

Oregon Community College
Adult Continuing Education
(ACE) Catalog

(Formerly The Catalog Of Other Reimbursable Courses)

Revised December 2004



**COMMUNITY
COLLEGES AND
WORKFORCE
DEVELOPMENT**
WORKSOURCE OREGON

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Introduction

Community college Adult Continuing Education (ACE) programs are committed to lifelong learning and the needs of adult learners by providing a wide variety of innovative, high quality, community driven, and affordable courses. They contribute to community, workforce, and economic development, and citizenship goals, and support the Oregon Benchmarks (Oregon Progress Board) for the economy, education, civic engagement, social support, and public safety. Adult continuing education programs often provide a gateway to collegiate level coursework and successful entry into the workforce.

The *Catalog of Adult Continuing Education (ACE)*, formerly known as the Catalog of Other Reimbursable Courses, encompasses a wide variety of non-credit courses in workforce development, health, and safety. The primary purpose of this catalog is to help college staff determine the reimbursability of an ACE course.

If a course is comparable to one in this catalog, the college can offer the course without requesting pre-approval from the Department of Community Colleges and Workforce Development. Adult Continuing Education (ACE) courses need to be distinguished from recreation or hobby courses. While offered by community colleges, recreation and hobby courses do *not* receive state funding. Recreation and hobby courses can only be offered on a cost-recovery/self-support basis.

This catalog features an ACE course “At-A-Glance” page, a description and list of eligible reimbursable courses, an explanation of the Oregon OCCURS system and ACE reporting steps, and a resource section. We hope that you find its organization and content useful.

Adult Continuing Education (ACE) Courses At-A-Glance

- ☞ **Must:**
- Support the Oregon Benchmarks (Oregon Progress Board) in the following areas: economy, education, civic engagement, social support, and public safety.
 - Be at least 6 hours on a single topic
 - Have direct instruction: dedicated faculty, structured learning experiences, and a curriculum (syllabus, course outline, etc.)
 - Be specifically designed for adults 16+ years.
 - Be Independent of professional technical or lower division curriculum.

Reimbursable ACE Courses	Non-Reimbursable Courses
<p>Eligible ACE Courses</p> <ul style="list-style-type: none"> ○ <i>Workforce-courses designed to help people succeed in the workplace</i> <ul style="list-style-type: none"> ✓ (Basic) Literacy Skills: pre collegiate skill building instruction for adults (e.g. remedial math and writing. Academic courses numbered under 100.) ✓ Languages: conversational foreign languages and American Sign Language ✓ Life Skills: courses that build personal and interpersonal, parenting, college success, and financial skills (e.g. life transitions, financial management) Doesn't include cooking ✓ Technology: instruction dealing with the use and operation of computers and software, PDAs, Geographic Information Systems (GIS) ✓ General Workforce: Anything that meets the intent, but doesn't fall into the other categories ○ <i>Health and Safety: courses that promote safety and health practices over a lifetime.</i> <ul style="list-style-type: none"> ✓ Health: fitness courses, yoga, First Aide/CPR, nutrition, and general health topics. ✓ Safety: driver education, Marine Board licensing, safe operation of power tools, safe pesticide, self-defense, beginning swimming used for water safety. <p>OCCURS Reporting</p> <ul style="list-style-type: none"> ○ Document and report all ACE reimbursable courses to CCWD using activity code 3.6. ○ If a significant number of underage students (16 years and under) are enrolled, set up two different sections: one for enrolled adults and the other for underage students. 	<p style="text-align: center;"><i>(Self-supported through local & student fees)</i></p> <p>Ineligible Courses</p> <ul style="list-style-type: none"> ○ <i>Hobby:</i> courses that engage individuals in the collection of objects or in the production of works. (e.g. stamp collecting, woodworking, holiday, cooking, club-like activities). ○ <i>Recreation:</i> courses that engage individuals in a physical activity across a lifespan (e.g. river rafting) ○ <i>Non-Credit Arts</i> (e.g. photography, water color painting) ○ <i>Non Credit Sciences</i> (e.g. geology, astronomy) ○ <i>Non Credit Social Sciences</i> (e.g. history, psychology) ○ <i>Open lab, shop or gym</i> (Unstructured learning experiences) ○ <i>Physical education:</i> a sport or activity where competition is possible ○ <i>No alcohol or other controlled substance</i> (e.g. wine making) ○ Hunter Safety ○ <i>Home Improvement</i> to support a recreation or hobby ○ Can't be used to teach or promote <i>astrology, occult or religion</i> ○ Dance as a major portion of the instruction. ○ Alternative medicine, hypnosis ○ Advising, counseling (Doesn't have direct instruction.) <p>OCCURS Reporting</p> <ul style="list-style-type: none"> ○ Document and report all non-reimbursable courses to CCWD using activity code 5.1. ○ Course numbers and titles are local decisions.

OCCURS REPORTING

Every year the continuing education data is submitted to the Department of Community Colleges and Workforce Development and warehoused in **Oregon Community College Unified Reporting System (OCCURS)**, a collaboratively designed and maintained database relating to the 17 Oregon community colleges. Unit record student data from each of the colleges, along with course, program, financial, and other supporting data, are submitted to the central OCCURS office where the data are compiled into aggregate and summary reports. This information is exchanged with the Performance Reporting Information System (PRISM), the Oregon Department of Education's Office of Educational Improvement and Innovation Management Information System (OPTEMIS), and other statewide data systems. The purpose of OCCURS is to collaboratively define and implement a standardized database which will allow community colleges to:

- a. Provide data back to the individual community colleges for use in educational planning and improvement, conducting research on the effectiveness of community college programs, maintaining records, and providing support services.
- b. Provide comparable data for effective and timely response to state and federal reporting requirements.

For further information on OCCURS, see

<http://www.odccwd.state.or.us/textonly/occurs/default.htm>. Code eligible Adult Continuing Education (ACE) courses with the 3.6; non-eligible courses use the code 5.1. The Department of Community Colleges and Workforce Development reviews requests annually to assure course compliance.



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Adult Continuing Education (ACE) and Developmental Skills Courses
New Course Application

If a course is not listed in this catalog, the College may apply for ACE or Developmental Skills course approval by completing this application and returning it to the Department of Community Colleges and Workforce Development or sending an email to CCWD with all of the required elements listed in this form.

Community College: _____

Course Title: _____

Course Number: _____

Course Description: (For Developmental Skills courses attach a course outline.)

Type of Course: (Check each category.)

Adult Continuing Education (ACE)

- Workforce:
 - Literacy
 - Languages
 - Life Skills
 - General Workforce
- Health and Fitness
- Safety

Developmental Skills

- Adult Basic Education
- GED
- Adult High School Completion
- English as a Second Language or EL/Civics Education
- Developmental level for students who lack sufficient background to make satisfactory progress in regular courses of the institution.
- Preparation for Citizenship

Assurance:

I certify that this course meets the criteria and standards established by the State Board of Education: be primarily for adults (16 years and older), be of least 6 hours of instruction on a single topic and independent of professional technical or lower division curriculum, and have direct instruction. This course has been entered into our records as eligible for state reimbursement and will remain in effect until the course is revised, no longer offered by the institution or disqualified because it no longer meets eligibility requirements for adult continuing education or other reimbursable courses.

Chief Academic Officer

Date

This course has not been approved for the following reason/s:

Department of Community Colleges and Workforce Development Authorized Representative

Date

Eligible Reimbursable Courses Description

Statutory authority for colleges to offer this type of course is covered in ORS 341.425. Implementation requirements are set forth in Administrative Rule 581-43-300 as excerpted below and at (http://arcweb.sos.state.or.us/rules/OARS_500/OAR_581/581_043.html).

In 2002, additional restrictions were placed on the use of state funds to support ACE courses. Adult continuing education workforce, health and safety courses are eligible for state reimbursement. Not eligible for state funding, but can be offered on a cost-recovery/self-support basis, include: non-credit arts, sciences, and social sciences courses, open labs, shops, or gyms, physical education courses where competition is possible, courses that use alcohol or controlled substances, hunter safety courses, and courses teaching or promoting astrology, an occult or a religion. Hobby and recreation courses have never been eligible for state reimbursement; they can be offered on a cost-recovery/self-support basis.

Reimbursement is given only for courses that have at least six hours of direct instruction. An hour is defined as a 60-minute period of which no more than 10 minutes can be spent for a break or passing period. It is difficult to offer a course with more than six reimbursable hours per day. Time spent for travel or meals do not count.

Courses must be designed for adults (at least 16 years old). Colleges are not expected to track all students' ages, so if a few under-aged students enroll, they need not be deducted from the FTE count. If a significant number of underage students are enrolled in the course, submit one enrollment section for the adults and another non-reimbursable enrollment section for the underage student population.

The assignment of course numbers and titles are the responsibility of the local institution. Each eligible [for reimbursement] ACE course is organized and alphabetized within each eligible content area: Workforce: Literacy, Languages, Life Skills, Technology and General Workforce, Health, Fitness (non-competitive), and Safety.

Developmental Skills courses (ABE, GED, ESL, High School Completion, Postsecondary Remedial) are typically attached to programs.

Optional ACE Course Numbers	
Workforce	
Literacy (Basic)	0.500 – 0.599
Languages	0.600 – 0.649
Life Skills	0.650 – 0.699
Technology	0.700 – 0.749
General Workforce	0.775 – 0.849
Health and Fitness	
	0.850 – 0.899
Safety	
	0.900 – 0.999

Course numbers (0.745 – 0.774, Alpha 1-98) are not included the above optional ACE numbering system. They are eligible for state funding as Other Reimbursable Courses.

Adult Continuing Education (ACE) Courses Eligible for State Funding

WORKFORCE

Description: Non-credit Workforce courses represent the knowledge, skills and personal abilities people need to succeed in the workplace. Workforce courses are organized into five broad classifications: Literacy (Basic), Languages, Life Skills, Technology, and General Workforce.

WORKFORCE: LITERACY (BASIC)

Category	Code	Title	Description
Non-credit Workforce	LIT	Literacy (Basic)	Reading, writing, math, social science, science, learning and study skills, HS completion, English as a Second Language, GED preparation, developmental education, and citizenship.

SAMPLE LITERACY COURSES

Code	Course No.	General Title	Sample Course Title	COURSE Description
WF	LIT 0.500	Adult Basic Skills Level I	<i>ACAI (Adaptive Computer Assisted Instruction)</i>	<i>Basic skills instruction for students with physical and learning disabilities using individualized computer-assisted instruction.</i>
WF	LIT 0.500	Adult Basic Skills Level 1	<i>Adult Basic Skills Secondary</i>	<i>Basic skill preparation for students at 236-257 BASIS/CASAS; Grades 9.0-12.9</i>
WF	LIT 0.500	Adult Basic Skills Level I	<i>Advanced</i>	<i>Basic skill preparation for students at 220-235 BASIS/CASAS; Grades 6.0-8.9</i>
WF	LIT 0.500	Adult Basic Skills Level I	<i>Beginning/Intermediate</i>	<i>Basic skill preparation for students at 201-220 BASIS/CASAS; Grades 2.0-5.9</i>
WF	LIT 0.500	Adult Basic Skills Level I	<i>Bilingual ABE</i>	<i>Basic skill preparation presented in English and Spanish as needed to help students master concepts and skills.</i>

Code	Course No.	General Title	Sample Course Title	COURSE Description	
WF	LIT	0.500	Adult Basic Skills Level I	Family Literacy	<i>Family-focused and integrated program of adult, parent, and childhood education. Coursework features early childhood education, basic skills for adults, parenting support and education, and parent and child together.</i>
WF	LIT	0.500	Adult Basic Skills Level I	JOBS Pre-beginning	<i>Basic skill preparation for students below 200 BASIS/CASAS; Grades 0-1.9</i>
WF	LIT	0.500	Adult Basic Skills Level I	JOBS Beginning/Intermediate	<i>Basic skill preparation for students at 201-220 BASIS/CASAS; Grades 2.0-5.9</i>
WF	LIT	0.500	Adult Basic Skills Level I	Literacy Tutors	<i>Individual or small group tutoring by paid or volunteer tutors with no faculty certification.</i>
WF	LIT	0.500	Adult Basic Skills Level I	Pre-Literacy	<i>Basic skill preparation for students below 200 BASIS/CASAS; Grades 0-1.9</i>
WF	LIT	0.500	Adult Basic Skills Level I	Reading	<i>(No Description Available)</i>
WF	LIT	0.500	Adult Basic Skills Level I	Workplace Literacy	<i>In collaboration with employers, this course emphasizes teaching work skills to adults as well as appropriate literacy requirements that directly relate to actual jobs, particularly addressing the increased skill requirements of the changing workplace. Designed to serve adults who need to acquire basic skills in order to: help industry compete in world markets, obtain new or better employment stay employed after their industries retool with high technology qualify for career advancement upgrade or update basic skills of adult workers in accordance with changes in workplace requirements, technology, products, or processes, improve their productivity, or acquire needed English language proficiency to compete in the workforce.</i>

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.501	Adult Basic Skills Corrections	<i>Corrections Pre-beginning</i>	<i>Basic skill preparation for students below 200 BASIS/CASAS; Grades 0-1.9</i>
WF	LIT	0.501	Adult Basic Skills Corrections	<i>Corrections Beginning/Intermediate</i>	<i>Basic skill preparation for students at 201-220 BASIS/CASAS Grades 2.0-5.9</i>
WF	LIT	0.501	Adult Basic Skills Corrections	<i>Corrections Advanced</i>	<i>Basic skill preparation for students at 220-235 BASIS/CASAS; Grades 6.0-8.9</i>
WF	LIT	0.502	Adult High School	<i>AHS Orientation</i>	<i>Introduces the student to the community college setting and to the various services and programs offered by the community college and the community. Provides a series of lectures, films, speakers, or other activities aimed at helping students adjust to the opportunities and expectations of the college high school program.</i>
WF	LIT	0.502	Adult High School	<i>Cooperative Education</i>	<i>Supervised structured education strategy integrating classroom studies with learning through productive work experiences that relate to the student's educational and career goals. Provides progressive partnership among students, educational institution, and employers that integrates School-to-Work theory and practice.</i>
WF	LIT	0.502	Adult High School	<i>Community Service</i>	<i>Supervised volunteer experience that contributes to the community as well as the student's educational and career goals</i>
WF	LIT	0.502	Adult High School	<i>Certificate of Advanced Mastery</i>	<i>Provides opportunity for students to prepare portfolio to demonstrate achievements necessary to earn a Certificate of Advanced Mastery.</i>
WF	LIT	0.502	Adult High School	<i>Certificate of Initial Mastery</i>	<i>Provides preparation for student working toward proficiency in English, mathematics, science, and social science to earn a Certificate of Initial Mastery.</i>

Code	Course No.	General Title	Sample Course Title	COURSE Description	
WF	LIT	0.502	Adult High School	<i>Dual Credit</i>	<i>Six credits of any college level transfer courses may be transcribed as one adult high school credit.</i>
WF	LIT	0.502	Adult High School	<i>Foreign Language</i>	<i>Six credits of any college level foreign language courses may be transcribed as one adult high school credit.</i>
WF	LIT	0.502	Adult High School	<i>Life Experience Assessment Program</i>	<i>Program to provide adult high school credit with a combination assessment of documented work and life experience (e.g. The Oregon Plan) with secondary instruction.</i>
WF	LIT	0.502	Adult High School	<i>Math Lab</i>	<i>Math instruction for competency at CASAS 235</i>
WF	LIT	0.502	Adult High School	<i>Reading Lab</i>	<i>Reading instruction for competency at CASAS 235</i>
WF	LIT	0.502	Adult High School	<i>Writing Lab</i>	<i>Writing instruction for competency at CASAS Level 5</i>
WF	LIT	0.503	Adult High School: American Literature ¹	<i>American Literature</i>	<i>Introduces American literature, including fiction, poetry, and drama. Develops the ability to identify prose elements, understand the value and relevance of literature in everyday life.</i>
WF	LIT	0.504	Adult High School: Applied Math and Science ¹	<i>Applied Math & Science</i>	<i>Applied Math and General Science combined into one integrated course.</i>
WF	LIT	0.505	Adult High School: Civics ¹	<i>American Government</i>	<i>Introduces the structure, operation, and role of citizens in the national, state, and local governments. Includes a study of the U.S. Constitution.</i>

1. Basic high school and below.

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.505	Adult High School: Civics ¹	<i>City Government</i>	<i>Surveys local government beginning with the Doctrine of Social Contract and reviewing the major ideas that have been developed over the centuries. Focuses on the various aspects and problems of present day city government.</i>
WF	LIT	0.505	Adult High School: Civics ¹	<i>Constitution of the United States</i>	<i>Studies the U.S. Constitution, its meaning to individuals, its interpretation by the legislative, judicial and executive branches of government, and legislation as a result of constitutional interpretation.</i>
WF	LIT	0.505	Adult High School: Civics ¹	<i>Local Government</i>	<i>Reviews local institutions that affect the everyday activities of American citizens. Includes local activities that have implications at the state level and application to other communities. Reviews the development of political thinking and related governmental structures, the effects of socioeconomic change on local government, organizational units such as financed and personnel, personal and group communication</i>
WF	LIT	0.505	Adult High School: Civics ¹	<i>State Government</i>	<i>Surveys the practical operation of local, state and national political bodies with special attention given to the Oregon State Legislature-its composition, structure and processes.</i>
WF	LIT	0.505	Adult High School: Civics ¹	<i>U.S. Government</i>	<i>Surveys the operation of national political bodies including the Legislative, Judicial and Executive branches of government.</i>
WF	LIT	0.505	Adult High School: Civics ¹	<i>Citizenship</i>	<i>Surveys the history and form of government in the United States to assist the individual in the naturalization process.</i>
WF	LIT	0.506	Adult High School: Communication ¹	<i>Communication Skills</i>	<i>Improves communication skills through listening, speaking, writing, and reading. Emphasizes strategies to assess and resolve common communication problems.</i>

1. Basic high school and below.

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.507	Adult High School: Earth Sciences ¹	<i>Earth Science</i>	<i>Introduces the basic principles and daily applications of physics, chemistry, geology, and astronomy. Includes the relationships between science, technology, careers, and society.</i>
WF	LIT	0.507	Adult High School: Earth Science ¹	<i>Environmental Science</i>	<i>Develops the knowledge and skills needed to become a scientifically literate person. Examines the principles of science and ecology; and the inter-relationships of the environment, culture, and economics.</i>
WF	LIT	0.507	Adult High School: Earth Science ¹	<i>Life Science</i>	<i>Develops the knowledge and skills needed to become a scientifically literate person. Introduces the major scientific concepts, principles, theories, laws, and processes of biology and botany. Includes the relationships between science, technology, careers, and society.</i>
WF	LIT	0.507	Adult High School: Earth Science ¹	<i>Physical Science</i>	<i>Develops the knowledge and skills needed to become a scientifically literate person. Includes the relationships between physical sciences, technology, careers, and society.</i>
WF	LIT	0.507	Adult High School: Earth Science ¹	<i>Science Basics</i>	<i>Develops the knowledge and skills needed to become a scientifically literate person. Introduces general science principles and applications for students with little or no previous scientific understanding.</i>
WF	LIT	0.508	Adult High School: Economics ¹	<i>Economics, Historical Comparison</i>	<i>Surveys contemporary economics and current problems, and how those relate to historical periods.</i>
WF	LIT	0.508	Adult High School: Economics ¹	<i>Survey of Economics</i>	<i>Introduces events that influence the economy; includes topics such as inflation, purchasing power, taxes, balance of payments, technology, wages, deficit spending, and the cost of living.</i>

1. Basic high school and below.

Code	Course No.	General Title	Sample Course Title	COURSE Description
WF	LIT 0.509	Adult High School: Health ¹	<i>Health</i>	(No description available.)
WF	LIT 0.510	Adult High School: History ¹	<i>US History</i>	<i>Reviews the historical development of the United States and its significance for contemporary society.</i>
WF	LIT 0.510	Adult High School: History ¹	<i>World History</i>	<i>Reviews the historical development of the world and its significance for contemporary society.</i>
WF	LIT 0.511	Adult High School: Geography ¹	<i>World Geography</i>	<i>Examines the physical and cultural features of the planet Earth, major regions of the world, and the use of maps and atlases.</i>
WF	LIT 0.512	Adult High School: Global Studies ¹	<i>Global Studies</i>	<i>Develops an understanding and appreciation of the historical and contemporary relationships between and impacts of the geography, culture, and economics of the global society.</i>
WF	LIT 0.512	Adult High School: Global Studies ¹	<i>World Civilization</i>	<i>Introduces civilization on a global stage. Includes peoples of Africa, Asia, the Middle East, and South America.</i>
WF	LIT 0.513	Adult High School: Mathematics ¹	<i>Algebra 1</i>	<i>Develops problem-solving skills using algebraic approaches.</i>
WF	LIT 0.513	Adult High School: Mathematics ¹	<i>Algebra 1</i>	<i>Surveys the mathematics dealing with formulas, signed numbers, the four fundamental operations and properties of numbers, simple equations, factors and products, algebraic fractions and fractional equations.</i>
WF	LIT 0.513	Adult High School: Mathematics ¹	<i>Algebra 2</i>	<i>Develops algebraic skills needed for college entrance.</i>

1. Basic high school and below.

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>Algebra II</i>	<i>Introduces real numbers, arithmetic of radicals, odd and even indices, algebra of radicals, rational exponents, solving quadratics, simple radical equations, inequalities, Cartesian products, relations, functions, graphing inverse and opposite function, systems of linear equations, simultaneous equations and variations.</i>
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>Applied Math</i>	<i>Introduces the practical uses of mathematics. Hands on projects are used to help students develop the skills needed to analyze and compute solutions using tools from general math and beginning algebra.</i>
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>Consumer Math</i>	<i>General math course using applications and examples from consumer perspective.</i>
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>General Math</i>	<i>Develops ability to use and apply numbers, numeration concepts, and computation to solve problems.</i>
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>Geometry</i>	<i>Develops ability to recognize and use geometric patterns, shapes, and problem solving.</i>
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>Math I</i>	<i>Reviews arithmetic processes as a basis for the study of algebra. Emphasizes: systems of numeration, fundamental operation with whole numbers, common fractions and decimal fractions, measurement, ratio and proportion, factoring and founding, percent, graphs, equations and formulas, and word problems.</i>
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>Math II</i>	<i>Continues Basic Mathematics I skills and includes additional work with equations and formulas as well as introductory experiences in elementary geometry and trigonometry.</i>

1. Basic high school and below.

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>Metric System</i>	<i>Prepares the adult for using the Metric System as a standard of measurement in the United States.</i>
WF	LIT	0.513	Adult High School: Mathematics ¹	<i>Modern Mathematics</i>	<i>Examines modern mathematics for parents interested in understanding the basic math vocabulary and practices used in schools today.</i>
WF	LIT	0.514	Adult High School: Physical Education ¹	<i>Physical Education</i>	<i>Introduces strategies for lifelong physical activity, fitness, health and effective use of leisure time. Non competitive.</i>
WF	LIT	0.515	Adult High School: Psychology ¹	<i>Psychology</i>	<i>Introduces motivation, learning, thinking, perception, emotion, personality, mental health, animal behavior, and applied psychology. Relates concepts to practical application in everyday work and life situations.</i>
WF	LIT	0.516	Adult High School: Reading ¹	<i>Reading</i>	<i>This course is designed to increase reading comprehension and speed.</i>
WF	LIT	0.517	Adult High School: Sociology ¹	<i>Sociology</i>	<i>Introduces the study of contemporary problems evident in our culture. Relates concepts to practical application in everyday work and life situations.</i>
WF	LIT	0.518	Adult High School: Structured Work Experience ¹	<i>Cooperative Education</i>	<i>Supervised structured education strategy integrating classroom studies with learning through productive work experiences that relate to the student's educational and career goals. Provides progressive partnership among students, educational institution, and employers that integrates School-to-Work theory and practice.</i>
WF	LIT	0.513	Adult High School: Structured Work Experience ¹	<i>Community Service</i>	<i>Provides high school credit for supervised volunteer experience that contributes to the community as well as the student's educational and career goals.</i>

1. Basic high school and below.

Code	Course No.	General Title	Sample Course Title	COURSE Description
WF	LIT	0.514	Adult High School: Writing ¹	Phonics (No description available.)
WF	LIT	0.514	Adult High School: Writing ¹	Sentences and Short Paragraphs Develops basic writing skills stressing grammar, punctuation, and sentence structure and paragraph development.
WF	LIT	0.514	Adult High School: Writing ¹	Sentences (No description available.)
WF	LIT	0.514	Adult High School: Writing ¹	Spelling Improvement Presents skills needed to improve spelling, vocabulary, and increase written communication skills.
WF	LIT	0.514	Adult High School: Writing ¹	Spelling Improvement 1 Improves spelling by concentrating on both general and individual spelling problems. Includes: Basic word attack, pronunciation, word construction, selecting homonyms and proof reading.
WF	LIT	0.514	Adult High School: Writing ¹	Writing Improvement Diagnoses, and remedies writing deficiencies. Surveys the characteristics of the English language and emphasized writing purposes, composition, mechanical skills and spelling.
WF	LIT	0.514	Adult High School: Writing ¹	Writing Effective Paragraphs Provides instruction in basic expository paragraph writing. Includes paragraph structure, development and sentence improvement.
WF	LIT	0.515	Adult High School Academic Level II	Composition 2 (Writing) Develops practical writing skills including: style and argument, analytic and persuasive, creative, and inquiry based research for term papers.
WF	LIT	0.515	Adult High School Academic Level II	Poetry Introduces poetry and develops the ability to identify and appreciate the elements, styles, and forms of poetry,

1. Basic high school and below.

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.515	Adult High School Academic Level II	<i>Reading Skills</i>	<i>Applies fundamental reading skills in developing word attack, comprehension, interpretation and vocabulary. CASAS Levels 235-257.</i>
WF	LIT	0.516	English As A Second Language	<i>Beginning</i>	<i>Instruction designed for students who function in a very limited way in situations related to immediate needs; asks and responds to basic learned phrases spoken slowly and repeated often. Recognizes and writes letters and numbers, and reads and understands common sight words. Can write own name and address. Can handle only routine entry-level jobs that do not require oral communication in English. SPL 0-1</i>
WF	LIT	0.516	English As A Second Language	<i>Pre-Literacy</i>	<i>Instruction for students who function minimally, if at all, in English. Communicates only through gesture and a few isolated words or not literate in any language. Can handle very routine entry-level jobs that do not require oral or written communication in English. Employment choices are extremely limited.</i>
WF	LIT	0.516	English As A Second Language	<i>Beginning</i>	<i>Instruction designed for students who function with some difficulty in situations related to immediate needs; may have some simple oral communication abilities using basic learned phrases and sentences. Reads and writes letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs. Can write basic personal information on simplified forms. Can handle routine entry-level jobs that involve only the most basic oral communication in English. SPL 2-3</i>

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.516	English As A Second Language	<i>Advanced ESL</i>	<i>Instruction designed for students who can function independently in survival and social and work situations; can clarify general meaning and communicate on the telephone on familiar topics. Can read and interpret non-simplified materials on everyday subjects, can interpret routine charts, graphs, and labels; can fill out medical information forms and job applications. Understand routine work-related conversations. Can handle work that involves following oral and simple written instructions, read a simple handbook for employees and interact with the public. Can perform reading and writing tasks, such as logs, reports, and forms, with reasonable accuracy to meet work needs. SPL 7+</i>
WF	LIT	0.516	English As A Second Language	<i>Family Literacy ESL</i>	<i>Family-focused and integrated program of adult, parent, and childhood education. Programs include four components and guiding principles: early childhood education, basic skills for adults, parenting support and education, parent and child together, integration of above components, flexible design based on community needs and resources, efficient and flexible use of resources.</i>
WF	LIT	0.516	English As A Second Language	<i>Transition ESL</i>	<i>Instruction designed to assist ESL students the process of transitioning from ESL to college credit courses.</i>

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.516	English As A Second Language	<i>Workplace Literacy ESL</i>	<i>Programs, in collaboration with employers, emphasize teaching work skills to adults as well as appropriate literacy requirements that directly relate to actual jobs, particularly addressing the increased skill requirements of the changing workplace. Designed to serve adults who need to acquire needed English language proficiency and basic skills in order to: help industry compete in world markets, obtain new or better employment, stay employed after their industries retool with high technology, qualify for career advancement upgrade or update basic skills of adult workers in accordance with changes in workplace requirements, technology, products, or processes, improve their productivity to compete in the workforce.</i>
WF	LIT	0.516	English As A Second Language	<i>Citizenship</i>	<i>This class prepares students to take the US citizenship test- orally or written. Students should be able to read and write at ESL level C (4-5 grade), have a green card and be a U.S. resident for a minimum of 4 years.</i>
WF	LIT	0.517	GED	<i>GED</i>	<i>Basic Skill Preparation for students of correctional facilities, in English, Writing, Math, Science, Social Studies, Literature and the Arts, Life And Work Skills needed to pass the five the General Education Development tests.</i>
WF	LIT	0.517	GED	<i>GED Preparation</i>	<i>Develop the additional reading and thinking skills you'll need to succeed in all five GED test areas: Writing Skills, Social Studies, Science, Literature, and Math.</i>
WF	LIT	0.517	GED	<i>GED-Corrections</i>	<i>Basic Skill Preparation provided at corrections facilities, in English, Writing, Math, Science, Social Studies, Literature and the Arts, Life And Work Skills needed to pass the five the General Education Development tests.</i>

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LIT	0.517	GED	<i>GED-JOBS</i>	<i>Basic Skill Preparation provided at corrections facilities, in English, Writing, Math, Science, Social Studies, Literature and the Arts, Life And Work Skills needed to pass the five the General Education Development tests.</i>
WF	LIT	0.517	GED	<i>Spanish Bilingual GED</i>	<i>Basic skill preparation for the English language GED presented in English and Spanish as needed to help students master concepts and skills.</i>
WF	LIT	0.518	Thinking Skills	<i>Effective Learning</i>	<i>Presents skills and techniques for critical thinking and problem solving. Includes following instructions, identifying and stating questions, determining relevant from relevant information, ordering data, sequencing, deductive and inductive reasoning, and analogies.</i>
WF	LIT	0.518	Thinking Skills	<i>Thinking Skills</i>	<i>Emphasizes thinking operations used in problem solving contexts and applied to any content area. Covers reasoning, sentence skills, inference, and following directions.</i>
WF	LIT	0.518	Thinking Skills	<i>Thinking Skills</i>	<i>Emphasizes thinking operations used in problem solving contexts and applied to any content area. Covers reasoning, sentence skills, inference, and following directions.</i>
WF	LIT	0.518	Thinking Skills	<i>Thinking Skills</i>	<i>Develops skills in critical thinking, logical analysis, cause and effect, planning, and problem solving.</i>
WF	LIT	0.518	Thinking Skills	<i>Thinking Skills</i>	<i>Develops skills in critical thinking, logical analysis, cause and effect, planning, and problem solving.</i>
WF	LIT	0.518	Thinking Skills	<i>Study Skills</i>	<i>Builds skills in locating, selecting, organizing and retaining information, interpreting graphs and charts, reading for a purpose, and following directions.</i>

WORKFORCE: LANGUAGES

Category	Code	Title	Description
Non-Credit Workforce	LA	Languages	<i>Foreign and sign languages.</i>

Sample Language Courses

Code	Course No.	General Title	Sample Title Course	Course Description
WF	LA 0.600	Braille System	<i>Visually Handicapped: Braille methods</i>	<i>Presents the Braille system for transcription and personal use.</i>
WF	LA 0.601	Foreign Language	<i>Arabic Conversation</i>	<i>Introduces the beginner to approximately 500 words, including some phrases and simple sentences; emphasizes pronunciation.</i>
WF	LA 0.601	Foreign Language	<i>Chinese Conversation</i>	<i>Introduces the beginner to approximately 500 words, including some phrases and simple sentences; emphasizes pronunciation and conversational flow of sentences and everyday phrases.</i>
WF	LA 0.601	Foreign Language	<i>Danish Conversation</i>	<i>Introduces the beginner to approximately 500 words, including some phrases and simple sentences; emphasizes pronunciation and conversational flow of sentences and common phrases.</i>
WF	LA 0.601	Foreign Language	<i>Esperanto</i>	<i>Reviews this auxiliary language through instruction in the basic rules, including five accented consonants, pronunciation controlled by spelling, listening, and speaking.</i>
WF	LA 0.601	Foreign Language	<i>Finnish Conversation</i>	<i>Introduces the beginner to approximately 500 words, including some phrases and simple sentences; emphasizes pronunciation and conversational flow of sentences and common phrases.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LA	0.601	Foreign Language	<i>Foreign Language</i>	<i>Six credits of any college level foreign language courses may be transcribed as one adult high school credit.</i>
WF	LA	0.601	Foreign Language	<i>French Conversation</i>	<i>Introduces a basic French vocabulary, phrases, and sentences through listening and reading simple printed materials. Emphasizes pronunciation, and conversational flow of sentences and common phrases.</i>
WF	LA	0.601	Foreign Language	<i>German Conversation</i>	<i>Introduces the beginner to a basic German 700-word vocabulary of widely used words and grammar patterns. Provides practice in response to simple written or spoken German phrases.</i>
WF	LA	0.601	Foreign Language	<i>Greek Conversation</i>	<i>Introduces the beginner to approximately Greek 500 words, including some phrases and simple sentences; emphasizes pronunciation.</i>
WF	LA	0.601	Foreign Language	<i>Hebrew Conversation</i>	<i>Introduces the beginner to a basic Hebrew 500-word vocabulary useful in asking questions, understanding directions, finding restaurants and lodging, reading necessary signs while traveling in Israel.</i>
WF	LA	0.601	Foreign Language	<i>Italian Conversation</i>	<i>Introduces the beginner to a basic Italian 700-word vocabulary through dialogue, pictures, and true-to-life situations; emphasizes pronunciation and conversational flow of sentences and everyday phrases.</i>
WF	LA	0.601	Foreign Language	<i>Japanese Conversation</i>	<i>Introduces the beginner to approximately 500 Japanese words, including some phrases and simple sentences; emphasizes pronunciation.</i>
WF	LA	0.601	Foreign Language	<i>Korean Conversation</i>	<i>Introduces the beginner to approximately 500 Korean words, including some phrases and simple sentences; emphasizes pronunciation.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LA	0.601	Foreign Language	<i>Latin</i>	<i>Introduction and practice drills on grammar and vocabulary. Emphasizes relationships between English and Latin.</i>
WF	LA	0.601	Foreign Language	<i>Norwegian Conversation</i>	<i>Introduces the beginner to approximately 500 Norwegian words, including some phrases and simple sentences; emphasizes pronunciation.</i>
WF	LA	0.601	Foreign Language	<i>Portuguese Conversation</i>	<i>Introduces the beginner to a basic Portuguese vocabulary, phrases and sentences through listening, repetition and reading simple printed material.</i>
WF	LA	0.601	Foreign Language	<i>Russian Conversation</i>	<i>Introduces the beginner to approximately 750 Russian words, including some phrases and simple sentences; emphasizes pronunciation.</i>
WF	LA	0.601	Foreign Language	<i>Spanish Conversation</i>	<i>Introduces the beginner to approximately 500 Spanish words, including some phrases and simple sentences; emphasizes pronunciation and conversational flow of sentences and common phrases.</i>
WF	LA	0.601	Foreign Language	<i>Swahili</i>	<i>Introduces the Swahili language with emphasis on conversation.</i>
WF	LA	0.601	Foreign Language	<i>Swedish Conversation</i>	<i>Increases speaking and reading vocabulary to approximately 1000 Swedish words; emphasizes pronunciation and conversational flow of sentences and common phrases.</i>
WF	LA	0.601	Foreign Language	<i>Turkish Conversational Beginning</i>	<i>Introduces the Turkish language with emphasis on conversation.</i>
WF	LA	0.602	Lip Reading	<i>Lip Reading</i>	<i>Acquaints the deaf or hard of hearing adult with techniques used in lip reading. Includes developing confidence, increasing powers of observation, visible characteristics of the organs of speech, and practice in perceiving the spoken word.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LA	0.603	Sign Language	<i>American Sign Language</i>	<i>This course will help students communicate with a person who signs, but does not hear. Includes the manual communication alphabet and everyday phrases to assist in basic conversation.</i>
WF	LA	0.603	Sign Language	<i>American Sign Language</i>	<i>Develops hand-sign language system of manual communication using formal signs, finger spelling, pantomime gestures, facial expressions, and body movements to convey meanings. Includes a basic foundation of 500 signs.</i>
WF	LA	0.603	Sign Language	<i>Baby Signs: How to Talk with Your Baby</i>	<i>Communicate with your baby or toddler using signs long before they are able to use words. Using a variety of signs can enhance early brain development that leads to language skills and take the frustration out of the "terribly taxing twos."</i>
WF	LA	0.604	Technology for the Blind	<i>Visually Handicapped: Technology</i>	<i>Uses the Optacon (Optical to Tactile Converter), an electronic reading device for the blind, for basic instruction.</i>

WORKFORCE: LIFE SKILLS

Category	Code	Title	Description
Non-credit Workforce	LS	Life Skills	<i>Parenting, behavior management, interpersonal relationships, life transitions and college success, financial management, and budgeting.</i>

SAMPLE LIFE SKILLS COURSES

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LS	0.650	Abusive Relationships	<i>Abused Child</i>	<i>Examines the emotional and physical effects of abuse, personality characteristics of the abusive adult and assistance resources for both the adult and the child. Emphasizes the prevention of child abuse.</i>
WF	LS	0.650	Abusive Relationships	<i>Abused Women (Women in Crisis)</i>	<i>Examines early childhood influences, social factors, and individual personality dimensions that tend to lock some women in negative relationships. Specific abuse patterns, such as physical emotional and sexual will be explored. Includes strategies for change leading to control over one's own life.</i>
WF	LS	0.650	Abusive Relationships	<i>Abusive Relationships</i>	<i>(No description available.)</i>
WF	LS	0.651	Child Development	<i>Infants, Relationships and Learning</i>	<i>Students will learn about the development of infants and how to meet the child's needs as well as the needs of the total family.</i>
WF	LS	0.651	Child Development	<i>Preschooler and Parental Relations</i>	<i>Develops a greater awareness of the factors affecting the child's physical, emotional and intellectual growth. Examines the parents' role in relation to the child and analyzes their expectations in relation to the preschool child.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LS	0.652	College Orientation	<i>Orientation to College</i>	<i>Assists students in adjusting to college stresses, time management, study skills and use of college resources/services.</i>
WF	LS	0.653	College Success	<i>College Preparation</i>	<i>Provides comprehensive instruction in the interrelated skills of language acquisition needed for college success: reading, writing, spelling, and vocabulary development.</i>
WF	LS	0.654	Conflict Resolution	<i>Conflict Resolution</i>	<i>Considers various ways of resolving conflict.</i>
WF	LS	0.654	Conflict Resolution	<i>Healthy Conflict</i>	<i>Learn four steps to turn anger into productive behavior at home and in the workplace. Prerequisites: a willingness to develop skills in resolving conflict; a willingness to approach this workshop with an open mind; and a willingness to relinquish the goal of proving that you are right.</i>
WF	LS	0.654	Conflict Resolution	<i>Verbal Self Defense</i>	<i>This course is designed to provide awareness and skills that can be used at home and work. Students will learn specific strategies such as body language, effective interaction, tone of voice and confrontation.</i>
WF	LS	0.655	Death & Dying	<i>Bereavement Workshop: Dealing with Loss</i>	<i>This course explores bereavement and death. Discussion of the stages of loss and methods for self-healing.</i>
WF	LS	0.655	Death & Dying	<i>Death and Dying: Psychological Aspects</i>	<i>Provides the student an opportunity to consider his or her own attitudes about death through examination of social and psychological aspects of death and dying.</i>
WF	LS	0.656	Divorce	<i>Divorce and Renewal</i>	<i>Examines the meaning of divorce; includes exploring new life styles, property settlements and child custody procedures.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LS	0.657	Elder Care	<i>Aging Issues</i>	<i>This course will help care for the elderly. Topics include: Knowing When It's Time to Act, Housing & Support Services, Normal Aging Memory Loss, e.g. Alzheimer's, Legal Issues Related to Later Life, Financial & Insurance Issues, and End of Life Services.</i>
WF	LS	0.657	Elder Care	<i>Aging</i>	<i>Explores the biological, social and cultural influences affecting the older person. Includes case descriptions, historic illustrations, clichés and stereotypes; with suggestions on how to avoid psychological, social and physical decline.</i>
WF	LS	0.657	Elder Care	<i>Assisting Aging Parents</i>	<i>Students will learn how to help aging parents through physical and emotional challenges of retirement, nursing home transitions and life, and preparing for death. Covers financial, legal, health and relationship values.</i>
WF	LS	0.657	Elder Care	<i>Better Retirement: Strategies for Success</i>	<i>Explores the juggling of roles, self-identity and ego integrity during the retirement age years.</i>
WF	LS	0.657	Elder Care	<i>Retirement and Individual Fulfillment</i>	<i>Explores six activities designed for a better life in later years. The activities are 1) Life management, 2) Setting goals, 3) Reminiscence, 4) Communication, 5) Benefits of being active, 6) Community awareness.</i>
WF	LS	0.657	Elder Care	<i>You and Your Aging Parent</i>	<i>Issues covered include your reactions to aging parents, physical health/changes, psychological problems (memory loss, depression), parent's increased dependency, finances, family roles/relationships and options for providing care.</i>
WF	LS	0.658	Family Life	<i>Family Life</i>	<i>Students will explore family life and the role of the economy, technology, government, sexuality, morality and parenting.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LS	0.658	Family Life	<i>Family Relationships</i>	<i>Covers interpersonal relationships within the family, including family problems common to parent-child relations, family responsibilities, parental roles, communication, and handling times of stress.</i>
WF	LS	0.658	Family Life	<i>The Blended Family</i>	<i>The blending of families means developing new family roles, rules, expectations and boundaries. Stepparents, significant adults and children need support and understanding to form a harmonious bond.</i>
WF	LS	0.659	Financial Planning	<i>Budget, Individual and Family</i>	<i>The student will help students, with an annual income between \$5,000 and \$9,000, stretch their budget. Includes basic consumer economics, income tax deductions, contract buying and low cost housing.</i>
WF	LS	0.659	Financial Planning	<i>Financial Planning</i>	<i>Class is a comprehensive approach to developing a personal financial plan. A DFP guides you through step-by-step. Includes the role of savings, inflation, evaluating insurance, investment and its effects, planning for lump-sum withdrawals and worry-free retirement.</i>
WF	LS	0.659	Financial Planning	<i>Financial Planning to Protect your Retirement</i>	<i>Common concerns of retirees will be addressed, such as budgeting, working after retirement, and forecasting how long your money will last, how to best allocate your investments, whether to buy long-term care insurance, tax/estate planning, and when to take Social Security. Course does not sell or promote a product or service.</i>
WF	LS	0.659	Financial Planning	<i>Money Management, Family</i>	<i>This course helps students develop skills in handling family finances and in making decisions concerning immediate family financial problems: long range financial planning, family budgeting, family decision-making, consumer laws and rights, and wise purchasing.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LS	0.659	Financial Planning	<i>Successful Money Management</i>	<i>Students will learn how to assess their own financial situation. Course covers will, trusts, and estate planning.</i>
WF	LS	0.660	Foster Parenting	<i>Foster Parent Seminar</i>	<i>Course covers the problems and pleasures of foster parents of foster children of any age. Topics include the roles of foster parents, the caseworker, and the child.</i>
WF	LS	0.661	Government Processes	<i>Budgeting, Municipal/Special Districts</i>	<i>This course will help students understand local government finance rules, protocol, and policy. Reviews fundamental budget processes, appropriate forms and layouts, and the Oregon Revised Statutes (ORS) regulating budget practices.</i>
WF	LS	0.662	Interpersonal Communication	<i>Assertiveness Training</i>	<i>This course presents assertive behavior techniques and their application to interpersonal situations. Analyzes reasons for feeling discomfort, ways for resisting pressures to comply, methods of accepting compliments, and provides strategies for using anger constructively.</i>
WF	LS	0.663	Interpersonal Relationships	<i>Achieving Success with Difficult People</i>	<i>This course will help students develop successful relationships with difficult bosses, co-workers, students, neighbors or family members. It will help them better understand themselves, solve people problems, and improve personal and professional productivity.</i>
WF	LS	0.663	Interpersonal Relationships	<i>Office Politics</i>	<i>Students will learn how to stay employed, get a promotion, and survive successfully in the world of work.</i>

Code	Course No.		General Title	Sample Course Title	COURSE Description
WF	LS	0.663	Interpersonal Relationships	<i>Resolving Daily Conflicts</i>	<i>Students will learn techniques to resolve conflicts, prevent new ones from taking form, and how to create conflict-resistant relationships.</i>
WF	LS	0.664	Investments	<i>Beginning Investments</i>	<i>Helps the beginner to understand investments; the up side (high returns), the down side (risks), and the effects of inflation and taxes. Includes: how and when to invest in stocks, bonds annuities, mutual funds, life insurance, IRA's, retirement plans, limited partnerships, precious metals, zero and municipal bonds. Discusses techniques to reduce taxes, protect assets, and increase net worth.</i>
WF	LS	0.664	Investments	<i>Investments, General</i>	<i>Students will explore alternative saving and investment opportunities available to the American consumer. Course emphasizes personal budgets, real estate ownership, wise use of consumer credit, credit institutions, social security, stock market, mutual funds and individual tax and estate planning.</i>
WF	LS	0.664	Investments	<i>Stocks and Bonds Investment</i>	<i>This course covers stock exchange operation, stock evaluation, bond and investment trust techniques used for investing and trading, financial data evaluation. Surveys investment publications and discusses SEC regulations.</i>
WF	LS	0.665	Parenting	<i>Baby Signs: How to Talk with Your Baby</i>	<i>This course will help parents communicate with their baby or toddler using a variety of signs can enhance early brain development that leads to language skills. (Similar course is also found in the languages section.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LS	0.665	Parenting	<i>Children and Learning Games</i>	<i>Shows parents, teachers or aides how to make learning games for school age children. Includes methods of involving children in learning situations as they play.</i>
WF	LS	0.665	Parenting	<i>Children and Literature</i>	<i>Offers practical help for parents and others working with young children, in selecting literature their child's literacy development.</i>
WF	LS	0.665	Parenting	<i>Discipline Without Punishment</i>	<i>Learn the four basic steps of Discipline without punishment.</i>
WF	LS	0.665	Parenting	<i>Manage Conflict and Communicate Positively With Your Teen</i>	<i>The course will provide a coaching strategy that redefines parent roles. Parents will gain improved communication, a greater understanding, and better respect with their teen.</i>
WF	LS	0.665	Parenting	<i>Single Parenting</i>	<i>Students will learn strategies to improve positive parenting skills. Includes rule setting, communication skills, family problem-solving models and individual areas of concern.</i>
WF	LS	0.665	Parenting	<i>Step Parenting</i>	<i>This course will focus on stepparent needs: to feel adequate, accepted, and loved. Theoretical and actual situations will be explored around the physical, mental and emotional adjustment problems of step parenting.</i>
WF	LS	0.665	Parenting	<i>Teenage Relationships</i>	<i>This course discusses family values, teenage communication, career goals, and accepting responsibility. It explores topics as sex education, alcohol, narcotics, dating, and courtship.</i>
WF	LS	0.665	Parenting	<i>Toddler Relationships</i>	<i>This course introduces parents to various activities suited for toddlers under the age of 2½ years.</i>
WF	LS	0.665	Parenting ²	<i>Toys, Children</i>	<i>Shows parent how to purchase and make toys that are safe and suitable for children of different ages.</i>

2. This is not a craft class.

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LS	0.666	Personal Effectiveness	<i>Personal Effectiveness</i>	<i>This course will help students develop a sense of personal power, effectiveness and control over life situations. Topics include developing a self-understanding with emphasis on habits, attitudes, emotional problems, and successful learning techniques.</i>
WF	LS	0.666	Personal Effectiveness	<i>Time Management</i>	<i>This course offers practical methods and techniques for anyone interested in more purposeful ways to manage their time.</i>
WF	LS	0.667	Personal Finance	<i>Personal Finance/Economics</i>	<i>This course integrates Personal Finance and Economics.</i>
WF	LS	0.667	Personal Finance	<i>Personal Finance</i>	<i>This course introduces basic skills and knowledge essential to the efficient use of individual income. Includes practical application of financial planning, credit, purchase of goods and services, and rights and responsibilities in the marketplace.</i>
WF	LS	0.668	Problem Solving and Critical Thinking	<i>Interpersonal Problem Solving</i>	<i>This course will help students assesses personal and interpersonal roles and role conflict in day-to-day living; examines emotional attitudes and reactions in situational and problem-solving circumstances. Studies human interaction through communication, conflict/cooperation, illness/well-being, and how such interaction applies to one's own behavior.</i>
WF	LS	0.668	Problem Solving & Critical Thinking	<i>Problem Solving</i>	<i>(No description available.)</i>
WF	LS	0.668	Problem Solving & Critical Thinking	<i>Critical Thinking: The Power of Reasoning</i>	<i>This course presents the power of reasoning as applied to problem solving and decision-making. Examines the strategies of persuasion and the structure of argumentation.</i>

Code	Course No.		General Title	Sample Title Course	Course Description
WF	LS	0.669	Multicultural Perspectives	<i>Minority Relations</i>	<i>This course will help students communicate more effectively with persons from minority groups. Gives a broad understanding of race relations from sociological perspectives in order to develop sensitivity to race problems in the community.</i>
WF	LS	0.670	Single Living	<i>Single Living/Economics</i>	<i>This course provides students with the basics of living away from home: finding suitable living quarters and furniture, reliable transportation, food selection and preparation, cleaning and repair of clothing, performing household tasks, budgeting and insurance.</i>
WF	LS	0.671	Stress Management	<i>Learning, Thinking and Conditions</i>	<i>Geared to persons in high stress positions, this course provides students with a set of tools and de-stressing strategies. Offers insights into psychological factors and attitudes as well as methods of de-stressing that can increase ability to cope on a sustained level and during crisis time.</i>
WF	LS	0.671	Stress Management	<i>Stress Management</i>	<i>This course provides individuals in high stress positions with methods to reduce stress.</i>
WF	LS	0.672	Transitions	<i>Change</i>	<i>Students will understand the nature of the change in today's society.</i>
WF	LS	0.672	Transitions	<i>Changing Roles</i>	<i>Students will reviews the changing roles of men and women in such areas as parenting, sexuality, marriage, work and leisure.</i>
WF	LS	0.672	Transitions	<i>Failing Forward</i>	<i>Failure teaches lessons that successes alone cannot. Try "failing forward." Learn without lingering, turn setbacks into opportunities, and transform mistakes into success.</i>
WF	LS	0.673	Trusts and Wills	<i>What Are Living Trusts?</i>	<i>Students will learn the pros and cons of trusts and wills, and why they should avoid probate.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	LS	0.673	Trusts and Wills	<i>Wills and Probate Procedures</i>	<i>This course offers Oregon residents instruction in preparing a will and trust documents for inheritance, tax considerations and probate procedure as governed by the law.</i>

WORKFORCE: TECHNOLOGY

Category	Code	Title	Description
Non-credit Workforce	T	Technology	<i>Use of computers, various software programs, keyboarding, GPS Operation, pilot ground school, PC-troubleshoot, repair & upgrade, basic programming</i>

SAMPLE TECHNOLOGY COURSES

Code	Course No.		General Title	Sample Course Title	Course Description
WF	T	0.700	Aviation	<i>Aviation Instrument Ground School</i>	<i>This course prepares the Licensed Private or Commercial Pilot for the FAA Instrument Rating written examination. Includes all areas of knowledge required for the Instrument Rating student including aircraft instrument systems, navigation aids and Federal Aviation Regulations pertinent to instrument flight.</i>
WF	T	0.700	Aviation	<i>Pilot's Ground School</i>	<i>This course details aircraft performance, navigation and meteorology in preparation for the Federal Aviation Administration written examination. This is a ground school for students not seeking a professional degree.</i>
WF	T	0.700	Aviation	<i>Private Pilot Mechanical Course</i>	<i>This course covers all aspects of required maintenance responsibility that can be performed by the owner/operator.</i>
WF	T	0.701	Computer Applications	<i>Computer Basics</i>	<i>This course helps students develops basic computer hardware and software skills necessary for school and work.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	T	0.701	Computer Applications	<i>Computer Applications</i>	<i>The course will demonstrate specific program applications.</i>
WF	T	0.701	Computer Applications	<i>Computer Language</i>	<i>This course will help students develop skills in a computer language and programming with focus on home and small business applications.</i>
WF	T	0.701	Computer Applications	<i>Computer Software Review and Evaluation</i>	<i>This course presents basic information and examples of processes for making effective software choices.</i>
WF	T	0.701	Computer Applications	<i>Home Computers: Selection</i>	<i>This course examines selection of home computers available for household, personal and student use.</i>
WF	T	0.701	Computer Applications	<i>Introduction to Microcomputers</i>	<i>This course introduces microcomputers and their applications to individuals with little or no background in computers. Covers microcomputer hardware, software and the selection process.</i>
WF	T	0.701	Computer Applications	<i>Web Publishing</i>	<i>(No description available.)</i>
WF	T	0.701	Computer Applications	<i>Online Auctions for Small Business Operators.</i>	<i>This course will help small business owners use online auction sites such as eBay. Topics include sales and pricing strategies, effective auction ads, pricing and fees, customer service, packaging, and shipping.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	T	0.702	Equipment Technology ³	Community Radio Broadcasting	<i>This course introduces students to community radio broadcasting. Student will learn the philosophy and history of public radio and basic operating techniques for air room operation, including microphone, turntable and recorder use voice training, and FCC record keeping. They will also learn how to use the library and the on-air computer and be able to do music research, weather and traffic reporting and computer music library operation. Course includes classroom and hands-on training on equipment in the air room and production rooms. (This introductory class will not necessarily lead to airtime.)</i>
WF	T	0.703	Equipment Technology ³	Engine Maintenance & Repair (Two & Four Cycle)	<i>This will familiarizes the student with the operation, maintenance and minor repair of two-cycle and four-cycle gasoline engines. Provides proper procedures in making minor service adjustments and repairs on these units. Laboratory and classroom experiences gain knowledge of the theory of operation and provide an opportunity to study the component parts of these engines.</i>
WF	T	0.703	Equipment Technology ³	Fiberglass	<i>This will introduces students to resins, additives, uses, and types of fiberglass, including reinforcements and various aspects of manufacturing methods.</i>
WF	T	0.703	Equipment Technology ³	Welding	<i>Students will learn the safe use of electric arc, oxygen, acetylene and MIG welding processes for the workplace. Instruction is geared to the novice welder or person wanting to improve their welding skills to include hands-on application of welding concepts.</i>

3. Course must teach the use of equipment, technical processes, and related technologies. It cannot be set up as an open lab.

Code	Course No.		General Title	Sample Course Title	Course Description
WF	T	0.702	Mapping Technology	Global Positioning Systems	<i>Students will learn the basic features of a Global Positioning System (GPS) to correctly plot positions on maps, and from maps to your GPS. Covers GPS terminology, accuracy, and how to maintain accuracy. Intended to help those who already have a GPS use it better, and to help those who don't have one select a unit that will meet their needs.</i>
WF	T	0.703	Radio Theory and Code ⁴	Amateur Radio Theory and Code I	<i>This course covers basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation as well as Federal Communication Commission (FCC) amateur regulations.</i>

4. This is not a hobby course.

WORKFORCE: GENERAL WORKFORCE

(Not Covered In The Other Classifications)

Category	Code	Title	Description
Non-Credit Workforce	GWF	General Workforce Development	<i>Bookkeeping, small business start up & management, grant writing, supervision, marketing, leadership skill building, volunteer management, employee training, writing for profit, career exploration, tutor training, job search skills, non-credit portion of professional technical programs, customer relations, public speaking/broadcast, organizational or group development</i>

SAMPLE GENERAL WORKFORCE COURSES

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.775	Bookkeeping & Accounting Systems	<i>Managerial Accounting</i>	<i>This course emphasizes the operation of an accounting system and includes how it is used in making management decisions. Analyzes the flow of a data through the accounting system by participating in active projects.</i>
WF	GWF	0.775	Bookkeeping & Accounting Systems	<i>Bookkeeping</i>	<i>This course examines the double-entry bookkeeping system. Includes journals, ledgers, financial statements, petty cash books and special registers.</i>
WF	GWF	0.776	Career Development	<i>Résumé Writing</i>	<i>This course will help students create a polished résumé for their job-hunting and marketing strategy.</i>
WF	GWF	0.776	Career Development	<i>Jobs: Finding and Keeping</i>	<i>This course surveys techniques for marketing individual occupational skills. Includes preparing for the job search process, preparing and writing a resume, preparing for an interview, what an employer is looking for in an employee. Describes the communication and interpersonal relationship skills necessary for a positive attitude toward the job.</i>
WF	GWF	0.776	Career Development	<i>Writing for the Job</i>	<i>This course introduces basic applications and formats for writing résumés, cover letters, letters of recommendation, as well as on-the-job writing skills. Discusses résumé language, doing job research, and job search techniques.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.777	Career Exploration	<i>Beginning Your Career in Banking</i>	<i>This course explores career opportunities available in the world of banking. Includes how to choose a potential employer, prepare for a winning job interview, provide stellar customer service, learn the benefits of professional growth and development, explain common bank policies and terminology, and review the technology used in today's financial situations. This course is intended to provide the necessary skill sets and background training for an easy transition into an entry-level position.</i>
WF	GWF	0.777	Career Exploration	<i>Career Education</i>	<i>This course will help the student to analyze life experiences and skills, recognize the requirements of the workplace, and understand the diversity and preparations for various occupations, and make informed career decisions.</i>
WF	GWF	0.777	Career Exploration	<i>Career Exploration</i>	<i>Students will explore personal interests, aptitudes, potential and personality in terms of establishing educational-vocational goals; looks at the individual both in terms of work and career selection as an ongoing process.</i>
WF	GWF	0.777	Career Exploration	<i>In-Flight Attendant Careers</i>	<i>An overview of the various airlines; their history, hiring requirements for in-flight personnel, in-flight services and the various aircraft types.</i>
WF	GWF	0.777	Career Exploration	<i>Jobs: Finding and Keeping</i>	<i>This course surveys techniques for marketing individual occupational skills. Includes preparing for the job search process, preparing and writing a resume, preparing for an interview, what an employer is looking for in an employee. Describes the communication and interpersonal relationship skills necessary for a positive attitude toward the job.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.777	Career Exploration	<i>Life Planning for Adults</i>	<i>This course will help students seeking new directions in their lives. It explores values, interests and abilities with professional guidance and testing; looks at realistic alternatives in terms of careers, education, volunteer work and personal creativity.</i>
WF	GWF	0.777	Career Exploration	<i>Real Estate Career Exploration</i>	<i>This course introduces the student to real estate careers and covers basic real estate terms, an introduction to real estate, history of land ownership, real estate mathematics, legal descriptions, contract law, deeds and title insurance, sources for finances, making the offer, closing costs, real estate appraising, investments in real estate, management and syndicates. Not intended to be preparatory for license examination.</i>
WF	GWF	0.777	Career Exploration	<i>World of Business</i>	<i>This course introduces the student to the role and function of business, career opportunities in corporations and self-employment. Includes required objectives for Career Education.</i>
WF	GWF	0.778	Customer Relations	Computer Relations	<i>This course is designed to improve customer service skills.</i>
WF	GWF	0.779	Education	<i>Cognitive Exercise</i>	<i>This course provides caregivers effective strategies for improving their participant's concentration, motor skills, recall, and socialization skills.</i>
WF	GWF	0.779	Education	<i>Education & Creative Activities</i>	<i>This course will explain the use of creative activity in the learning experience such as bulletin boards, simulation games, media, story telling and the art of listening and asking questions.</i>
WF	GWF	0.779	Education	<i>Education & Teaching Skills</i>	<i>This course will provide effective teaching practices including selection and organization of materials, lesson planning, the positive learning environment, and communication skills.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GFW	0.779	Education	<i>Introduction to Learning Disabilities</i>	<i>This is an overview of the field of learning disabilities, including basic terminology, descriptions of developmental and academic areas and their evaluation, brief exploration of possible teaching approaches.</i>
WF	GWF	0.779	Education	<i>Teaching and Learning Styles</i>	<i>(No description available.)</i>
WF	GFW	0.779	Education	<i>Learning Theory</i>	<i>(No description available.)</i>
WF	GFW	0.779	Education	<i>Learn To Be a Tutor</i>	<i>Students will learn step-by-step methods to teach you to become a tutor. Course is designed for volunteer tutors with little or no tutoring.</i>
WF	GFW	0.779	Education	<i>Tutoring Practices</i>	<i>This course reviews one-on-one teaching skills for subjects such as; reading, spelling, English as a Second Language, and number skills. Provides problem clinic for those already tutoring students.</i>
WF	GFW	0.779	Education	<i>Tutoring: Deaf, Hearing Impaired, and Visual Impaired Students</i>	<i>This course provides tutoring strategies for individuals who are deaf, or hearing or visually impaired.</i>
WF	GFW	0.779	Education	<i>Right Brain Theory</i>	<i>(No description available.)</i>
WF	GFW	0.779	Education	<i>Lifeguard Training</i>	<i>Course teaches students how to be a lifeguard.</i>
WF	GFW	0.779	Education	<i>Water Safety Instructor</i>	<i>Course teaches students how to teach water safety courses.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GFW	0.780	Ethics	<i>Ethics</i>	<i>This course examines the fundamental concepts underlying ethics and their application to the understanding and solving of contemporary moral problems.</i>
WF	GFW	0.781	Foster Home Care	<i>Foster Home Provider</i>	<i>This is a State sponsored, required course for all foster home providers and resident managers. New owners should complete the orientation through Senior Services as prerequisite to this course.</i>
WF	GFW	0.782	Fund Raising	<i>Fundraising and Grant Writing*</i>	<i>Students will learn how to select grant opportunities and write successful grant applications. Emphasis on identification of funding sources including corporate and foundation. Learn tips on research, effective writing, format options, appropriate appendix construction, board involvement, cultivation of funding sources, grant management and reporting. Some time will be spent learning how to research grant information using library resources and the internet.</i>
WF	GFW	0.782	Fund Raising	<i>Proposal Writing</i>	<i>Students will learn how to develop and write successful proposals by preparing and evaluating proposals. Reviewing and ranking proposals also covered.</i>
WF	GFW	0.783	Group Development	<i>Group Development</i>	<i>This course examines techniques for working effectively with groups and will help the student improve their communication skills, interpersonal relationships, and group discussion.</i>
WF	GWF	0.784	Guide Dog Training	<i>Guide Dog Training</i>	<i>This course focuses on skills specifically for guide dogs for individuals with special needs. It does not include dog training/obedience for general purposes.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.785	Leadership	<i>Leadership and Power</i>	<i>This course provides an awareness of the qualities of leadership that may be necessary for successful careers. Reviews the effects of power and leadership in the past and the influence on present society.</i>
WF	GWF	0.785	Leadership	<i>Attributes of Effective Leadership</i>	<i>Students will learn about the differences between management and leadership, leadership styles and characteristics, team building, managing conflict, communication processes, delegation, time management, and decision-making.</i>
WF	GWF	0.786	Legal Topics	<i>Affirmative Action Plan Implementation</i>	<i>This course discusses the role of management in implementing Affirmative Action policies. Students will learn how to design a successful plan.</i>
WF	GWF	0.786	Legal Topics	<i>Child with Special Needs; Rights, Responsibilities, and Resources</i>	<i>This course will cover some of the current issues and laws affecting the handicapped individual.</i>
WF	GWF	0.786	Legal Topics	<i>Child with Special Needs; Rights, Responsibilities, and Resources</i>	<i>This course will cover some of the current issues and laws affecting the handicapped individual.</i>
WF	GWF	0.786	Legal Topics	<i>Family Law</i>	<i>Students will study Oregon law as it affects all members of the family. Covers governmental regulations versus civil rights protection, domestic relations law, debtor-creditor rights, landlord-tenant law, probate, contract obligation and tort liability.</i>
WF	GWF	0.786	Legal Topics	<i>Law for School Board Members</i>	<i>Students will explore the role of the school board member, Oregon law pertaining to the school districts, the relationship of the board to the superintendent, the staff and the community, and activities concerning education finance, personnel, capital construction and legal manner. (No description available.)</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.786	Legal Topics	<i>Law for the Small Business Owner</i>	<i>This course presents legal principles concerning small business operation, Workers' compensation, collections, customer banking, zoning, and IRS audits.</i>
WF	GWF	0.786	Legal Topics	<i>Legal Systems</i>	<i>This course will help students understand court and comparative judicial systems and legal issues.</i>
WF	GWF	0.786	Legal Topics	<i>Native American Law</i>	<i>This course introduces the history and basic principles of the law of Indian affairs. Provides general understanding of the unique legal status of Native Americans in the United States.</i>
WF	GWF	0.786	Legal Topics	<i>Patents for Inventors</i>	<i>This course explores the patent process for adults with original inventions.</i>
WF	GWF	0.786	Legal Topics	<i>Wills and Probate</i>	<i>(No description available.)</i>
WF	GWF	0.786	Legal Topics	<i>Workers Rights in Law and Fact</i>	<i>This course surveys worker's rights regarding union, job condition, discrimination, and occupational health.</i>
WF	GWF	0.787	Management	<i>Administrative Staffing and Employee Development</i>	<i>This course covers recruiting and selecting employees, including job analysis, advertisements, screening applications, interviewing, and checking references. Explains orientations, setting performance standards, and integrating employee into the work team. Includes overview of motivational theory, teamwork concepts, and skills in coaching for improved performance, appraisals, and disciplinary action.</i>
WF	GWF	0.787	Management	<i>Management Skills: Developing Motivation</i>	<i>This course presents methods and techniques in developing motivational skills to increase worker productivity.</i>
WF	GWF	0.787	Management	<i>Management Skills: Developing Motivation</i>	<i>This course will help students develop motivational skills necessary for increased worker productivity.</i>
WF	GWF	0.788	Marketing	<i>Sales Training for Retail Stores</i>	<i>(No description available.)</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.788	Marketing	<i>Fundamentals of Branding and Marketing</i>	<i>Students will learn branding basics and strategies and build a simple, but practical marketing action plan.</i>
WF	GWF	0.788	Marketing	<i>Promoting Your Business</i>	<i>Students will learn how to develop and advertising plan for the small/medium size business, including identifying audience, markets, recognizing good ads from bad, copy writing, ad design, and more!</i>
WF	GWF	0.789	Meeting Management	<i>Parliamentary Procedures</i>	<i>This course introduces techniques for conducting a meeting in an orderly manner through classroom practices of parliamentary rules. Emphasizes the methods of leading a group efficiently and democratically through a variety of decision steps.</i>
WF	GWF	0.789	Meeting Management	<i>Meeting Management</i>	<i>This course covers all aspects of meeting management from agenda to minutes to follow-up on action plans. Students will learn how to facilitate a meeting or discussion to ensure participants are involved, objectives are met, and good decisions are made.</i>
WF	GWF	0.790	Officiating	<i>Sports Officiating</i>	<i>(No description available.)</i>
WF	GWF	0.791	Office Practices	<i>Office Machines</i>	<i>Students will learn basic operations of office equipment and machines. The course is tailored to student needs.</i>
WF	GWF	0.791	Office Practices	<i>Office Practices & Procedure</i>	<i>This is a basic office skills course for someone who has never been employed as a support staff. It covers basic secretary/receptionist/clerk tasks and responsibilities including answering the phone, greeting clients or customers, filing, and professionalism. The course also provides strategies for students seeking employment..</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.791	Office Practices	<i>Briefhand</i>	<i>(No description available.)</i>
WF	GWF	0.791	Office Practices	<i>Filing Techniques</i>	<i>This course reviews basic filing techniques, including alphabetic rules, numeric correspondence filing, subject filing and geographic filing, procedures and terminology.</i>
WF	GWF	0.791	Office Practices	<i>Typing</i>	<i>This course introduces basic typing skills for personal use.</i>
WF	GFW	0.792	Non Profits	<i>Hospice Volunteer Training</i>	<i>This course helps volunteers communicate with and provide emotional support and assistance to terminally ill patients and their families.</i>
WF	GWF	0.792	Non Profits	<i>Leading Volunteers</i>	<i>This course will help students develop leadership skills for working with parents, children, volunteers and staff.</i>
WF	GWF	0.792	Non Profits	<i>Non-Profit Organizations</i>	<i>This course details the functions, responsibilities and authority of nonprofit public agencies and organizations and their relationship to the welfare, rehabilitation, counseling, training or financially assisting citizens within their jurisdictions. Sample agencies include: public health departments, DVR, state hospitals, Red Cross, Salvation Army.</i>
WF	GWF	0.792	Non Profits	<i>Publicity for Social Organizations</i>	<i>This course provides methods of securing publicity for organizations such as schools, clubs, churches, PTAs and social agencies. Emphasizes particular needs and interests of media such as newspapers, radio and TV. Includes practical assignments of news stories, radio spots and other publicity mediums.</i>
WF	GFW	0.792	Non Profits	<i>Volunteer Training</i>	<i>(No description available.)</i>
WF	GFW	0.793	Publishing ⁴	<i>Writing and Selling to Magazines and Newspapers</i>	<i>Students will learn how to break in as free-lance writers, find story ideas, identify markets, and improve writing style.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.793	Publishing ⁴	<i>Writing, Feature</i>	<i>This course examines the elements of feature and article writing. Emphasizes writing styles, structure and adaptability to markets.</i>
WF	GWF	0.793	Publishing ⁴	<i>Writing, Freelance</i>	<i>This course explores today's fiction and nonfiction markets and examines critiquing methods.</i>
WF	GWF	0.793	Publishing ⁴	<i>Writing, Magazine</i>	<i>This course will help students write fiction and nonfiction magazine articles. Provides a basic framework and experience.</i>
WF	GWF	0.793	Publishing ⁴	<i>Internet Publishing</i>	<i>Students will learn a simplified approach to publishing and selling their book. Emphasizes self-publishing and sales through the internet.</i>
WF	GWF	0.794	Real Estate	<i>ABCs of Home Buying</i>	<i>This course covers the entire home buying process: from analyzing your financial situation to working with a real estate agent, securing a loan, etc. This State-certified class satisfies requirements for down payment assistance and First Time Homebuyer loan programs.</i>
WF	GWF	0.794	Real Estate	<i>Escrow Procedures in Real Properties</i>	<i>This course offers instruction in procedures and legal instruments used in conveying real properties. Stresses loan file, credit reporting, title clearances, notes and mortgages, closing statements and easement documents.</i>
WF	GWF	0.794	Real Estate	<i>Home Buyers and Builders Guide</i>	<i>This course provides students with skills and knowledge that will enable them to (1) understand the essential elements of single-family residence construction, and (2) contract their own home or make wise home purchases. Covers the step-by-step buying process, construction, and financing of houses.</i>

4. Course must teach the business aspects of publishing. They are not “how to write” (e.g. organization, styles, structures, etc.) courses.

Code	Course No.		General Title	Sample Course Title	Course Description
WF	GWF	0.794	Real Estate	<i>Real Estate for the Homeowner</i>	<i>This course examines the various financial aspects of home ownership and family financial planning. Includes finding the right home, the value of home improvements, preparing the home for resale, and the income tax preferred treatment of any net gain on the sale.</i>
WF	GWF	0.794	Real Estate	<i>Real Estate Investment</i>	<i>Students will study land investments, income property, group investing, and estate building.</i>
WF	GWF	0.795	Small Business Development	<i>How to Start Your Own Business & Succeed</i>	<i>This course details the fundamentals of organizing and managing a business.</i>
	GWF	0.796	Supervision	<i>Coaching and Confronting</i>	<i>Students will learn how to coach their employees and peers. Attendees learn how to bring the best out in their employees and peers.</i>
WF	GWF	0.796	Supervision	<i>The Encouraging Manager</i>	<i>This course will give managers strategies for allowing and encouraging people to do their best. To do that, you need to inform employees, you need to recognize contributions, and you need to help them feel and act empowered. Learn key concepts for being an Encouraging Manager and how to apply them.</i>
WF	GWF	0.797	Tax Preparation	<i>Tax Analysis</i>	<i>Acquaints students with the needs, uses, and applications of the tax dollars. Reviews different taxation bases, the income tax structure, real and personal property taxation and Workmen's Compensation.</i>
WF	GWF	0.797	Tax Preparation	<i>Tax Preparation</i>	<i>This course will introduce basic federal and state tax rules and law. Includes procedures for completing personal tax reports, planning tax saving deductions, record keeping and financial management.</i>

HEALTH AND FITNESS

Description: Non-credit health courses focus on the knowledge and skills that promote healthy lifestyles over a lifetime.

Category	Code	Title	Course Description
Non-credit Fitness	HF	Fitness	<i>Non-competitive physical fitness (aerobics, yoga), survival swimming skills</i>
Non-credit Health	HF	Health	<i>First Aid/CPR, health topics (osteoporosis prevention, diabetes education), anger management, and nutrition</i>

SAMPLE HEALTH COURSES

Code	Course No.		General Title	Sample Course Title	Course Description
HF	F	0.850	Fitness	<i>Fitness</i>	With a focus on functional fitness, this course helps students improve flexibility, mobility, balance and cardiovascular strength in this full body.
HF	F	0.850	Fitness	<i>Fitness in Retirement</i>	This course covers dietary information, living patterns and physical exercise designed for increasing muscle tones and cardiovascular and respiratory endurance. Promotes a new mental attitude and self-image by maintaining physical health.
HF	F	0.850	Fitness	<i>Innergystics</i>	Innergystics combines resistance and isolation methods for your body, and mental focus techniques for your mind with the power of breath control.

Code	Course No.		General Title	Sample Course Title	Course Description
HF	F	0.850	Fitness	<i>Pilates</i>	<i>This contemporary method of training pioneered by Joseph H. Pilates, integrates the mind and body to work together as one unit. The emphasis is on breathing and core body strength, allowing participants the opportunity to develop strength and flexibility along with improving posture and alignment.</i>
HF	F	0.850	Fitness	<i>Structural Reprogramming</i>	<i>Students will improve body alignment and posture, restore mobility, reduce neck and back pain, and pain from bunions, scoliosis, sciatica and accidents. Increases strength and flexibility by working with gravity.</i>
HF	F	0.850	Fitness	<i>Tai Chi</i>	<i>Tai Chi is the moving form of yoga or meditation. It is a meditative exercise for the body and fosters a calm and tranquil mind. This is a health and fitness course.</i>
HF	F	0.850	Fitness	<i>Yoga for Fitness</i>	<i>Yoga improves balance, flexibility and strength through yoga poses accompanied by focused breathing and relaxation.</i>
HF	H	0.851	Controlled Substances	<i>Drug Awareness</i>	<i>The course surveys the use and abuse of drugs in our society for interested parents.</i>
HF	H	0.851	Controlled Substances	<i>Smoking Control Techniques</i>	<i>(No description available.)</i>
HF	H	0.852	First Aid/CPR	<i>Athletic Injuries: Prevention, Diagnosis, & Rehab.</i>	<i>This course presents functional knowledge of the prevention, diagnosis and rehabilitation of athletic injuries. Information is for coaches and individuals active in fitness activities.</i>
HF	H	0.852	First Aid/CPR	<i>CPR</i>	<i>This course teaches basic cardiopulmonary resuscitation skills in life-threatening situations until advanced medical personnel arrive.</i>
HF	H	0.853	Nutrition	<i>Nutrition</i>	<i>This course emphasizes good nutrition for health, using a variety of foods and recognizing food fads and quackery.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
HF	H	0.853	Nutrition	<i>Nutrition: Infancy and Childhood</i>	<i>A workshop at which participants may ask specific questions about nutritional needs of infants and children. Lectures will cover basic nutritional needs, energy and energy-producing nutrients, development of food patterns in young children, the role of vitamins and minerals and the use of supplements and current dietary practices.</i>
HF	H	0.853	Nutrition	<i>Wheat Free Diet</i>	<i>Students will explore ways to accommodate special dietary needs or manage diseases associated with dietary intolerance and live a healthy lifestyle. Learn to purchase substitute products and prepare attractive and appealing meals and snacks.</i>

SAFETY

Description: Non-credit Safety courses focus on the knowledge and skills that promote safe practices over a lifetime.

Category	Code	Title	Description
Non-credit Safety	S	Safety	Driver training (motorcycle safety, 55 Alive), Marine Board license preparation, , survival swimming skills, safety topics (disaster preparedness or response, safe operation of power tools, safe pesticide use), and self-defense.

Sample Safety Courses

Code	Course No.		General Title	Sample Course Title	Course Description
S	S	0.900	Drivers Education, Adult Automobile	<i>ODOT Certified Driver Examination</i>	<i>Explore the latest in safe driver training in new and innovative ways with professional driving instructors. The Driver Education program includes 30 hours of classroom time, six hours of behind-the-wheel experience and six hours of in-car observation. The course provides A-Z coverage of safe driving techniques, etiquette, and preparedness. Upon successful completion, students will receive a certificate for submission to the DMV office at time of licensure and for insurance discounts. Be prepared to select your behind-the-wheel time on the first day of class. Have your valid Oregon driver's permit. Attendance is mandatory.</i>
S	S	0.901	Drivers Education, Motorcycle	<i>Motorcycle Rider Better Biking</i>	<i>Introduces the novice motorcycle operator to safe and effective riding skills. Emphasizes basic street riding skills, defensive driving techniques and safety. Crash avoidance and improved braking, evasive maneuvering and turning. Combines classroom study with practice on the motorcycle range.</i>

Code	Course No.		General Title	Sample Course Title	Course Description
S	S	0.902	Drivers Education, Adult	<i>Driver and Traffic Safety Education</i>	<i>Introduces the beginner to driving skills; sharpens driving skills for the experienced driver. Emphasizes the driver's responsibility for the safe, courteous operation of the vehicle as well as the improvement of driving skills, attitude and habits.</i>
S	S	0.902	Drivers Education, Adult	<i>Defensive Driving</i>	<i>Reviews traffic accident avoidance techniques and stresses defensive driving measures to avoid collisions. This is the standard eight-hour National Safety Council Defensive Driving Course supplemented with two hours of related material.</i>
S	S	0.903	Equipment and Tools	<i>Power Tool Safety</i>	<i>Demonstrates the skills and technical knowledge required to operate a variety of shop tools; e.g., bench lathe, drill press, grinder, milling machine, power hacksaw and metal band saw.</i>
S	S	0.904	Survival	<i>Emergency Survival</i>	<i>Techniques for surviving a variety of emergency situations including extreme weather conditions.</i>
S	S	0.905	Marine Safety	<i>Boating Safety/U.S.P.S. Basic Boating</i>	<i>Focuses on safety. This is not a recreation course.</i>

RESOURCES

For more information, contact: Susan Boyanovsky, Instructional Programs Specialist, Oregon Department of Community Colleges and Workforce Development, 255 Capitol St. N.E., Salem, Oregon 97355, Phone: (503) 378-8648, ext. 286 Fax: 503-378-3365, Email: susan.j.boyanovsky@state.or.us

Oregon Administrative Rules and Revised Statutes Go this to this link <http://www.odccwd.state.or.us/policies/default.htm>
Definitions: OAR 586-006-0050 Hobby (23) Recreation (43)
Approval Authority for Other Education Courses OAR 589-006-400

Web Sites:

- The Oregon Community Education Association, <http://www.ocea-or.org/>
- National Community Education Association, <http://www.ncea.com/>
- The National Council for Continuing Education and Training, an affiliate of Council of the American Association of Community Colleges (AACC), <http://www.nccet.org/>
- The Oregon Progress Board, <http://egov.oregon.gov/DAS/OPB/obm.shtml>