
Program: Music

MUP 177C: Applied Music/Violincello
Provides individual private cello instruction. Develops applied performance skills at the music major/minor level. Draws repertory and technique methods from the classical tradition. Includes training in performance practice and stylistic interpretation through focus on tone production, technique, articulation, sight-reading and other aspects of musicianship as applied to cello performance.

All applied music students are required to attend weekly lessons, attend weekly performance classes, participate in public performance, and complete a music jury. A substantial amount of out-of-lesson practice time is required.

Credits: 1 - 2
Prerequisites: MUP 177B
Program: Music

MUP 192: Applied Music Miscellaneous
Individual first-year instruction in piano, voice and instruments of the band and orchestra.

Credits: 1
Program: Music

MUP 192A: Applied Music/Miscellaneous
Provides individual private instruction on miscellaneous instrument from the western and global traditions. Develops applied performance skills at the music major/minor level. Covers repertory and technique methods drawn from classical and/or jazz traditions. Includes training in performance practice and stylistic interpretation through focus on tone production, technique, articulation, sight-reading and other aspects of musicianship as applied to the performance of miscellaneous instruments.

All applied music students are required to attend weekly lessons, attend weekly performance classes, participate in public performance, and complete a music jury. A substantial amount of out-of-lesson practice time is required.

Credits: 1 - 2
Program: Music

MUP 293A: Applied Music/Guitar II
Provides individual private guitar instruction. Develops applied performance skills at the music major/minor level. Draws repertory and technique methods from classical and/or jazz traditions. Includes training in performance practice and stylistic interpretation through focus on tone production, technique, fretboard knowledge, sight-reading and other aspects of musicianship as applied to the guitar.

All applied music students are required to attend weekly lessons, attend weekly performance classes, participate in public performance, and complete a music jury. A substantial amount of out-of-lesson practice time is required.

Credits: 1 - 2
Prerequisites: MUP 180C
Program: Music

MUP 293B: Applied Music/Guitar II
Provides individual private guitar instruction. Develops applied performance skills at the music major/minor level. Draws repertory and technique methods from classical and/or jazz traditions. Includes training in performance practice and stylistic interpretation through focus on tone production, technique, fretboard knowledge, sight-reading and other aspects of musicianship as applied to the guitar.

All applied music students are required to attend weekly lessons, attend weekly performance classes, participate in public performance, and complete a music jury. A substantial amount of out-of-lesson practice time is required.

Credits: 1 - 2
Prerequisites: MUP 293A
Program: Music

MUP 293C: Applied Music/Guitar II
Provides individual private guitar instruction. Develops applied performance skills at the music major/minor level. Draws repertory and technique methods from classical and/or jazz traditions. Includes training in performance practice and stylistic interpretation through focus on tone production, technique, fretboard knowledge, sight-reading and other aspects of musicianship as applied to the guitar.

All applied music students are required to attend weekly lessons, attend weekly performance classes, participate in public performance, and complete a music jury. A substantial amount of out-of-lesson practice time is required.

Credits: 1 - 2
Prerequisites: MUP 293B
Program: Music

MUS 101: Introduction to Music (Basic Materials)
Introduces the basic components of music such as rhythm, melody, harmony and structure. Includes basic note reading and building of music literacy skills. No prior music experience required. Audit available.

Credits: 3
Program: Music

MUS 105: Music Appreciation
Provides an introduction to understanding symphonic music in the vocal and instrumental genres from the ancient period through the contemporary music of ourtime. Class will be presented using a multi-media format.

Credits: 3
Prerequisites: (WR 115 or IRW 115) or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS.
Program: Music

MUS 108: Music Cultures of the World
Examines musical cultures throughout the world with attention to cultural contexts and musical styles, including but not limited to Africa, the Americas, Asia, Near East, Europe and the South Pacific.

Credits: 3
Prerequisites: (WR 115 or IRW 115) or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS.
Program: Music

MUS 110: Fundamentals of Music
Covers the basic concepts of music: pitch, rhythm, meter, intervals, modes,scales, harmony and music notation. Introduces the science of sound and music theory terminology. Begins development of musical performance skills through singing, clapping and performance on the piano keyboard. Also includes basic aural skills. Course intended for non-music majors and to prepare students for further music theory study.

Credits: 4
Prerequisites: (WR 115 or IRW 115) or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAOT, Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS.
Program: Music

MUS 111: MusicTheory I (part one)
Covers music theory as exhibited in the works of the great composers of the 17th and 18th centuries. Includes notation, pitch, meter, tonality, modality, harmony and diatonic function. Basic music analysis focusing on harmonic function and figured bass notation. Includes written composition. Part one of three-term sequence. MUS 111C recommended for music transfer students.

Credits: 3
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement, and MUS 110. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: Music

MUS 111C: Music Theory I: Sight Singing and Ear Training (part one)
Focuses on the development of skills related to the notation, performance and aural recognition of music. Includes meter, rhythm, diatonic melodies, triads, solfeggio, intervals, and harmonic function. Part one of three term sequence.

Credits: 1
Prerequisites: Corequisite: MUS 111. Audit available.
Program: Music

MUS 112: Music Theory I (part two)
Continues work from MUS 111. Focuses on four-part harmony and common practice period voice leading. Includes figured bass realization, harmonic analysis and written composition. Part two of three-term sequence. Concurrent enrollment in MUS 112C is required for music transfer students.

Credits: 3
Prerequisites: MUS 111 and its prerequisite requirements. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAOT, Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS.
Program: Music

MUS 112C: Music Theory I: Sight Singing and Ear Training (part two)
Continues development of skills from MUS 111C. Includes harmonic implications in melody, complex rhythms, beat subdivisions and four-partharmony. Introduces melodic chromaticism, extended harmony and phrase relationships. Part two of three-term sequence. Recommended for music transfer students.

Credits: 1
Prerequisites: MUS 111C. Corequisite: MUS 112. Audit available.
Program: Music

MUS 113: Music Theory I (part three)
Continues work from MUS 112. Introduction to chromatic harmony as exhibited through tonicization and harmonic modulation. Covers melodic structure and basic Schenkerian reduction technique. Also includes large-scale form and analysis and written composition. Meets arts and humanities sequence requirement for Associate of Arts Oregon Transfer degree. Part three of three-term sequence. Concurrent enrollment in MUS 113C recommended for music transfer majors.

Credits: 3
Prerequisites: MUS 112and its prerequisite requirements. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AAOT, Arts and Letters/AS.
Program: Music

MUS 113C: Music Theory I: Sight Singing and Ear Training (part three)
Continues development of skills learned in MUS112C. Includes two-part melodic and rhythmic notation. Introduces secondary function and diatonic modulation. Part three of three-term sequence.

Credits: 1
Prerequisites: MUS 112C. Corequisite: MUS 113. Audit available.
Program: Music

MUS 201: Introduction to Music and Its Literature
Covers music of the Medieval, Renaissance and Baroque eras of music history.

Credits: 3
Prerequisites: (WR 115 or IRW 115) or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B, Arts and Letters/AAOT, Arts and Letters/AS.
Program: Music

MUS 202: Introduction to Music and Its Literature
Covers music of the Classic and Romantic eras of music history.

Credits: 3
Prerequisites: (WR 115 or IRW 115) or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/ASOT-B, Arts and Letters/AAOT, Arts and Letters/AS.
Program: Music

MUS 203: Introduction to Music and Its Literature
Covers music of the post-Romantic era and the 20th century.

Credits: 3
Prerequisites: (WR 115 or IRW 115) or equivalent placement.
Audit available. This course fulfills the following GE
requirements: Arts and Letters/AAS, Arts and Letters/AGS, Arts
and Letters/ASOT-B, Arts and Letters/AAOT, Arts and Letters/
AS.
Program: Music

MUS 204: Music of the Western World
Designed primarily for music transfer students and those with
the ability to read music. Provides a survey of the music of the
western world. Major periods, forms, styles, and music scores
from the ancient period through the contemporary music of
our time will be covered.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent
placement test scores. Audit available.
Program: Music

MUS 205: Introduction to Jazz History
Covers the 90-year history of jazz, a truly American art form.
Examines and analyzes eras, styles, and significant artists.

Credits: 3
Prerequisites: Prerequisites/concurrent enrollment: WR 115 or
equivalent placement test scores. Audit available.
Program: Music

MUS 206: Introduction to the History of Rock Music
Introduces the history of rock music. Examines rock music's
roots and development, its innovators and significant events
through a cultural as well as musical perspective.

Credits: 3
Prerequisites: (WR 115 or IRW 115) or equivalent placement.
Audit available. This course fulfills the following GE
requirements: Arts and Letters/AAS, Arts and Letters/AGS, Arts
and Letters/ASOT-B, Arts and Letters/AAOT, Arts and Letters/
AS.
Program: Music

MUS 207: Introduction to the History of Folk Music
Provides the historic development and the musical and
textural characteristics of American folk music, from its Anglo-
Celtic, Hispanic, African and Native American roots to the
present, including country music, bluegrass, blues, border
music, religious and other ethnic music. Discusses Folk
revivals and the significance of songs in terms of the social
norms of the time, including the interaction of folk music with
popular music. Presented using a multimedia format.

Credits: 3
Prerequisites: Prerequisites/concurrent enrollment: WR 115 or
equivalent placement test scores. Audit available.
Program: Music

MUS 211B: Music Theory II: Keyboard Harmony/Aural Skills (part one)
Provides an opportunity to develop piano keyboard skills
(scales, cadences, melody harmonization, accompaniment
patterns and transposition) as they apply to principles covered
in Music Theory II. Includes development of aural skills.

Credits: 1
Prerequisites: MUS 113C. Corequisites: MUS 211A. Audit
available.
Program: Music

MUS 212A: Music Theory II (part two)
Continues study of harmony from Music Theory II (part one).
Focuses on techniques associated with 19th century music
practices. Includes chromatic harmony and distant tonal
relationship as exhibited in large-scale formal relationships.

Credits: 3
Prerequisites: MUS 211A. Corequisite: MUS 212B. Audit
available.
Program: Music

MUS 212B: Music Theory II: Keyboard Harmony/Aural Skills (part two)
Continues development of piano keyboard skills (scales,
cadences, melody harmonization, accompaniment patterns
and transposition) as they apply to principles studied in Music
Theory II. Includes aural skills.

Credits: 1
Prerequisites: MUS 211B. Corequisite: MUS 212A. Audit
available.
Program: Music

MUS 213A: Music Theory II
Continues to work on skills from Music Theory I adding
compositional techniques associated with the 20th century.
Includes tonal counterpoint and formal musical analysis.

Credits: 3
Prerequisites: MUS 212A. Audit available.
Program: Music

MUS 213B: Music Theory II: Keyboard Harmony and Aural Skills
Continues development of piano keyboard skills (scales,
cadences, melody harmonization, accompaniment patterns
and transposition) as they apply to principles studied in Music
Theory II. Continues development of aural skills.

Credits: 1
Prerequisites: MUS 212B. Corequisite: MUS 213A. Audit
available.
Program: Music

MUS 220A: Chorus
Provides the opportunity to sing in a large general chorus of mixed voices. Includes rehearsal and performance of repertory drawn from the canon of choral works from the 16th-21st centuries. No audition required.

Credits: 1
Program: Music

MUS 220B: Chorus
Provides the opportunity to sing in a large general chorus of mixed voices. Includes rehearsal and performance of repertory drawn from the canon of choral works from the 16th-21st centuries. No audition required.

Credits: 1
Prerequisites: MUS 220A. Audit available.
Program: Music

MUS 220C: Chorus
Provides the opportunity to sing in a large general chorus of mixed voices. Includes rehearsal and performance of repertory drawn from the canon of choral works from the 16th-21st centuries. No audition required.

Credits: 1
Prerequisites: MUS 220B. Audit available.
Program: Music

MUS 220D: Chorus
Provides the opportunity to sing in a large general chorus of mixed voices. Includes rehearsal and performance of repertory drawn from the canon of choral works from the 16th-21st centuries. No audition required.

Credits: 1
Prerequisites: MUS 220C. Audit available.
Program: Music

MUS 220E: Chorus
Provides the opportunity to sing in a large general chorus of mixed voices. Includes rehearsal and performance of repertory drawn from the canon of choral works from the 16th-21st centuries. No audition required.

Credits: 1
Prerequisites: MUS 220D. Audit available.
Program: Music

MUS 220F: Chorus
Provides the opportunity to sing in a large general chorus of mixed voices. Includes rehearsal and performance of repertory drawn from the canon of choral works from the 16th-21st centuries. No audition required.

Credits: 1
Prerequisites: MUS 220E. Audit available.
Program: Music

Nursing Program

Oregon Coast offers a career ladder program for those who want to become licensed practical nurses (through the first-year Practical Nursing Certificate) or registered nurses (through the Associate of Applied Science in Nursing). Oregon Coast Community College staff members are also ready to advise students planning to transfer to a school of nursing that grants baccalaureate degrees. Oregon Coast Community College offers general education courses that apply to a Bachelor of Science program.

Employment Opportunities
As a nurse, your responsibilities will vary depending on where you choose to work. Hospital staff nurses care for a group of patients and often supervise others. They assess the needs and problems of their clients, diagnose nursing problems, and plan, implement and evaluate nursing care. The job requires technical, critical thinking and interpersonal skills. Nurses interact with clients and their families, as well as other members of the health care team. Your exact job activities will vary from day to day, depending on the type and condition of the clients under your care. However, each day will call for careful observation, decision-making and problem solving. Providing nursing care is both challenging and rewarding.

Prerequisites
The following courses are required for application to the OCCC Nursing program for 2018 for both Practical Nursing and the Associate of Applied Science Degree in Nursing.

- Elementary Algebra, MTH 95 or higher, or placement

- Human Anatomy and Physiology (BI 231 and BI 232; Note: BI 112 is the prerequisite for BI 231).

- English Composition (WR 121 and WR 122 or WR 123 or WR 227)

- General Psychology (PSY 201A)

- Human Development (PSY 215)

- Medical Terminology (MP111)

Science and math courses must have been completed within 7 years of application. If the math is older than 7 years, you can take the placement test and must score into Math 111 or higher within one year prior to applying to meet the math requirement.

- The science and math courses must be completed by the end of winter term of the application year with a letter grade of "C" or better, and within seven years prior to entering the Nursing Program.

- Fundamentals of Nutrition (FN225) must be completed by the Fall Term of the first year of the nursing program.

- The nursing program at OCCC is completive and most pre-Nursing students complete the majority of general education and science courses required for the Nursing Program in order to enhance their chance of admission.

Specific entry requirements are outlined in the Nursing Application for 2018 on the Oregon Coast Community College website. Enrollment in the program is limited, and there is an early deadline for applications. Most students spend one or more years in a pre-Nursing program to prepare for applying to the Nursing program. Students considering the Nursing Program are highly recommended to contact the Student Services at 541-867-8501 to meet with an academic advisor.

Technical Standards and Student Disability Information
Nursing is a physically and mentally challenging occupation. Education related to this field is designed to prepare nurses for these challenges. Nursing students must be able to meet all established essential academic and clinical requirements to successfully complete the program. Persons with questions concerning qualifications are encouraged to contact the Health and Human Services office for individual consultation prior to formal application.

OCCC Nursing Program provides the information on technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care programs. The technical standards are available on the college website. Applicants with disabilities are encouraged to contact Dean of Students 541-867-8501. To be eligible for a reasonable accommodation, applicants must provide clear documentation of their disability.

The Dean of Students is responsible for determining if reasonable accommodations can be identified and ensuring that accommodations are provided for OCCC students. These services are confidential and are separate from the nursing and college application processes. Early contact with the Dean of Students will ensure that accommodations can be made available when students begin the program.

Articulation with Linfield
Oregon Coast and Linfield College have developed a co-enrollment agreement to assist students who complete the Associate Degree in Nursing have a smooth transition to

Linfield College's RN to BSN program. For more information on Nursing articulation from Oregon Coast to Linfield, students are urged to contact the Director of Career and Technical Programs or Student Services.

Additional Requirements
Applicants and students must demonstrate a personal history compatible with obtaining a license to practice Nursing in Oregon. Admission to and graduation from the Nursing Program does not assure eligibility for licensure. The Oregon State Board of Nursing (OSBN) makes the determination about eligibility for licensure. The OSBN may not license persons with certain criminal convictions or with a major mental or physical illness that could affect ability to practice safely. Applicants or students with questions about licensing regulations may want to call OSBN at 971-673-0685. All applicants are required to check the Disqualifying Crimes and Potentially Disqualifying Crimes lists available on the website: http://www.oregoncoastcc.org/degrees/

Every Nursing Program applicant and student must answer questions to determine if there is personal history of:

- conviction for a criminal offense or
- physical or mental health problems that might interfere with the requirements of nursing practice.
- Failure to provide truthful and complete answers to these questions will result in denial of admission for applicants and dismissal for students.
- If the college becomes aware of criminal or unethical behavior on the part of the applicant, admission will be denied.

Once a student is accepted into the nursing program they will be required to submit to a criminal background check and a drug screen. A student admitted to the Program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse per College policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs can be required to undergo immediate drug testing to detect the presence of alcohol or other drugs and to report the results of such testing to the CTE Director. The student's status in the program will be reviewed by the nursing faculty and the director. Any required testing and counseling shall be at the student's expense. Failure to follow a counselor-prescribed treatment plan will result in dismissal from the Program.

Nursing Degrees and Certificates

Associate of Apllied Science in Nursing

OCCC's Nursing program is approved by the Oregon State Board of Nursing. In our program, you will learn the knowledge and skills required for an entry-level nursing job, and qualify to take the National Council Licensure Examination for Registered Nurses, which is a requirement for practice.

Our program is designed to prepare the student to be licensed as a registered nurse. RNs deliver nursing care in a variety of healthcare settings.RN's apply knowledge drawn from a broad, in-depth education in the social and physical sciences to assess, plan, .order, give, delegate, teach and supervise care that promotes a patient's optimum health and independence. A nurse guides other team members with less education and/or experience, evaluates needs for patient instruction, plans and participates in health teaching, and applies mental health principles to nursing care and function. RN's must also assume responsibility for their professional development.

RN's Make decisions regarding patient care based on professional values and responsibilities at the associate degree nurse level while complying with identified legal/ethical standards (scope of practice regulations established by boards of nursing and Code of Practice guidelines established by the American Nurses Association).

Admitted students may earn an Associate of Applied Science degree in Nursing by successfully completing 91 required credit hours of the two-year Nursing program (50 credits of first year of the program; 41 credits of the second year of the program) and 32 per-requisite credits. BI, FN, NUR and general education courses to be completed with a letter grade of "C" or better, it is required that all prerequisite courses are completed under the same rule. An associate degree in nursing qualifies students to apply to the Oregon State of Board of Nursing to apply for licensure and to take the National Council Licensure Exam (NCLEX-RN) to become a registered nurse (RN).

Program Outcomes
Students completing the Associate of Applied Science in Nursing degree will have the resources to:

- Use a holistic approach to develop, implement, and evaluate plans of care for patients that apply standard nursing care plans to meet individual needs.

- Communicate effectively and collaboratively in a self-directed manner with patients, families, and members of the healthcare team.

- Use first-level management skills in providing care for individuals and groups of patients.

Note: The number of clock hours required for the below courses is higher than the number of credit hours. Details about clock hours for each course can be found in the Course Descriptions section of this catalog. Nursing courses are a combination of classroom and clinical hours with each classroom credit hour equal to one clock hour per week and each clinical credit hour equal to three clock hours per week. Preparation time for class and clinical experiences is outside the clock hours required for each course.

Associate Degree Nursing Program Costs
Please refer to the college website for current program costs

Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.

Approved General Education Electives for Nursing. We utilize Portland Community College's approved general education electives for the Associate of Applied Science. The list is located in the college catalog. OCCC offers term by term a subset of these approved electives. Please confer with your academic advisor at OCCC regarding approved electives.

For program admission information, please visit OCCC Nursing Web Page.

Technical Standards
The Oregon Coast Community College Nursing Program has the responsibility to society to educate competent health care providers to care for their patients/clients with clinical judgment, broadly based knowledge and competent technical skills at the entry level. The program has academic as well as technical standards (non-academic criteria) students must meet in order to successfully progress in and graduate from the program. The Technical Standards document is provided in order to assure that the students who enter the program know and understand the requirements, and can make informed decisions regarding the pursuit of this profession.

Articulation Agreement
Oregon Coast Community College (OCCC) has a co-enrollment agreement with Linfield College and the OCCC Nursing program to give students graduating from our program an opportunity to pursue a Bachelor's in Nursing degree. The Co-Admission Agreement between Linfield College and OCCC facilitates student progression from the Associate of Applied Science degree program to the Bachelor of Science degree program (RN to BSN) through consistent program communication, curricular coordination, and focused academic advising. Collaboratively, we are promoting successful undergraduate educational experiences for our nursing students.

Note: The number of clock hours required for the courses is higher than the number of credit hours. Details about clock hours for each course can be found in the Course Descriptions section of this catalog. Nursing courses are a combination of classroom and clinical hours with each classroom credit hour equal to one clock hour per week and each clinical credit hour equal to three clock hours per week. Preparation time for class and clinical experiences is outside the clock hours required for each course.

All required courses must be completed with a letter grade of "C" or higher.

Program: Nursing

Type: Associate Degree

Prerequisites
All required courses must be completed with a letter grade of "C" or higher.

Item #	Title	Credits
BI 231	Human Anatomy & Physiology I	4
BI 232	Human Anatomy & Physiology II	4
MP 111	Medical Terminology	4
MTH 95	Intermediate Algebra	4
PSY 201A	Introduction to Psychology -Part 1	4
PSY 215	Human Development	4
WR 121	English Composition	4
	WR 122 or WR 123 or WR 227	4
	Sub-Total Credits	**32**

Year 1, Term 1

Item #	Title	Credits
BI 233	Human Anatomy & Physiology III	4
NUR 141	Fundamentals of Nursing	12
	Sub-Total Credits	**16**

Year 1, Term 2

Item #	Title	Credits
BI 234	Microbiology	5
NUR 142	Care of Acutely Ill Patients and Developing Families I	12
	Sub-Total Credits	**17**

Year 1, Term 3

Item #	Title	Credits
NUR 143	Care of Acutely Ill Patients and Developing Families II	12
NUR 145	Introduction to Pharmacology & Pathophysiology	1
FN 225	Nutrition	4
	Sub-Total Credits	**17**

Year 2, Term 1

Item #	Title	Credits

Item #	Title	Credits
NUR 241	Care of Patients with Complex Health Problems	12
	3 Credit Social Science Elective	3
	Sub-Total Credits	**15**

Year 2, Term 2

Item #	Title	Credits
NUR 242	Care of Patients in Situations of Crisis and in the Community	12
	4-Credit Arts and Letters Elective	4
	Sub-Total Credits	**16**

Year 2, Term 3

Item #	Title	Credits
NUR 243	Preparation for Entry into Practice	8
NUR 244	NCLEXRN Preparation	2
	Sub-Total Credits	**10**
	Total credits for degree:	91

Certified Nursing Assistant Level 2

The Certified Nursing Assistant Level 2 Certificate (CNA2) prepares individuals to work as a Certified Nursing Assistant Level 2. Students will learn the knowledge and skills necessary to care for patients in a variety of healthcare facilities. This course requires both time and a "personal caring" commitment from the students.

Students must be able to meet the physical requirements, engage in therapeutic communication, and deal with stressful interpersonal situations. As a member of the healthcare team and under the supervision of a registered nurse, individuals will perform clinical duties including identifying findings, patterns, habits, and behaviors that deviate from normal in a care setting, use accepted terminology to describe and report findings, and act within the scope of responsibilities and as designated by the RN for abnormal findings.

Students may earn a Level 2 Nursing Assistant Certificate by successfully completing the required 14 credits of coursework. Individuals receiving the Level 2 Nursing Assistant certificate will be eligible to become a Certified Nursing Assistant Level 2 under the guidelines of the Oregon State Board of Nursing.

Program Outcomes
- Utilize appropriate infection control measures while providing patient care, including hand hygiene, disposal of contaminated articles, and hazardous wastes.
- Utilize proper body mechanics and safety transfer to prevent injury to self and client.
- Implement basic principles of personal care, including bathing, hair care, dressing/undressing, oral care, shaving and nail care.
- Utilize basic communication and interpersonal skills with patients as well as staff members, family members, and other health care team members.
- Provide safe and effective patient care to include meeting basic needs, personal care, restorative services, mental health services, social needs and patient rights.
- Distinguish between personal and professional values and legal/ethical responsibilities in practice.
- Deliver healthcare with relevant cultural knowledge and communicate between people from culturally diverse backgrounds using therapeutic and professional communication techniques in the clinical setting.
- Demonstrate adherence to clients' plan of care.
- Demonstrate proper use of diagnostic, safety, and therapeutic devices within the CNA's scope of practice.
- Recognize and report normal and abnormal patterns in clinical findings and behavior of clients to members of the health care team.
- Distinguish between personal and professional values and legal/ethical responsibilities in practice.
- Demonstrate Proficiency in skills related to common disease processes and conditions that affect body system function and the person functional ability.
- Demonstrate person-centered care by meeting the individual person's needs, preferences and abilities.

Employment
Certified Nursing Assistant Level 2 work in various care facilities. As a member of the health care team and under the supervision of a Registered Nurse, individuals perform clinical duties including identifying findings and patterns, habits, and behaviors that deviate from normal in an acute care setting, use acceptable terminology to describe and report findings and take action within scope of responsibilities as designated by the RN for abnormal findings. Employment is projected to grow faster than average. Excellent job opportunities are expected. Please see the college website regarding employment opportunities and salaries noted at the State of Oregon Department of Employment.

Other Requirements
Once conditionally admitted, students will be required to complete various state and program requirements such as a criminal background check, immunizations and drug screening. For more information contact the Health and Human Service Department and/or Academic Advising.

Certified Nursing Assistant Level 2 Certificate
Students may earn a Level 2 Nursing Assistant Certificate by successfully completing the required 14 credits of course work with a C or better in all courses and meeting the requirements of the CNA 1 from the Oregon State Board of Nursing.

Pre-requisites
High School Completion or GED; placement in Writing 121 or completion of WR 115 and RD 115 with a C or better; and placement in MTH 20 or higher.

Program Cost
Please refer to the college website for current program costs at http://www.oregoncoastcc.org/certificates/. Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.

Technical Standards and Student Disability Information
Nursing Assisting is a physically and mentally challenging occupation. Education related to this field is designed to prepare nursing assistants for these challenges. Nursing Assistant students must be able to meet all established essential academic and clinical requirements to successfully complete the program. Persons with questions concerning qualifications are encouraged to contact the Health and Human Services office for individual consultation prior to formal application.

OCCC Certified Nursing Assistant Level 2 program provides the information on technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care programs. The technical standards are available on the college website.

Applicants with disabilities are encouraged to contact Dean of Students 541-867-8501To be eligible for a reasonable accommodation, applicants must provide clear documentation of their disability. The Dean of Students is responsible for determining if reasonable accommodations can be identified and ensuring that accommodations are provided for OCCC students. These services are confidential and are separate from the nursing and college application processes. Early contact with the Dean of Students will ensure that accommodations can be made available when students begin the program.

Additional Requirements
Applicants and students must demonstrate a personal history compatible with obtaining a license to practice as a Nursing Assistant in Oregon. Admission to and completion of the Certified Nursing Assistant Level 2 program does not assure eligibility for licensure. The Oregon State Board of Nursing (OSBN) makes the determination about eligibility for

licensure. The OSBN may not license persons with certain criminal convictions or with a major mental or physical illness that could affect ability to practice safely.

All applicants are required to read the Oregon Department of Human Resources Potentially Disqualifying Crimes from Division 7 and the Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act   Applicants or students with questions about licensing regulations may want to call OSBN at 971-673-0685.

Every Nursing Assistant program applicant and student must answer questions to determine if there is personal history of:

- conviction for a criminal offense or

- physical or mental health problems that might

  interfere with the requirements of nursing practice.

- Failure to provide truthful and complete answers to these questions will result in denial of admission for applicants and dismissal for students.

- If the college becomes aware of criminal or unethical behavior on the part of the applicant, admission will be denied.

Prior to acceptance into the nursing assistant program students will be required to submit to a criminal background check and a drug screen. A student admitted to the program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse according to College policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs can be required to undergo immediate drug testing to detect the presence of alcohol or other drugs and to report the results of such testing to the CTE Director.The student's status in the program will be reviewed by the nursing assistant faculty and the director.

Any required testing and counseling shall be at the student's expense. Failure to follow a counselor- prescribed treatment plan will result in dismissal from the program.

Program: Nursing

Type: Certificate

Term 1

Item #	Title	Credits
NUR 101	Nursing Assistant Level 1	8

	Sub-Total Credits	**8**

Term 2

Item #	Title	Credits
NUR 102	Certified Nursing Assistant Level 2: Acute Care	5
	Sub-Total Credits	**5**
	Total credits for degree:	13

Practical Nursing Certiifcate

Program Overview

OCCC's Practical Nursing program is approved by the Oregon State Board of Nursing. In our program, you will learn the knowledge and skills required for an entry-level practical nursing positions, and qualify to apply to take the National Council Licensure Examination for Practical Nurses, which is a requirement for practice.

The Practical Nursing Certificate provides a one-year curriculum for students who desire to be a member of a nursing or health care team and gives care to patients of all ages under the direction of registered nurses and/or licensed physicians and dentists. After successfully completing the required 50 credits of the Practical Nursing program, students will be awarded a Certificate of Completion. Grades of C or better in all required courses are necessary to progress to the next term.

Completion of this level qualifies students to apply to take the National Council Licensure Exam (NCLEX-PN) to become a licensed practical nurse (LPN).

Notes: This certificate is only open to student who have applies and been accepted into the associate of applied science in nursing program.

Program Outcomes
- Use a holistic approach in applying the nursing process at the practical nurse level when providing care for individuals and families across the lifespan.
- Use established guidelines to reinforce teaching of health promotion concepts across lifespan to groups in selected community settings.
- Communicate effectively with individual patients, families, and members of the healthcare team.
- Organize and prioritize components of care at the practical nurse level for two to four patients.
- Make decisions regarding patient care based on professional values while complying with identified legal/ethical standards (scope of practice regulations established by boards of nursing and Code of Practice guidelines established by the American Nurses Association).

Practical Nursing Program Costs
Please refer to the college website for current program costs

Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.

LPN to RN
Oregon Coast Community College offers a readmission advanced placement option for prior OCCC Nursing students who have stepped out, on a space-available basis. For information please contact the Director of CTE Programs at 541-867-8513. Please refer to the college website for additional information about the Practical Nursing Certificate.

Technical Standards
The Oregon Coast Community College Nursing Program has the responsibility to society to educate competent health care providers to care for their patients/clients with clinical judgment, broadly based knowledge and competent technical skills at the entry level. The program has academic as well as technical standards (non-academic criteria) students must meet in order to successfully progress in and graduate from the program. The Technical Standards document is provided in order to assure that the students who enter the program know and understand the requirements, and can make informed decisions regarding the pursuit of this profession.

All required courses must be completed with a letter grade of "C" or higher.

Note: The number of clock hours required for the courses is higher than the number of credit hours. Details about clock hours for each course can be found in the Course Descriptions section of this catalog. Nursing courses are a combination of classroom and clinical hours with each classroom credit hour equal to one clock hour per week and each clinical credit hour equal to three clock hours per week. Preparation time for class and clinical experiences is outside the clock hours required for each course.

Program: Nursing

Type: Certificate

Prerequisites

Item #	Title	Credits
BI 231	Human Anatomy & Physiology I	4
BI 232	Human Anatomy & Physiology II	4
MP 111	Medical Terminology	4
MTH 95	Intermediate Algebra	4
PSY 201A	Introduction to Psychology -Part 1	4
PSY 215	Human Development	4

WR 121	English Composition	4
	WR 122 or WR 123 or WR 227	4
	Sub-Total Credits	**32**

Year 1, Term 1

Item #	Title	Credits
BI 233	Human Anatomy & Physiology III	4
NUR 141	Fundamentals of Nursing	12
	Sub-Total Credits	**16**

Year 1, Term 2

Item #	Title	Credits
BI 234	Microbiology	5
NUR 142	Care of Acutely Ill Patients and Developing Families I	12
	Sub-Total Credits	**17**

Year 1, Term 3

Item #	Title	Credits
NUR 143	Care of Acutely Ill Patients and Developing Families II	12
NUR 145	Introduction to Pharmacology & Pathophysiology	1
FN 225	Nutrition	4
	Sub-Total Credits	**17**
	Sub-Total Credits	**50**
	Total credits for degree:	50

Nursing Classes

NUR 101: Nursing Assistant Level 1
Introduces foundational knowledge and skills necessary to deliver routine patient care to residents of long term care and other care facilities. Covers personal care nursing skills, restorative services, mental health services, social needs, and patient rights. Includes an introduction to anatomy and physiology. This course meets the Oregon State Board of Nursing requirements for eligibility to apply for Nursing Assistant 1 certification.

Credits: 8
Program: Nursing

NUR 102: Certified Nursing Assistant Level 2: Acute Care
Covers knowledge and skills necessary for a Certified Nursing Assistant 2 to work in an acute care facility. This course meets the Oregon State Board of Nursing (OSBN) requirements for the Certified Nursing Assistant 2 registry.

Credits: 5
Prerequisites: NUR 101 and CNA 1 License from the OSBN.
Program: Nursing

NUR 141: Fundamentals of Nursing
Presents concepts and skills that lay a foundation for entry into the nursing profession. Provides opportunities to attain the knowledge and skills that are necessary to promote health, prevent disease, and deliver basic nursing care to individual patients across the lifespan. The skills laboratory section is the first of five in the Nursing sequence.

Credits: 12
Prerequisites: Admission to the nursing program. Prerequisite or concurrent enrollment: BI 233.
Program: Nursing

NUR 142: Care of Acutely Ill Patients and Developing Families I
Focuses on the care of individual patients with health problems related to the respiratory, cardiovascular, fluid and electrolytes, endocrine, musculoskeletal, and neurological systems. Incorporates the nursing role in providing care to patients across the lifespan. Includes the second skills laboratory section in the Nursing sequence.

Credits: 12
Prerequisites: NUR 141, BI 234 and FN 225.
Program: Nursing

NUR 143: Care of Acutely Ill Patients and Developing Families II
Focuses on the care of patients with health problems related to neurological, hematological, gastrointestinal, and genitourinary systems, as well as conditions related to cancer, mental health, infectious diseases, and complications of obstetrics. Incorporates the role of the nurse in providing care to patients across the lifespan who are acutely ill. Includes the third skills laboratory section in the Nursing sequence.

Credits: 12
Prerequisites: NUR 142
Program: Nursing

NUR 145: Introduction to Pharmacology & Pathophysiology
Introduces connections between [SE1] pathophysiology of selected disease processes, associated pharmacological treatments and nursing responsibilities.

Credits: 1
Prerequisites: NUR 142. Concurrent enrollment: NUR 143.
Program: Nursing

NUR 241: Care of Patients with Complex Health Problems
Provides opportunities to learn and apply knowledge and skills necessary for clinical decision making when providing care to patients with complex physical and mental health problems. Emphasizes increased independence, judgment, and critical thinking in the nursing role. Includes the fourth skills laboratory section in the Nursing sequence. Fine Arts elective needs to be completed prior to NUR 142, department permission required.

Credits: 12
Prerequisites: NUR 143
Program: Nursing

NUR 242: Care of Patients in Situations of Crisis and in the Community
Provides opportunities to learn and apply knowledge and skills necessary for clinical decision making when providing care to patients with complex physical needs. Focuses on patients experiencing acute and chronic high acuity illness? palliative and end of life care and disaster preparedness. Includes the fifth skills laboratory section in the Nursing sequence.

Credits: 12
Prerequisites: NUR 241
Program: Nursing

NUR 243: Preparation for Entry into Practice
Presents concepts in nursing management and professional nursing issues. The culmination of the Nursing clinical sequences incorporates a clinical preceptorship to demonstrate achievement of program outcomes.

Credits: 8
Prerequisites: NUR 242
Program: Nursing

NUR 244: NCLEXRN Preparation
Provides a comprehensive review and preparation for the National Council Licensure Examination for Registered Nurses (NCLEXRN). Includes test taking strategies and critical analysis of NCLEX type questions through guided learning. Explores content areas in nursing care management? maternal, child and pediatric nursing? psychiatric and mental health nursing? adult and geriatric health? and pharmacology.

Credits: 2
Prerequisites: NUR 242, co-enrollment: NUR 243
Program: Nursing

Oregon Transfer Module Program

Oregon Transfer Module Degrees and Certificates

Oregon Transfer Module (OTM)

The Oregon Transfer Module (OTM) provides a one- year curriculum for students who plan to transfer to a State of Oregon community college or university. The module allows students to complete one year of general education foundation course work that is academically sound and will meet the admission standards of the receiving school. The OTM is not a certificate or degree.

Students should work closely with an academic advisor to ensure selection of appropriate course work. Upon transfer, students may be required to complete additional course work in General Education or an academic major, that is specific to the receiving institution. Students who transfer prior to the completion of the Oregon Transfer Module will have their courses individually evaluated by the receiving institution.

Students must complete a minimum of 45 credits of lower division course work with a C- or better in order to complete the Oregon Transfer Module. Students only need to take one course at OCCC/PCC that applies to the OTM to have the contracting college, PCC, be the school which transcripts it.

Program: Oregon Transfer Module

Type: Other

Total credits for degree:	45

Philosophy Program

Philosophy Classes

PHL 202: Ethics
Studies attempts by philosophers to account for the difference between right and wrong, for the notion of moral obligation and to answer the question: How should we lead our lives?

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: Philosophy

PHL 209: Business Ethics
Reviews some historical and contemporary ethical theories and ethical issues that arise in several aspects of business, such as, management, use of computers, marketing, accounting, and doing business in an international setting. Includes the social responsibilities of corporations, the rights of workers, truth in advertising, the environmental impact of doing business, affirmative action in hiring, sexual harassment in the workplace, respect for cultural differences, and the responsibilities of the individual in the corporate setting.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/ASOT-B, Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT.
Program: Philosophy

Physical Education Program

Physical Education Classes

PE 121A: Modern Dance I
Introduces fundamentals of Modern Dance technique with a focus on correct alignment, development of strength, flexibility, range of motion, and stability, and dance specific terminology.

Credits: 1
Prerequisites: Audit available.
Program: Physical Education

PE 141A: Disc Golf
Provides disc golf instruction in skills, drills and game play. Emphasizes history, etiquette, rules, vocabulary and strategy. Promotes skill related components of physical fitness (agility, balance, coordination, power, speed and reaction time). Audit available.

Credits: 1
Program: Physical Education

PE 142A: Zumba Fitness I
Introduces Zumba Fitness to improve health and overall wellness through structured group exercise. Promotes improvement of cardiorespiratory conditioning, muscle endurance and flexibility.

Each student supplies his/her own clothing. Clothing should be loose and comfortable fitting for exercise. Shoes are mandatory and should be designed for aerobic/cardiorespiratory exercise – specifically lateral and high impact movements. General class format includes a warm-up, a cardiorespiratory conditioning segment, muscular endurance and strength exercises, stretches for flexibility and relaxation, and a cool-down.

Credits: 1
Prerequisites: Audit available.
Program: Physical Education

PE 182A: Beginning Group Fitness
Promotes fitness, health, and overall wellness through structured group fitness classes. Introduces knowledge and skills needed to perform safe and proper group fitness exercises. Emphasizes improved cardiorespiratory conditioning, muscle strength and endurance, flexibility, and body composition. Skills covered may vary by campus, term, and/or instructor.

Each student supplies his/her own clothing. Clothing should be loose and comfortable fitting for exercise. Shoes are mandatory and should be designed for aerobic exercise. Class format includes warm-up, a cardiovascular segment, muscular endurance and strength exercise, flexibility, and cooldown.

Credits: 1
Prerequisites: Audit available.
Program: Physical Education

PE 182G: Tai Chi II
Continues the exploration of theories and movement principles, meditation and Yi (mind) development introduced in Tai Chi I. Expands upon the basic techniques to develop a life-long practice of Tai Chi. Recommended: PE 182S or instructor approval. Audit available.

Credits: 1
Program: Physical Education

PE 182J: Gentle Yoga
Introduces Vinyasa yoga techniques to better manage stress. Incorporates a dynamic series of poses performed at a gentle pace. Covers basic yoga philosophy, asanas, pranayama, meditation and relaxation for a holistic approach to better health and wellness. Recommended for students with limited abilities and beginners who are not ready for Yoga I.

All gentle yoga students are required to participate in a one on one meeting with the instructor to assess the student's physical and mental needs and goals. Based on the result of the one on one meeting, the class will be adjusted to the overall needs of the students. An average class includes asanas for the major muscle groups, breathing techniques, balance activities, and skills for stress management.   This course utilizes the use of equipment to help tailor fit the class to each individual student.

Credits: 1
Prerequisites: Audit available.
Program: Physical Education

PE 182K: Yoga I
Introduces the values and skills of Hatha yoga. Includes basic yoga philosophy and exercises for increased flexibility, improved health, relaxation, and reduced stress in daily living. Audit available.

Credits: 1
Program: Physical Education

PE 182L: Yoga II
Expands application of the values and skills of Hatha yoga. Includes intermediate yoga exercises for increased flexibility, improved health, relaxation, and reduced stress in daily living. Recommended: prior class in Hatha yoga. Audit available.

Credits: 1
Program: Physical Education

PE 182Q: Self-Paced Fitness
Introduces a self-paced physical exercise program encompassing cardiovascular conditioning, strength training and flexibility exercises. Incorporates individual and independent physical exercise and requires tracking exercises in a log/journal. Audit available.

Credits: 1
Program: Physical Education

PE 182S: Tai Chi I
Explores this ancient form of gentle movement which emphasizes balance, concentration and coordination. Addresses traditional styles of Tai Chi, meditation and Yi (mind) development techniques in an easy to follow format. Audit available.

Credits: 1
Program: Physical Education

PE 182U: Pilates II
Builds on concepts and skills in the Pilates method of conditioning. Continues emphasis on increasing core strength, stabilization, and range of motion. Recommended: PE 182P or instructor permission. Audit available.

Credits: 1
Program: Physical Education

PE 183A: Beginning Hiking
Introduces hiking concepts and skills necessary to hike safely as a regular fitness activity. Includes fitness for hiking, route planning, safety, and environmental considerations. Required: Be able to comfortably walk on outdoor trails for three miles or more. Be prepared for day hiking trips off campus by providing your own transportation, parking fees and equipment. Audit available.

Credits: 1
Program: Physical Education

PE 183X: Tae Kwon Do I
Introduces a working knowledge of the fundamental techniques employed in the art of Tae Kwon Do.

Student provides appropriate sport clothing for activity.

Credits: 1
Prerequisites: Audit available.
Program: Physical Education

PE 186D: Ballroom Dance
Introduces the fundamental principles of Ballroom Dance. Places emphasis on proper partnering, style, and phrasing. Focuses on elementary steps of Foxtrot, Waltz, Swing, Cha-Cha, and Rumba. PE 186D and D184 are equivalent and only one may be taken for credit. Audit available.

Credits: 1
Program: Physical Education

PE 199Y: Surfing
Introduces the fundamentals of the sport of surfing; including the history, safety, and etiquette of surfing. Covers the knowledge and experience needed to make intelligent decisions regarding present and future surfing sessions. Includes pool sessions and surfing in the ocean.

Required: Each student will be charged an additional $85.00 dollars on top of the class tuition to cover the cost of the pool rental, surfing gear, and additional instructor (s). All students will be required to provide their own transportation to the Newport Swimming Pool and Ossies Surf Shop on the days scheduled for those specific activities. All surfing rental gear will be provided by Ossies Surf Shop; student provides own swim suit, towel, and water bottle for the pool and surfing sessions.

Credits: 1
Prerequisites: Recommended: Intermediate level of swimming and fitness
Program: Physical Education

PE 250: Introduction to Outdoor Leadership
Introduces the skills necessary for effective outdoor recreation leadership. Provides an overview of the outdoor recreation field, leadership theory, decision making skills, group dynamics and management, trip planning, first aid, navigation and environmental concerns (such as "leave no trace" principles and practices). Includes a required backpacking/camping trip, which promotes application of learned skills in a wilderness setting. Recommended: students should be able to walk with a heavy backpack over uneven terrain for at least 8 miles per day. Required: students must provide basic camping equipment for the planned trip and their own transportation to and from backpacking trailheads. Audit available.

Credits: 2
Program: Physical Education

PE 295: Health and Fitness for Life Lab
Explores the interrelationship of the five components of physical fitness, basic nutrition concepts, and stress management activities to increase individual health and wellness through lab sessions, fitness assessments, and fitness program development.

Credits: 1
Prerequisites: HE 295. Audit available.
Program: Physical Education

Physics Program

Physics Classes

PHY 101: Fundamentals of Physics I
Introduction to Physics. Includes mechanics, vectors, energy, simple machines, satellite motion, and the theory of special relativity.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/ASOT-B, Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS.
Program: Physics

PHY 102: Fundamentals of Physics II
A conceptual study of physics. Topics include properties of matter, heat and thermodynamics, and atomic and nuclear physics.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/ASOT-B, Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS.
Program: Physics

PHY 103: Fundamentals of Physics III
A conceptual study of physics. Topics include waves and sound, electricity and magnetism, and light and optics.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/ASOT-B, Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS.
Program: Physics

PHY 201: General Physics
Introductory physics (algebra based) for science majors, pre-medical, pre-dental, pre-chiropractic and pre-physical therapy students. Topics include mechanics including statics, forces and motion energy, collisions, circular motion and rotational dynamics.

Credits: 4
Prerequisites: MTH 111 and its prerequisite requirements. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/ASOT-B, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAOT.
Program: Physics

PHY 202: General Physics
Topics include mechanical properties of matter, heat, waves, sound and light. Algebra-based physics.

Credits: 4
Prerequisites: PHY 201 and its required prerequisites. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/AAOT, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/ASOT-B.
Program: Physics

PHY 203: General Physics
Topics include electricity, magnetism and radioactivity. Algebra-based physics.

Credits: 4
Prerequisites: PHY 201 and its prerequisite requirements. Audit available. This course fulfills the following GE requirements: Science, Math, Computer Science/ASOT-B, Science, Math, Computer Science/AAS, Science, Math, Computer Science/AGS, Science, Math, Computer Science/AS, Science, Math, Computer Science/AAOT.
Program: Physics

Political Science Program

Political Science Classes

PS 201: U.S. Government
Examines the development of constitutional traditions in the United States. Includes topics such as the Bill of Rights, interest groups, parties, and elections, as well as, the national institutions including the Legislative, Executive and Judicial branches of government.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Political Science

PS 202: U.S. Public Policy & Democracy
Examines the public administration of and management issues relating to US national bureaucratic institutions. Covers how these impact a wide range of domestic policies including taxation, spending priorities, economic regulations, poverty programs, healthcare, and environmental programs, social security and other entitlements.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Political Science

PS 203: State and Local Government
Examines state and local government policy formulation and outcomes on issues ranging from taxation to prisons, and education to environmental concerns. Focuses on Oregon state and local politics. PS 201, 202, and 203 need not be taken in sequence.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Political Science

PS 204: Comparative Political Systems
Covers the study of political systems in various countries. Includes such issues as policy-making, representation/participation, political culture, political economy and development and governance. Countries chosen will represent various political systems including, democracies, totalitarian regimes, dictatorships, post-communist systems in transition, newly industrializing and developing countries.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Political Science

PS 205: Global Politics: Conflict & Cooperation
Examines the nature of relations among states. Topics include motivating factors such as nationalism and imperialism, economic rivalries and the quest for security, questions of national sovereignty and international cooperation, war and peace, global issues, and the future.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Political Science

Psychology Program

Psychology Classes

PSY 101: Psychology and Human Relations
Applies psychological principles to relationships in both personal and professional environments. Includes an overview of basic personality and social psychology concepts, as well as specific skill development in the areas of communication, listening, and conflict resolution.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 201A: Introduction to Psychology -Part 1
Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in scientific research, biological psychology, sensation and perception, learning theory, memory, language, cognition, consciousness, and human development. Provides an overview of popular trends, examines the overarching themes of heredity vs. environment, stability vs. change, and free will vs. determinism, and emphasizes the sociocultural approach which assumes that gender, culture, and ethnicity are essentialto understanding behavior, thought, and emotion. Psychology 201A is the first term of a two-term sequence in introductory psychology.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 202A: Introduction to Psychology -Part 2
Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in personality theory, psychological disorders, therapy, emotion, motivation, intelligence, health psychology, and social psychology. Provides an overview of popular trends, examines the overarching themes of heredity vs. environment, stability vs. change, and free will vs. determinism, and emphasizes the sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Psychology 202A is the second term of a two-term sequence in introductory psychology. Recommended: PSY 201 or 201A.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 213: Introduction to Behavioral Neuroscience
Surveys the role of the brain and nervous system in behavior, psychological functioning, and neurophysiological processes that underlie human development.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement, and PSY 201A or one year of biology. Audit available. This course fulfills the following GE requirements: Social Sciences/ASOT-B, Social Sciences/AAOT, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/AS.
Program: Psychology

PSY 214: Introduction to Personality
Covers a variety of personality theories including the theoretical and scientific explanations for individuals' characteristic patterns of perception, thought, emotion and behavior. Emphasizes the understanding and mastery of personality constructs applied to students' personal and professional lives. Recommended: PSY 201A or PSY 202A.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 215: Human Development
Surveys major developmental theories and patterns of change and continuity from birth to death in human subjects. Emphasizes biological, cognitive, and emotional development through the lifespan. Examines cultural influences on development. Recommended: PSY 201A or 202A.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 216: Social Psychology
Surveys the scientific study of how individuals think about, influence, and relate to one another with respect to social beliefs, persuasion, attraction, conformity, obedience, prejudice, aggression, and pro-social behaviors.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 222: Family & Intimate Relationships
Explores processes involved in both traditional and non-traditional relationships and families: including love, cohabitation, dating, marriage, parenting, communication and conflict resolution, sexuality, balancing work and family, domestic violence, divorce, remarriage, and blended families.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 231: Human Sexuality
Explores sexual issues from scientific and humanistic perspectives. Surveys historical, cultural and cross-cultural variation in sexuality, sex research, female and male sexual and reproductive anatomy and physiology, gender issues, sexual response, sexual communication, sexual behavior patterns, love, and sexual orientations. This is the first course in a two-course sequence.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 232: Human Sexuality
Explores sexual issues from scientific and humanistic perspectives. Surveys sexuality through the life cycle, sexual problems, sexual satisfaction, contraception, conception, sexuality and disability, sex and chronic illness, sexually transmitted infections, sexual victimization, atypical sexual behavior, and the commercialization of sex. This is the second course in a two course sequence. Recommended: PSY 231 taken before PSY 232.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 236: Psychology of Adult Development and Aging
Provides an overview of the biological, cognitive, and psychosocial aspects of adulthood and aging including theories of aging and specific research in the field of gerontology. Focuses on genetic and environmental factors that influence health as we age. Includes the challenges specific to gender, ability level, and culture. Recommended: PSY 201 or PSY 201A or PSY 215.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Psychology

PSY 239: Introduction to Abnormal Psychology
Surveys the history, theories, etiology, assessment, diagnosis, and treatment of the spectrum of psychological disorders.

Credits: 4
Prerequisites: (PSY 201 or PSY 201A or PSY 202A) or (AD 102 with instructor permission), and (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAS, Social Sciences/AGS, Social Sciences/AS, Social Sciences/AAOT, Social Sciences/ASOT-B.
Program: Psychology

PSY 240: Personal Awareness and Growth

Explores multidimensional perspectives on personal growth and awareness. Includes how childhood and adolescent development and experience affect thinking, feelings and behavior; differentiation; self-discipline and resilience; applying the principles derived from psychological research to everyday living; stress management; creative expression; body image and awareness; education and job/career pursuits; loneliness and solitude; death and loss.

Credits: 4

Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.

Program: Psychology

Reading Program

Reading Classes

RD 115: College Reading
Focuses on expanding reading frequency and effectively reading complex college level texts; Emphasizes comprehension strategies, critical reading and thinking skills, information literacy, vocabulary development, student success strategies and adapting reading rate to different reading tasks.

Credits: 4
Prerequisites: Placement into RD 115 or successful completion of (RD 90 or IRW 90) AND placement into WR 90 OR successful completion of WR 80; OR ESOL 252 and ESOL 260. Audit available.
Program: Reading

RD 117: Advanced College Reading
Further exploration of topics covered in RD 115, emphasizing inferential, critical, and technical reading.

Credits: 3
Prerequisites: Successful completion of RD 115. Audit available.
Program: Reading

RD 90: Reading 90
Improves reading through work on vocabulary development, motor skills, comprehension and some reading rate improvement.

Credits: 3
Prerequisites: Placement into RD 90 or successful completion of RD 80 AND placement into WR 80. Audit available.
Program: Reading

Sociology Program

Sociology Classes

SOC 204: Sociology in Everyday Life
Introduces the sociological perspective and the scientific study of human social behavior. Focuses on the core concepts, theories, and research on human interactions within social groups and how people are shaped by their social locations (status, roles, race, class, sex, age, etc.) within society's structures, stratification systems, and institutions, and by cultural processes such as socialization and group dynamics.

Credits: 4
Prerequisites: RD 115 or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Cultural Literacy, Social Sciences/AAOT, Social Sciences/ASOT-B, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/AS.
Program: Sociology

SOC 205: Social Change in Societies
Explores how societies change by utilizing sociological perspectives to compare and contrast the impacts of changes on individuals and our social institutions (such as the family, economy, politics, education, and religion).

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/ASOT-B, Social Sciences/AAS, SocialSciences/AGS, Social Sciences/AS, Social Sciences/AAOT.
Program: Sociology

SOC 206: Social Problems
Applies the sociological perspective to the study of social problems, including their identification, analyses of causes and consequences, and considerations of possible solutions. Explores topics such as inequality, poverty, crime and delinquency, substance abuse, discrimination, domestic violence, the environment, global stratification, and international conflict.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/ASOT-B, Social Sciences/AAS, SocialSciences/AGS, Social Sciences/AS, Social Sciences/AAOT.
Program: Sociology

SOC 213: Diversity in the United States
Frames social status differences within the context of social structure and culture. Examines how inequalities and privilege play out through social status and are reinforced through both culture and social structure. Includes statuses such as: race, gender, ethnicity, sexual orientation, age, etc. Includes concepts such as: privilege, social stratification, cultural bias, institutional inequality, and social construction.

This course provides a sweeping sociological overview of diversity in the United States. While covering the specific areas of race, ethnicity, gender, age, social class, and sexual orientations, it also deals with topics generally related to diversity. For example, concepts and topics such as the following are typically included: racism, sexism, stratification, stereotyping and ethnocentrism, hate violence, youth violence, and immigration laws and impacts.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Program: Sociology

SOC 214A: Illumination Project: Tools for Creative Social Activism 1
Applies the sociological perspective to the study of social problems and possible solutions. Explores topics such as institutional privilege, power and oppression, social identity, cultural assumptions and discrimination. Includes social analysis, group facilitation, social change interventions, creative production and basic acting. This is the first course of a three course sequence.

Students in this course will create live interactive theater performances that will be toured through out campus with some community performances. The performances are geared toward creating a campus and community climate that is inclusive and respectful of all people's culture, ethnicity, class, gender and sexual orientation, and other diversity. This course is a required component of The Illumination Project.

Credits: 4
Prerequisites: WR 115 RD 115 and MTH 20 or equivalent placement test scores, and **instructor permission**. Audit available.
Program: Sociology

SOC 214B: Illumination Project: Tools for Creative Social Activism 2
Applies the sociological perspective to the study of social problems and possible solutions. Explores topics such as racism, immigration, xenophobia, institutional privilege and oppression and social activism through classroom and community presentations utilizing interactive theater. Includes social analysis, group facilitation, social change interventions, creative production and basic acting. This is the second course of a three course sequence.

Students in this course will create live interactive theater performances that will be toured through out campus with some community performances. The performances are geared toward creating a campus and community climate that is inclusive and respectful of all people's culture, ethnicity, class, gender and sexual orientation, and other diversity. This course is a required component of The Illumination Project.

Credits: 4
Prerequisites: SOC 214A and **instructor permission**. Audit available.
Program: Sociology

SOC 214C: Illumination Project: Tools for Creative Social Activism 3
Applies the sociological perspective to the study of social problems and possible solutions. Explores institutional oppression and social activism through classroom and community presentations utilizing interactive theater. Includes social analysis, group facilitation, educational methods and practice, social change interventions, creative production and basic acting. This is the third course of a three course sequence.

Students in this course will create live interactive theater performances that will be toured through out campus with some community performances. The performances are geared toward creating a campus and community climate that is inclusive and respectful of all people's culture, ethnicity, class, gender and sexual orientation, and other diversity. This course is a required component of The Illumination Project.

Credits: 4
Prerequisites: SOC 214B and **instructor permission**. Audit available.
Program: Sociology

SOC 218: Sociology of Gender
Focuses on how socialization is affected by gender. Topics include how gender is reflected in culture through values, norms, language, media, power, violence, various theoretical approaches, significant social institutions, social movements and issues. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Recommended: SOC 204 or SOC 205 or instructor permission.

Credits: 4
Prerequisites: Recommended: SOC 204 or SOC 205 or instructor permission. Audit available.
Program: Sociology

Spanish Program

Spanish Classes

SPA 101: First Year Spanish -First Term
Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS.
Program: Spanish

SPA 102: First Year Spanish -Second Term
Continues the work of SPA 101. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Recommended: Completion of SPA 101 or instructor permission.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS.
Program: Spanish

SPA 103: First Year Spanish -Third Term
Continues the work of SPA 102. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Recommended: Completion of SPA 102 or instructor permission.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS.
Program: Spanish

SPA 111A: First Year Spanish Conversation
Practice of structures and vocabulary of first year Spanish in a conversational format. Recommended: First year Spanish at the college level or instructor permission. Audit available.

Credits: 3
Program: Spanish

SPA 111C: First Year Spanish Conversation
Practice of structures and vocabulary of first year Spanishin a conversational format. Recommended: Simultaneous enrollment in SPA 101 or instructor permission. Audit available.

Credits: 1
Program: Spanish

SPA 112C: First Year Spanish Conversation
Practice of structures and vocabulary of first year Spanish in a conversational format. Recommended: Simultaneous enrollment in SPA 102 or instructor permission. Audit available.

Credits: 1
Program: Spanish

SPA 113C: First Year Spanish Conversation
Continuation of SPA 112C. Recommended: Simultaneous enrollment in SPA 103 or instructor permission. Audit available.

Credits: 1
Program: Spanish

SPA 150: First Year Spanish
Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners. Completion of SPA 150-151 is equivalent to SPA 101-102-103.

Credits: 6
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS.
Program: Spanish

SPA 151: First Year Spanish
Continues the work of SPA150. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Recommended: Completion of SPA 150 or instructor permission. Completion of SPA 150-151 is equivalent to SPA 101-102-103.

Credits: 6
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AS, Arts and Letters/AAS, Arts and Letters/AGS.
Program: Spanish

SPA 201: Second Year Spanish -First Term
Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of first year Spanish at college level or instructor permission.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Spanish

SPA 202: Second Year Spanish -Second Term
Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of SPA 201 or instructor permission.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Spanish

SPA 203: Second Year Spanish -Third Term
Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of SPA 202 or instructor permission.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Spanish

SPA 211B: Intermediate Spanish Conversation
Stresses conversational skills at the second year level. Recommended: Completion of or simultaneous enrollment in SPA 201 or instructor permission. Audit available.

Credits: 2
Program: Spanish

SPA 211C: Intermediate Spanish Conversation
Stresses conversational skills at the second year level. Recommended: Completion of or simultaneous enrollment in SPA 201 or instructor permission. Audit available.

Credits: 1
Program: Spanish

SPA 212C: Intermediate Spanish Conversation
Continuation of SPA 211C. Recommended: Simultaneous enrollment in SPA 202. Completion of SPA 201 or equivalent also recommended. Audit available.

Credits: 1
Program: Spanish

SPA 213A: Intermediate Spanish Conversation
Continuation of SPA 212. Recommended: Completion of or simultaneous enrollment in SPA 203 or instructor permission. Audit available.

Credits: 3
Program: Spanish

SPA 213C: Intermediate Spanish Conversation
Continuation of SPA 212C. Recommended: Simultaneous enrollment in SPA 203 or instructor permission. Audit available.

Credits: 1
Program: Spanish

SPA 250: Second Year Spanish
Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of first year Spanish at college level or instructor permission. Completion of SPA 250-251 is equivalent to SPA 201-202-203.

Credits: 6
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Spanish

SPA 251: Second Year Spanish
Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of SPA 250 or instructor permission. Completion of SPA 250-251 is equivalent to SPA 201-202-203.

Credits: 6
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20 or equivalent placement. Audit available. This course fulfills the following GE requirements: Social Sciences/AAOT, Social Sciences/AS, Social Sciences/AAS, Social Sciences/AGS, Social Sciences/ASOT-B.
Program: Spanish

SPA 260A: Hispanic Culture
Introduces Hispanic culture though reading, conversation and writing. Focuses on specific regions and topics (subtitled in the schedule). Conducted in Spanish or English (subtitled in the schedule).

Credits: 3
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20or equivalent placement. Audit available.
Program: Spanish

SPA 262A: Spanish Culture
Introduces Hispanic culture though reading, conversation and writing. Focuses on specific regions and topics (subtitled in the schedule). Conducted in Spanish or English (subtitled in the schedule).

Credits: 3
Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 20or equivalent placement. Audit available.
Program: Spanish

Teacher Education Pathway Program

Teacher Education Pathway Courses
Due to the highly individualized nature of the course work required for teacher licensure based on certification level and subject matter, students are asked to work with Theresa Harper, Teacher Education Pathway Advisor, to create an academic plan. Please contact her via email at theresa.harper@oregoncoastcc.org.

Teacher Education Pathway Degrees and Certificates

Teacher Education Pathway

Introduction
The Rural Teacher Education Pathway allows students from Lincoln County to complete the first two years of a Bachelor of Science in Education at Oregon Coast Community College and then transfer to Western Oregon University, with no loss of credit. Students pursuing Early Childhood/Elementary or Elementary/Middle School preparation pathways will transfer to Western Oregon University to complete the third year of study at WOU before returning to the Coast to complete their fourth year of study – including licensure and student teaching.

THE DETAILS: ELEMENTARY/MIDDLE SCHOOL TEACHER TRANSFER PROGRAM
Teaching is one of the most rewarding, yet challenging careers you can choose. Teachers make a difference in the lives of students – to help them learn to read, solve a math problem, or discover how plants grow. Elementary and middle school instructors introduce students to language, science, mathematics, social studies, the arts, and physical education. (Students interested in high school teacher transfer pathways should speak with their OCCC and Western Oregon University advisors.)

Overall employment of kindergarten and elementary school teachers is expected to increase over the next decade to replace an aging teaching workforce. Science, math, special education, and bilingual teachers will be in great demand.

Transferable Credits
Students can earn credits towards an Associate degree, which they can then transfer to Western Oregon University. Education classes count toward the Associate of Arts Oregon Transfer Degree.

Program: Teacher Education Pathway

Type: Other

Teacher Education Pathway Classes

ED 100: Introduction to Education for Paraeducators
Explores the roles of a variety of personnel in schools. Includes personal responses to school situations, students, other personnel and the roles of schools in American Society. Examines ethical, legal, and administrative implications for educators. Recommended as an initial course for those contemplating a career in education. Course is designed to ease the transition of students to college-level study.

Credits: 3
Prerequisites: Audit available.
Program: Teacher Education Pathway

ED 102: Displays & Graphics for Educators
Covers visual communication concepts and techniques and their application to educational and library settings. Covers design principles and strategies to create content and graphics used in 2-D and 3-D visual formats. Includes the development and creation of posters, bulletin boards, presentations, handouts, brochures, educational games, and displays.

Credits: 3
Prerequisites: CAS 133 **OR** ED 136. Audit available.
Program: Teacher Education Pathway

ED 112: Introduction to Children's Literature
Introduces children's literature, authors and illustrators. Covers current and classic works, book awards, artistic and literary elements, introduction to genres, basic book discussion techniques, and audio-visual and electronic formats.

This course provides opportunities for students to explore and share children's books including picture books, folktales, concept books,
poetry, chapter books and novels. Emphasis will be placed on books, authors, and illustrators that have won major awards such as
the Newbery Medal, the Caldecott Award, Coretta Scott King and Young Reader's Choice Awards. Students will gain experience
and knowledge in book discussion/sharing techniques.

Credits: 3
Prerequisites: WR 115 Audit available.
Program: Teacher Education Pathway

ED 115: Storytelling
Provides introduction into how to do storytelling. Different storytelling techniques will be demonstrated and practiced in the course.

Storytelling will show students how to present booktalks, poetry readings, media presentations, and other storytelling methods.

Credits: 2
Prerequisites: Audit available.
Program: Teacher Education Pathway

ED 131: Applied Learning Theory
Prepares teachers and instructional assistants to work in a standards-based setting. Offers strategies to plan and implement instruction, assess student progress and instructional effectiveness, and re-teach as needed. Focuses on learning and motivational theories that apply to instructional situations. Includes creating and studying activities for specific learning problems.

Credits: 3
Prerequisites: WR 115 RD 115 Audit available.
Program: Teacher Education Pathway

ED 136: Learning with Technology
Explores existing and emerging educational technology being used in libraries and classrooms. Focuses on using educational technology to complement and enhance learning activities. Discusses basic principles of instructional design and adaptive technologies.

Credits: 3
Prerequisites: Placement into WR 121 and CAS 133.
Program: Teacher Education Pathway

ED 136: Learning with Technology
Explores existing and emerging educational technology being used in libraries and classrooms. Focuses on using educational technology to complement and enhance learning activities. Discusses basic principles of instructional design and adaptive technologies.

Credits: 3
Prerequisites: Placement into WR 121 and CAS 133.
Program: Teacher Education Pathway

ED 224: Foundations of Education
Provides an overview of the history and current issues in the field for K-12 education including the impact of philosophy on practice.

Credits: 3
Prerequisites: WR 115 RD 115 Audit available.
Program: Teacher Education Pathway

ED 251: Overview of Exceptional Learners
Introduction to diverse conditions of students with special needs in public schools. Identifies and defines the following disabilities: learning disabilities, emotional and behavior disorders, mental retardation, severe and multiple disabilities, autism, health impairments, physical disabilities, communication disorders, vision impairments, hearing loss, and traumatic brain injury.

Credits: 3
Prerequisites: Audit available.
Program: Teacher Education Pathway

ED 269: Introduction to Teaching the Learning Disabled Student
Defines terms associated with learning disabilities and behavior disorders. Includes diagnostic procedures, remedial programs and teaching techniques.

Credits: 3
Prerequisites: Audit available.
Program: Teacher Education Pathway

Transfer Program

Transfer Degrees and Certificates

Associate of Arts Oregon Transfer (AAOT)

Overview
The Associate of Arts Oregon Transfer degree is an opportunity for students to complete lower division degree requirements at OCCC.

Any student having the Associate of Arts Oregon Transfer (AAOT) degree recognized on an official college transcript will have met the lower division general education requirements of baccalaureate degree programs of any institution in the Oregon University System.

Students transferring under this agreement will have junior status for registration purposes. Course, class standing or GPA, and requirements for specific majors, departments or schools are not necessarily satisfied by an AAOT degree.

All courses should be aligned with the student's intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer. A student is encouraged to work with an advisor in the selection of courses.

Academic Requirements
The Associate of Arts Oregon Transfer degree is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements

2. Associate of Arts Oregon Transfer Degree Requirements:

All courses must be passed with a grade of "C" or "P" or better. Students must have a minimum cumulative GPA of 2.0 at the time the AAOT is awarded.

a. Foundational Requirements: Courses must be a minimum of three credits (except for Health/Wellness/Fitness courses, which may be any number of credits)

Writing*: WR 121 and either WR 122 or WR 227. A student must have at least eight credits of Writing; WR 123 may be used to complete the eight credits.

Oral Communication: COMM 111 or COMM 112 or COMM 214 or SP 113.

Math*: Complete a minimum of four credits in MTH 105 or any other MTH course for which MTH 95 and/or MTH 98 is a prerequisite.

Health/Wellness/Fitness: One or more courses totaling at least three credits from HE 242 or HE 250 or HE 254 or HE 295 & PE 295, or PE (not including PE 10, PE 199 or PE 299).

b. Discipline Studies:

Students must complete at least 11 Discipline Studies courses from the General Education/Discipline Studies List. All courses in Discipline Studies must be a minimum of three credits. A course may count toward Foundational Requirements or Discipline Studies but not both.

Arts and Letters: Complete at least three courses chosen from at least two disciplines in this area

Social Sciences: Complete at least four courses chosen from at least two disciplines in this area

Science/Math/Computer Science: Complete at least four courses from at least two disciplines in this area, including at least three laboratory courses in biological and/or physical science

Cultural Literacy: Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/Discipline Studies List). This course can be one of the 11 required Discipline Studies courses.

c. Elective Credit Requirements:

All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. Elective credits may include any lower division collegiate course. A maximum of 12 credits of Career and Technical Education courses may be applied to this degree. One-credit Management/Supervisory Development (MSD) workshops may not be applied to this degree. A maximum of three credits of Physical Education (PE) may be applied to this degree.

*Basic Competency Requirements for writing and math will be met by successfully completing these courses. The Information Literacy requirement is satisfied by successful completion of the Writing courses.

AAOT Degree Outcomes
Students who complete this degree should be able to:

1. Communicate effectively by determining the purpose, audience, and context of communication, and respond to feedback to improve clarity, coherence, and effectiveness in workplace, community, and academic pursuits.

2. Apply scientific, cultural, and political perspectives to natural and social systems and use an understanding of social change and social action to address the consequences of local and global human activity.

3. Identify and investigate problems, evaluate information and its sources, and use appropriate methods of reasoning to develop creative and practical solutions to personal, professional, and community issues.

4. Use an understanding of the variations in human culture, perspectives, and forms of expression to constructively address issues that arise out of cultural differences in the workplace and community.

5. Demonstrate and apply the knowledge, skills, and attitudes necessary to enter and succeed in a defined profession or advanced academic program.

6. Assess, examine, and reflect on one's own academic skill, professional competence and personal beliefs and how these impact others.

7. Transfer into upper division courses for a baccalaureate degree at any institution in the Oregon University System, having met all lower division general education requirements and being granted junior standing for university registration purposes.

Program: Transfer

Type: Associate Degree

Total credits for degree:	90

Associate of Science (AS)

Overview

The Associate of Science degree is designed for students planning to transfer credits to baccalaureate degree programs at four-year institutions. It allows more freedom in course selection than the Associate of Arts Oregon Transfer degree, but does not guarantee that students will be accepted as having completed all lower division comprehensive and General Education requirements for a baccalaureate degree. In selecting coursework, students should contact advisors at OCCC and at the institution to which they will transfer in order to determine the requirements of their baccalaureate major.

Academic Requirements
The Associate of Science (AS) degree is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements.

2. Associate of Science Requirements:

a. Courses listed below must be completed with a grade of "C" or "P" or better.

Writing*: All candidates must complete a minimum of 6 credits in English Composition. The 6 credits must include WR 121, or include other lower division collegiate WR courses that have WR 121 or WR 122 as a prerequisite

Health: One or more courses totaling at least 3 credits from HE 242 or HE 250 or HE 254 or HE 295 & PE 295, or PE (not including PE 10, PE 199 or PE 299).

Math*: Complete a minimum of 4 credits in MTH 105 or any other MTH course for which MTH 95 and/or MTH 98 is a prerequisite

b. Discipline Studies Requirements: Students must earn a minimum of 21 credits taken from the General Education/ Discipline Studies List. A minimum of 7 credits must be earned in each of the following distribution areas:

- Arts and Letters
- Social Sciences
- Science/Math/Computer Science

c. AS Elective Credit Requirements: All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective credits may include any lower division collegiate courses (course level of 100 or higher). A maximum of 3 credits of Physical Education (PE) courses may be applied to this degree.

* Basic writing and math competency will be met by these requirements.

Program: Transfer

Type: Associate Degree

Total credits for degree:	0

Associate of Science Oregon Transfer in Business (ASOT-BUS)

Overview
The Associate of Science Oregon Transfer-Business (ASOT-BUS) degree is designed for students planning to transfer credits to an Oregon public university and seek entry into that institution's Business program. Students completing the ASOT-BUS will have met the lower-division General Education requirements of an Oregon public university's baccalaureate degree program. Students transferring will have junior status for registration purposes.

Admission to the Business School of an Oregon public university is not guaranteed upon completion of the ASOT-BUS degree. Some institutions have specific requirements for

admission to their Business program. Examples include: a higher minimum GPA requirement, a requirement that specific courses within the ASOT-BUS be taken for a letter grade (meaning that courses taken P/NP will not be accepted), or additional coursework. It is strongly recommended that students contact the specific Oregon public university's Business program early in the first term of their ASOT-BUS course work to be advised of admission requirements.

Academic Requirements
The ASOT-BUS is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements

2. Associate of Science Oregon Transfer-Business Requirements

All courses must be passed with a grade of "P" or "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the ASOT-BUS is awarded.

A. Foundational Requirements: Courses must be a minimum of three credits.

• Writing:* Writing: WR 121 and either WR 122 or WR 227. A student must have at least eight credits of writing; student may need to complete WR 121, WR 122, and WR 227 to meet the eight credit requirement.

• Oral Communication: COMM 111 or COMM 112 or COMM 214 or SP 113

• Math:* A minimum of three MTH courses for which Intermediate Algebra is a prerequisite. One course must be Statistics.

• Computer Applications: Students must demonstrate proficiency in word processing, spreadsheet, database, and presentation software by the successful completion of BA 131 or CAS 133, and CAS 170 or CAS 171.

* Basic Competency Requirements for Writing and Math will be met by successfully completing these courses. The Information Literacy requirement is satisfied by successful completion of the Writing courses.

B. Discipline Studies: Students must complete at least 11 Discipline Studies courses from the General Education/Discipline Studies List. All courses in Discipline Studies must be a minimum of three credits. A course may count toward Foundational Requirements or Discipline Studies but not both.

• Arts and Letters: Complete at least three courses chosen from at least two disciplines in this area

• Social Sciences: Complete at least four courses chosen from at least two disciplines in this area. A minimum of two courses in Microeconomics and Macroeconomics must be included.

• Science/Math/Computer Science: Complete at least four courses in at least two disciplines. At least three of these courses must be laboratory courses in the biological or physical sciences. The fourth course can be one of the three MTH courses from the Foundational Requirements.

• Cultural Literacy: Students must select one course from any of the Discipline Studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/Discipline Studies List). This course can be one of the 11 required Discipline Studies courses.

C. Business-specific requirements: Each course must be completed with a "P" or "C" or better. BA 101, BA 211, BA 212, BA 213, and BA 226. BA 226 may be replaced by any other faculty-approved 200-level BA course.

D. Elective credit requirements: All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. Elective credits may include any lower division collegiate course. A maximum of 12 credits of Career and Technical Education courses may be applied to this degree. One-credit Management/Supervisory Development (MSD) workshops may not be applied to this degree. A maximum of three credits of Physical Education (PE) may be applied to this degree.

University Specific Prerequisites, Recommendations

Each Oregon public university has different requirements for its Business program; in some cases, meeting the minimum requirements of the ASOT-BUS degree will not fulfill the eligibility requirements for admission to the school's Business program. Examples of eligibility requirements include: a higher minimum GPA for admission than is required for the ASOT-BUS, a requirement that specific courses within the ASOT-BUS degree be taken for a letter grade (courses taken P/NP will not be accepted), or additional coursework beyond that included in the ASOT-BUS. Students are advised to contact their Oregon public university destination's Business program early in the first term of their ASOT-BUS course work to be advised of admission and additional course requirements beyond those stipulated above.

Eastern Oregon University

http://www.eou.edu/admissions/transfer/

Oregon Institute of Technology

http://oit.edu/programs/manage

Oregon State University

http://business.oregonstate.edu/

Portland State University

http://www.pdx.edu/sba/

Southern Oregon University

http://sou.edu/business/undergrad/index.html

University of Oregon

http://lcb.uoregon.edu/App_Aspx/advisingResources.aspx

Western Oregon

http://wou.edu/las/business/major.php

ASOT-BUS Outcomes
Students who complete this degree should be able to:

1. Communicate effectively by determining the purpose, audience, and context of communication, and respond to feedback to improve clarity, coherence, and effectiveness in workplace, community, and academic pursuits.

2. Apply scientific, cultural, and political perspectives to natural and social systems and use an understanding of social change and social action to address the consequences of local and global human activity.

3. Identify and investigate problems, evaluate information and its sources, and use appropriate methods of reasoning to develop creative and practical solutions to personal, professional, and community issues.

4. Use an understanding of the variations in human culture, perspectives, and forms of expression to constructively address issues that arise out of cultural differences in the workplace and community

5. Demonstrate and apply the knowledge, skills, and attitudes necessary to enter and succeed in a defined profession or advanced academic program.

6. Assess, examine, and reflect on one's own academic skill, professional competence, and personal beliefs and how these impact others.

7. Transfer into an upper division baccalaureate degree program in Business at any institution in the Oregon University System offering a Business degree, having met all lower division general education requirements and being granted junior standing for both for the Business major and for university registration purposes.

Program: Transfer

Type: Associate Degree

Total credits for degree: 90

Core Transfer Maps

Overview
Students may take classes that fit these categories at any Oregon community college, and all classes transfer to meet at least 30 credits of general education requirements for a bachelor's degree at any Oregon public university.

Note that students interested in a specific major should consult an existing transfer guide for that major when picking their specific Core Transfer Map classes. This will help keep you on track for credits towards your 4-year degree completion, by helping you select Core Transfer Map classes that can also fulfill lower-division requirements in your major. Students should **consult an academic advisor** for information on transfer guides

Required Courses

Subject	General Pathway	STEM Pathway
Writing	WR 121	WR 121
Arts & Letters	2 courses chosen from the AAOT General Education Arts & Letters list (6-8 credits)	2 courses chosen from the AAOT General Education Arts & Letters list (6-8 credits)
Social Sciences	2 courses chosen from the AAOT General Education Social Science list (6-8 credits)	2 courses chosen from the AAOT General Education Social Science list (6-8 credits)
Natural Science	2 Lab Science courses chosen from the AAOT General Education Math/Science/Computer Science list (8-10 credits; lab science courses ONLY)	2 Lab Science courses chosen from the AAOT General Education Math/Science/Computer Science list (8-10 credits; lab science courses ONLY. Note that science courses for non-majors do not qualify)
Math	1 course (4-5 credits); any 100-level or 200-level MTH course for which MTH 95 or MTH 98 is a prerequisite	1 course (4-5 credits); any 100-level or 200-level MTH course for which MTH 95 or MTH 98 is a prerequisite

Additional Requirements

Subject	General Pathway	STEM Pathway
Cultural Literacy	Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/ Discipline Studies List). This course can be one of the 6 required courses in Arts & Letters, Social Sciences, or Natural Sciences.	Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/ Discipline Studies List). This course can be one of the 6 required courses in Arts & Letters, Social Sciences, or Natural Sciences.
At Least 30 Total Credits	If the credit total for the above requirements is less than 30 credits, select a course of your choice from the AAOT General Education list.	If the credit total for the above requirements is less than 30 credits, select a course of your choice from the AAOT General Education list.
Completion Standards	All courses must be completed with a grade of "C" or "P" or better. Students must have a cumulative GPA of at least 2.0 in the Foundational Curriculum courses at the time of completion.	All courses must be completed with a grade of "C" or "P" or better. Students must have a cumulative GPA of at least 2.0 in the Foundational Curriculum courses at the time of completion.

Completed Core Transfer Map Curricula

Subject	General Pathway	STEM Pathway
Total	At least 8 courses (at least 30 credits)	At least 8 courses (at least 30 credits)

Program: Transfer

Type: Other

Total credits for degree:	0

Writing Program

Writing Classes

WR 115: Introduction to Expository Writing
Introduces college level skills in reading critically, exploring ideas, and writing. Covers composing essays which support a thesis through structure appropriate to both thesis and reader and revision for clarity and correctness.

Credits: 4
Prerequisites: (Placement into WR 115 or completion of WR 90 or IRW 90 or ESOL 262) and (placement into RD 115 or completion of RD 90 or IRW 90 or ESOL 260). Audit available.
Program: Writing

WR 121: English Composition
Focuses on academic writing as a means of inquiry. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis.

Credits: 4
Prerequisites: Placement into WR 121, or completion of WR 115 and RD 115. Audit available.
Program: Writing

WR 122: English Composition
Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research and information literacy.

Credits: 4
Prerequisites: WR 121. Audit available.
Program: Writing

WR 122H: English Composition: Honors
Honors WR 122. Focuses on argument as a means of inquiry, clear and appropriate writing style, and critical reading. Explores ideas and issues through discussion and writing. Students compose analytical, argumentative, and/or expository essays with appropriate documentation. Students will explore principles of classical and neoclassical rhetoric theory while becoming confident members of the academic community.

Credits: 4
Prerequisites: WR 121 and 3.25 GPA. Audit available.
Program: Writing

WR 123: English Composition
Uses extensive research writing to develop skills in critical analysis and documented argument. Students synthesize their considered response to designated text(s) and/or issues with the reactions of other writers. Includes paraphrasing, summarizing, quoting, and documenting using style appropriate to discipline researched.

Credits: 3
Prerequisites: WR 122. Audit available.
Program: Writing

WR 227: Technical and Professional Writing 1
Introduces technical and professional communications. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents Emphasizes precise use of language and graphics to communicate complex technical and procedural information safely, legally and ethically. Two instructor conferences required.

Credits: 4
Prerequisites: WR 121, basic computer literacy, and intermediate word processing skills. Audit available.
Program: Writing

WR 240: Creative Writing -Nonfiction
Introduces creative nonfiction and the writing of essays using creative techniques, such as personal narrative, memoir, nature and travel writing, and literary journalism. Explores the works of established writers for forms, techniques and styles as a context for the production of creative nonfiction for class discussion and analysis.

Credits: 4
Prerequisites: WR 121. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT, Arts and Letters/ASOT-B.
Program: Writing

WR 241: Creative Writing -Fiction
Focuses on writing short fiction for class discussion and analysis in a workshop setting. Explores the techniques, styles, and structures of the writings of established authors, as well as the creative writing process from development of an idea to revision of a manuscript.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT, Arts and Letters/ASOT-B.
Program: Writing

WR 242: Creative Writing -Poetry
Focuses on the writing and submitting of poetry for class discussion and analysis in a workshop setting. Introduces the techniques, structures, and styles of established poets.

Credits: 4
Prerequisites: (WR 115 and RD 115) or IRW 115 or equivalent placement. Audit available. This course fulfills the following GE requirements: Arts and Letters/AAS, Arts and Letters/AGS, Arts and Letters/AS, Arts and Letters/AAOT, Arts and Letters/ ASOT-B.
Program: Writing

WR 246: Advanced Creative Writing, Editing & Publishing
Emphasizes development of craft while introducing basics of editing others' manuscripts and preparing them for publication in a variety of forms, including an annual student literary magazine. May be repeated twice for credit.

Credits: 4
Prerequisites: (WR 240 or 241 or 242 or 243) and (WR 244 or 245) or instructor permission. Audit available.
Program: Writing

WR 90: Writing 90
Instruction includes sentence structure, paragraph and essay development, and written expression. Students can expect to increase working vocabulary and improve skills in basic communications.

Credits: 3
Prerequisites: Placement into WR 90 or completion of WR 80 and placement into RD 90 or completion of RD 80 with a "C" or better. Audit available.
Program: Writing

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