



2018-19 Catalog Addendum

Central Oregon Community College makes every effort to publish an accurate and comprehensive catalog. Occasionally, changes or additions need to be made to a published catalog; COCC reserves the right to make any necessary changes.

Contents

- A. Additions to the course descriptions originally published on pages 131 to 215 (11/26/18) 2
- B. Addition of a Special Curriculum section (addresses Non-credit Training Certificates) (11/26/18) 7

A. Additions to the course descriptions originally published on pages 131 to 215

ARH 180 - CO-OP WORK EXPERIENCE ART HISTORY

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

ART 180 - CO-OP WORK EXPERIENCE ART

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

BA 298 - INDEPENDENT STUDY: BUSINESS

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline. Credits: 1 to 4

DA 180 - CO-OP WORK EXPERIENCE DENTAL ASSISTING

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

DA 188 - SPECIAL STUDIES: DENTAL ASSISTING

Explores topics of current interest in the discipline. Credits: 1 to 4

DA 298 - INDEPENDENT STUDY: DENTAL ASSISTING

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline. Credits: 1 to 4

EC 280 - CO-OP WORK EXPERIENCE ECONOMICS

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

ENG 180 - CO-OP WORK EXPERIENCE ENGLISH AND LITERATURE

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

FA 288 - SPECIAL STUDIES: FILM ARTS

Explores topics of current interest in the discipline. Credits: 1 to 4

FA 298 - INDEPENDENT STUDY: FILM ARTS

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. Prerequisites: Instructor approval. Recommended preparation: Prior coursework in the discipline. Credits: 1 to 4

FA 299 - SELECTED TOPICS: FILM ARTS

This course is in development. Credits: 1 to 4

FOR 298 - INDEPENDENT STUDY: FORESTRY

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline. Credits: 1 to 4

HM 188 - SPECIAL STUDIES: HOSPITALITY MANAGEMENT

Explores topics of current interest in the discipline. Credits: 1 to 4

HM 199 - SELECTED TOPICS: HOSPITALITY MANAGEMENT

This course is in development. Credits: 1 to 4

HS 188 - SPECIAL STUDIES: HUMAN SERVICES

Explores topics of current interest in the discipline. Credits: 1 to 4

HS 280 - CO-OP WORK EXPERIENCE HUMAN SERVICES

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

HUM 280 - CO-OP WORK EXPERIENCE HUMANITIES

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

HUM 298 - INDEPENDENT STUDY: HUMANITIES

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline. Credits: 1 to 4

LMT 298 - INDEPENDENT STUDY: MASSAGE THERAPY

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline. Credits: 1 to 4

MA 188 - SPECIAL STUDIES: MEDICAL ASSISTING

Explores topics of current interest in the discipline. Credits: 1 to 4

MA 280 - CO-OP WORK EXPERIENCE MEDICAL ASSISTING

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

MA 298 - INDEPENDENT STUDY: MEDICAL ASSISTING

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline. Credits: 1 to 4

MA 188 - SPECIAL STUDIES: MEDICAL ASSISTING

Explores topics of current interest in the discipline. Credits: 1 to 4

MA 280 - CO-OP WORK EXPERIENCE MEDICAL ASSISTING

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

MA 298 - INDEPENDENT STUDY: MEDICAL ASSISTING

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline.

Credits: 1 to 4

MTH 280 - CO-OP WORK EXPERIENCE MATHEMATICS

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval.

Credits: 1 to 4

MTH 298 - INDEPENDENT STUDY: MATHEMATICS

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline.

Credits: 1 to 4

MUS 280 - CO-OP WORK EXPERIENCE MUSIC

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval.

Credits: 1 to 4

PHM 180 - CO-OP WORK EXPERIENCE PHARMACY TECHNICIAN

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval.

Credits: 1 to 4

PHM 188 - SPECIAL STUDIES: PHARMACY TECHNICIAN

Explores topics of current interest in the discipline.

Credits: 1 to 4

PHM 199 - SELECTED TOPICS: PHARMACY TECHNICIAN

This course is in development.

Credits: 1 to 4

PHM 298 - INDEPENDENT STUDY: PHARMACY TECHNICIAN

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline.

Credits: 1 to 4

PSY 288 - SPECIAL STUDIES: PSYCHOLOGY

Explores topics of current interest in the discipline.

Credits: 1 to 4

SFS 280 - CO-OP WORK EXPERIENCE STRUCTURAL FIRE SCIENCE

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

SFS 298 - INDEPENDENT STUDY: STRUCTURAL FIRE SCIENCE

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline. Credits: 1 to 4

SOC 188 - SPECIAL STUDIES: SOCIOLOGY

Explores topics of current interest in the discipline. Credits: 1 to 4

SOC 280 - CO-OP WORK EXPERIENCE SOCIOLOGY

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

TA 299 - SELECTED TOPICS: THEATER ARTS

This course is in development. Credits: 1 to 4

VT 298 - INDEPENDENT STUDY: VETERINARY TECHNICIAN

Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading. Prerequisites: Instructor approval. Recommended preparation: prior coursework in the discipline. Credits: 1 to 4

WF 280 - CO-OP WORK EXPERIENCE WILDLAND FIRE

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

WR 280 - CO-OP WORK EXPERIENCE WRITING

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading. Prerequisites: Instructor approval. Credits: 1 to 4

B. Addition of a Special Curriculum section (addresses Non-credit Training Certificates)

Special Curriculum

Continuing Education Non-credit Training Certificate (NCTC)

A “Non-credit Training Certificate” is a form of recognition awarded by a community college comprised of a single stand-alone course or a series of courses that do not offer college credit for completion. An assessment of measurable outcomes or mastery of learning or knowledge is required. OAR 589-006-050 (36)

NCTCs provide documentation of skill attainment for specific occupational employment needs. “Attendance only” classes do not qualify for the Non-credit Training Certificate.

Continuing Education Rules Associated with NCTC

ADMISSION:

As with all non-credit Continuing Education courses and programs at COCC, there is no formal application or admission process. However, Non-credit Training Certificate programs may have specific entrance requirements and/or pre-requisites that are noted in each NCTC Program Guide. NCTC Program Guides are published at www.cocc.edu/departments/continuinged/NCTC .

REGISTRATION & REFUND POLICY

Pre-registration is required for all classes. Registration is through the Central Oregon Community College Continuing Education department. Payment or arrangement for payment is required at the time of registration. Cancellations received five days prior to the start of the class will receive a full refund. Students must cancel by contacting Continuing Education via phone 541-383-7270 or email: ceinfo@cocc.edu . Full refunds are also issued for any class cancelled by COCC. Refunds will be issued to the credit card used at time of registration or via check if paid by check or cash. Refund checks will be mailed within two weeks of the cancellation date. Failure to participate in a course or program does not result in a refund (and will affect the final grade). Exceptions to the general refund policy are noted in course descriptions on the COCC Continuing Education website and in the printed schedule of classes.

STUDENT RECORDS

Upon successful completion of a Non-credit Training Certificate, students will receive a printed certificate. Program outcome objectives will appear on the back of the original certificate. Grades will be indicated on the COCC non- credit transcript for the courses involved in the NCTC program. Transcripts may be ordered through Admissions & Records as indicated on this web page: <https://www.cocc.edu/departments/admissions/grades-and-student-records/request-a-transcript.aspx>.

PROGRAM STANDARDS

Students enrolled in courses that are part of a Non-credit Training Certificate Program will receive a Pass/No-Pass Grade on the official COCC non-credit transcript, based on specific course assessments stated under each program. Non-credit Training Certificate grades are transcribed on an official college non-credit transcript and are indicated as P for a passing grade, NP for a non-passing grade and In

Progress for incomplete or in progress work. Program standards for each specific Non-credit Training Certificate are listed in each NCTC Program Guide.

SCHOOL CALENDAR

COCC Continuing Education maintains a website with current and future course scheduling www.cocc.edu/departments/continuinged . Non-credit Training Certificate Programs are offered based on industry needs rather than a defined college term basis. Specific dates are identified in each NCTC Program Guide and include total number of clock hours for each NCTC.

STUDENT CODE OF CONDUCT

Students will adhere to COCC general policies on conduct and academic honesty. Non-credit Training Certificate Programs impose expectations of student conduct in support of and in alignment with the broader reaching [COCC Student Rights and Responsibilities](#).

SATISFACTORY ACADEMIC PROGRESS

The COCC Continuing Education Department will hold all NCTC students accountable for the Continuing Education Satisfactory Academic Progress standard. Instructors meet with students on a regularly scheduled basis to assess progress. NCTC Program Guides list each program's standards for SAP.

CREDIT FOR PRIOR LEARNING

Students entering a Non-credit Training Certificate program at COCC may receive Credit for Prior Certification (CPC) towards their NCTC, awarded as non-credit and applied to their non-credit record, if they have completed a course, training or other program that is taught to state, national or other officially recognized standards. Credit is not awarded for other life experiences. Students interested in receiving Credit for Prior Certification must submit official copies of prior certifications to the Continuing Education office, along with a Credit for Prior Certification Approval Form. The student will return the signed form and copy of the certification to the Continuing Education office, to be reviewed and approved or denied by the Continuing Education Director. At the time CPC is approved, the student pays a \$40/certification fee prior to having certification recorded and/or transcribed.

CPC will be evaluated and awarded on a one-to-one basis. Certifications considered must be current and active. Expired certifications are not eligible for credit. Existing certifications must be the same certifications required by the NCTC program. CPC will be awarded only to students currently enrolled in a NCTC program at COCC.

DISMISSAL FROM PROGRAM

Because Non-credit Training Certificate programs are short-term and competency-based, it is imperative that students participate in classes. Absence from greater than 10% of required course hours will be grounds for a failing grade. Attendance will contribute to the overall grade in all NCTC classes. For example, a student would need to participate in a minimum of 27 hours of a 30 hour class to be eligible for a passing grade in addition to receiving satisfactory grades on projects and assessments.

If student behavior violates the COCC Student Code of Conduct, the student's case will be referred to the college's Director of Student Life for investigation and review. All NCTC student Code of Conduct review and disciplinary procedures will follow standard college policy.

READMISSION

Non-credit Training Certificate programs are short-term and are offered on an "as-needed" basis according to regional business and industry demand. Readmission into a NCTC program after dismissal is not guaranteed. Before registering for a subsequent NCTC program following a formal dismissal, the student must submit an appeal to the Continuing Education Director.