

**Employment Trends** The market demand remains high in public safety careers in spite of the revenue problems facing most areas. A significant factor in the demand remaining high is the rate of retirement or resignation of public safety personnel. Approximately 40 percent or more of the people currently working in public safety will retire over the next five years. Employment opportunities vary in the state of Oregon. Therefore, students should also consider employment opportunities throughout the region of the western United States for potential public safety employment.

**Entry-Level Hourly and Annual Wages** \$14-28 hourly

**Costs in Addition to Tuition (estimate)\***

Books ..... \$3,000  
 \* Subject to change without notice.

**Admission Information** Social Science Division, John delNero, Program Coordinator, (541) 463-5286, [delneroj@lanecce.edu](mailto:delneroj@lanecce.edu)

**Cooperative Education (Co-op)** Co-op provides opportunities for field placements with various local public safety agencies including local police, sheriffs, corrections, court services, and commercial security organizations. Students may participate on a full or part-time basis. Contact John del Nero, Criminal Justice Co-op Coordinator, (541) 463-5286.

**Program Advisor** Cindy Lott (541) 463-5232, [lottc@lanecce.edu](mailto:lottc@lanecce.edu)

**Program Counselor** Anthony Hampton (541) 463-5275, [hamptona@lanecce.edu](mailto:hamptona@lanecce.edu)

<b>First Year</b>	<b>Fall</b>
CJA 100 Introduction to Criminal Justice 1 <sup>D,G</sup> .....	3
Directed elective <sup>2,3</sup> .....	3
SOC 204 Introduction to Sociology <sup>G,H</sup> .....	3
SP 105 Listening and Critical Thinking <sup>A</sup> .....	4
WR 121 English Composition: Exposition and Introduction to Argument <sup>*G,W</sup> .....	4
Total Credits	17

	<b>Winter</b>
Arts and Letters elective <sup>1</sup> .....	3
CJA 110 Introduction to Criminal Justice 2 <sup>*D,G</sup> .....	3
SOC 205 Social Stratification and Systems <sup>G,H</sup> .....	3
SP 100 Basic Communication <sup>A</sup> .....	4
Choice of: .....	4
WR 122 Composition: Style and Argument <sup>A,G</sup> .....	
WR 123 Composition: Research <sup>A,G</sup> .....	
Total Credits	17

	<b>Spring</b>
CJA 101 Introduction to Criminology <sup>D,G</sup> .....	3
SOC 206 Institutions and Social Change <sup>G,H</sup> .....	3
Choice of: .....	4
CS 120 Concepts of Computing: Info Process <sup>S</sup> .....	
CIS 131 Introduction to Computers: Info Process .....	
Choice of: .....	3
HE 250 Personal Health <sup>P</sup> .....	
HE 252 First Aid <sup>P</sup> .....	
HE 275 Lifetime Health and Fitness <sup>P</sup> .....	
Total Credits	13

<b>Second Year</b>	<b>Fall</b>
Biological or Physical Science requirement <sup>1,4,S</sup> .....	3-4
CJA 213 Interviewing and Interrogation <sup>D,G</sup> .....	3
CJA 220 Introduction to Criminal Law <sup>D,G</sup> .....	3
PS 201 American Government and Politics .....	3

Choice of: .....	4
PHL 201 Introduction to Philosophy: Ethics <sup>H</sup> .....	
PHL 205 Contemporary Moral Issues <sup>H</sup> .....	
ANTH 103 Cultural Anthropology <sup>H</sup> .....	
Total Credits	16-17

	<b>Winter</b>
Biological or Physical Science elective <sup>1,3</sup> .....	3-4
CJA 222 Criminal Law: Procedural Issues <sup>D,G</sup> .....	3
CJA 280 Co-op Ed: Criminal Justice <sup>*D,G</sup> .....	3
Directed Criminal Justice elective <sup>2,3</sup> .....	3
PS 202 American Government and Politics .....	3
Total Credits	15-16

	<b>Spring</b>
MTH 095 Intermediate Algebra or higher <sup>M</sup> .....	5
CJA 280 Co-op Ed: Criminal Justice <sup>D,G</sup> .....	3
PS 203 American Government .....	3
PSY 203 General Psychology <sup>G</sup> .....	3
Arts and Letters elective <sup>1</sup> .....	3
Total Credits	17

- Courses that satisfy transfer general education requirements are recommended: BI, BOT, Z, CH, G, GS, PH
- Directed electives** (choose 6 credits total)
  - CJA 232 Correctional Casework <sup>D,G</sup> ..... 3 credits
  - CJA 210 Criminal Investigation 1 <sup>D,G</sup> ..... 3 credits
  - CJA 214 Introduction to Forensic Science <sup>D,G</sup> ..... 4 credits
  - CJA 243 Narcotics and Dangerous Drugs <sup>D,G</sup> ..... 3 credits
  - SOC 211 Social Deviance <sup>D,G</sup> ..... 3 credits
  - CJA 201 Juvenile Delinquency <sup>D,G</sup> ..... 3 credits
- CJA 214 Introduction to Forensic Science can be used to meet Directed Elective or Biological/Physical Science Elective.
- CH 114 Forensic Chemistry can satisfy the Biological or Physical Science requirement

## Human Services: Juvenile Corrections

**Offered by the Social Science Department**

**One-Year Certificate of Completion**

**Purpose** To train individuals to work directly with juvenile offenders in various settings, including Oregon Youth Authority (OYA) as well as other public, private, and non-profit agencies/programs.

**Learning Outcomes** The graduate will:

- provide supervision for juvenile offenders.
- facilitate in the treatment process and crisis intervention.
- provide social and life skills training.
- maintain records and documentation.
- engage in support services.
- monitor and ensure a secure environment.
- use appropriate library and information resources to research professional issues and support lifelong learning.
- formulate questions that can be addressed with data and collect, organize and display relevant data to answer them.

**Employment Trends** There had been a decline in juvenile crime during the late 1990's, but that trend tends to be shifting. The resurgence of youth gangs since the year 2000 has reflected an increase in gang homicides and other criminal activity. Nearly all juvenile correction facilities are

Standard footnotes:

- \* Prerequisite required
- A Meets Arts/Letters requirement
- B Must be passed with grade of "B" or better to use as a prerequisite
- D Degree or certificate requirement; must be passed with grade of "C-" or better
- G Must be taken for a grade, not P/NP; major requirement

- H Meets Human Relations/Social Science requirement
- M Meets Mathematics requirement
- P Meets PE/Health requirement
- R Required for AAS degree—see page 48
- S Meets Science/Math/Computer Science requirement
- W Meets Written Communications or English Composition requirement

filled to capacity necessitating more correctional facilities and the demand for more juvenile corrections personnel. This certificate meets the minimum level pre-employment requirement for the Oregon Youth Authority (OYA).

**Wages** Beginning wage for an OYA Group Life Coordinator II is approximately \$2,464-\$3,400 monthly, but salary and benefit packages vary greatly depending up the employing agency and geographical location.

**Costs in Addition to Tuition (estimate)\***

Books ..... \$1,600

\* Subject to change without notice.

**Admission Information** Social Science Division, John delNero, Program Coordinator, (541) 463-5286, [delnero@lanecc.edu](mailto:delnero@lanecc.edu)

**Cooperative Education (Co-op)** Co-op provides opportunities for students to work in regional organizations to develop and expand skills, explore career options, and make contacts for future employment. Students connect theory and practice while earning transferable elective college credit. Contact John del Nero, Juvenile Corrections Co-op Coordinator, (541) 463-5286.

**Program Advisor** Cindy Lott (541) 463-5232, [lott@lanecc.edu](mailto:lott@lanecc.edu)

**Program Counselor** Anthony Hampton (541) 463-5275, [hamptona@lanecc.edu](mailto:hamptona@lanecc.edu)

	<b>Fall</b>	
CJA 101 Introduction to Criminology <sup>D,G</sup> .....	3	
HS 206 Counseling the Criminal Addict <sup>D,G</sup> .....	3	
MTH 060 Beginning Algebra <sup>1,M</sup> .....	4	
PSY 201 General Psychology <sup>D,G</sup> .....	3	
SOC 225 Social Problems <sup>D,G,H</sup> .....	3	
Total Credits	16	

	<b>Winter</b>	
CJA 201 Juvenile Delinquency <sup>D,G</sup> .....	3	
CS 120 Concepts of Computing: Information Processing ....	4	
HS 205 Youth Addiction <sup>D,G</sup> .....	3	
PSY 202 General Psychology <sup>D,G</sup> .....	3	
PSY 235 Human Development 1 <sup>D,G</sup> .....	3	
WR 121 English Composition: Exposition and Introduction to Argument <sup>*,W</sup> .....	4	
Total Credits	20	

	<b>Spring</b>	
CJA 232 Correctional Casework <sup>D,G</sup> .....	3	
CJA 280 Co-op Ed: Juvenile Corrections <sup>D,G</sup> .....	3	
HS 209 Crisis Intervention and Prevention <sup>D,G</sup> .....	3	
PSY 203 General Psychology <sup>D,G</sup> .....	3	
PSY 239 Introduction to Abnormal Psychology <sup>D,G</sup> .....	3	
Total Credits	15	

1 Recommend MTH 095 or higher if going on to complete 2-year Criminal Justice program

## Legal Assistant

**Offered by the Business Department**

**Two-Year Associate of Applied Science Degree, Legal Assistant**

**Less-Than-One-Year Certificate of Completion, Legal Office Skills**

**Note** The Legal Assistant Two-Year Degree will not be available to new students in the 2007-2008 academic year. Current students will be able to complete their degrees, and Legal courses will continue to be offered. New students should consider the Two-Year Administrative Assistant program with Legal directed electives, or the Legal Office Skills Less-Than-One-Year Certificate (see below). For additional information, contact Deb Hupcey in the Counseling Department, (541) 463-5635, or Kirsra Whedon in the Business Department, (541) 463-5534.

## Legal Office Skills

**Less-Than-One-Year Certificate of Completion**

**Purpose** This Less-than-One-Year Certificate is designed for professional office personnel who are interested in career enhancement, or for current Business students with office experience who wish to expand their options for career choices. Legal office courses provide opportunities for mobility and advancement. Career possibilities include office positions in law firms, courts, insurance companies, human resource departments, banks, and other law-related business and government offices.

**Learning Outcomes** The graduate of the Legal Office Skills Certificate will:

- use and understand basic legal terminology and concepts.
- understand the role of lawyers in the legal system.
- prepare accurately formatted legal documents, letters, and pleadings and compose correspondence commonly used in legal settings.
- understand and use a variety of legal office systems including document management and calendaring.
- understand the purposes and many of the functions of court rules, schedules, and procedures.
- use law library, computing and communication services to obtain legal forms, information, and data from regional, national, and international networks.
- create professional, accurate documents.
- use research and analytical skills to support the activities of the organization.

	<b>Fall</b>	
BA 226 Business Law <sup>D,G</sup> .....	4	
LGL 201 Legal Procedures 1 <sup>*,D,G</sup> .....	4	
	<b>Winter</b>	
LGL 202 Legal Procedures 2 <sup>*,D,G</sup> .....	3	
	<b>Spring</b>	
LGL 203 Legal Procedures 3 <sup>*,D,G</sup> .....	3	
Total Credits	14	