ABOUT THE CATALOG

The catalog provides information about credit courses, programs, admissions requirements, registration procedures, student services, student policies, and general information about Central Oregon Community College. The College publishes a new catalog each year. Students are admitted under the current catalog’s program requirements. The catalog course and program information is the source for the credit class schedule and GradTracks.

If catalog formatting makes the information difficult to access due to a disability, please contact the Curriculum and Assessment Office (emcarman@coccc.edu).

How to Read Course Information

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

Courses and Sections

Courses

Course listings and outlines are the approved course description. The catalog lists all active credit courses, but not all courses are offered every term.

Sections

Courses sections are published in the credit class schedule. Each section has a syllabus that describes its unique aspects, such as grading method and assignments.

Course Numbering

Courses numbered 100 to 299 (e.g., MTH 111 College Algebra) are college level and generally designed to either meet certificate or degree requirements or transfer to a four-year institution.

Courses numbered below 100 (e.g., MTH 060 Beginning Algebra) are below college level and usually do not transfer to four-year institutions.

Adult continuing education courses (offered through Continuing Education) and adult basic skills courses (offered through Adult Basic Skills) are non-credit, non-transferable classes focused on building skills.

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 title are listed first and 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.

Definitions

Prerequisites are courses or other requirements that must be met prior to enrollment. Note that if students are 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 C grade or higher in the prerequisite course, 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 registered into and completed while enrolling in the selected course.

Recommended preparation is similar to 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 summarizes the course content.

Course Outline

The course outline includes instructional contact hours (lecture, lab, or other), topics, grading methods, and required materials. This information applies to all sections of the course.

How to Read Program Information

Information about credit programs listed in the catalog includes:

Overview

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

Entrance Requirements

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

Program Requirements

This lists courses required to complete the program and is followed by advising notes.

Sample Plan and Time to Completion

The sample plan is a recommended schedule for students who attend full time and require no preparatory skills courses. Students should work with their academic advisor to develop an individualized plan.

Program time to completion varies according to many factors, such as continuous enrollment, Summer term registration, full-time/part-time status, course availability, course sequencing, and placement. Additionally, some programs have prerequisites that must be completed before progressing to core classes; this might extend time to completion. 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 term), 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. Note that PDF files downloaded from a page will always include any changes, but previously printed copies of the catalog may not.

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