

# CERTIFICATES OF COMPLETION

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A Certificate of Completion is awarded for a specific curriculum of fewer than 90 credits and is approved by the Office of Community Colleges and Workforce Development in accordance with the Higher Education Coordinating Commission (HECC) policy. Programs that are at least 45 credits are considered One-Year Certificates of Completion and are eligible for federal financial aid. Programs that are fewer than 45 credits are considered Less Than One-Year Certificates of Completion. These programs are state approved but may not be eligible for federal financial aid.

## GRADUATION REQUIREMENTS

- The One-Year Certificate of Completion will be awarded to students who satisfy the following requirements:
  - a. Complete all courses with a C grade or better. Complete one credit-bearing course at Southwestern before the Certificate of Completion is awarded.
  - b. Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).
- The Less Than One-Year Certificate of Completion and Career Pathway Certificate of Completion will be awarded to students who satisfy the following requirements:
  - a. Complete all courses with a C grade or better. Complete one credit-bearing course at Southwestern before the Certificate of Completion is awarded.
  - b. Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

## ONE-YEAR CERTIFICATES OF COMPLETION OFFERED:

- Accounting Clerk, Certificate of Completion
- Baking and Pastry Arts, Certificate of Completion
- Childhood Education and Family Studies, Preschool Children, Education and Development II, Certificate of Completion
- Culinary Arts, Certificate of Completion
- Dental Assisting, Certificate of Completion
- Digital Design, Certificate of Completion
- Forest Technology, Certificate of Completion
- Geographic Information Systems, Certificate of Completion
- Medical Assistant, Certificate of Completion
- Pharmacy Technician, Certificate of Completion
- Practical Nursing, Certificate of Completion
- Welding, Certificate of Completion

## WHAT IS A CAREER PATHWAY CERTIFICATE OF COMPLETION?

A Career Pathway Certificate of Completion is an Oregon community college credential comprised of 12-44 credits that are wholly contained in an approved Associate of Applied Science (AAS) degree/option or an independent Certificate of Completion (45+ credits). The Career Pathway Certificate provides a state-sanctioned credential for a course of study that: 1) acknowledges a specific skill proficiency to help students qualify for a job or enhanced employment opportunities; 2) is centered on the needs of students by providing educational options; and 3) provides the flexibility to achieve specific competencies within a longer term career path. These certificates lead to an AAS degree - or even beyond.

## CAREER PATHWAY CERTIFICATES OF COMPLETION OFFERED:

- Accounting Clerk, Entry-Level, Career Pathway Certificate of Completion
- Childhood Education and Family Studies, Preschool Children, Education and Development I, Career Pathway Certificate of Completion
- Digital Image Foundations, Career Pathway Certificate of Completion
- Digital Interactive Foundations, Career Pathway Certificate of Completion
- Emergency Medical Services Technician I, Career Pathway Certificate of Completion
- Emergency Medical Technology, Career Pathway Certificate of Completion
- Marketing, Career Pathway Certificate of Completion
- Pipe Fitting, Career Pathway Certificate of Completion
- Supervision, Career Pathway Certificate of Completion
- Welding Assistant, Career Pathway Certificate of Completion
- Welding Technician, Career Pathway Certificate of Completion

## LESS THAN ONE-YEAR CERTIFICATE OF COMPLETION OFFERED:

- Retail Management, Less Than One Year Certificate of Completion

## STUDENT LEARNING OUTCOMES

### COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

### COMPUTATION

- Analyze and evaluate real-world problems in a logical manner.
- Model, analyze, and solve real-world problems in a mathematical context.
- Utilize technology for analyzing and evaluating real-world problems.

## **HUMAN RELATIONS**

- Understand the importance of goal setting, planning, and the impact of a positive mental outlook in both one's personal and professional life.
- Recognize and respect diversity as a vital component of effective human relation skills.