ABOUT THE CATALOG

The catalog provides information about credit courses, programs, entry and registration procedures, student services, and student policies as well as general information about the College. COCC produces a new catalog every year. When students are admitted to the College, they are admitted under the requirements and rules articulated by the current catalog. The course and program information in the catalog is the source for the credit class schedule and GradTracks.

If you have a disability and the format of any material on our online catalog pages interferes with your ability to access the information, please contact the department associated with the content (or the Curriculum and Assessment Office (curriculumsubmissions@coccc.edu) for assistance).

How to Read Course Information

Credit courses are grouped alphabetically by the subject prefix and then by number. It is an important student responsibility to use the course information to make informed decisions about enrolling in courses.

Courses and Sections

Courses

The information provided in the catalog in both the course listing and the course outline represent the approved description of the course. The catalog lists all COCC credit courses but not all courses are offered every term.

Sections

Each term, various sections of courses are offered and advertised in the credit class schedule. Each section of a course offered will have a syllabus that describes the unique aspects (such as grading method and assignments) of the section.

Course Numbering

Courses numbered 100 – 299 (e.g., MTH 111 College Algebra) are designed to either meet COCC certificate or degree requirements or transfer to a bachelor’s program.

Courses numbered below 100 (e.g., MTH 065 Beginning Algebra II) do not normally transfer to four-year institutions.

Adult continuing education courses (offered through Continuing Education (https://www.cocc.edu/departments/continuinged/) and adult basic skills courses (offered through Adult Basic Skills (https://www.cocc.edu/departments/adult-basic-skills/)) are non-credit, non-transferable classes.

Example Course Listing and Explanation

BA 220 Business Analysis and Budgeting (4 Credits)
Prerequisites: BA 104 Business Math; BA 112 Applied Accounting II; and CIS 131 Software Applications.
Recommended preparation: CIS 125E Excel.

This course is designed to develop mathematical analytical skills in performing the daily tasks of a manager or salesperson. The course has a threefold focus: strengthening understanding and use of business terminology in regards to financial information; development of spreadsheet skills in evaluating the costing, pricing and financing strategies of products and services; and development of skills in evaluating and making budgeting, financial and investment decisions. This is a hands-on, skills-oriented course.

The course number and the title of the course are listed first followed by the number of quarter credit hours in parentheses.

Prerequisites, corequisites, and recommended preparation are identified. Note that individual sections may have unique prerequisites that will be listed in the schedule.

- Prerequisites are courses or other requirements that must be met prior to a student enrolling. Note that if a student is enrolled in the current term in a prerequisite course, they will be able to register for the future course before a grade is posted. However, if they do not receive a passing grade in the prerequisite course then they will be automatically dropped from the future course after grades are posted.
- A prerequisite with concurrency is a course which must be completed prior to or while attending the selected course.
- A corequisite is a course which must be completed while attending the selected course.
- Recommended preparation is a course is the same as a prerequisite but not enforced in the registration process; students are encouraged to contact the section instructor if they have questions about enrolling in a course without having met the recommended preparation.

The course description briefly summarizes the course content.

Course Outline

The course outline provides more detail about the course such as types of instructional contact hours (lecture, lab, or other), topics included in the course, grading methods, and required materials.

How to Read Program Information

Information about credit programs listed in the catalog includes:

Overview

The overview provides a brief description of the program followed by the program learning outcomes.

Entrance Requirements

Entrance requirements may include academic (required and recommended) and other (required and recommended). Program costs lists reflect those costs that are in addition to the normal tuition, student fees, and standard textbook expenses.

Program Requirements

This is the list of courses required to complete the program, followed by any advising notes.

Sample plan (and time to completion)

The sample plan reflects a hypothetical schedule for a student who attends full time and requires no preparatory skills courses. Students should work with their academic advisor to develop their individualized plan.

The time to completion of COCC programs varies according to many factors such as: continuous enrollment, Summer term registration, full time/part time status, course availability, course sequencing and placement. In addition, some programs have prerequisites that must
be completed prior to progression into core classes which may extend time to completion, depending on the above factors. Students who have completed prerequisites, or are pursuing a program that does not have prerequisites, and attend full-time (averaging a minimum of 15 credits a term) can generally complete an associate degree in two years, a one year certificate of completion in one year (which may include summer), a two year certificate in two years, or a career pathway certificate of completion in less than one year. Sample plan information is based on this scenario. Students should work with their academic advisor and review their GradTracks plan to determine their estimated time to completion.

**Assurance**

The information included in this catalog reflects an accurate picture of Central Oregon Community College at the time of its publication. However, conditions can and do change. The College reserves the right to make any necessary changes in the information including the calendar, procedures, policies, services, curriculum, course content, and costs. In the event a correction or change is made, the college will publish this information on the catalog addendum (https://catalog.cocc.edu/about-catalog/addendum/). Note that PDF files downloaded from a page will always include any changes, but previously printed copies of the catalog may not.

**Catalog Production**

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