

Application requirements

- Math 52M,R or Math 70M,R or higher (graded C- or better),
- Chemistry 112S and Biology 112S or 100-level college chemistry ^S (5credits or more) course or higher (pass/no pass option okay – equal to C- or better)
- High School diploma or GED

Admission Deadline Applications will be screened on a first-come, first-qualified basis until the program is filled or mid-August.

Criteria Used for Admission Lane’s Reading Placement test (DTLS), GPA, and submission of transcripts from high school and college work.

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Admission Information Applications are available online at www.lanecc.edu/fhc.

Cooperative Education (Co-op) Respiratory care allows students to earn college credit for participating in job-related activities in respiratory care professional settings under direct supervision. While at Co-op sites, students develop skills, connect theory and practice, expand career knowledge, and make contacts for potential future employment in respiratory care. Contact Roger Hecht, Respiratory Care Co-op Coordinator, Bldg. 4, Rm. 132, (541) 463-5624.

Program Advisor Deb Hupcey, Bldg. 1, Rm. 103, (541) 463-5635, hupceyd@lanecc.edu,

Program Counselor Jessica Alvarado, Bldg. 4, Rm. 262A, (541) 463-5802, alvaradoj@lanecc.edu

First Day Enrollment requirements

- Eligibility for CNA certification
- CPR Certification for Health Care Professionals
- BI 231 Human Anatomy and Physiology 1
- HO 100 Medical Terminology 1,
- Evidence of a physical examination (within the previous nine months) must be submitted prior to enrollment in the program.
- Criminal background check as required by clinical facilities.

First Year

BI 232 Human Anatomy and Physiology 2 ^{*,D,G,S}	4
RT 112 Respiratory Care Science ^{*,D,G}	1
RT 114 Fundamentals of Respiratory Care ^{*,D,G}	1
RT 116 Basic Respiratory Assessment ^{*,D,G}	1
WR 121 English Composition: Exposition and Introduction to Argument ^{*,W}	4
Human Relations requirement ^R	3
The following are preferred:	
CG 203 Human Relations at Work	
CG 205 Assertive Behavior	
CG 191 Issues of Cultural Diversity	
Total Credits	14

Fall

BI 233 Human Anatomy and Physiology 3 ^{*,D,G,S}	4
RT 126 Respiratory Care Case Review - Part 1 ^{*,D,G}	1
RT 127 Respiratory Care Diseases and Medications ^{*,D,G}	5
RT 146 Introduction to Clinical Respiratory Care [*]	3
Choice of:	4
SP 111 Fundamentals of Public Speaking ^A	
SP 115 Introduction to Intercultural Communication ^A	
SP 218 Interpersonal Communication ^A	
SP 220 Communication, Gender and Culture ^A	
Total Credits	17

Winter

BI 234 Microbiology ^{*,D,G,S}	4
RT 136 Respiratory Care Case Review - Part 2 ^{*,D,G}	1
RT 141 Principles of Respiratory Care Lab ^{*,D,G}	1
RT 144 Principles of Respiratory Care ^{*,D,G}	3
RT 236 Clinical Practice 1 [*]	6
Total Credits	15

Spring

RT 110 Introduction to Mechanical Ventilation ^{*,D,G}	3
RT 216 Respiratory Care Case Review - Part 3 ^{*,D,G}	3
RT 248 Clinical Practice 2 [*]	6
Total Credits	12

Summer

RT 241 Principles of Mechanical Ventilation Lab ^{*,D,G}	1
RT 244 Principles of Mechanical Ventilation ^{*,D,G}	3
RT 258 Clinical Practice 3 [*]	8
RT 262 Neonatal/Pediatric Respiratory Care ^{*,D,G}	3
Total Credits	15

Second Year

RT 251 Pulmonary Diagnostics and Monitoring Lab ^{*,D,G} ...	1
RT 254 Pulmonary Diagnostics and Monitoring ^{*,D,G}	3
RT 256 Respiratory Care Case Review - Part 4 ^{*,D,G}	1
RT 266 Emergency and Critical Care - Part 1 ^{*,D,G}	3
RT 268 Clinical Practice 4 [*]	6
Total Credits	14

Fall

Winter

HE 275 Lifetime Health and Fitness ^P	3
RT 270 Clinical Competency Assessment [*]	1
RT 274 Credentialing Topics ^{*,D,G}	2
RT 276 Emergency and Critical Care - Part 2 ^{*,D,G}	2
RT 280 Co-op Ed: Respiratory Therapy [*]	4
Total Credits	12

Spring

1 Students choosing the physical education requirement must take PE courses in at least two terms. 2 Must be accepted into Respiratory Care Program.

Optional courses each term:

- RT 148 Advanced Placement Clinical Practice
- RT 298 Independent Study
- RT 280 Co-op Ed

Retail Management

Offered by the Business Department

One-Year Certificate of Completion

Less-Than-One-Year Certificate of Completion

Purpose The Retail Management certificate represents skills identified by the retail industry, which desires to provide a program of study for their employees and for students who would like to become retail employees. The certificate builds on the Less-Than-One-Year Certificate and incorporates additional coursework in writing and business. This program is recognized by retail employers and identifies skills that lead to professional growth, hiring, and advancement opportunities. This program is a body of study that prepares the student for retail sales and management responsibilities; those who complete the program may be given preference in hiring, and/or may be eligible for promotions.

Learning Outcomes The graduate of the certificate program will:

- understand the purpose of retailing and the retail environment and the responsibilities of the retail operations function.
- understand the advantages, disadvantages, and circumstantial uses of various leadership styles.
- understand various ethical tools and the reasoning behind various ethical positions.

- determine appropriate and inappropriate interview and hiring questions.
- understand the opportunities and challenges posed by a multi-cultural work force and the responsibilities of management in handling and motivating employees in the current business environment.
- understand the impact of technology on marketing and recognize how the major elements of the marketing process apply to actual marketing situations.
- define theories and strategies of business management, including human resources management and operations management.
- understand the basic terms and content of financial statements and be able to understand and interpret the information they contain.
- understand communication theory and give well-organized, clear business presentations that inform, recommend, and train.
- understand the basics of word processing, spreadsheets, database management, and internet communications.
- use appropriate library and information resources to research business topics.
- apply critical thinking and analytical skills in decision making and problem solving.

Employment Trends For retail management and supervision, the projected number of annual openings for the state of Oregon is 561, with approximately 44 in Lane County. Employers particularly seek employees with good communication, teamwork, and interpersonal skills, as well as those who present themselves in a professional manner. Workers must have related work experience to gain the necessary skills for this occupation. However, workers with postsecondary training have a competitive advantage in the labor market.

Wages Statewide wages for retail managers and supervisors average \$18.88 hourly and \$39,281 annually plus benefits. Lane County wages average \$17.93 hourly and \$37,309 annually plus benefits.

Costs in Addition to Tuition (estimate)*

Books\$1,100

* Subject to change without notice.

Prerequisites The entering student must have the ability to type by touch, have a basic knowledge of the Windows operating system, and place at least into WR 121 and MTH 060, or take classes to reach these levels before enrolling in program courses. Before enrolling in BA 214 Business Communications, students must pass a Language Skills and Proofreading test in the Testing office or pass BT 180 Business Proofreading and Editing.

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One-Year Certificate of Completion

	Fall
BA 101 Introduction to Business ^{D,G}	4
CS 120 Concepts of Computing: Information Processing ^{D,G}	4
MTH 060 Beginning Algebra or higher ^{*,D,G}	4
Choice of:.....	4
SP 111 Fundamentals of Public Speaking ^{D,G}	
SP 100 Basic Communication ^{D,G}	
SP 130 Business and Professional Speech ^{D,G}	
Total Credits	16
	Winter
BA 211 Financial Accounting ^{D,G}	4
BA 224 Human Resource Management ^{D,G}	4
BA 223 Marketing ^{D,G}	4
WR 121 English Composition: Exposition and Introduction to Argument ^{*,D,G,W}	4
Total Credits	16
	Spring
BA 214 Business Communications ^{*, D,G}	4
BA 249 Retailing ^{D,G}	4
BA 278 Leadership and Team Dynamics ^{D,G}	4
Choice of:.....	4
BA 206 Management Fundamentals ^{D,G}	
BA 226 Business Law ^{D,G}	
Total Credits	16

Less-Than-One-Year Certificate of Completion

Purpose This less-than-one-year certificate represents skills identified by the retail industry, as represented by the WAFC (Western Association of Food Chains), which desires to provide a program of study for their employees and for students who would like to become retail employees. This program is recognized by retail employers and identifies skills that lead to professional growth, hiring, and advancement opportunities. This program is a body of study that prepares the student for retail sales and management responsibilities; those who complete the program will be given preference in hiring, will be eligible for promotions, and will receive compensation to recognize their educational achievement.

	Fall
BA 101 Introduction to Business ^{D,G}	4
CS 120 Concepts of Computing: Information Processing ^{D,G}	4
MTH 060 Beginning Algebra or higher ^{*,D,G}	4
Choice of:.....	4
SP 111 Fundamentals of Public Speaking ^{D,G}	
SP 100 Basic Communication ^{D,G}	
SP 130 Business and Professional Speech ^{D,G}	
Total Credits	16
	Winter
BA 211 Financial Accounting ^{D,G}	4
BA 223 Marketing ^{D,G}	4
BA 224 Human Resource Management ^{D,G}	4
Total Credits	12
	Spring
BA 214 Business Communications ^{*, D,G}	4
BA 249 Retailing ^{D,G}	4
BA 278 Leadership and Team Dynamics ^{D,G}	4
Total Credits	12

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