CAREER AND PROGRAM DESCRIPTION

PCC's Education Department offers a Paraeducator Degree and Certificate, in addition to Teacher Relicensing and Elementary Education Transfer courses. These programs are designed to prepare students who wish to work in a variety of educational settings.

The Paraeducator degree and certificate are designed for those who would like to work as Instructional Assistants in educational settings. They prepare students to resolve everyday challenges and to professionally support teachers in planning, presenting and evaluating instruction and learning. The Paraeducator's responsibilities may include assisting small group instruction in reading, math, English language development, assisting individual students in the above academic areas and self-help skills, daily living skills, following behavior programs as directed by the teacher, and preparing and assembling materials. The particular responsibilities assigned to a Paraeducator (instructional assistant) depend on the program and personnel in each school. Employment opportunities exist in Portland and in surrounding areas as a result of the present legislative support for equal education for students with special needs. The program is designed for persons of all ages, races, cultures, and economic backgrounds. The program values and encourages diversity in the field of education. This is an Oregon Department of Education approved statewide program that meets the requirements of No Child Left Behind for “highly qualified” status.

Education courses may also be applied to the 90 credits required for an Associate of General Studies Degree. See a program advisor for information about transferring to a four-year institution. Many classes will be available via distance learning during the year. Please refer to the quarterly schedule or contact education faculty for details.

Students wishing to transfer into Teacher Education programs may wish to pursue an Associate of Arts Oregon Transfer Degree, transferable to four-year public universities and colleges in Oregon. They are allowed to take up to 12 credits from the Education Department as general electives. ED 224 is recognized as transferable to teacher education programs statewide. Students should check with the institution to which they will be transferring regarding the transferability of other Education Department courses. Students will be expected to meet the same prerequisite in writing and be in good academic standing. Contact an Education Department advisor for more information.

Teacher relicensing candidates may use PCC education courses to meet state requirements. Education courses numbered 101 or higher may generally be used for relicensing. Contact Oregon Teacher Standards and Practices Commission at 503-378-3586 or www.oregon.gov/tpscc for specific requirements. Interested students should also contact an Education Department advisor. See Course Description (ED prefix) section for a complete listing of ED courses.

PCC's Education Department works in conjunction with Northwest Regional Educational Service District (NWRESD) and Multnomah Educational Service District (MESD) Outdoor School to offer students the opportunity to gain experience while working with sixth grade students in an outdoor school setting. For more information contact the Education Department or the NWRESD or MESD Outdoor School Departments.

DEGREES AND CERTIFICATES OFFERED

ASSOCIATE OF APPLIED SCIENCE DEGREE

Paraeducator

ONE-YEAR CERTIFICATE

Paraeducator

Academic Prerequisites

- Students are required to demonstrate competencies in writing, reading, mathematics and computer literacy (students must complete CAS 121 and CAS 133 or pass the competency).
- Admission to the paraeducator program requires an interview and application. Please contact an education advisor to pick up application materials and to set an appointment for the initial interview. When completing the application process, please bring photocopies of transcripts and the completed application form to the education department for review.

Academic Requirements

- Check individual courses for prerequisite or basic competencies required. Many courses require placement test scores high enough to qualify students for enrollment in WR 121 and/or MTH 65.
- Students may enter the program at any point during the year. It is recommended that paraeducator degree and certificate students take ED 100 near the start of their studies and take ED 263 as a capstone course at the end.
- Students should be mindful that they must meet the math competency requirement in order to earn the degree.

Non-Academic Prerequisites

- None

Non-Academic Requirements

- Students may have to be fingerprinted and submit a criminal background check prior to practicum experiences in public schools.

PARAEDUCATOR AAS DEGREE

Minimum 90 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of sixteen credits of General Education. Some courses specified within the program may be used as General Education. In addition to required courses in the program of study, students must satisfy MTH 58/65 competency. Students should consult with program advisors for course planning.

PARAEDUCATOR DEGREE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ED 100</td>
<td>Introduction to Education for Paraeducators</td>
<td>3</td>
</tr>
<tr>
<td>ED 102</td>
<td>Displays &amp; Graphics for Educators</td>
<td>3</td>
</tr>
<tr>
<td>ED 123</td>
<td>Instructional Strategies: Reading</td>
<td>3</td>
</tr>
<tr>
<td>ED 124</td>
<td>Instructional Strategies: Mathematics/Science</td>
<td>3</td>
</tr>
<tr>
<td>or MTH 211</td>
<td>Foundations of Elementary Math I</td>
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<tr>
<td>ED 131</td>
<td>Applied Learning Theory</td>
<td>3</td>
</tr>
<tr>
<td>ED 136</td>
<td>Learning with Technology</td>
<td>3</td>
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<tr>
<td>ED 217</td>
<td>Classroom Management</td>
<td>3</td>
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<tr>
<td>or ED 252</td>
<td>Behavior Management</td>
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<tr>
<td>ED 224</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>ED 251</td>
<td>Overview of Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>Choose two of the following:</td>
<td></td>
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<tr>
<td>ED 258</td>
<td>Multicultural Education: Principles</td>
<td>6</td>
</tr>
<tr>
<td>ED 259</td>
<td>Multicultural Education: Applications</td>
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</tbody>
</table>
## EDUCATION

**Minimum 51 credits. Students must meet all certificate requirements.**

### EDUCATION SPECIALIZATION ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 268</td>
<td>Introduction to Developmental Disabilities</td>
<td>2</td>
</tr>
<tr>
<td>ED 263</td>
<td>Portfolio Development</td>
<td>1</td>
</tr>
<tr>
<td>ED 264</td>
<td>Portfolio Development II: AAS</td>
<td>3</td>
</tr>
<tr>
<td>ED 270</td>
<td>Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>ED 271</td>
<td>Practicum II</td>
<td>6</td>
</tr>
</tbody>
</table>

Choose two of the following:

- ED 269 Introduction to Teaching the Learning Disabled Student (2 credits)
- ED 290 Sheltered Instruction for English Language Learners (3 credits)
- ED 291 Bilingual and ESL Strategies (3 credits)
- PSY 215 Human Development (4 credits)
- WR 121 English Composition (4 credits)

**Education Specialization Electives**

**Remaining General Education**

- ED 135 Human Development (4 credits)
- PSY 215 Human Development (4 credits)

**Paraeducator Support Electives**

Total Credits: 90

* Could be used as General Education

1 Any course from the General Education list. Must include a minimum of one course from each category.

2 Any PCC 100-299 level course.

### PARAEDUCATOR CERTIFICATE COURSES

**Total Credits: 51**

- ED 100 § Introduction to Education for Paraeducators (3 credits)
- ED 102 Displays & Graphics for Educators (3 credits)
- ED 123 Instructional Strategies: Reading (3 credits)
- ED 124 § Instructional Strategies: Mathematics/Science or MTH 211 Foundations of Elementary Math I (3 credits)
- ED 131 Applied Learning Theory (3 credits)
- ED 136 Learning with Technology (3 credits)
- ED 217 Classroom Management (3 credits)
- or ED 252 Behavior Management (3 credits)
- ED 224 Foundations of Education (3 credits)
- ED 251 Overview of Exceptional Learners (3 credits)

Choose two of the following:

- ED 258 Multicultural Education: Principles (3 credits)
- ED 259 Multicultural Education: Applications (3 credits)
- ED 268 Introduction to Developmental Disabilities (3 credits)
- ED 263 § Portfolio Development (3 credits)
- ED 270 Practicum I (3 credits)
- ED 271 Practicum II (3 credits)

**Paraeducator Support Electives**

Choose two of the following:

- ED 269 Introduction to Teaching the Learning Disabled Student (2 credits)
- ED 290 Sheltered Instruction for English Language Learners (3 credits)
- ED 291 Bilingual and ESL Strategies (3 credits)
- PSY 215 Human Development (4 credits)

**Total Credits: 51**

§ Course contains Related Instruction and cannot be substituted with another course; Related Instruction details can be viewed here.

**ED 100. Introduction to Education for Paraeducators. 3 Credits.**

Explores the roles of a variety of personnel in schools. Includes personal responses to school situations, students, other personnel and the roles of schools in American society. Examines ethical, legal, and administrative implications for educators. Recommended as an initial course for those contemplating a career in education. Course is designed to ease the transition of students to college-level study. Audit available.

**ED 102. Displays & Graphics for Educators. 3 Credits.**

Covers visual communication concepts and techniques and their application to educational and library settings. Covers design principles and strategies to create content and graphics used in 2-D and 3-D visual formats. Includes the development and creation of posters, bulletin boards, presentations, handouts, brochures, educational games, and displays. Prerequisite: CAS 133 or ED 136. Audit available.

**ED 111. Library Collection Development. 3 Credits.**

Introduces the selection and evaluation of library materials with a focus on library standards, collection development policies, censorship, intellectual freedom, and copyright. Explores assessment of print and electronic resources, user needs, and selection tools. Prerequisites: ED 113 and CAS 133. Audit available.

**ED 112. Introduction to Children's Literature. 3 Credits.**

Introduces children's literature, authors and illustrators. Covers current and classic works, book awards, artistic and literary elements, introduction to genres, basic book discussion techniques, and audio-visual and electronic formats. Prerequisite: WR 115 or IRW 115. Audit available.

**ED 113. Introduction to Library and Information Services. 3 Credits.**

Introduces the philosophical foundations of libraries and information services. Provides an overview of the history of libraries, different types of libraries, the roles of library staff, and the evolving purpose, function, and services of libraries within a community. Explores library ethics, values, advocacy, and governance. Prerequisites: Placement into WR 121. Prerequisite/concurrent: LIB 101.
ED 114. Library Reference Services. 3 Credits.
Introduces reference services and information resources. Focuses on the evaluation of reference resources in various formats and exploration of searching tools and how they work. Emphasizes designing efficient search strategies, conducting effective reference interviews, and providing quality reference service. Prerequisites: ED 113 and ED 118. Audit available.

ED 115. Storytelling. 2 Credits.
Provides introduction into how to do storytelling. Different storytelling techniques will be demonstrated and practiced in the course. Audit available.

ED 116. Literature for Adolescents and Young Adults. 3 Credits.
Covers contemporary literature being read by young people of high school age, literature-related audio-visuals, and various specialized reading lists and bibliographies. Includes controversial areas in young adult literature. Audit available.

ED 118. Customer Service & Communication in Libraries. 3 Credits.
Examines communication, customer service and teamwork models within libraries. Focuses on developing practical skills for working in libraries, such as conflict resolution and interpersonal skills. Prerequisites: Placement into WR 121. Prerequisites/Concurrent: LIB 101.

ED 119. Library Access Services. 3 Credits.
Introduces access services within a library, including circulation processes and procedures, interlibrary loan, document delivery, reserves, and copyright. Explores providing quality customer service, maintaining patron confidentiality, and working with diverse individuals. Prerequisites: ED 113 and ED 118.

ED 122. Library Technical Services. 3 Credits.
Introduces basic procedures of acquisition, processing, maintaining, and preserving print and electronic collections, including serials subscriptions. Provides an overview of basic terminology and policies of technical services and collection management. Discusses management of collection budgets. Prerequisites: ED 113 and ED 134.

ED 123. Instructional Strategies: Reading. 3 Credits.
Introduces components of the reading process and techniques for teaching reading to kindergarten through grade 8 students. Includes assessment and methods for teaching students with special needs. Prerequisites: (WR 115 and RD 115) or IRW 115. Audit available.

ED 124. Instructional Strategies: Mathematics/Science. 3 Credits.
Presents strategies for teaching, reinforcing, and assessing basic math concepts by moving in a continuum from concrete to abstract. Emphasizes using manipulatives to introduce concepts in addition, subtraction, division, fractions, and place value. Covers the use of writing to reinforce and assess math concepts and integration of math concepts into science curriculum. Prerequisites: MTH 60 or higher; placement into WR 121. Audit available.

ED 131. Applied Learning Theory. 3 Credits.
Prepares teachers and instructional assistants to work in a standards-based setting. Offers strategies to plan and implement instruction, assess student progress and instructional effectiveness, and re-teach as needed. Focuses on learning and motivational theories that apply to instructional situations. Includes creating and studying activities for specific learning problems. Prerequisites: (WR 115 and RD 115) or IRW 115. Audit available.

ED 134. Library Technology I. 3 Credits.
Introduces existing technologies used within a library, including library catalogs and integrated library systems. Explores computer hardware, software, applications, and other library equipment. Develops basic knowledge and troubleshooting skills. Examines assistive technologies. Prerequisites: CAS 133 and ED 113.

ED 136. Learning with Technology. 3 Credits.
Explores emerging and existing educational technology being used in libraries and classrooms. Focuses on using educational technology to complement and enhance learning activities. Discusses basic principles of instructional design and adaptive technologies. Prerequisites: Placement into WR 121 and CAS 133.

ED 138. Library Cataloging and Classification. 3 Credits.
Introduces library classification systems, including Dewey Decimal System and Library of Congress Classification System. Explores basic principles and tools for cataloging both print and online materials. Discusses MARC records, bibliographic control, authority control, subject headings, and library consortia. Prerequisite: ED 122.

ED 161. Leadership Through Advocacy and Representation. 1 Credit.
Provides students with the opportunity to hone their leadership skills by participating in activities associated with civic engagement through community service projects and volunteer roles. Students will develop leadership skills by working on meaningful projects that cultivate team work, communication techniques, group dynamics, project management, organization and evaluation. Instructor permission required. Audit available.

ED 162. Leadership Through Civic Engagement. 2 Credits.
Provides students with the opportunity to hone their leadership skills by participating in activities associated with civic engagement through community service projects and volunteer roles. Students will develop leadership skills by working on meaningful projects that cultivate team work, communication techniques, group dynamics, project management, organization and evaluation. Instructor permission required. Audit available.

ED 163. Personal Leadership Development. 3 Credits.
Provides an overview of leadership theory, styles and skills Student leaders will be provided with the opportunity to develop skills through skill-building exercises, professional networking techniques, group process and teamwork methods, basic communication techniques, prioritizing, goal setting and other basic information necessary for those anticipating leadership roles. Instructor permission required. Audit available.

ED 208. Outdoor School Leadership Practicum. 2 Credits.
Gain training and experience teaching and leading sixth graders at outdoor school. Requires attending at least one full day training session (10-12 hours) at the outdoor school site prior to the scheduled assignment to work for 1 week, approximately 16 hours per day, 4 days, at a residential outdoor school for 6th graders.

ED 209. Library Practicum I. 3 Credits.
Provides a minimum of 100 hours of supervised library field experience. Audit available.

ED 210. Library Practicum II. 3 Credits.
Provides a minimum of 100 hours of supervised library field experience. Audit available.

ED 211. Library Practicum III. 3 Credits.
Provides a minimum of 100 hours in a supervised field experience. Prerequisites: ED 113 and CAS 133. Audit available.

ED 214. Practicum: Outdoor School. 3 Credits.
Provides an opportunity to gain training and experience teaching and counseling sixth graders in an outdoor setting. Requires attending two evening training sessions; spending one week at an outdoor camp; keeping a journal and submitting a summation paper to the PCC coordinator. Audit available.

ED 217. Classroom Management. 3 Credits.
Introduces several approaches to proactive classroom management. Strategies for setting up an appropriate room environment and establishing procedures, systems, and rules will be introduced and practiced. Behavior management will also be introduced and practiced. Prerequisites: (WR 115 and RD 115) or IRW 115. Audit available.

ED 224. Foundations of Education. 3 Credits.
Provides an overview of the history and current issues in the field for K-12 education including the impact of philosophy on practice. Prerequisites: RD 115 and WR 115. Audit available.

ED 232. Library Outreach to Diverse Communities. 3 Credits.
Explores library services for diverse populations. Focuses on developing collections, services, and programs that promote inclusion. Discusses needs of the users from a multicultural perspective. Prerequisites: ED 113; ED 118.

ED 238. Library Supervision and Management. 3 Credits.
Explores library supervision and management. Focuses on supervision and training of library staff, facilities, marketing, community outreach, budgeting, fundraising and grant writing. Prerequisites: ED 113; ED 118.

ED 251. Overview of Exceptional Learners. 3 Credits.
Introduction to diverse conditions of students with special needs in public schools. Identifies and defines the following disabilities: learning disabilities, emotional and behavior disorders, mental retardation, severe and multiple disabilities, autism, health impairments, physical disabilities, communication disorders, vision impairments, hearing loss, and traumatic brain injury. Audit available.

ED 252. Behavior Management. 3 Credits.
Behavior terminology will be defined and applied. Students will demonstrate and practice baselining, setting up a program, reinforcing, modeling, shaping, chaining, monitoring and graphing data. Audit available.

ED 258. Multicultural Education: Principles. 3 Credits.
Introduces philosophy, activities, and materials applied in developing a culturally sensitive multicultural classroom and curriculum. Achieves an understanding of multicultural education and its impact on teaching in the classroom. Prerequisites: RD 115 and WR 115. Audit available.
ED 259. Multicultural Education: Applications. 3 Credits.
Provides an in-depth view into multicultural educational issues in the K-12 setting today. Gain skills to develop cultural appropriate pedagogy, materials and curriculum in order to serve the needs of an increasingly diverse US educational system. Prerequisites: (WR 115 and RD 115) or IRW 115. Audit available.

ED 263. Portfolio Development. 2 Credits.
This is a capstone course for the Paraeducator and Library/Media Certificate programs. Students will prepare professional portfolios that demonstrate the competencies they have developed during the program. It may also be taken by others in the field of education who wish to create professional portfolios. Prerequisite: (WR 115 and RD 115) or IRW 115 and MTH 60 or equivalent placement. Audit available.

ED 264. Portfolio Development II: AAS Paraeducator Addition. 1 Credit.
Covers how to prepare a professional portfolio that documents the outcomes and requirements for the AAS degree in Paraeducation. Prerequisite/concurrent: ED 263.

ED 265. Library Capstone Portfolio. 2 Credits.
Provides an opportunity for reflection on program outcomes and preparation of a professional portfolio that demonstrate the competencies developed during the program. Capstone course for the Library Assistant Certificate program. Prerequisite: Permission of Department/Instructor.

ED 268. Introduction to Developmental Disabilities. 3 Credits.
Provides background information on teaching techniques, expected achievement levels, intellectual functioning, goals and objectives for working with students with developmental disabilities. Emphasizes physical and mental development from birth and familiarity with the known causes, classifications and terminology used in the field of special education. Audit available.

ED 269. Introduction to Teaching the Learning Disabled Student. 3 Credits.
Defines terms associated with learning disabilities and behavior disorders. Includes diagnostic procedures, remedial programs and teaching techniques. Audit available.

ED 270. Practicum I. 3 Credits.
Spend a minimum of 100 hours in a supervised field experience. Participate in group debriefing sessions as arranged by PCC supervisor. Prerequisite: Permission of Department/Instructor. Audit available.

ED 271. Practicum II. 3 Credits.
Spend a minimum of 100 hours in a supervised field experience. Participate in group debriefing sessions as arranged by PCC supervisor. Prerequisite: Permission of Department/Instructor. Audit available.

ED 272. Practicum III. 3 Credits.
Spend a minimum of 100 hours in a supervised field experience. Participate in group debriefing sessions as arranged by PCC supervisor. Prerequisites: Permission or Department/Instructor. Audit available.

ED 290. Sheltered Instruction for English Language Learners. 3 Credits.
Introduces sheltered instruction strategies that will modify content for English Language Learners in the K-12 classroom. Provides opportunities to explore curriculum development and the needs of the learner. Examines the impact of immigrant culture on the ELL experience. Prerequisite: RD 115 and WR 115. Audit available.

ED 291. Bilingual and ESL Strategies. 3 Credits.
In-depth approach to analyzing best practices and teaching strategies for assisting English language learners in the K-12 setting. Enhances students' ability to assess, design and provide appropriate instruction and communication for and to ELLs. Explores relevant linguistic and cultural theories and issues, and offers students a chance to connect theory to practice. Prerequisite: (WR 115 and RD 115) or IRW 115. Audit available.

ED 298A. Independent Projects in Education. 1 Credit.
Provides an opportunity to work independently on an individualized area of study within education under the sponsorship and guidance of an education faculty member. Prerequisite: Instructor permission. Audit available.

ED 298B. Independent Projects in Education. 2 Credits.
Provides an opportunity to work independently on an individualized area of study within education under the sponsorship and guidance of an education faculty member. Prerequisite: Instructor permission. Audit available.

ED 298C. Independent Projects in Education. 3 Credits.
Provides an opportunity to work independently on an individualized area of study within education under the sponsorship and guidance of an education faculty member. Prerequisite: Instructor permission. Audit available.

ED 298E. Independent Projects in Education. 5 Credits.
Provides an opportunity to work independently on an individualized area of study within education under the sponsorship and guidance of an education faculty member. Prerequisite: Instructor permission. Audit available.