



Catalog

2015 - 2016



Catalog

2015 - 2016



This catalog is published for informational purposes. Every effort has been made to ensure its accuracy at the time of printing. However, the provisions of this catalog are not to be regarded as a contract between the student and the college. Course descriptions, term offerings, credits receivable, as well as fees, policies, and other regulations concerning the district are subject to change without notice. Students are advised to check the quarterly Schedule of Classes and the CGCC website, www.cgcc.edu for information not available when this catalog was published.

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Mission

Columbia Gorge Community College builds dreams and transforms lives by providing lifelong educational programs that strengthen our community.

Vision

Become the first option of choice for education and training services in the communities we serve.

Values

- ✘ Respect for the individual
- ✘ Integrity
- ✘ Commitment to learning
- ✘ Community focus
- ✘ Excellence
- ✘ Service

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Columbia River Gorge, The Dalles, and Mt. Adams as seen from The Dalles Campus.

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 Inspiration
 “An investment in knowledge
 pays the best interest.”
 Benjamin Franklin

President's Welcome

Last year was a tough one for Columbia Gorge Community College. We faced a large budget deficit, and had to make some hard decisions to bring our needs in line with our available resources. It's never popular or easy to decide which needs get met and which get paused for the time being, but having come through the process, we feel CGCC is going forward stronger than ever.

With that in mind, we are moving forward into the 2015-2016 school year with a renewed commitment and a clear focus. We will bring our students the education they need to enrich their lives and become gainfully employed. We will provide our community with a pool of educated and trained graduates who are workforce-ready. And we will continuously improve our programs and services to meet the needs of a 21st century world. Here are some positive directions—some new, some continuing and expanding—that CGCC is moving in.

A team of independent auditors visits every college annually and have given CGCC a "clean audit"—the best opinion a school can receive. We have passed a balanced budget for the 2015-2016 year which supports four key areas: our Academic Master Plan, Gorge Scholars, a new Computer Science program in Hood River, and a full time presence at the Hood River Campus.

The Academic Master Plan is our map to the future and will guide our academic decisions for the next few years. It will help us in budgeting, in deciding where and how to apply our resources, and deciding which course content and offerings will best help our students.

We are moving forward with a renewed commitment and a clear focus. We will bring our students the education they need.

Our Gorge Scholars program has been expanded and fully funded to offer tuition-free education to more qualifying high school graduates from our area every year of its existence. We started this program two years ago as a trial. In the first year, it grew to over \$25,000 in funding, nearly doubled during its second year, and this year is expected to continue to grow.

The new Computer Science program is the first program specific to the Hood River campus. Offering courses in programming, web design, and computer hardware, this program will give graduates a foothold in the emergent digital world.

In addition to adding the Computer Science program, we have committed to maintaining a full time presence at the Hood River Campus. Most of the services available at our campus in The Dalles are also available in Hood River, including Student Services, book purchases, advising, and testing. We have installed a helpline phone at the Hood River front desk so that students and community members can receive help even when the front desk is closed.

Another new initiative is the Regional Achievement Collaborative (RAC). The RAC is a group of community partners working together to improve educational results and leverage the fact that CGCC has highest Degree and Certificate Production per Student FTE in Oregon. In layman's terms, that means a higher percentage of our students, based on Full-Time Equivalent achieve degrees and certificates than any other Oregon Community College.* To continue this amazing trend, we are working with K-12 partners to ensure a smooth transition from high school to CGCC, and with Oregon's 4 year universities to get our transfer graduates to the next level.



Dr. Frank K. Toda, CGCC President, speaks at a past graduation.

Our Nursing and Renewable Energy Technology programs continue to be recognized. An independent review team has given CGCC's Nursing Program an 8-year accreditation recommendation—the highest a school can receive. The RET program has shifted its focus away from being specific to wind turbine tech to instead encompass all renewables, adding instruction on solar and hydroelectric to better suit the current needs of industry partners, like Insitu. CGCC has met with partners like Insitu, and they are committed to the future of improved educational opportunities in the region.

Overall, we have heard from dozens of community partners who continue to support us in our mission. We won't focus on the past. Our future is too bright.

Dr. Frank K. Toda has been the President of Columbia Gorge Community College since 2001. He is a former member of the Malcolm Baldrige National Quality Award Board of Examiners and co-recipient of the 2011 C. Jackson Grayson Distinguished Quality Pioneer Medal.

*FTE is a calculation based on the number of credits each student takes. It does not represent individual students, but is instead the total number of credits taken by all students divided by the number of credits considered to be full time. Thus, the enrollment of more than one part-time student may be combined to make 1 FTE. Based on that number, CGCC awarded a higher ratio of degrees than other CCs in Oregon.

As a part of its independent accreditation, Columbia Gorge Community College has adopted the standards of the Northwest Commission on Colleges and Universities. The standards include the identification of Core Themes to measure how well the college's mission is being met. CGCC's Mission Statement is: "Columbia Gorge Community College builds dreams and transforms lives by providing lifelong educational programs that strengthen our community."

A campus and community committee identified the following three themes:

Building Dreams

Core Theme: Opportunities

CGCC offers diverse environments and opportunities by:

- ✘ Offering a broad array of educational and training programs to meet current regional needs
- ✘ Offering diverse course delivery modes and service opportunities
- ✘ Serving the diversity in the service area
- ✘ Applying consistent hiring practices
- ✘ Applying processes that lead to retention (of faculty, staff and students) and high satisfaction

Transforming Lives

Core Theme: Education

CGCC provides learning resources for a sustainable future for individuals by:

- ✘ Ensuring alignment of programs with careers, industry standards and educational transfer requirements
- ✘ Ensuring alignment of classes and services to meet student goals and needs
- ✘ Assessing attainment of course, program and degree outcomes on an annual basis
- ✘ Encouraging the acquisition and use of high quality teaching and support practices

Strengthen our Communities

Core Theme: Partnerships

CGCC links college and community by:

- ✘ Cultivating productive business and industry relationships
- ✘ Creating, maintaining, and growing academic partnerships
- ✘ Cultivating productive relationships to promote economic growth and community development
- ✘ Creating, maintaining and growing community relationships

Accreditation Statement

Columbia Gorge Community College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges
and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
425-558-4224
www.nwccu.org

General Information

About Us

Columbia Gorge Community College (CGCC) has been serving the educational needs of the Columbia River Gorge since 1977. As the community expands and grows, so does the college. We align our programs and services with the careers, educational standards, and transfer requirements of our area and the State of Oregon. We provide a bridge from local area high schools to jobs, or to 4-year colleges and universities. We serve students of all ages, from first-time college students who have just graduated from high school, to those coming back to school to update their skills after a career in another field. We are mission-driven, and we strive every day to fulfill our mission of building dreams and transforming lives by providing lifelong educational programs that strengthen our community. Our vision is to become the first option of choice for education and training services in the communities we serve, and our actions are guided by those principles.

Our History

In fall term of 1977, the Wasco Area Education Service District was established and granted the right by the Oregon Legislative Assembly to provide educational resources to serve the needs of Gorge residents. The college was renamed Treaty Oak Education Center, and operated in leased facilities in downtown The Dalles for 16 years. In 1989, voters in the service district changed the designation from a service district to a community college and the name was changed from Treaty Oak to the current name.

In 1993 Wasco County voters approved a bond measure to establish a permanent campus in The Dalles, and in 2001 voters in Wasco and Hood River counties approved annexing Hood River County into the college district. In 2004, Wasco and Hood River voters passed a capital construction bond measure to match funds designated by the Oregon Legislature for capital improvements. These funds were used at The Dalles campus to build a new health sciences building, deconstruct several older buildings, renovate remaining buildings, and create a small amphitheater in the center of the campus. The measure also provided funds

to purchase property in Hood River to build a campus and move out of leased space. All of these new facilities were completed in 2008. With funding from the Department of Community Colleges and Workforce Development, a Renewable Energy Technology (RET) Lab Building with shop areas and high bay space was constructed in 2010. In 2015, CGCC in partnership with the Oregon Military Department built the Fort Dalles Readiness and CGCC Workforce Center on The Dalles campus. This building houses Renewable Energy Technology classes, flexible classroom space for other CGCC classes, industrial space, a welding lab, and a large open space suitable for hosting events of up to 1000 attendees.

Today the college serves about 5,000 students annually from all over the Mid-Columbia region. Columbia Gorge Community College was granted independent accreditation in August of 2013.

CGCC Foundation

The Columbia Gorge Community College Foundation is a non-profit citizen corporation dedicated to fund-raising and friend-raising for the college. The Foundation solicits individual and business support for college projects, including scholarships and opportunity grants to benefit new and returning Columbia Gorge Community College students.

Who Are Our Students?

You will not find a “typical student” at Columbia Gorge Community College. Our students are all ages, from recent high school graduates to retired grandparents. Our student profile on page 8 gives more detailed information about our students. Students have various goals. Some people come to CGCC to train or retrain for new careers or to update their technical skills. Others return to school to increase their knowledge, to learn new skills, or to get to know more about themselves and their relationships with other people. Some of our students attend full-time; others attend part-time. Many combine work and school.

Our Staff, Faculty, and Administrators

Columbia Gorge Community College is governed by a Board of Education consisting of seven community members. Our President is Dr. Frank K. Toda, who is assisted by an Executive Leadership Team consisting of the heads of all departments. As of fall 2013, 19 faculty members are full-time and 101 are part-time. For staff, 69 are full time and 37 are part-time. A full listing of all our Board members, administrators, staff, and faculty—including faculty credentials—is included in the Staff and Faculty Directory section of this catalog.

The college also has numerous partners who not only assist in the fulfillment of its mission but also ensure that the college is providing a leadership role in the community. Education, government, economic and workforce development agencies in Oregon and Washington have strong collaborative working relationships to enhance the livability and economy in north central Oregon and south central Washington. There is also a strong history of businesses working with the college by providing financial support for programs and input into curriculum so that students are current on the necessary skills they need to excel in a competitive workplace.

Recognition

As a small, rural community college doing great things, CGCC has received national recognition in a variety of ways: congressional recognition of the Renewable Energy Technology program, invitation to the first-ever White House Summit on Community Colleges, and recognition by the Department of Labor as a model for rural nursing care. CGCC taught the first wind technician training program on the west coast. The college also has received a Department of Education Title III grant, as well as other DOL and DOE funding for specific workforce training programs.

Our Locations and Facilities

The Dalles Campus

400 East Scenic Drive
The Dalles, OR 97058
541-506-6011

Hood River—Indian Creek Campus

1730 College Way
Hood River, OR 97031
541-308-8211

The District

Located on the Columbia River and in the Columbia Gorge National Scenic Area, CGCC's district is the majority of Wasco and Hood River counties, but also serves residents in five other rural counties: Sherman, Wheeler and Gilliam in Oregon; and Klickitat and Skamania in Washington. The college serves about 10,000 square miles with a population of just over 84,000.

The Dalles Campus

CGCC's main campus site is at 400 East Scenic Drive, The Dalles, a beautiful site at the southern edge of town on the highest point, overlooking the Columbia River Gorge. The gorge extends more than 70 miles and is the only break in the length of the Cascade Mountain Range. Formed by the Columbia River, the gorge has a worldwide reputation for its scenic beauty and myriad of recreational opportunities. The Dalles, Oregon, a community of over 13,000 people, sits near the east end of the Columbia Gorge National Scenic Area on the Columbia River. A hub of activity in the Mid-Columbia area, The Dalles is 85 miles east of Portland; 35 miles south of Goldendale, Washington; 131 miles north of Bend; and 21 miles east of Hood River. The Dalles and nearby areas offer outstanding windsurfing, scenic hiking and horseback riding trails, skiing, white water rafting, excellent fishing and boating, unique cultural experiences, and numerous historical museums that provide enjoyment to meet anyone's taste.

The college currently operates out of six buildings on The Dalles campus. Building 1 houses classrooms, the Library, Pre-College services, the Student Life center, food services, and the boardrooms. Building 2 houses administrative offices, Instructional Services, Business Office and cashier, the Small Business Development Center (SBDC), and faculty offices. Building 3 (Health & Sciences Building) houses the Student Services department which provides assistance with admissions, registration, testing, financial aid services, academic advising, veterans services, and the Pathfinder Center which provides career resources. The building also has classrooms, computer labs, science labs, Information Technology and Nursing faculty offices. Building 4 houses the art department. Building 10 houses RET classrooms, labs, the welding lab, and flex space. Building 11 houses additional RET lab facilities, a welding lab, and flex space.

Hood River—Indian Creek Campus

Our Hood River—Indian Creek Campus is on the heights, in Hood River at 1730 College Way. Student Services staff members are available to assist with admissions, registration, testing, financial aid, academic advising, classrooms, computer labs, science labs, Pre-College services including high school completion classes, GED, an extensive English for Speakers of Other Languages program, an Information Commons with library services, faculty offices, and college bookstore services for Hood River campus classes. The Indian Creek Campus is situated on the Indian Creek watershed allowing for unique interactive science and outdoor classroom activities.

There is a local bus service that provides daily weekday stops between the Hood River and The Dalles campuses.

Other Facilities

Some college courses, contracted trainings, and other special programs are offered at locations throughout the district. See the quarterly *Schedule of Classes* for specific locations.

Equal Opportunity

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the following:

Mailing Address for All Equal Opportunity Contacts:

Columbia Gorge Community College
ATTN: (fill in appropriate name from below)
400 East Scenic Drive
The Dalles, OR 97058

Employment; Employees:

Robb Van Cleave Chief Operations Officer
Office: Rm. 2.422 Phone: 541-506-6151

Civil Rights; Educational and Student Programs, Activities, and Services; Title II Coordinator:

Lori Ufford Chief Academic and
Student Affairs Officer
Office: Rm. 2.191 Phone: 541-506-6031

Title IX Coordinator:

Michael Taphouse Director of Advising
and Career Services
Office: Rm. 3.224 Phone: 541-506-6026

Section 504 Coordinator:

Shayna Dahl Advisor, Disability Services
Office: Rm 3.224 Phone: 541-506-6046

Student Profile

Columbia Gorge Community College served a total of 4389 students in the 2013-14 academic year in both credit and non-credit coursework. Credit students made up 41% of the total student headcount in 2013-14 and 595 students were enrolled full-time at the college. The demographic data below represents all students served by the college during the 2013-14 academic year.

Student to faculty ratio: 14:1

Demographics:

Male	39%
Female	61%

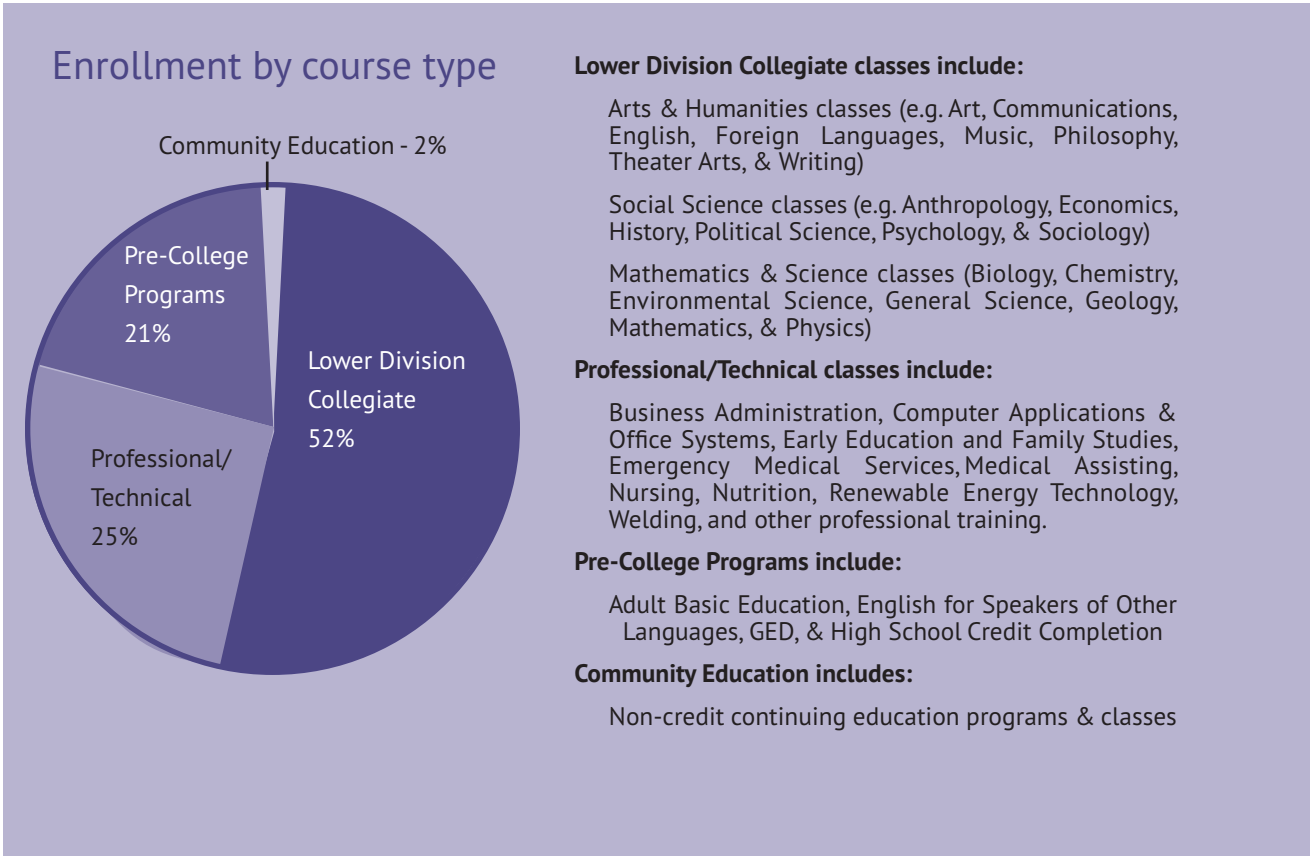
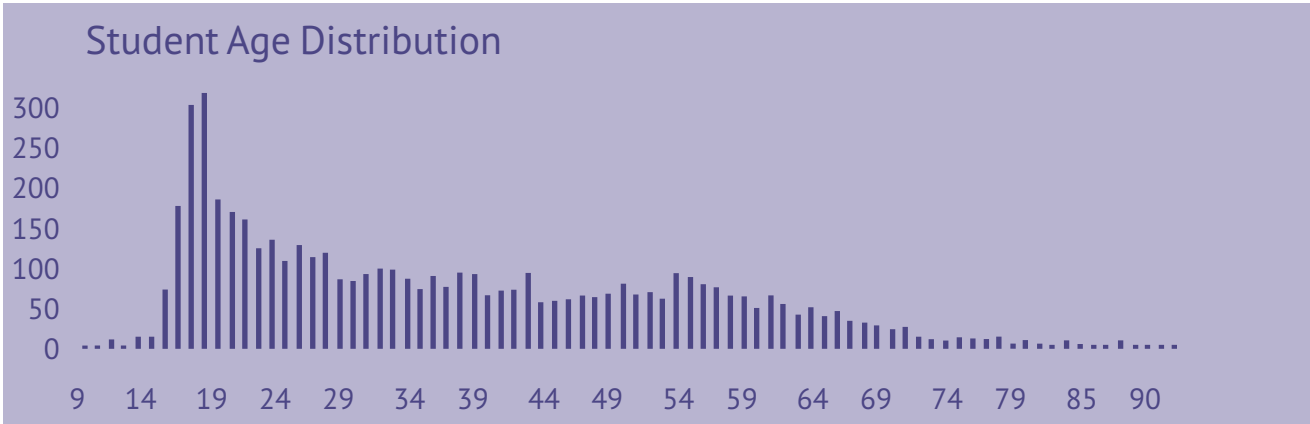
Residency:

Wasco County	41%
Hood River County	33%
Other Oregon.	8%
Washington State	18%

Race/Ethnicity*

White/Caucasian.....	74%
Hispanic.....	22%
Asian.....	1%
Black/African American.....	less than 1%
Native American/Alaska Native	1%
Hawaiian/other Pacific Islander.....	less than 1%
Two or more races.....	1%

*of those who self-reported



Lower Division Collegiate classes include:

- Arts & Humanities classes (e.g. Art, Communications, English, Foreign Languages, Music, Philosophy, Theater Arts, & Writing)
- Social Science classes (e.g. Anthropology, Economics, History, Political Science, Psychology, & Sociology)
- Mathematics & Science classes (Biology, Chemistry, Environmental Science, General Science, Geology, Mathematics, & Physics)

Professional/Technical classes include:

- Business Administration, Computer Applications & Office Systems, Early Education and Family Studies, Emergency Medical Services, Medical Assisting, Nursing, Nutrition, Renewable Energy Technology, Welding, and other professional training.

Pre-College Programs include:

- Adult Basic Education, English for Speakers of Other Languages, GED, & High School Credit Completion

Community Education includes:

- Non-credit continuing education programs & classes



Admissions & Tuition

Section 2

Start Here



1

Complete CGCC Admissions Form
Available in Student Services and online.

Llene la aplicación de admisión de CGCC
Disponible en la oficina de Servicios de Estudiante y en el sitio Web de CGCC.

Don't need financial aid?
Skip to Step 3

2

Apply for Financial Aid each year (Optional Step)
Apply at www.fafsa.gov. Then, check your student email account to finish required paperwork. Check Student Services and the college website for Scholarship information.

Aplica para la ayuda financiera cada año (paso opcional)
Aplica para ayuda federal en www.fafsa.gov. Después de aplicar, revise su correo electrónico de estudiante de CGCC para completar los documentos requeridos. Para información sobre becas, visite la oficina de Servicios de Estudiante o el sitio Web de CGCC.

The Path to Becoming A Student

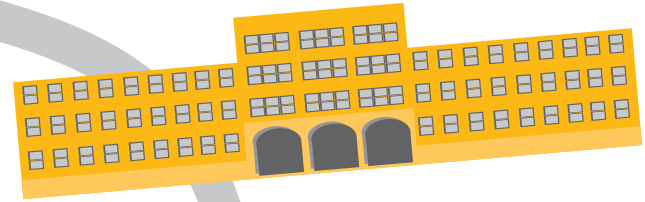
3

Take the Placement Assessment and Meet With an Advisor
Your selection of classes is based on the results of a free placement assessment. Call Student Services to sign up. After the test, meet with an advisor. Your advisor will help you set up an education plan.

Tome el Examen de Asesoramiento y Haga una Cita con un Consejero.
El examen es gratis y su selección de clases es basada en los resultados. El consejero le puede ayudar hacer un plan de estudios. Esta cita es requerido antes de registrarse para clases.



CGCC



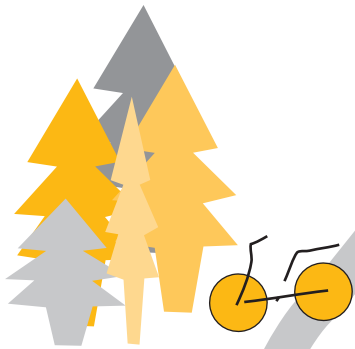
5

Purchase Textbooks

See bookstore hours, locations & booklist online. Please note, changes and additions to booklist may be posted until beginning of term.

Compra libros

Las localidades y horas de librería y la lista de libros están disponibles en el sitio Web de CGCC.



6

Pay Tuition

Tuition and fees must be paid in full by the first Friday of the term, unless other arrangements have been made.

Paga

La matrícula y los honorarios deben ser pagados en su totalidad antes del primer viernes del término a menos que se han hecho otros arreglos.



4

Register for classes

You must register online. If you do not have Internet access, you may use computers on campus. Check the Registration Priority Schedule to see when you can start registering. You may only register from when your registration window opens until Friday of the first week of the term. After the first week, you must obtain instructor permission to join a class that has started.

Registrarse para sus clases

Usted debe registrarse en línea. Si usted no tiene el acceso de Internet, usted puede usar computadoras en el campus. Revise la Lista de Prioridad de Registro para ver cuándo puede registrarse. Sólo se puede registrar desde su tiempo de registro hasta el viernes de la primera semana del término. Después de la primera semana, debe obtener permiso del instructor para entrar a una clase que ha comenzado.

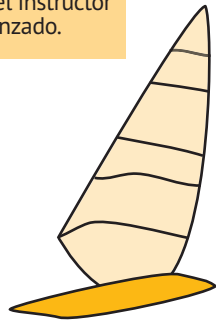
7

Log in to Moodle and/or Attend Class

Students are expected to attend **all** class meetings of their courses, beginning with the first class. For online and hybrid courses, students must log in the first day of the term to access the online content of the class. For instructions on accessing online classes, see page 11. Please also review the attendance and grading policy for more information.

Entrada al sistema a Moodle y/o Asiste a Clase

Es esperado que estudiantes asistan a todas las sesiones de sus cursos, empezando con la primera clase. Para cursos en línea y híbridos, estudiantes deben entrar al sistema el primer día del término para tener acceso al curso. Para instrucciones en como tener acceso al sistema, ver la página 11 Por favor también examine la política de clasificación y asistencia para más información.



Admissions

www.cgcc.us/StudentServices/admissions

All new students are required to submit online admissions or fill out an *Admissions* form. Forms are available online or at one of our Student Services offices. New students are encouraged to start the admissions process well in advance of registration. Students who are seeking accommodations to assist with learning may call Student Services to schedule an appointment with the Disability Resources Advisor.

Admissions to Credit Classes

Students 18 years of age or older who can benefit from the variety of instructional programs offered are eligible to enroll. The courses and programs offered are designed to meet adults' personal needs and career goals. There are special enrollment agreements in cooperation with various school districts and an enrollment request process for students not meeting the above guidelines.

Enrollment Standards

- ✦ Degree seeking students enrolling in credit courses for the first time will be expected to complete the admissions process.
- ✦ Students new to college who are enrolling for a certificate or degree will complete an assessment of their basic skills and meet with an academic advisor before they register.
- ✦ All students will be strongly encouraged to use academic advising services.
- ✦ Students performing below requisite skill levels in areas such as reading, writing, math and computer literacy will be advised to enroll in courses to upgrade their skills.
- ✦ Students must meet prerequisites for courses and programs, as required.

Open Enrollment Admissions

To be admitted to the college, a student must complete an online *Admissions* form. Full-time students under the age of 18 must provide a signed *Release from Compulsory Attendance* from the Educational Service District or proof of graduation from their resident high school. Students under 18 years of age who have satisfactorily completed a secondary school curriculum or who hold a GED are eligible for enrollment. Prior to registering, admitted students are required to take the placement examination or receive an advisor override to waive the exam based on appropriate college level course work.

Limited Entry Program Admissions

- ✦ Some instructional programs have special admissions standards and may be subject to strict application deadlines and procedures and related fees.
- ✦ Applicants will be screened and a list of candidates to be accepted into the specific program plus those accepted as alternates (in ranked order) will be generated.
- ✦ Students accepted, students accepted as alternates and students not accepted by the program will be notified by letter.
- ✦ Students who request further information concerning their non-acceptance to a program may meet with the Director of Advising or the Registrar.
- ✦ Several programs at CGCC require students to complete practical experience of field training at a medical or other facility. Students will NOT be allowed into these facilities unless they have passed a Criminal History Check (CHC). Students who do not pass the CHC may not be eligible to complete training at affiliated practicum sites, to sit for licensure or certification exams, or to be hired for some professional positions. Also, some programs require proof of immunizations, passing

a physical exam, and a drug screen before coursework can begin. Contact an academic advisor for more information.

Admission of Students Under Age 16

Students attending a secondary school registered with the state who are under the age of 16, are not enrolled as part of an articulated agreement, or have not graduated from high school and wish to enroll in credit classes will be required to file an *Under-16 Admissions* form and submit a current academic transcript. Students under the age of 16 are subject to the rules and regulations of CGCC, as stated in the *Catalog* and the *Student Handbook*.

The following are the requirements for this type of admission:

- 1) Take the college placement test. Scoring into a minimum of Writing 115, Reading 115 and Math 60 is required.
- 2) Schedule an interview with the Chief Academic and Student Affairs Officer, or designee, and a parent at the time of application.
- 3) After review of the *Under 16 Admissions* form and other documentation as required, students under the age of 16 may be admitted if:
 - a) participation will not likely create a health or safety risk for any person or be in violation of federal or state statutes or regulations;
 - b) the student has the ability to benefit from college-level instruction;
 - c) another, more age-appropriate, instructional resource is not available; and
 - d) the student demonstrates the ability to perform academically at the college level
- 4) Meet with an academic advisor. Both student and a parent are required to attend. At this meeting, an appropriate schedule of classes will be arranged to align with the desired educational goals and enable the ability to register online for classes. The student must also attend group advising.

Pre-College Admissions

Students who score into Pre-College classes on the placement assessment are admitted to the college in a manner identical to regular credit students, and following the same rules and restrictions. Current class dates and times are available in each quarterly *Schedule of Classes*.

GED Preparation Admissions

Students between the ages of 16 and 18, and home schooled students, who wish to pursue a GED need a *Release from Compulsory Attendance* form signed by the appropriate Educational Service District. Students under 16 are not eligible for GED.

Students age 18 and over who wish to enter GED preparation classes sign up for those classes at Student Services. Current class dates and times are available in each quarterly *Schedule of Classes*.

English for Speakers of Other Languages Admissions

The English for Speakers of Other Languages (ESOL) program is open to persons 16 or older. Current class dates and times are available in each quarterly *Schedule of Classes*.

Community Education Admissions

Separate admission to the college is not required for most CGCC community education classes (non-credit), but students must provide some basic biographical data (name, date of birth, mailing address and contact phone number) to register. Most community education classes have no age restriction to admission, though some individual classes do have age restrictions. Details on the requirements for each course, including fees, class dates, and times are published in the quarterly *Schedule of Classes* in which the class appears, or on the CGCC website. Students may register online, in person, or over the phone. Payment for community education classes is required at the time of registration.

Residency

Determination of Residency

A resident, for tuition and fee-paying purposes, is a student who has lived in the Columbia Gorge Community College district or in the state of Oregon as a permanent resident for no less than 90 continuous days immediately preceding the first day of classes for the quarter in which residency is in question. "Permanent residence" is defined as the home to which one intends to return after any absence and in which one's dependents reside for an unlimited period of time. "Non-resident student" applies to international students and students residing in states which do not border Oregon.

Verification of residency will be determined from information provided by the applicant to the college. Based on the student's current, permanent, and parental addresses, and/or schools recently attended, an initial residency determination will be made and a classification assigned. Evidence of proof of residency then rests with the student. A form requesting change of residency and two documents establishing residency either in the district or in the state of Oregon must be submitted to change classification. Examples of such documents include valid Oregon driver's license, voter's registration in the district or the state of Oregon, rent receipts, vehicle registrations, proof of property ownership, state income tax returns for the most recent year, valid Oregon hunting or fishing license, etc.

Permanent residents of the United States, immigrants, refugees, or nonimmigrant visa holders eligible for in-state tuition at an Oregon University System (OUS) institution who can objectively demonstrate that they have fulfilled the district resident requirements, shall be considered residents of the district. Proof of being a permanent resident, immigrant, refugee, or eligible nonimmigrant must be provided when approved by the Immigration and Naturalization Service.

The guidelines outlined are general in nature and may require additional clarification. Questions concerning residency status in the Columbia Gorge Community College district and/or the state of Oregon should be directed to the Registrar.

www.cgcc.edu/mycgcc

Registration

Registration Method

CGCC offers online registration for students taking credit classes and non-credit classes. Specific registration information and procedures are in the quarterly *Schedule of Classes*. Students' ability to register is not activated until they meet with an academic advisor. Students can verify their activation status by accessing their Program Planner via the MyCGCC link. For assistance, contact Student Services.

Registration Tips

CGCC offers courses in The Dalles and Hood River. Check the name to the right of the course time to determine if you have selected the right course at the right location. You are personally responsible for dropping or withdrawing any class for which you are registered. Even if you do not attend class, you are responsible for dropping or withdrawing. Please call Student Services for assistance.

Enrollment

Adding/Dropping a Class/Late Registration

You may make changes in your course schedule through the end of the first week of the term. The changes should be approved by your advisor. Course additions made after the first week must have instructor approval. The approval form must be submitted in person to the Student Services office within one week of approval. Permission is not required for classes that start after the first day of the term and that have not yet begun, unless otherwise noted in the class schedule.

Prior to the published drop deadlines, students can drop any registered class through MyCGCC. Tuition charges will be removed; the course or courses shall be removed from the student record.

If you fail to drop within the refund period, you will be responsible for the charges. The drop deadline for regular full term classes is the first Friday of the term. The drop deadline for credit classes is located online and in our quarterly *Schedule of Classes*.

Attendance

Students are expected to attend all classes in which they are enrolled. Repeated absences will affect a student's grade. Students who stop attending and fail to drop or withdraw from a class by the published deadlines may earn a grade of F or NP and will be responsible for the associated tuition and fees. Faculty must record the last date attended for students who earn an F or NP.

Wait Lists

If a class is full, students may have the option to be wait listed. If a space becomes available in the class, wait listed students will be accepted in the order they registered. This process is automated; if a student is moved into the class, a notification of schedule changes will be sent to the student email account. Students who register for a wait list place are responsible for charges for courses they are automatically moved into, regardless of whether or not they attend class.

No-Shows

Faculty will "no-show" registered students from a class if they do not attend the first class session unless prior arrangements have been made. This can be done through the first Thursday of the term. For online classes, the student must login and show activity by the second day of the term. To avoid being dropped, students should attend all classes or make prior arrangements with their instructors.

Withdrawal

A student may withdraw from a class between the 2nd and 8th week of a traditional term-length class*. Withdrawing from a class after the first week will result in a "W" on the transcript. Students must withdraw before the end of the eighth week, or a grade mark will be assigned by the instructor.

Students will be responsible for the associated tuition and fees related to the withdrawn course.

* Timelines stated here refer to an 11-12 week term-length class. Equivalent deadlines must be substituted for classes offered in shorter formats.

Canceled Classes

The college reserves the right to cancel a class that does not meet the minimum enrollment established by the college. Charges for canceled classes will be automatically reversed. Students will be notified by school email of course changes or cancelations. An attempt will also be made to notify the student via phone.

Course Loads

Students who enroll in 12 or more credits are considered full-time for academic and financial aid purposes. The average full-time course load is 15 credits per term. To complete an Associate Degree program in two years, students should plan on registering for 15-16 credits per term.

Grading

Grade Definitions

A—Superior

- Honor grade indicating excellence.
- Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course hand out: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resource fully with

abstract ideas, superior mastery of pertinent skills, and excellent attendance.

- Probable success in a field relating to the subject or probable continued success in sequential courses.

B—Above average

- Honor grade indicating competence.
- Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance.
- Probable continued success in sequential courses.

C—Average

- Standard college grade indicating successful performance earned as a result of a combination of some or all of the following as outlined by the Instructor in the course hand out: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance.
- Sufficient evidence of ability to warrant entering sequential courses.

D—Substandard but receiving credit

- Substandard grade indicating the Student has met only minimum requirements as outlined by the Instructor in the course handout.
- Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, irregular attendance, insufficient evidence of ability to make advisable the enrollment in sequential courses.

- ✘ Does not satisfy requirements for entry into courses where prerequisites are specified.

F—Failure

- ✘ Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course handout earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills, and repeated absence from class.
- ✘ Faculty must record the last date attended for students that earn an F.

P—Pass

- ✘ A grade of P represents satisfactory achievement which would have been graded C or better under the traditional grading system.
- ✘ The P grade is disregarded in the computation of the grade point average.
- ✘ This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course’s term.

NP—No Pass

- ✘ A grade of NP represents unsatisfactory achievement which would have been graded D or lower under the traditional grading system.
- ✘ The NP grade is disregarded in the computation of the grade point average.
- ✘ Faculty must record the last date attended for students that earn an NP.
- ✘ This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course’s term.

Mark Definitions

SC—Satisfactory Completion

- ✘ The mark used when a student satisfactorily completes continuing education units (CEUs).

NSC—Not satisfactory completion

- ✘ The mark used when a student does not satisfactorily complete continuing education units (CEUs).

I—Incomplete

- ✘ At the time final course grades are recorded, the instructor may, with the consent of the student, record an “I” mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress.
- ✘ This shall only be done by signed written agreement with a requesting student and a copy shall be left on file with Student Services.
- ✘ Such written agreements shall describe the missing requirement, the basis for the requirement’s evaluation, the effect on the final grade computation and the completion date (within one year) for that requirement.
- ✘ If no replacement grade for an “I” mark shall have been provided by the course Instructor within one calendar year, the “I” mark shall automatically be changed to and “F” or “NP” depending on the grade system option (chosen by the student) in effect at the time the “I” mark was originally recorded.
- ✘ This mark does not entitle the student to repeat a course without paying tuition.
- ✘ It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

W—Withdrawal

- ✘ This mark is to be used only by Student Records when a student has completed the official withdrawal process after the published drop deadline and before the published withdrawal deadline.

AUD—Audit

- ✘ The AUD mark, when allowed, permits a student to attend a course without receiving a grade or credit for the course even though tuition and fees must be paid.
- ✘ To be assigned an AUD mark, a student must obtain permission from their instructor and notify Registration prior to the published drop deadlines.
- ✘ Does not satisfy requirements for entry into courses where prerequisites are specified.

NS—No Show

- ✘ This mark is assigned by faculty before the published drop deadlines to indicate that a student has never attended class. These students will be dropped by registration.
- ✘ If faculty does not assign an NS mark to a student who never attended class, and if that students does not drop or withdraw before the published deadlines, a F or NP grade will be awarded.

R—Repeated

- ✘ This mark may be used only by Registration. See “Repeated Courses.”

Requesting an Audit or Pass/No Pass Grading Option

Audit Grade Request

To request to audit a course, a student must submit a completed Grade Mode Form to Student Services by noon on Friday of the first week of the term. Students must have the instructor’s permission. Forms are located online or at Student Services.

After the end of the first week of the term, students will no longer be able to change their grading option to/from an audit. There are no exceptions to this deadline and once the grade request has been submitted, the grade option cannot be changed.

Pass/No Pass Grade Request

To request the Pass/No Pass grade option, you must submit a completed *Grade Mode* form to Student Services by the appropriate deadline. Students must have the instructor's permission. Not all classes have this option.

Submit the completed form to Student Services by the appropriate deadline:

- ✦ 11 – 12 week classes: Noon on Friday of the eighth week of the term
- ✦ 8 week classes: Noon on Friday of the sixth week of the term
- ✦ 1 – 7 week classes: Prior to the second class meeting

After the deadline has passed, students will no longer be able to change their grading option between letter grades (A-F) and pass/no pass (P/NP). There are no exceptions to this deadline and once the grade request has been submitted, the grade option cannot be changed.

For more information, contact Student Services.

Grading Miscellany

Repeated Courses

All grades earned will appear on the transcript. The first "C" or better grade for a course will be calculated into the GPA and the total credit hours earned; all other grades earned for that course will be excluded from the GPA. Financial aid will only pay for a student to repeat a course in selected circumstances. Check with the financial aid office for details.

Computing Grade Point Averages

Grade points are computed on the basis of four points for each credit of "A", three points for each credit of "B", two points for each credit of "C," one point for each credit of "D," and zero points for each credit of "F". Grades of "P" and "NP" and grades of "SC", "NCS," "I," "W" and "AUD" are disregarded in the computation of

the grade point average. The grade point average is the quotient of total points divided by total credits in which "A", "B", "C", "D", and "F" are received.

Grade Changes

If a student feels that there has been a mistake in a grade, the instructor should be contacted immediately. If a grade dispute cannot be resolved with the instructor, the student has, within thirty days following receipt of grade, recourse through the student grade grievance procedure. Note that requests for grade changes after one year following receipt of a grade will not be considered unless the instructor who issued the grade agrees to such consideration.

Satisfactory Academic Progress

Levels of Academic Standing

Good Standing

A student is considered to be in good academic standing if:

- ✦ S/he earns a Grade Point Average (GPA) of 2.0 or higher each term.
- ✦ S/he successfully completes 2/3 (66.67%) of completed credits each term.

Academic Warning

When a certificate or degree seeking student fails to earn Satisfactory Academic Progress for one term, s/he is placed on academic warning. At this stage, the student will be sent a letter that strongly encourages her/him to:

- ✦ Meet with an academic advisor in order to better plan term goals and course schedule
- ✦ Connect with appropriate campus resources
- ✦ There is no action required for the student at this time

Academic Probation

When a certificate or degree-seeking student fails to make Satisfactory Academic Progress for two consecutive terms, s/he is placed on academic probation

and a hold will be placed on their ability to register. The student is sent a letter requiring her/him to:

- ✦ Meet with an academic advisor by the first Thursday of the term
- ✦ Develop a collaborative success plan for the upcoming term

During this meeting the students' ability to register is reestablished. However, in order for the student to be given approval to register for the following term they must:

- ✦ Schedule and attend a mid-term advising appointment
- ✦ Submit a mid-term progress report form for each credit class they are enrolled in
- ✦ Per the mid-term progress report(s), show that they are meeting Satisfactory Academic Progress If the student is found to be making Satisfactory Academic Progress, the hold on their ability to register for the following term will be lifted.

Academic Suspension

When a certificate or degree-seeking student fails to make Satisfactory Academic Progress for three consecutive terms, s/he will be notified that s/he is suspended from the institution for one term.

- ✦ Ability to register will be revoked for all credit classes for that term
- ✦ A notation of suspension will be placed on the students' transcript

After one term passes, the student may re-enroll and start her/his academic record in good standing, as if no academic warnings existed. The notation of suspension on the students' transcripts, however, will remain the same.

Returning from Suspension

Prior to returning to CGCC after a term of suspension, students are required to:

- ✦ Meet with an academic advisor
- ✦ Create an academic plan that includes appropriate student success strategies

Honors

Honor Roll

The College will recognize academic excellence in students who have earned a 3.30 or higher GPA on a minimum of 6 graded credits, excluding pass/no pass, in a given term. The following honors will be awarded:

- ✦ Honor's List: 3.30-3.49
- ✦ Dean's List: 3.50-3.74
- ✦ President's List: 3.75-4.00

Cumulative average awarded upon graduation.

CGCC will recognize honor credentials during a ceremony conducted in the month of May. A student will receive an invitation to participate for this event if they meet the honor standards above.

Transcripts

www.cgcc.edu/academics/transcripts.

A transcript is a copy of a student's permanent academic record at CGCC including all courses taken, all grades received, and all degrees and certificates conferred to a student.* To be considered official, most colleges, universities, and employers require transcripts to be submitted in the original sealed envelope or via an electronic transfer system compatible with both schools.

Obtaining Official CGCC Transcripts

To obtain a transcript of courses completed at CGCC, a student must complete a *Transcript Request* form available in the Student Services Office or online. There is no charge for regular request for official transcripts. A hold on a student's account will prevent transcript requests from being fulfilled.

To view grades and academic history, a student may access MyCGCC on the college website.

*CGCC received independent accreditation in fall 2013. All prior coursework and degree completion was conferred under the accreditation of Portland Community College, therefore moved to transfer credit in the CGCC student record. Due to our transfer credit standard, the GPA and total credits earned are not calculated on the student record. Any degrees awarded prior to fall 2013 will be notated on the PCC transcript.

Graduation

Receiving a Degree

All students graduating from Columbia Gorge Community College must complete the graduation requirements for the program they are pursuing. The final twelve credits that apply to a degree and/or certificate must be taken at Columbia Gorge Community College.

The college will grant two year degrees, one year certificates, and less than one year certificates upon completion of requirements for the student's declared program of study, taking into consideration credits earned at other institutions of higher education, regardless of whether the student applied to receive the degree or certificate. Opting out of an institutional award requires completing the appropriate request form with an academic advisor. Multiple credentials may be institutionally awarded within a student's program of study. To earn additional degrees and certificates a student can submit a graduation petition to Student Services for evaluation.

Commencement Ceremony

A formal commencement ceremony is held at the end of spring term. All students in the current academic year (fall, winter, spring, and subsequent summer) are eligible to participate. To participate in the ceremony, students are required to RSVP. Information regarding ceremony details will be distributed in early spring to student CGCC email accounts. Graduating students will receive diplomas by mail 3-4 weeks after the completion of their degree or certificate to the address of record for the student.

Transfer of Credit

Transfer of College-Level Credit

CGCC accepts college-level credits earned at colleges and universities that are accredited by regional accrediting associations.

- ✦ Courses must be at 100 or 200 level. 300 level coursework may be accepted if equivalent to the required prerequisites for a program.
- ✦ Grades for the courses must be a "C" or higher. "P" grades are only transferable if the transferring institution awarded that grade for a "C" or higher grade.
- ✦ Transfer GPAs are not included in the overall GPA on CGCC transcripts.
- ✦ Courses will be considered equivalent if they have credit/contact hours, curriculum and outcomes that are equivalent to courses offered at CGCC, are graded on a similar basis, or are otherwise deemed appropriate substitutions for CGCC courses.

Transfer credits will be automatically transferred for established students. All records submitted, filed and accumulated in the Registrar's Office become the property of the college.

Substitution of Credit

Students have the right to petition for the substitution of course work to meet degree and/or certificate requirements. No student can graduate with fewer than the required number of credits in a degree or certificate. Credit can be given for a substitution of additional course work, but the number of credits cannot be waived.

Requests for substitutions of course work in the ASOT; AAOT, AS and AGS degrees require approvals by the Registrar in accordance with generally accepted practices.

Requests for substitution of course work in AAS degrees and certificates require approval by the department chair from which the student is earning the degree and/or certificate, consistent with degree outcomes.

All substitutions must meet state guidelines for each degree or certificate as established by the state Department of Community Colleges and Workforce Development's degree and certificate rules. The

Registrar's office provides institutional approval for substitution decisions based on accreditation standards, government regulations and degree outcomes. Substitution forms are available online or at Student Services.

Other Academic Credits

Independent Study

Independent Study courses are those completed in a self-paced format with limited instructional support. A limited number of courses may be taken as independent study classes when a lecture class is not an option and must be approved in advance by the Chief Academic and Student Affairs Officer.

Non-Traditional Credit

- ✦ Students must have an established transcript at CGCC before non-traditional credit can be awarded.
- ✦ A maximum of 45 credits of non-traditional credit may be granted.
- ✦ Non-traditional credit may not be used to establish CGCC's residency requirement.
- ✦ Only those subject areas taught by CGCC will be considered.

Non-Traditional Credit Evaluation

A student requesting non-traditional credit evaluation must be a current credit CGCC student. The student must submit to the Registrar verification of completion of non-traditional credit by nationally standardized tests such as Advance Placement Scores (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), departmental credit by examination, military, vocational, and other non-accredited training programs, independent study, experiential education, and other appropriate educational experiences. Each evaluation requires a non-refundable \$10 fee prior to evaluation. All documentation and the *Non-Traditional Credit* form must be submitted with fee.

Advanced Placement Scores (AP)

Students must submit an official AP exam score along with the appropriate form and fee. Students will be awarded credit based on the evaluation standards on the date all documentation and fees were received. The evaluator will determine which Advanced Placement Program examinations are accepted for credits as well as what score is acceptable to receive credits.

Upon receipt of the completed advanced placement courses on official transcript the Registrar will determine applicability of courses to the student's chosen program.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) includes nationally normed examinations. CLEP offers subject matter examinations. CGCC accepts CLEP scores for some, but not all, subject areas. The score cutoffs vary from subject to subject. Students must submit scores to the Registrar's office, along with a Non-Traditional Credit form.

International Baccalaureate (IB)

Students who complete IB Exams are eligible to receive college credit based on the exam score. A minimum score of 5 is required for both Standard Level and Higher Level.

Course Work at Non-Accredited Institutions

Credit may be granted for course work completed at training sites other than those listed in the "Transfer Credit Practices Directory" published by the American Association of Collegiate Registrars and Admissions Officers. Examples include hospitals, banks, corporations, business school, etc.

Students must furnish detailed training records, course outlines and, whenever possible, transcripts. Individual departments will evaluate and assign CGCC equivalencies. Only those subject areas taught by CGCC will be considered. Contact the Student Services Office for details. Course work evaluated from non-accredited institutions is not generally acceptable in meeting the requirements for an Associate of Arts Oregon Transfer (AAOT) degree.

Course Challenge for Competency

A student may wish to show that they already possess the knowledge contained in a class; if so they may wish to challenge that class to demonstrate competency. A passing grade means the student does not have to take that course but may now take other courses for which it was a prerequisite. Course Challenge petitions are available at Student Services and a fee is required. Only select courses are available to challenge. No credit may be earned by this form of challenge.

Course Challenge for Credit

Students may elect to challenge a course for credit prior to enrollment in the course. Only select credit courses are eligible for challenge.

- ✦ Students must be currently registered in credit courses or have previously completed credit courses at Columbia Gorge Community College in order to challenge a course.
- ✦ Challenge credit may not be used to meet the residency requirement or count towards financial aid award status.
- ✦ Students may take the challenge exam for a given course only once.
- ✦ Students may not challenge a course in which they have previously enrolled and received a letter grade (A, B, C, D, F, P, or NP).
- ✦ The department may issue a letter grade or "Pass" for successful completion of a challenge.
- ✦ No more than 25% of required degree or certificate credits can be met through course challenge.

If the challenge is successful and a student would like the credit transcribed, the course tuition rate in effect at the time of testing, less the initial \$10 testing fee is required. If the challenge test is for competency to meet a prerequisite, the student only pays for the testing fee. All challenge courses will appear on a transcript as "by examination."

Military Service Credit

American Council on Education (ACE) guidelines will be used with discretion when considering military credit for courses (not occupations) documented on the DD-214 and/or other official training documents. Typically, credit is considered only when it is equivalent to regular course offerings at CGCC, when it is not duplicated, and when it is applicable to a student's degree requirements.

CGCC will award two (2) credit hours toward PE requirements for Basic Training. The fee will be waived for the PE credits. CGCC accepts a maximum of twelve (12) Career and Technical Education (CTE) credits toward electives for the Associate of Arts Oregon Transfer degree. Students must complete a Request for Awarding Military Credit form.

Veterans Education Benefits

Students using any type of Federal Veterans Administration (VA) Education Benefit are required to have all prior credit history evaluated. It is the student's responsibility to request official transcripts from all previous colleges and submit them to the CGCC Student Records Office. A student's first term of VA benefits may be certified while waiting for transcript evaluation, however no subsequent terms will be certified for VA Benefits until transfer credit evaluation is complete. All credits will be evaluated and transferred according to the policies stated in this catalog.

Tuition & Fees

Credit Class Tuition

Price shown is for the 2015-2016 year. Tuition and fees are subject to change without prior notice.

In-State Tuition*	\$91/credit
Out-of-State Tuition*	\$225/credit

*In-state tuition rates apply to residents of Oregon, and states sharing a land-based border with Oregon (Washington, Idaho, California, Nevada). Out-of-State tuition rates apply to residents of all other states.

Credit Class Fees

Some classes include fees. These charges are listed in the *Schedule of Classes* and are paid in addition to any CGCC tuition.

- ✦ Lab Fee: Charged for classes that have supplies and materials used by students each term for specific classes. Varies by course.
- ✦ Materials Fee: Covers additional materials used for some courses, especially art or other classes where specific materials are consumed. Varies by course.
- ✦ Moodle Fee: Covers additional technology costs incurred with online or hybrid classes. \$5 per online or hybrid course.
- ✦ Program Fee: Charged for limited entry programs that have higher operational costs. Varies by program.
- ✦ Service Fee: Universal fees charged per credit, intended to replace individual fees such as student activity fees, technology fees, and parking fees. \$15 per credit.

Community Education Class Tuition & Fees

Tuition and fees for community education classes are specific to each class and are listed in the quarterly *Schedule of Classes* with each course's listing.

Discounts for District Residents, age 65+

District residents of Hood River or Wasco Counties 65 years or older are eligible to receive a 50 percent tuition discount on both credit and community education classes on a seat-available basis. Check the course description for eligibility since some classes may not allow tuition discounts. Discounts do not apply to full classes or to class fees. Enrolled students will be notified if the class is full and the tuition discount will not apply. Request a discount at the time of payment or by calling the Business Office at 541-506-6057.

Oregon Senior Option

Oregon residents 65 years old or older at the beginning of the term in which the course is offered are eligible for a 100% tuition discount to audit a course if the following conditions are met:

- ✦ Students will complete a *Senior Tuition Waiver* and a *Grade Mode* form requesting an audit, with instructor signature.
- ✦ Senior Option enrollment will be on or after the first day of term.
- ✦ The course must be a lower-division collegiate course.
- ✦ Senior Option students will not displace paying students.
- ✦ The maximum costs to be covered by an approved tuition waiver each term is the cost of 8 credits.
- ✦ All course fees are to be paid by the student.

Tuition Waiver for Dependents of Fallen and Disabled Service Members

Columbia Gorge Community College will provide free tuition to the dependents (spouse and children, as identified by DD Form 93) of fallen and 100% disabled (Medicare standard) United States service member personnel who died or were disabled while in combat or combat support organizations.

The purpose of this waiver is to allow the dependents of fallen and 100% disabled service members the opportunity to earn their first associate degree. Therefore, the waiver is offered for up to 135 credits or a degree (whichever comes first). The waiver offer will end when the child is 23, or 23 years after the death of the service member for the spouse. The waiver is for tuition only and does not cover books, fees, or other expenses. This tuition waiver is limited to space available.

38 U.S.C. 3679(c). Veterans Access, Choice, and Accountability Act of 2014

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

Payments

Payment Due Dates

Upon registration, the student's account balance is shown on his or her class schedule, available online through the student's account. To log in, go to cgcc.us/mycgcc and click on "Print an Existing Schedule" on the MyCGCC Resources Menu

- For credit classes, full payment or college-approved financial arrangements must be in place by the first Friday of the term. For students who enroll after that date, payment is due upon registration. Students who have financial arrangements that will not cover the full term charges must pay the difference by the due date.
- For community education (non-credit) classes, full payment is due at the time of registration.

Past Due Accounts

Past due accounts are assessed a late payment penalty of 10 percent of the account balance, up to \$75. Holds are placed on past due accounts, restricting future registration and transcripts. Past due accounts are referred to the Oregon Department of Revenue or other outside agency, and may be subject to additional collection charges, attorney fees and credit impairment. If a student's account is repeatedly past due or has been in collections, the college may require the student to pay future registration fees immediately upon enrollment. The college reserves the right to institutionally withdraw a student if his or her account becomes past due or has an unpaid balance from a prior term.

Payment Responsibilities

Each student is responsible for full payment of all charges on his or her account by the payment due date, even if the account balance is being paid by another party. The student is responsible for keeping CGCC informed of any address or telephone number changes. Even if the student is under 18 years of age, he or she will be held liable for any charges on his or her account

under ORS 348.105. When a student registers for a class, he or she is liable for payment of the charges on that class, whether or not the student attends. To have the charges removed, the student must personally drop the class by the drop deadline through the online student account system (MyCGCC).

For Community Education classes, payment is due upon registration. Students who fail to pay for community education classes upon registration will be automatically dropped.

Tuition Payment Installment Plan

The installment plan allows the student to pay half of his or her tuition and fees by the first Friday of the term, and defer the balance until the sixth Friday of the term. To qualify for the installment plan, the student must meet all of the following requirements: provide his or her valid social security number, have a satisfactory payment history, and have a zero account balance.

CGCC may deny or rescind an installment plan account if the student misses the required payment due dates, provides inaccurate or incomplete information, has a poor credit history with the college, or does not meet eligibility requirements.

Paying with Financial Aid

Financial aid awards will be posted to the student's account once all requirements have been met. Students whose award exceeds their account balance will receive a refund check by mail for the difference. If the financial aid award is not enough to cover all term charges, the student must pay the difference by the first Friday of the term. Even if the student's aid is delayed, payment must be received by this date. Any excess payment will be refunded after the funds have posted to the student's account.

Agency Billing

Arrangements for payment by an agency or company must be approved by the college before the term starts. Once arrangements have been made, the student must take his or her payment authorization to the Business

Office, or fax it to 541-506-6052 before the term begins. The student is responsible to ensure that a payment authorization is on file by the payment due date, and for payment of any unpaid charges and late payment penalties.

Scholarship Payments

CGCC Foundation scholarship awards, and scholarship checks from private donors, service clubs, or schools are posted to student accounts. The student is responsible for charges that exceed his or her award.

Veterans' Benefits

CGCC is committed to helping veterans and their dependents use their VA educational benefits to support their college expenses. We recognize the sacrifice of those who have served in the United States Armed Forces, and we are honored to assist our veteran and veteran-dependent students in utilizing their benefits to their best advantage. We are dedicated to providing students with effective access to any VA educational benefits they may be entitled to. Please refer to the steps and information provided on our website at www.cgcc.edu/veteran-resources

Students using any type of Federal Veterans Administration (VA) Education Benefit are required to have all prior credit history evaluated. It is the student's responsibility to request official transcripts from all previous colleges and submit them to Student Services. A student's first term of VA benefits may be certified while waiting for transcript evaluation, however no subsequent terms will be certified for VA Benefits until transfer credit evaluation is complete. All credits will be evaluated and transferred according to the policies stated in this catalog.

Charges & Drop Deadlines

Charges

Charges are applied to a student's account when the student registers for a class. All of the tuition charges associated with a class will be removed if the student officially drops within the refund period. Some fees are non-refundable. No charges will be removed if the student drops after the drop deadline.

Drop Deadlines For Credit Classes

Credit classes must be dropped online, through the student account system. If a credit class is not dropped within the drop period, it will result in a "W" grade on the transcript, indicating a Withdrawal, and no charges will be refunded. Drop deadlines are listed in the quarterly *Schedule of Classes*.

Drop Deadlines For Community Education Classes

Non-Credit classes may be dropped online, in person at Student Services, or over the phone with a Student Services representative. Drop requirements may vary from course to course. Drop deadlines are listed in the quarterly *Schedule of Classes*.

Refund Requests Within the Drop Period

The Business Office automatically issues refunds to students who drop within the drop period. The refund process as follows:

- ✦ Refunds from tuition and fees are first applied to outstanding charges on the student's account. If the student receives financial aid and opted to charge books on his/her account, this will also be deducted prior to any refund.
- ✦ If the credit is the result of a payment by check or cash, a check is issued in the student's name.
- ✦ If the credit is the result of a bank card payment, the refund will be applied to the original bank card.
- ✦ Refunds resulting from check overpayment are held two weeks from the date of the original payment.

Refund Requests After the Drop Period

If an extreme hardship prevented the student from completing a course, and the student could not drop during the refund period, he or she may request to have tuition charges removed from his or her account. Fees, especially any non-refundable fees may not be refunded. A *Tuition Appeal* form for requesting a refund can be obtained from Student Services in The Dalles or Hood River. Students submitting a *Tuition Appeal* form will be asked to provide documentation of circumstances to support their claim. The petition, and all accompanying documentation, must be received by the filing deadline to be considered. Please see the form for more details.

Educational Tax credits, Deductions and Savings Plans

A variety of tax credits, deductions and savings plans are available to taxpayers to assist with the expense of higher education.

- ✦ A tax credit reduces the amount of income tax you may have to pay.
- ✦ A deduction reduces the amount of your income that is subject to tax, thus generally reducing the amount of tax you may have to pay.
- ✦ Certain savings plans allow the accumulated interest to grow tax-free until money is taken out (known as a distribution), or allow the distribution to be tax-free, or both.
- ✦ An exclusion from income means that you won't have to pay income tax on the benefit you're receiving, but you also won't be able to use that same tax-free benefit for a deduction or credit.

Education credits are claimed on Form 8863, Education Credits (Hope and Lifetime Learning Credits). For details on these and other education-related tax breaks, see IRS Publication 970, Tax Benefits of Education.



CGCC Scenes: (this page) Columbia Gorge rainstorm, Amy Schroeder, CGCC Outstanding Graduate 2015 (Nursing), (next page): wind turbines in the Gorge, 2014 Cycle Oregon participants camp on the CGCC campus, CGCC grads get ready to move their tassels over.





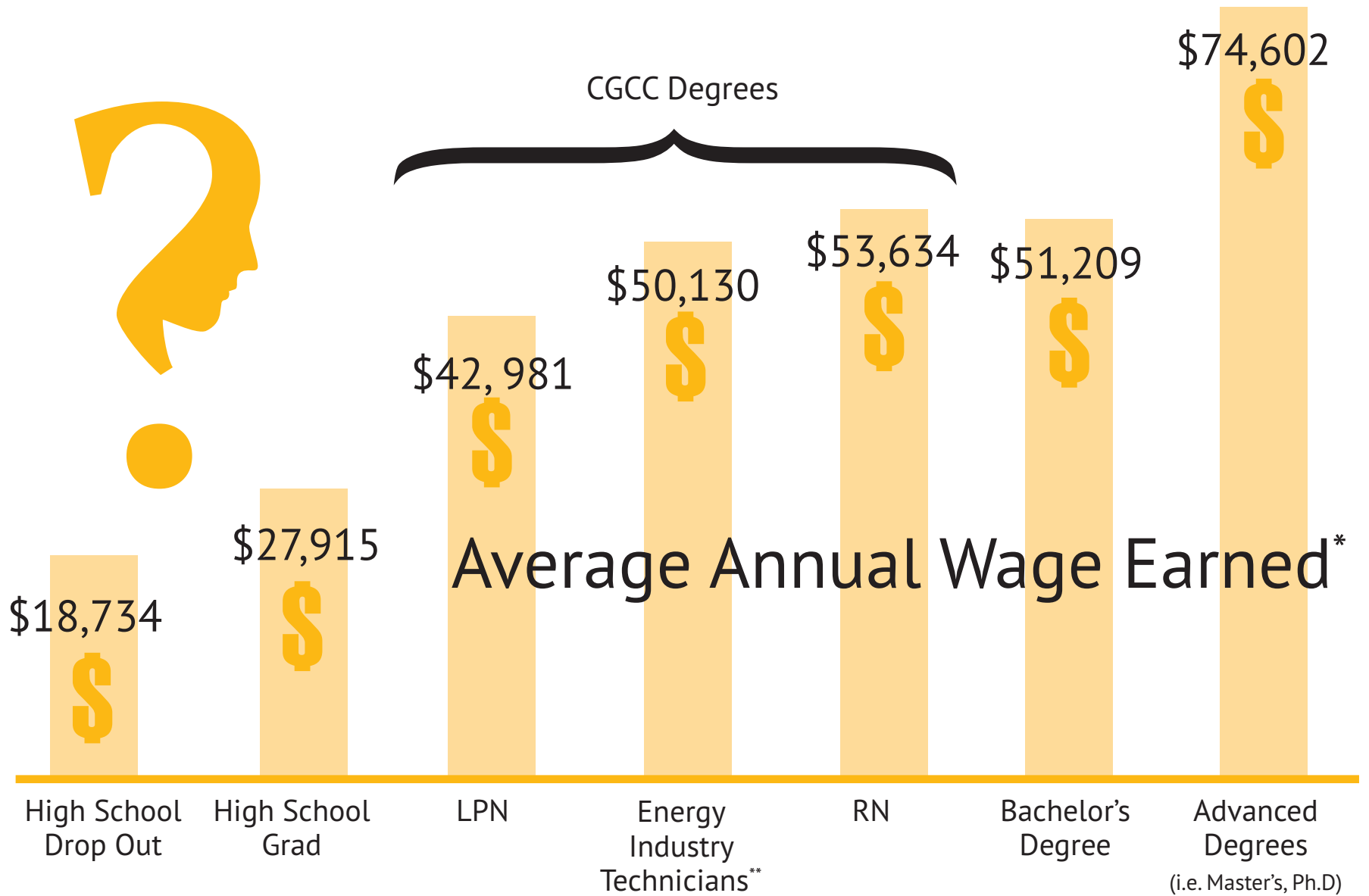
24 | Is College a good investment?

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*Wage estimates and averages drawn from Oregon Bureau of Labor and Industries "Prevailing Wage" www.oregon.gov/boli/WHD/PWR/Pages/index.aspx; Bureau of Labor Statistics www.bls.gov/home.htm; "Oregon Salary and Wage Estimates" salaries-by-city.findthedata.org/d/a/Oregon; and Salary.com salaries.com.

**Wind turbine technicians are still a relatively new job description, so the Department of Labor has not released specific salaries for that job. Wages shown are annual average for technicians in other industrial and engineering settings, Bureau of Labor Statistics, www.bls.gov/green/wind_energy/



College Services

Section 3

Though most of the services offered at CGCC are designed to be of use to our students, we also offer many community resources. The CGCC Library, Child Care Partners, Gorge Literacy program, Community Education classes, and Small Business Development Center are a few examples.

Academic Advising

www.cgcc.edu/advising

Academic advising is one of the most important factors that supports student success. Academic advisors are responsible for helping students understand their options and make informed decisions as they pursue their academic and career goals. The CGCC advising team is very intentional in their approach to academic advising and base their strategies on best practices that have been identified by nationally recognized academic advising organizations. The CGCC advising philosophy is to provide students with a robust First Year Experience that encourages self-advocacy and personal responsibility. In addition, advisors will assist students with graduation and transfer requirements, as well as career readiness, as they approach the end of their academic program.

All new students to CGCC are required to meet with an academic advisor, at which time they will be shown how to access their student accounts and register for their chosen coursework. In addition, students will be asked to schedule an OnTrack 1 advising appointment. The OnTrack 1 appointment is an opportunity for students to discuss their goals, create an educational plan that will map out, term by term, the classes needed to meet their goals, and receive the "OK" to register for subsequent terms. Advisors will also provide information about prerequisites, degree and certificate requirements, transfer credits, academic regulations, career pathways, and college support services.

As a student reaches the mid-point of their academic program they will be required to meet with their academic advisor for an OnTrack 2 advising appointment in order to determine their progress toward completion. Advisors will confirm the student's chosen major and the courses needed to complete their academic program, and their transfer and career plans. Transfer students will be given transfer requirement deadlines and strategies as they transition to a four-year college or university. Students transitioning into the workforce will be given the opportunity to attend job readiness workshops designed to prepare students as they pursue their career goal.

All students are strongly encouraged to meet with an academic advisor regularly. To schedule a time to meet with an academic advisor, call 541-506-6011 (The Dalles) or 541-308-8211 (Hood River).

Career Counseling Services

www.cgcc.edu/careercenter

Career counseling services are provided by CGCC academic advisors at The Dalles Campus and Hood River campuses by appointment. Our advisors can assist students with all aspects of career development.

Transfer Advising Services

www.cgcc.edu/transfer

Our advisors can help students decide on a college, university, or apprenticeship. We can also assist students in applying for admission and scholarships, dual enrollment with our partner universities and colleges, and other transfer help.

Services for Students with Disabilities

www.cgcc.edu/disability-resources

Academic support services for students with disabilities are available at CGCC. Students must provide documentation and are encouraged to request services

a minimum of three weeks prior to the beginning of the term to ensure the availability of appropriate and timely services. Accommodations will be determined based on documentation and conversations with each individual student, and may include: interpretive and communication technology assistance, note taking options, reader and scribe services, printed material in audio format and testing accommodations.

Students wishing to request services should:

1. Fill out Disability Resources Intake form and obtain current documentation from an appropriate certified professional or physician. Forms and guidelines for documentation are available online and in the Student Services office. All information is kept confidential and will not be released to any person/agency without a student's written permission. If you need assistance, skip to step 2.

2. Call Student Services to schedule an appointment with the Disability Resources Advisor at 541-506-6011 in The Dalles and 541-308-8211 in Hood River.

3. Request accommodations through the online registration system prior to each term.

Additional resources available for students with disabilities include the tutoring lab, career services, and CG 101: College Survival and Success classes.

Bookstore

www.cgcc.edu/bookstore

bookstore@cgcc.edu

We have two locations to serve you! The Dalles Campus 541-506-6061 Hood River Indian Creek Campus 541-308-8211 Students may purchase textbooks, supplies, apparel, and other goods at the CGCC Bookstore, in Building 1 at The Dalles Campus. Books and supplies are not included in tuition costs. However, eligible students

may charge textbooks and other supplies to their financial aid. Textbooks for classes offered in The Dalles and online are available at The Dalles Campus Bookstore. Textbooks for classes offered in Hood River—Indian Creek Campus are available in Hood River by inquiring at the front desk.

Return Policy: You may receive a full refund for books during the first week of each term for which they were purchased. All books must be returned in their original condition (including shrink wrap) and accompanied by a sales receipt.

Please visit the Bookstore web-page for information about hours, booklist, and other important, regularly updated information www.cgcc.edu/bookstore or email us at bookstore@cgcc.edu.

Book Buyback

Students who have purchased books from the CGCC Bookstore can sell them back during finals week.

Depending on the condition, the bookstore pays roughly half of the purchase price. Only textbooks purchased from CGCC are eligible for buyback. Refunds will be credited to the student's account.

Child Care Partners

<http://cgcc.edu/childcare>

CGCC does not currently offer on-campus child care. However, students and the public can obtain referrals, information and assistance with child care needs through Child Care Partners, Child Care Resource and Referral of Gilliam, Hood River, Sherman, Wasco and Wheeler Counties. Child Care Partners provides referrals through an up-to-date, local database of child care settings, preschools, and school age programs. Written and verbal information about selecting care, state regulations, and how to access resources for assistance with child care costs are shared by trained staff. Child Care Partners continually recruits and supports child care and education professionals through training, technical assistance and links to resources.

Community Education

Columbia Gorge Community College is committed to lifelong learning and schedules a wide variety of noncredit classes, workshops, seminars and special programs which meet during the day, evening, and on weekends. People enroll in community education courses to learn a new skill, sometimes career-related, to develop new interests and hobbies, or just to have fun. Personal enrichment classes in languages, art, health and fitness, cultural history, outdoor recreation, computer technology, travel and financial management are listed in the quarterly Schedule of Classes. In response to patron requests, CGCC will develop and schedule other classes.

Customized Training

Contracted and Customized Training Programs can be designed specifically to meet the needs of individual businesses and industries. Business-specific programs can be designed and coordinated for your organization. Some examples of contracted training include computer software applications and management training. For more information, call 541-506-6123.

Food Service

The Class Act Cafe on The Dalles Campus is open Monday through Friday during the academic year. Students may gather between classes in the Cafe where hot and cold foods and drinks are available. Food and drinks are also available in vending machines in most campus buildings, including the Hood River—Indian Creek Campus.

Foundation

www.cgccfoundation.org

The Columbia Gorge Community College Foundation was established in 1979 to advance and promote the interests and the development of the college, its

students and the community. The Foundation's mission is to build dreams and transform lives by cultivating respectful relationships that promote lifelong learning. It is an Oregon nonprofit 501(c)(3) organization, and donations to the Foundation are tax deductible as allowed by law. To achieve the Foundation's mission, the foundation board and its staff solicit and administer charitable donations from individuals, organizations and businesses.

Gorge Literacy

www.cgcc.edu/literacy

gorgeliteracy@cgcc.edu



Contributions to Columbia Gorge Community College Foundation provide resources for students to attend school as well as opportunities for faculty and staff to develop in their areas.

Gorge Literacy provides free, basic literacy instruction and support to all adults in the Columbia Gorge enabling them to reach their goals and realize their potential in their family, work and community lives. The program trains community volunteers to tutor adults who wish to improve reading, writing, math or English conversation skills. Services are open to all community members and not limited to CGCC students. Tutors meet with students individually or in small groups. There is no charge, and tutors are available to fit a variety of schedules.

For more information, call 541-506-6043.

Pre-College Programs

Pre-college classes are often the beginning step in a students educational journey. Our aim is to help students identify and refine short term life goals and the education necessary to achieve those goals. The Pre-College program addresses the individual academic needs of each student at his/her entry level and provides advising, transition activities, and assistance for students moving among different levels of the college system.

Pre-College Programs offer classes to help students:

- Prepare for or improve scores on college placement tests
- Develop reading comprehension skills and strategies
- Renew or increase math skills
- Develop writing composition and grammar skills
- Develop the skills necessary to pass the GED Exam
- Take the first step towards starting college or a better career and a family sustaining wage job.
- Whose native language is not English in the areas of reading, writing, listening and speaking.

Publications

Annual Report

Each year, CGCC publishes an annual message to the community. This report contains information on our programs, services, and other college events of note. View the report online at

<http://www.cgcc.edu/presidents-office>

Schedule of Classes

Approximately one month prior to the start of each term, a schedule for the upcoming term will be published. The schedule is delivered to households in Wasco, Sherman, and Hood River Counties and parts of Klickitat and Skamania Counties in Washington. Additional copies are available at both campuses, the Hood River Community Education Office, and the Wasco County Public Library. It is also available online at www.cgcc.edu/schedule

College Catalog

The College publishes a catalog to provide information to the public, including program offerings, course descriptions, admissions and registration guidelines, student services information and college policies. The College Catalog is available from the Student Services Office on campus as well as other

designated sites. It is also available online at www.cgcc.edu/catalog

Student Handbook

The Student Handbook describes services and programs available to students, student rights, responsibilities, and conduct, as well as full details of CGCC's grievance policy and procedure. In addition the handbook has an instructional calendar with academic time lines and student events to help students stay organized. The handbook is available online. The Handbook is not a contract between a student and CGCC, and CGCC reserves the right to modify or revise the contents of this handbook at any time. Occasionally revisions may be made to the Handbook. The most current version is available online. The Handbook is to be construed in a manner that is consistent with other college policies and regulations.

Road Scholar

CGCC participates in ROAD SCHOLAR (formerly Elderhostel), an international program for all adults. Courses are taught by CGCC faculty and feature the unique history, culture and beauty of the Columbia River Gorge. Participants are housed in a local motel and meals and group transportation are provided to classes, field trips and other scheduled activities. Call the program coordinator for information at 541- 506-6123.

Small Business Development Center

www.cgcc.edu/SBDC

The Small Business Development Center is a resource for businesses and organizations. A member of the Oregon Small Business Development Center Network, this office has access to state-wide business resources and its network of professional counselors and directors. Both ongoing and startup business enterprises are supported through confidential individual counseling services and short-term training courses. Services to ongoing business enterprises include detailed financial analysis of business

operations, marketing research, and access to financing options. Services for entrepreneurs wishing to start a business include financial projections, business planning and marketing, regulatory compliance, business structure, business registration, and financing options. The Small Business Development Center is supported by Columbia Gorge Community College and is funded in part through a Cooperative Agreement with the U.S. Small Business Administration and the private sector. Additionally, the Small Business Development Center is financed in part with lottery funds awarded by the Oregon Business Development Department. Contact us at 541-506-6121.

Small Business Management Program

The Small Business Management Program is open to owners and managers of businesses that have been operating for at least 1 year. This ten-month program provides 30 hours of classroom training and up to 20 hours of one-on-one business counseling and mentoring. It provides an opportunity for established business owners to improve their financial knowledge and management skills. Topics covered include business planning, understanding financial statements, break-even and cash-flow analysis, growth planning, marketing, and business transition. For more information, call 541-506-6121.

Student Organizations

Involvement in student organizations enhances students' overall educational experience. Current Student Organizations include Alpha Sigma Xi Chapter of Phi Theta Kappa, Associated Student Government of CGCC, Delta Energy Club, Environmental Science Club, Health Occupations Club, Multicultural Club CGCC Music Society, S.A.F.E., and the Student Nurse Association.

Alpha Sigma Xi Chapter of Phi Theta Kappa is an honor society for two-year colleges that promotes scholarship, leadership, service, and fellowship. Invitations to join are extended to students who have established a minimum GPA of 3.30 after 12 credits of

Associate degree coursework. Membership has many benefits, including opportunities for scholarships and leadership training.

The **ASCGCC Student Government** operates under a constitution designed to promote student activities that stimulate the social, physical, moral and intellectual growth of students. Student Government provides an important link to other students, College staff, and the public through a variety of activities.

Delta Energy Club provides learning, leadership, and outreach opportunities in the field of Renewable Energy Technology. All students are welcome to join. For more information, please visit www.deltaenergyclub.com

The **Environmental Club's** purpose is to educate CGCC students on environmental issues and create opportunities to participate in projects that protect or restore the Columbia Gorge.

Health Occupations Club is a fellowship of nursing students involved in the College and community. HOC assists in the development of professional identity, provides a means of interaction between students and the College, and addresses issues specific to community based nursing

Multicultural Club was formed by students who wanted to gather with others, make friends and learn about the cultures of their fellow students and others. Past club activities have included a party, a film screening and community service projects.

The purpose of the **Columbia Gorge Community College Music Society** is to identify members of the CGCC student body who have an interest in music. This interest may include performing music, writing music and music appreciation. Our goal is to provide a comfortable environment for all members to express themselves through music.

CGCC S.A.F.E. (Sexuality Alliance for Everyone) Club creates a safe environment for students of any and every sexual-orientation or gender identity. No matter how a student identifies, we recognize the legitimacy of their identity. The Sexuality Alliance for Everyone will also work with any LGBT-inclusive/safe high school clubs

in the community, creating outreach to any and all incoming college students.

The **Student Nurse Association (SNA)** is a fellowship of nursing students involved in the College and community. The SNA assists in the development of professional identity, provides a means of interaction between students and College, address issues specific to community based nursing, and provides a link to state and national nursing organizations.

Students are encouraged to contact the Student Life Advisor at 541-506-6027 about getting involved in student organizations at CGCC.

Testing Services

www.cgcc.edu/placement-assessment
testing@cgcc.edu

Placement Assessment

COMPASS, a basic skills placement assessment, is used to assess a student's current skill level in reading, writing, and mathematics.

All students who intend to take credit classes and are attending college for the first time or transferring with fewer than 24 credits earned from an accredited institution must complete placement assessment before registering for class. If you have completed more than 24 credits at an accredited institution, you may be eligible to have your placement assessment waived by an Academic Advisor.

Placement assessment is free. To schedule an assessment, contact Student Services at 541-506-6011 in The Dalles or 541-308-8211 in Hood River, or email the testing coordinator directly at testing@cgcc.edu

GED Testing

Columbia Gorge Community College is an authorized GED testing center. Appointments to test are made online at www.MyGED.com. There are five tests paid at the time you sign up to take a test. Each of the five GED tests requires approximately 90 minutes. Students age 16-17 must bring a *Release from Compulsory*

Education with them at the time of the test. Students younger than 16 will not be permitted to test per Oregon State law. The release is obtained from the High School or Educational Service District, or other local agency, within whose district the student resides.

Practice testing, to determine readiness to pass the test, is available through CGCC's GED preparation classes. See Special Instructional Programs in this catalog for additional information on the GED.

Test Proctoring

Columbia Gorge Community College provides test proctoring services to students and community members. All tests are administered by appointment only and there is a fee for this service. Contact the testing proctor at testing@cgcc.edu, or call 541-506-6011 in The Dalles or 541-308-8211 in Hood River to schedule a test.

Tutoring

Columbia Gorge Community College offers FREE tutoring to ALL students for math, science, and writing. Math, Writing, and Chemistry tutoring is available on both campuses. Tutoring for Biology and RET is available in The Dalles.

Hours for all tutoring services will be posted the first week of each term, and a copy of the tutoring schedule is available in Student Services, Instructional Services, in the Library, and online.

Transportation

Bus Service

Public transportation is available to Columbia Gorge Community College students. Service is offered by The Transportation Network in The Dalles by calling 541-298-5345 or 877-875-4657 at least 24 hours in advance. The service is door to door and fares apply. In Hood River, Dial-a-Ride service is offered by Columbia Area Transit. Call 541-386-4202 at least 24 hours in advance.

The service is door to door and there is a charge. In addition, Columbia Area Transit offers “fixed route” transportation in the morning, evening and mid-day between Hood River and The Dalles, with stops at college campuses in both cities. The cost of a ride is \$3 each way. The complete schedule is available online by visiting

www.gorgetranslink.com. For information, call Columbia Area Transit, 877-875-4657. All services are ADA accessible.

Campus Parking

There is no fee or permit required for campus parking at either of the CGCC campuses. Students are encouraged to carpool. Motor vehicles must be parked only in designated parking areas and drivers are responsible for observing posted traffic signs and correctly parking their vehicles. There is no parking in designated fire lanes at any time.

Parking on The Dalles Campus includes lots A & B to access Buildings 1 and 4, lots C, D, & E to access Buildings 2 and 3, and parking at Building 10. Handicapped parking is available in lot D for buildings 1 and 2, in Lot E for building 3, and at Building 10. Only vehicles displaying a state-issued disabled license plate or sticker may park in these designated locations.

Parking is also available along Scenic Drive, at the Veterans Memorial Overlook and in designated parking areas within Sorosis Park.

Parking for students attending the Hood River - Indian Creek Campus is available in Lot A, directly adjacent to Building 1.

The College is not responsible for loss due to theft, accident, or vandalism.

For your safety, we recommend the following steps:

- ✘ Park in one of the lighted parking areas
- ✘ Lock your vehicle and close all windows
- ✘ Never leave items inside your vehicle
- ✘ Never store or hide a spare key in or on your vehicle
- ✘ Engrave accessories inside your vehicle with your driver’s license number

www.cgcc.edu/library

The library offers extensive resources and services in support of the library's mission and the college's academic programs. The library's collections encompass a variety of print and electronic formats and include more than 20,000 books, thousands of ebooks, dozens of research databases with access to thousands of full-text journals and magazines, and a growing number of CDs, DVDs and streaming media. Library services include library instruction, personalized research help, technical assistance and interlibrary loan.

The Dalles Campus Library

The library is located on the second floor of Building 1, room 1.250. Forty-three computers with Internet, black and white and color printing capability, word processing and other applications are available. The library also has DVD/video viewing stations, scanners and a copier. The library's seven study rooms are available on a first-come, first-served basis. The Writing Desk, a tutoring service staffed by writing faculty, is located in the library.

Hood River Information Commons

Library services in Hood River include computers and media equipment to access online research databases and audio visual materials, library instruction by appointment and the ability to pick up and return library materials at the front desk. During library hours dial extension 6081 for library assistance.

Off-Campus

The library's electronic resources are available off-campus to students and staff with a valid library card. Library cards are also used to check out materials. Library cards are available in the library, or request one on our website or over the phone. Students and staff who are not regularly on campus can request that materials be mailed directly to their homes. The library also offers chat services through the webpage and through Moodle courses.

Library Services for Faculty

Library services available to faculty include course reserves, library instruction, material acquisition for courses and research, reference guides for courses, and copyright and Open Education Resources support. Contact the librarian at 541-506-6080 or jschoppert@cgcc.edu for assistance.

Public Patrons:

The Columbia Gorge Community College Library in The Dalles is open to the public. The CGCC Library is a member of the Sage Library System, which means Wasco and Hood River county residents can use their public library cards to borrow items directly from the college library. Washington residents have several options for borrowing materials and should contact the library for details. Returning items is easy; just bring them back to the college library in The Dalles, CGCC's Hood River campus or drop them at any branch of the Wasco or Hood River county libraries. For more information contact the library at (541) 506-6081.

Overdue Items:

CGCC Library does not charge fines on overdue CGCC materials. Items more than thirty days overdue are considered lost and the patron is assessed a non-refundable \$5.00 service fee.

CGCC patrons may be charged overdue fines by the lending library for overdue interlibrary loan items.

Lost or Damaged Items:

Lost or damaged items incur a non-refundable \$5.00 service fee plus the replacement cost of the item. Patrons are responsible for charges imposed by the lending library for lost or damaged interlibrary loan items.

Unpaid Bills:

Patrons with unpaid library bills will have financial holds placed on their student records. The library and the college reserve the right to send unpaid bills to a collections agency.

Overdue Materials

Students with overdue library materials or who owe \$10.00 or more will be prevented from registering. Grades, transcripts and diplomas are held until items are returned and charges paid. Other collections fees, charges, and credit impairment may result.

Copying Services

Photocopying services for students are available in the Library on The Dalles Campus. Copies are ten cents per side for black & white pages, 8.5" x 11" (regular letter-sized paper). Other papers, sizes, and services may have other prices. Check with Library staff for current rates.

Printing Services

Printing from Library and Information Commons computers is available on both campuses for ten cents per side for black & white. Color printing, available at The Dalles Campus Library only, is 25 cents per side.

The Library's print management system is tied to each student's library card number. Currently registered students are allotted \$5 worth of free printing each quarter; unused funds roll over to the next term. Community patrons can put money on their account by paying at the library help desk in The Dalles or the front counter in Hood River.

Contact Us

In person: The Dalles Campus, Room 1.250
By phone: 541-506-6081
By email: library@cgcc.edu

32 | Online & Hybrid Classes

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www.cgcc.edu/online

Online classes take place via the Internet, using a course management system called Moodle. These classes are accessed through MyCGCC <http://www.cgcc.edu/mycgcc>. Only students who are registered for the class can access course material.

Students can access these courses from any computer that has a connection to the Internet, any time, day or night. As with a traditional on-ground class, you will have assignments and online exam due dates. Students and instructors will typically interact with each other via email and forums.

Hybrid classes combine on-ground classes with online components. On-ground (face-to-face) time is reduced. It is important to check the course syllabus to see how classroom time and online assignments are blended together.

Frequently Asked Questions

Q - How do I register for online and hybrid classes?

A - You register for online and hybrid classes in the same way you register for any other credit class. On the college website, please see the admissions page <http://www.cgcc.edu/admissions> to get started and the registration page <http://www.cgcc.edu/registration-process> for information about how to sign up for classes, which are listed at <http://www.cgcc.edu/schedule>.

Q - Does an online or hybrid class "count"? Does it appear on my transcript?

A - All credit online and hybrid courses will transcript exactly as their traditional on-ground counterparts do. Any grade received in an online or hybrid course taken for credit will appear on the student's official transcript. There is no distinction made on an official transcript regarding course content delivery method.

Q - What if I require special services?

A - Special accommodations can be made for qualified individuals taking online and hybrid courses. Please contact the Disability Resources advisor at 541-506-6046.

Q - How do I drop or withdraw from an online course?

A - Drops and withdrawals from online courses follow the same procedure as for their on-ground counterparts. See the quarterly schedule of classes for current drop dates, refund dates, and instructions. Note: for online and hybrid classes, students must log in on the FIRST DAY of the term and show some activity by Thursday of the first week or risk being dropped from their class.

Q - What are online courses like at CGCC?

A - CGCC provides orientation information about online and hybrid classes. This orientation is available for potential or current students at our website <http://cgcc.us/online/student-orientation>

Q - Are all CGCC classes available online?

A - Not all classes are available. For a current list of online and hybrid courses, please consult the printed quarterly schedule of classes or <http://www.cgcc.edu/schedule>.

Q - How much do online and hybrid courses cost?

A - Tuition, service fees, and textbook costs for online and hybrid courses are the same as those for on-ground classes. In addition, distance learning courses include a \$5 Moodle fee to help cover the cost of technology.

Q - Are distance learning courses "self-paced?"

A - Usually not. Each instructor sets his or her course up differently, just as in on-ground classes. It is important to check the course syllabus for assignment due dates.

Q - I have registered for an online or hybrid class. How do I access them online?

A - You access online or hybrid classes at MyCGCC <http://www.cgcc.edu/mycgcc>. After logging in, follow the links to your class via Moodle.

College Now

College Now is a program that, through the coordination of Columbia Gorge Community College and local high schools, offers high school students the opportunity to earn transferable college credits while taking certain approved high school classes. These courses are designed to award dual credit (high school and post-secondary) for courses taken at the local high school. High school instructors meet college faculty qualifications and students' skills must be appropriate to the college-level work.

Why should I take College Now classes?

Aside from getting you a head start on college-level classes, College Now credits are a fraction of the cost of normal college tuitions. Check out the average costs for a four-credit class at the various kinds of colleges and universities in Oregon:

Community College:	\$364
State University:	\$2000
Private College:	\$3000
College Now:	\$45.50

Students should talk to their high school counselors regarding opportunities available to them through College Now.

Expanded Options

CGCC partners with Oregon public high schools to provide high school students opportunities to take CGCC college-level courses through the Expanded Options Program (EOP). Columbia Gorge Community College admits high school juniors and seniors from Oregon State Schools to the Expanded Options program. Credits earned may simultaneously meet high school and college degree requirements.

Eligibility requirements:

- Must be at least 16 years of age
- Currently enrolled in high school
- Meet their high school's criteria for participation

Students must first consult with their high school counselor and meet the high school's criteria. After approval and referral by the authorized high school contact, the student applies to CGCC through the online application located on the CGCC website (www.cgcc.edu/admissions) and enrolls in regular CGCC courses.

Most tuition, textbook costs, and class fees are paid by the school district, and transportation is paid by the student. Students are responsible for meeting with their high school counselor to determine eligibility and which college-level classes will count towards high school credit.

Students must complete a Release of Information form to release information to their high school, and must file the form with Student Services at CGCC.

Running Start

Juniors and seniors at Washington high schools can get a head start on their college education through the Running Start Program. Washington students interested in the Running Start program should contact their high school counselors to obtain general information and to learn what the minimum high school requirements are for participation in the program. Under this program, the high school typically will pay for your tuition for college-level work and students are responsible for books, fees and transportation.

Get Started:

1. Complete the CGCC placement test to determine eligibility. Students must score into college-level reading and writing.
2. Contact your high school counselor to determine which courses will meet your high school graduation requirements. You and your high school counselor must complete and sign the Running Start Enrollment Verification form. The Running Start Enrollment Verification form includes a release of information for records to be disclosed to your high school. Students who wish information to be released to a parent or guardian must complete a Release of Information form and file this form with Student Services at CGCC.
3. Meet with a CGCC Academic Advisor to discuss your college goals, create an educational plan, learn how to register online for classes, and return the Running Start Enrollment Verification form to Student Services.*

*All students must meet with a CGCC advisor prior to registration.

Financial Aid Students

If you filed your Free Application for Federal Student Aid (FAFSA) and completed the required financial aid paperwork by the term application deadline (for summer 4/1/15, for fall 7/1/15, for winter 11/1/15 and for spring 3/1/16), your award letter will be available and your award posted to your student account by the beginning of the term. If your award check exceeds your account balance, you may receive a refund check by mail. If your award is not enough to cover all term charges, you must pay the difference by the first Friday of the term. If your aid is delayed, you will need to pay by this date. Any excess payment will be refunded after the funds have posted to your account.

Financial Aid at CGCC

Columbia Gorge Community College makes every effort to ensure that all students are informed of financial aid resources available to them.

The Financial Aid Office administers a variety of aid programs in the form of scholarships, grants, loans and part-time employment (federal work study) to eligible students who need assistance to attend college. Financial aid can come from various sources such as:

- Federal grants
- State grants
- Federal Direct Loans
- Federal Work Study
- Columbia Gorge Community College Foundation Scholarships
- Oregon Student Access Commission (OSAC) scholarships
- Private grants/scholarships
- Veterans' educational benefits

The amount of aid awarded is subject to eligibility, availability of funding, and date application is completed. For questions, email financialaid@cgcc.edu or call (541) 506-6021.

The first step in applying for federal financial aid is to complete a Free Application for Federal Student Aid (FAFSA). You must file a FAFSA every year. The best time

to apply is early January for the following academic year. The earlier you apply, the better your chances of obtaining funds that are in limited supply. You can file your FAFSA online at www.fafsa.gov.

Financial aid students can view their status by going online to the College website (www.cgcc.edu/mycgcc), logging into their account, then selecting 'Check Financial Aid Status'.

How to Apply

You may submit your application beginning January 1 for the following academic year, which begins in June with summer term. Applications will be accepted throughout the year; however, financial aid is awarded as funding permits. Eligibility for aid is determined when all requests for information have been submitted.

Eligibility

The federal government sets the eligibility requirements as follows. You must:

- Be a U.S. citizen or an eligible noncitizen.
- Have a valid Social Security Number.
- Have a high school diploma, GED or Home School Certificate.
- Be registered with Selective Service if you are a male between the ages of 18 and 25.
- Be enrolled in a program leading to a degree, certificate or transfer program and taking courses applicable to your program.
- Not owe a refund or repayment on federal financial aid or be in default on a student loan.

Receiving Award Notification

Most applications are processed in the spring and summer for the following academic year. You will be notified when your financial aid award is posted to your student account through your student email.

Financial Aid Satisfactory Academic Progress

Federal regulations require that you maintain satisfactory academic progress of a 2.0 ("C") GPA

minimum and successfully complete 67% of attempted credits each term. The Financial Aid Office reviews academic performance each term. If you do not meet the standards of progress, you may be placed on financial aid warning or you may be disqualified from receiving financial aid in the future. If you have extenuating circumstances that prevented you from being successful, you may appeal to be reinstated by completing a Satisfactory Academic Progress Appeal form and document in writing why academic standards were not met. If you withdraw, drop out or stop attending classes, you may be subject to repayment of financial aid funds to CGCC. The full policy is available in hard copy format from the Financial Aid Office or online at www.cgcc.edu/financial-aid/resources.

Withdrawals and Return of Title IV Funds

It is the policy of Columbia Gorge Community College to determine the amount of earned and unearned portions of Title IV aid as of the date the student ceases attendance in accordance with federal regulations and the Return of Title IV Funds process as dictated in Volume 5 of the Student Aid Handbook. This policy applies to all students receiving Title IV funds who do a complete withdrawal on or before the 60% date of each term. For students who completely withdraw after the 60% date, CGCC will still need to determine if they are eligible for a post-withdrawal disbursement according to federal regulations and the Student Aid Handbook.

Title IV Refunds

Federal regulations require the college to have a fair and equitable refund policy for students receiving financial aid who officially or unofficially withdraw from all classes. See CGCC's Refund Policy for more information. Withdrawing or stopping attendance may result in financial debt for the student and may also make the student ineligible for future financial aid, including loans. We strongly urge students to consult with an academic advisor and/or financial aid staff to help them with decisions about withdrawing.

2015-2016 Award Year	Summer 2015	Fall 2015	Winter 2016	Spring 2016
Financial Aid Priority Deadline (Must submit ALL documents to Financial Aid Office by this date to be awarded by start of term)	4/1/2015	7/1/2015	10/1/2015	1/2/2016
Term Dates	6/22/15 – 9/6/15	9/21/15 – 12/13/15	1/4/16 – 3/20/16	3/28/16 – 6/12/16
Registration Deadline for FA (Must be registered by this date to avoid aid cancellation prior to start of each term)	6/17/15	9/10/15	12/16/15	3/23/16
Last Day to Drop with Refund	6/26/15	9/25/15	1/8/16	4/1/16
1st Disbursement Payment All grants, scholarships and loans EXCEPT Single Term Loan Borrowers: 1st Payment	7/2/15	10/2/15	1/15/16	4/8/16
30-Day Loan Delay 1st time, 1st Term Borrowers only	7/21/15	10/20/15	2/2/16	4/26/16
Mid-Term Disbursement Single Term Loan Borrowers: 2nd Payment	7/30/15	11/2/15	2/11/16	5/5/16
Last Day to Withdraw	8/14/15	11/13/15	2/26/16	5/20/16
Loan Application Deadline	8/26/15	12/2/15	3/9/16	6/1/16
Full Award Earned (60% date) Must attend through this date	8/7/15	11/10/15	2/19/16	5/13/16

Columbia Gorge Community College Foundation Scholarships

www.cgcc.edu/financial-aid/scholarships

Columbia Gorge Community College Foundation is pleased to offer tuition scholarships to CGCC students provided by the Foundation Board and their generous donors.

Available CGCC Foundation scholarships :

Full-Year Scholarship - Covers three terms

Winter/Spring Scholarship - Covers winter and spring terms

High School Scholarship - for High School Students

State, Regional and Private Scholarships

State, Regional and Private Scholarships

Information on many scholarship opportunities is available on the CGCC website.

Gorge Scholars

www.cgcc.edu/scholars

Gorge Scholars is a tuition waiver program available to eligible high school graduates. Gorge Scholars receive full tuition waivers for up to eighteen credits per term, for up to two years. (Books, fees and miscellaneous expenses are not included.) Tuition waivers will be awarded to the first twenty-four (24) students who submit a complete application packet and meet the eligibility requirements.

Columbia Gorge Community College is committed to offering Gorge Scholar tuition waivers for at least two years, but reserves the right to modify or terminate the program at any time. At the end of the pilot period, CGCC will conduct an analysis and determine the future of the program.

Financial Aid Eligible Programs

To qualify for financial aid, you must be enrolled or accepted for enrollment in a financial aid eligible degree or certificate program with the intent of completing the program. Not all programs offered at Columbia Gorge Community College are eligible for financial aid funding.

Eligible Programs

- Associate of Arts: Oregon Transfer (AAOT)
- Associate of Science: Oregon Transfer (ASOT BUS)
- Associate of Science (AS)
- Associate of General Studies (AGS)

The following two year Associate of Applied Science (AAS) degrees:

- Accounting
- Administrative Assistant
- Administrative Office Professional
- Early Education & Family Studies
- Management
- Nursing
- Renewable Energy Technology

The following one year Career and Technical Education (CTE) Certificates:

- Accounting Clerk
- Administrative Assistant
- Early Education & Family Studies
- Emergency Medical Services
- Marketing
- Medical Assisting
- Practical Nurse
- Renewable Energy Technology
- Retail Management

This list is subject to change as programs are developed or phased out.

** The coursework needed to complete a Career Pathways certificate is typically the same coursework required to earn the corresponding Associate of Applied Science degree. If it is your intention to complete the Associate degree, then you are enrolled in an eligible program. The program you list with the College should be the appropriate AAS program.

Limited Eligibility Programs

While completing prerequisites for a program that has a competitive/point based admissions process, you have limited or no financial aid eligibility. Your options include: 1) complete the AGS, AAOT, or AS degree while taking your prerequisites; 2) complete your prerequisites without federal and state financial aid; or 3) receive Preparatory Funding (loans only at a reduced level) for a maximum of 12 consecutive months. This option is available one time during your lifetime.

- Medical Assisting
- Nursing
- Renewable Energy Technology

Ineligible Programs

If you are enrolled in an ineligible program, you cannot receive federal or state financial aid, including loans. You may qualify for Private Alternative Educational loans depending on the lender you choose.

- Career Pathways Certificate Programs.**
- Less than one-year Certificate programs not approved by the State of Oregon or the US Department of Education including the Basic Healthcare Informatics Assistant Certificate.
- Non-Credit/Continuing Education Programs, including Courses Leading to Certification in Health Occupations (EMT Part I and Part II, Nursing Assistant 1, Certified Nursing Assistant 2, Medication Aide and Phlebotomy).
- Any collaboration program where the degree or certificate is not awarded by Columbia Gorge Community College.
- Concentration Awards as outlined in the college catalog.

Important Financial Aid Websites

CGCC financial aid information, forms, brochures and Foundation Scholarship information and applications

www.fafsa.gov

Electronic version of the Free Application for Federal Aid (FAFSA)

<https://studentloans.gov>

Direct Loan Entrance Counseling, Master Promissory Note and Repayment Plans and calculators

www.osac.state.or.us

Oregon Student Access Commission. Private listing of nearly 400 private scholarships and grants

www.fastweb.com

Free electronic scholarship search with a database containing over 400,000 scholarships and grants

www.nsls.ed.gov

Information on your student loan and grant amounts, loan balances, and Lender contact information.

www.studentaid.ed.gov

Department of Education website that offers information about Federal student aid.

Student Records Policies

Disclosure of Student Records and Directory Information

Columbia Gorge Community College shall follow all applicable state and federal laws, rules and regulations that apply to student records. All information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the subject student or upon the lawful subpoena or other order of a court of competent jurisdiction. Student information may be shared among college faculty and staff on an official “need to know” basis.

Confidentiality exceptions include directory information. Directory information may be released to the media and for use in other local publications only at the discretion of the Chief Academic and Student Affairs Officer. Students who do not wish to have any of the information listed below released by the College must make that request in writing each term at the time of registration. Directory information will not be released to vendors or others desiring to solicit students for memberships or purchases. Directory information includes the student’s name, address, phone number, major field of study, participation in official college activities, periods of enrollment, degrees, awards, and honors received, illness or accident information, as required in health and safety emergencies.

Release of Directory Information will be made only by the Chief Academic and Student Affairs Officer, or designee, to protect the rights of students who do not want this information released. Student Services staff may refuse to give out directory information if they determine it would be detrimental to the best interest of the student involved.

Educational Records Policy

CGCC follows all applicable state and federal laws, rules and regulations that apply to student records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their educational records. The student has a right to:

- a. Inspect and review the student’s education records;
- b. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights;
- c. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the applicable state or federal law authorizes disclosure without consent;
- d. Pursuant to OAR 589-004-0650, file with the Family Policy Compliance Office, United States Department of Education a complaint under 34 CFR §99.64 concerning alleged failures by the college to comply with the requirements of federal law; and
- e. See the college policy and with regard to student education records.

Questions about these policies can be directed to the Registrar in Student Services, 541-506-6011.

Buckley Amendment

The Family Educational Rights and Privacy Act of 1974 (Statute: 20 U.S.C. 1232g; Regulations: 34CFR Part 99) also known as the Buckley Amendment or FERPA is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Certain directory

information is excluded from this law and may be disclosed at the discretion of the college. FERPA does not require a student’s consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official’s tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibilities. Please contact the Registrar’s Office with any questions or clarifications.

Solomon Amendment Disclosure

Federal law requires CGCC to provide directory information to the military for recruiting purposes. To withhold a name contact the Registrar’s office.

Communication Statement

Columbia Gorge Community College will use electronic communication methods to conduct official college business. Communication to CGCC employees and students via electronic communications methods will speed the delivery of information. Every student and employee is given the appropriate account(s) to access these communications. Recipients will be expected to read all electronic communication related to CGCC business and when necessary take action as a result of communications received from the College. It is expected that students and employees will monitor their college electronic accounts often to receive the most up-to-date information from the College.

Student Right-to-Know

Federal law requires Columbia Gorge Community College to notify all students registered in credit

programs where they can find certain information about the college. The specific types of information that you may be interested in reviewing include:

- Financial Aid information
- Graduation rates
- Student rights under the Family Education and Privacy Act (FERPA)

This information is available on the online at: www.cgcc.cc.or.us/student-services/StuInfo.cfm

Disclosure Statement

Providing your Social Security number is voluntary. If you provide it, the college will use your Social Security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your Social Security number will not be given to the general public. If you choose not to provide your Social Security number you will not be denied any rights as a student. The statement below describes how your number will be used.

Providing your Social Security number means that you consent to use of the number in the manner described. The following statement is posted annually in the *Catalog*, the quarterly *Schedule of Classes*, and online.

ORAR 589-004-0400 authorizes Columbia Gorge Community College to ask you to provide your Social Security number. The number will be used by the College for reporting, research and record keeping. Your number will also be provided to the College to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community College and Workforce Development and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs. OCCURS and the College may also match your Social Security number with records from the following systems:

- ✘ State and private universities, colleges and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- ✘ The Oregon Employment Department, and/or the U.S. Department of Labor, which gather information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- ✘ The American College Testing Service, if you take the Compass or Asset placement test, for educational research.
- ✘ The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the College.
- ✘ The U.S. Military under requirement of the Solomon Amendment.
- ✘ The Office of Department of Education to provide reports to the state and federal government. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- ✘ National Student Clearinghouse to provide reports to the federal government. The information is used for enrollment and degree verification and for federal financial aid reporting purposes.

Your number will be used only for the purposes listed. State and federal law protects the privacy of your records.

Student Rights & Responsibilities

Columbia Gorge Community College provides students with broad, comprehensive programs of general education, developmental/remedial programs, and vocational/technical curricula.

The college also provides cultural, recreational, and community service activities. It is, in turn, the responsibility of the student to observe campus rules

and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. A student's registration obligates him/her to comply with the policies and regulations of the college. This information is produced annually and distributed fall quarter in the form of a student handbook. The handbook is available online or at Student Services.

Columbia Gorge Community College is granted the right by law to adopt such rules as is deemed necessary to govern its operations and protect the freedom to learn.

Grievance Procedure

Columbia Gorge Community College has established procedures designed to provide students an avenue to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the Student Handbook. The grievance must address which right(s) is being violated.

A student who has a grievance and/or appeal shall follow the specified steps of this grievance procedure to assure the grievance and/or appeal is given fair and careful consideration. Procedures are located in the student handbook at Student Services or online. The steps will vary slightly depending on whether the grievance is related to instruction, student services/student life, or business/fiscal matters. A copy of the grievance procedure document is available in the Offices of Instruction, Student Services and the Business Office.

Other Policies

Equal Opportunity and Non-Discrimination

It is the policy of Columbia Gorge Community College to not discriminate on the basis of sex in its educational programs, activities and employment as required by Title IX of the 1972 Educational Amendments. Students at Columbia Gorge Community College are protected from sex discrimination in all areas, including admission to programs; access to enrollment in courses; access to and use of school facilities, counseling and guidance materials, tests, and

practices; vocational education; physical education; competitive athletics; graduation requirements; student rules, regulations and benefits; treatment as a married and/or pregnant student; financial assistance; school sponsored extracurricular activities; aid, benefits and services.

In addition, students are protected against all forms of sexual harassment as defined here. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment, admission, or academic evaluation; or
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision or an academic evaluation affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working or learning environment. In addition, students are protected against all forms of sexual harassment as defined here.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative or student is encouraged to file a complaint through the Harassment or Discrimination Grievances: If the grievance involves harassment or discrimination by a college staff member, the student should be directed to the Chief Operating Officer. If the grievance involves harassment or discrimination by a student, the student should be directed to the Title IX Coordinator.

Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure or Complaint Form.

People having questions about equal opportunity and nondiscrimination should contact:

Employment:

Robb Van Cleave, Chief Operating Officer

Office: Room 2.422

Phone: 541-506-6151

Title II: Educational and Student Programs, Activities, and Services:

Lori Ufford, Chief Academic and Student Affairs Officer

Office: Room 3.223

Phone: 541-506-6013

Title IX Coordinator

Michael C. Taphouse, MS.

Director of Advising and Career Services

541-506-6026

mtaphouse@cgcc.edu

Section 504 Coordinator

Shayna Dahl

Disability Resources

541-506-6046

sdahl@cgcc.edu

Smoking/Use of Tobacco

Smoking is not permitted on the campus except in the parking lot and or vehicles. The rest of the campus has been designated as smoke/tobacco free.

Drug-Free School and Workplace

CGCC recognizes that it has a fundamental, legal and ethical obligation to prevent controlled substance abuse and to maintain an alcohol/drug-free work and educational environment. For information see website.

Drug Awareness Program

The Drug Free School and Communities Act and Amendment of 1989 require that colleges provide all students with certain information on illegal and illicit drugs. This law is tied to eligibility for federal financial assistance.

Annual notice is given to students of the following:

- The dangers of alcohol/drug abuse in the workplace/school;
- The district's policy of maintaining an alcohol/drug-free workplace/school;
- Information on appropriate, available alcohol/drug counseling or assistance programs;
- Notice of the penalties that may be imposed upon employees/students for alcohol/drug abuse violations in the workplace/school.

Animals on Campus

Pets and other animals are restricted on the CGCC campus in order to maintain a healthful and secure environment for members of the campus community to study and work, to preserve the flora, fauna, and natural beauty of the campus, to comply with local animal ordinances, and to ensure public safety. No animals are allowed in campus buildings or facilities during hours of instruction or normal business operations. Exceptions are provided for service animals and animals being used for specific pre-authorized instructional purposes. Any further exceptions to this policy must be approved by the Chief Operating Officer.

40 | Degree Partnership Program

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Our Degree Partnership Program provides CGCC students with a unique opportunity for dual enrollment at CGCC and Oregon State University. Students will have access to services and expertise at both schools, greatly expanding their options and resources.

The program makes it easier to tailor a student's education plan to fit their personal goals, preferences and timelines. Students will work with advisors from both institutions to make sure every course counts toward their degree.

Benefits include:

- One application process for both CGCC and partner schools
- Advising available at both institutions
- Increased flexibility in scheduling, with access to more classes
- Opportunity to access services and participate in college life on both campuses
- Student internship and study abroad programs
- Recreational facilities
- Student Health Services
- Student prices for athletic events
- Involvement in student activities (music, theater, art, and intramural sports)
- Access to library and computer lab resources on both campuses
- Most affordable route to your degree (pay each school's respective tuition rate)
- Coordinated financial aid and scholarships for qualified students
- Student employment services, including work-study



Programs of Study



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General Education Philosophy Statement

CGCC Education Philosophy Statement

CGCC is committed to providing high quality education, delivered in a flexible manner, resulting in opportunities for our students to achieve their diverse educational goals.

CGCC General Education Philosophy Statement

Through a broad, well balanced curriculum, the General Education program strives to instill a lifelong love of learning and to foster civic competence within our students.

Core Learning Outcomes

Through their respective disciplines, CGCC students who earn a degree can:

- ✦ Communicate effectively using appropriate reading, writing, listening, and speaking skills. *(Communication)*
- ✦ Creatively solve problems by using relevant methods of research, personal reflection, reasoning, and evaluation of information. *(Critical thinking and Problem-Solving)*
- ✦ Apply the knowledge, skills and abilities to enter and succeed in a defined profession or advanced academic program. *(Professional Competence)*
- ✦ Appreciate cultural diversity and constructively address issues that arise out of cultural differences in the workplace and community. *(Cultural Awareness)*
- ✦ Recognize the consequences of human activity upon our social and natural world. *(Community and Environmental Responsibility)*

Columbia Gorge Community College confers six associate degrees:

- ✦ Associate of Arts Oregon Transfer (AAOT)
- ✦ Associate of Science (AS)
- ✦ Associate of Science: Computer Science (AS-CS)
- ✦ Associate of Science Oregon Transfer—Business (ASOT-BUS)
- ✦ Associate of General Studies (AGS)
- ✦ Associate of Applied Science (AAS)

In addition, CGCC offers numerous certificates in career technical education programs. The choice a student makes will depend on his/her major and goals following graduation. All of the degrees have some requirements in common.

General degree requirements are as follows:

Course Prerequisites

All degree candidates must demonstrate competency in basic mathematics and writing skills prior to receiving their degree. Most Lower Division Collegiate courses have a standard prerequisite:

- ✦ Math: Successful completion ("C" or better) of MTH 20, or placement into MTH 60
- ✦ Writing: Successful completion ("C" or better) of WR 121 or concurrent enrollment

In a standard prerequisite course, a "D," "F," or "NP" will not satisfy the requirement. Some courses may have higher requirements in these areas and/or additional prerequisites as appropriate. See individual course prerequisites. Instructors may waive prerequisites on a case-by-case basis. Students who have one of the following degrees from a U.S. regional accredited institution: A.A., A.S., A.G.S., A.A.S., B.A., B.S. and higher will have the basic competency in writing (WR 121) waived. Other writing requirements specified by the program remain in effect.

Students earning an associate degree must successfully complete the following comprehensive requirements listed below along with additional requirements specific associate degrees:

- ✦ Minimum Credits. All candidates must earn a minimum of 90 credits which count toward an associate degree. Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirement for any degrees.
- ✦ Minimum Grade Point Average. All candidates for a degree must have at least a 2.0 minimum cumulative grade point average ("C" average).
- ✦ Minimum Residency. All degree candidates must accumulate at least 30 credits of satisfactory work at CGCC to establish residency. Non-traditional credit, credit transferred from another institution or challenge credit may not be used to establish residency. Twenty-four of the credits earned at CGCC must apply to the specific associate degree requirements the student is pursuing.

Associate Degree Comprehensive Requirement limits:

- ✦ A maximum of 3 credits of physical education courses may be used as electives, except for the Associate of General Studies, which can include 6 credits.
- ✦ Credit courses with passing grades may only be applied once in meeting a degree or certificate requirement (unless approved to be repeated). In addition, repeated courses are only counted once in accumulated hour and point totals.
- ✦ No more than 12 credits of Cooperative Education courses may be used.
- ✦ No more than 9 credits of experimental courses can be used (course numbers 199-199Z and 299-299Z).
- ✦ A maximum of 24 credits of "P" (pass) grades will apply to any degree. Specific AAS degrees that deviate from this maximum will state the degree maximum in the degree requirements for the specific AAS degree.
- ✦ One-credit Management/Supervisory Development (MSD) workshops may only be applied to the Associate of General Studies Degree (Maximum 6 Credits).

Certificate Requirements—One Year Certificates

Certificates at CGCC are awarded in several programs ranging from 12-60 credits to students who complete the course of study with a minimum 2.0 grade point average. Specific courses required for each certificate program, including any General Education requirements, are listed under their appropriate programs.

- ✦ Credit courses, numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- ✦ At least 12 credits must be earned at CGCC, eight of which must apply to the certificate requirements. The final 8 credits must be earned at CGCC.
- ✦ A maximum of 12 credits of "P" (pass) grades will apply to any one-year certificate. Some certificate requirements may vary and will be listed in that specific certificate.
- ✦ No more than 12 credits of Cooperative Education courses may apply to any one-year certificate.
- ✦ Only nine credits of 199 and 299 experimental courses apply.

Certificate Requirements—Less-Than-One-Year

- ✦ At least 6 credits must be earned at CGCC, all of which must apply to the certificate requirements.
- ✦ A maximum of 8 credits of Pass/No Pass grades will apply to any less than one year certificate. Specific less than one-year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for that specific certificate.
- ✦ Only nine credits of 199 and 299 experimental courses apply.

Career Pathway Certificates

Career Pathway Certificates are short-term credentials (12-44 credits) which prepare individuals for entry-level employment within an occupational area.

Career Pathway Certificates may be the first certificate a student earns while pursuing a certificate of greater length or an Associate of Applied Science (AAS) degree. Information about Career Pathways in specific areas of study can be found in the program section of the catalog. Based upon credits, career pathway certificates need to meet less than one year requirements.

Computer Proficiency: A Statement to Students

Students at Columbia Gorge Community College, in order to succeed here and in the communities outside the college, need to be familiar with and capable of using computers and computer software. Both upper division college work and the requirements of the workplace demand such skills. Many CGCC faculty will require students to access class materials on the Internet, or use word processing, e-mail and databases as part of regular course activities. Students should contact their Academic Advisor to find out what computer resources and courses are available to help them achieve computer proficiency.

Three to Four Credit Conversion

Some lower division collegiate courses (LDC) have changed to four credits. For degrees and certificates requiring specific LDC courses, the three credit version of the same course is generally accepted. Comprehensive degree and certificate minimum requirements must be met.

Course Repetition

It is possible to repeat a class only in certain circumstances as follows:

- ✦ The course has been identified as eligible for repetition as noted in the course description in the catalog; or

- ✦ To receive a higher grade
 - ✦ Students are limited to three (3) total enrollments for most credit courses. Students will not be allowed to repeat a course more than three times without documented evidence of extenuating circumstances. "W" grades are counted as enrollments.
 - ✦ Students who receive substandard grades ("D", "F", "NP" or "I") and/or one or more withdrawal ("W") may attempt to successfully complete the course up to a total of two additional times at Columbia Gorge Community College, if necessary to alleviate the substandard grade or successfully complete the course.

Appealing after the third attempt:

- ✦ After the third attempt to receive a passing grade in a course, the student may appeal to the Registrar's Office for one additional attempt. Appeals are only considered for documented extenuating circumstances. Students who Withdraw and receive a "W" on each of the three allowable attempts, if by appeal the student is given permission to enroll, the student will not be able to withdraw from the course again and a letter grade will be transcribed. NO FURTHER ATTEMPTS WILL BE PERMITTED.

Experimental Courses

Courses numbered 99, 199, and 299 are experimental in nature. These courses may be offered twice in 15 month period. After that time, they must either be converted to a regular number course or inactivated. While these courses count for graduation, they may not transfer to other institutions.

Non-Credit Courses

CGCC offers a number of non-credit courses for personal and career advancement, listed as "Community Education," as well as continuing education classes for professionals in several areas. See the quarterly Schedule of Classes for a list of courses and registration information. Non-credit courses do not apply to any degrees or certificates.

Effective Catalog

CGCC operates on the quarter system. Catalog requirements are effective for six academic years. Students may graduate under the catalog requirements existing at the time of initial enrollment as long as they successfully complete at least one CGCC credit applicable to degree requirements per academic year. A new academic year begins with each summer term and ends the next spring term. No catalog is valid for longer than spring term following the sixth academic year after issuance of the catalog.

Some programs may impose shorter time limits on accepting credits for degree or certificate requirements. Students enrolled in programs that are accredited or licensed must meet the requirements most recently approved by the accrediting agency or licensing authority. All returning students who have not been enrolled in a college credit course for one academic year must meet new degree requirements. Occasionally, the college may change courses and course numbers within a program. Students should regularly consult an advisor in their major department about their course of study.

General Education Electives for AAOT, ASOT-BUS, AS-CS, AS, AGS, OTM, AAS

What are General Education Electives?

General Education Electives are classes that may be used to fulfill the discipline specific “general education elective” requirements for the Associate of Applied Science (AAS), Associate of Science (AS), Associate of General Studies (AGS), Associate of Arts Oregon Transfer (AAOT), and Associate of Science Oregon Transfer—Business (ASOT-BUS) degrees. Additionally, some classes also meet the Cultural Literacy requirement for the AAOT degree.

What are academic disciplines?

Classes are divided into three branches of knowledge, called “academic disciplines.” The three disciplines are: “Arts and Letters,” “Social Sciences,” and “Science, Mathematics, and Computer Science.”

Arts and Letters Classes

Course	Title
ART 101	Understanding Architecture
ART 102	Understanding the Visual Arts
ART 206	History of Western Art
ART 211, 212	Modern Art History
ART 231	Drawing
ART 253	Ceramics I
ART 256	Ceramics II
ART 270	Printmaking
ART 281	Painting II
ART 284	Watercolor I
ART 287	Watercolor II
ART 292	Sculpture: Mixed Media
COMM 111	Public Speaking
COMM 140 #	Introduction to Intercultural Communication
COMM 214	Interpersonal Communication: Process and Theory
COMM 215	Small Group Communication: Process and Theory
COMM 228	Mass Communication and Society
COMM 237	Gender and Communication
ENG 104, 105, 106	Introduction to Literature
ENG 195	Film Studies: Film as Art
ENG 213 #	Latin American Literature
ENG 214	Literature of the Pacific Northwest
ENG 222 #	Images of Women in Literature
ENG 237 #	American Working Class Literature
ENG 250 #	Introduction to Folklore and Mythology

Arts and Letters Classes (continued)

Course	Title
ENG 253, 254	Survey of American Literature
ENG 260 #	Introduction to Women Writers
ENG 261	Literature of Science Fiction
JPN 101*, 102*, 103*	First Year Japanese
JPN 201, 202, 203	Second Year Japanese
MUS 105	Music Appreciation
MUS 108 #	Music Cultures of the World
MUS 110	Fundamentals of Music
MUS 202	Introduction to Music and its Literature
PHL 197	Manufacturing Reality: Critical Thinking & the Media
PHL 201	Being and Knowing
PHL 202	Ethics
PHL 204	Philosophy of Religion
PHL 210 #	Introduction to Asian Philosophy
PHL 211	Existentialism
SPA 101*, 102*, 103*	First Year Spanish
SPA 201, 202, 203	Second Year Spanish
TA 101	Theater Appreciation
TA 141	Fundamentals of Acting Techniques
TA 274	Theatre History
WR 241, 242, 243	Creative Writing
WR 244, 245, 246, 247	Advanced Creative Writing
WS 101#	Women’s Studies
WS 201#	Women of the World
WS 202#	Activism and Social Change

Social Sciences Classes

Course	Title
ATH 101	Introduction to Physical Anthropology
ATH 102	Introduction to Archaeology and Prehistory
ATH 103	Introduction to Cultural Anthropology
ATH 208 #	Introduction to Ethnography
ATH 231 #	Native Americans of the Northwest
EC 200, 201, 202	Principles of Economics
HEC 226*	Child Development
HST 101#, 102#, 103#	Western Civilization
HST 104#	History of the Middle East
HST 105#	History of India and South Asia Region
HST 106#	History of China
HST 201#, 202#, 203#	History of the U.S.
HST 204#, 205#	History of Women in the U.S.

Social Sciences Classes (continued)

Course	Title
HST 218#	Native American Indian History
HST 225#	History of Women, Sex & the Family
HST 240#	Oregon History
HST 270#	History of Mexico
PS 201, 202	U.S. Government I, II
PS 203	State and Local Politics
PS 204#	Comparative Political Systems
PS 205#	Global Politics: Conflict & Cooperation
PS 211#	Peace and Conflict
PS 220	U.S. Foreign Policy
PS 225#	Political Philosophy
PSY 101	Psychology and Human Relations
PSY 201A#, 202A#	Introduction to Psychology I, II
PSY 213	Introduction to Behavioral Neuroscience
PSY 214	Introduction to Personality
PSY 215	Human Development
PSY 216	Social Psychology
PSY 222#	Family & Intimate Relationships
PSY 231, 232	Human Sexuality
PSY 239	Introduction to Abnormal Psychology
SOC 204#	Sociology in Everyday Life
SOC 205#	Social Change in Societies
SOC 206#	Social Problems
SOC 213#	Diversity in the United States
SOC 218#	Sociology of Gender
SOC 231#	Sociology of Health and Aging
WS 101#	Women’s Studies
WS 201#	Women of the World
WS 202#	Activism and Social Change

Science, Mathematics, and Computer Science Classes

Course	Title
BI 101, 102, 103	Biology
BI 112	Cell Biology for Health Occupations
BI 121, 122	Introduction to Human Anatomy & Physiology I, II

KEY

- * Does Not Meet Requirements for AAOT or ASOT-BUS
- ** Does Not Meet Requirements for ASOT-BUS
- # Meets Cultural Literacy Requirement

Science, Mathematics, and Computer Science Classes (continued)

Course	Title
BI 141, 142, 143	Habitats
BI 211, 212, 213	Principles of Biology
BI 231, 232, 233	Human Anatomy & Physiology I, II, III
BI 234	Microbiology
CH 100	Everyday Chemistry with Lab
CH 121, 122, 123	General Chemistry I, II, III
CH 221, 222, 223	General Chemistry I, II, III
CIS 120*, 121*	Computer Concepts I, II
CIS 122*	Software Design
ESR 171, 172, 173	Environmental Science
G 201, 202	Physical Geology
G 203	Historical Geology
G 207**	Geology of the Pacific Northwest
G 208**	Volcanoes and Their Activity
GS 106, 107, 108, 109	Physical Science
MTH 111**	College Algebra
MTH 112**	Elementary Functions
MTH 243**, 244**	Statistics I, II
MTH 251**, 252**, 253**	Calculus I, II, III
PHY 201, 202, 203	General Physics

Cultural Literacy Classes

Course	Title
ATH 208	Introduction to Ethnography
ATH 231	Native Americans of the Northwest
COMM 140	Introduction to Intercultural Communication
ENG 213	Latin American Literature
ENG 222	Images of Women in Literature
ENG 237	American Working Class Literature
ENG 250	Introduction to Folklore and Mythology
ENG 260	Introduction to Women Writers
HST 101, 102, 103	Western Civilization
HST 104	History of the Middle East
HST 105	History of India and South Asia Region
HST 106	History of China
HST 201, 202, 203	History of the U.S.
HST 204, 205	History of Women in the U.S.
HST 218	Native American Indian History
HST 225	History of Women, Sex & the Family
HST 240	Oregon History
HST 270	History of Mexico
MUS 108	Music Cultures of the World
PHL 210	Introduction to Asian Philosophy
PS 204	Comparative Political Systems
PS 205	Global Politics: Conflict & Cooperation
PS 211	Peace and Conflict
PS 225	Political Philosophy
PSY 201A, 202A	Introduction to Psychology I, II

Cultural Literacy Classes

Course	Title
PSY 222	Family & Intimate Relationships
SOC 204	Sociology in Everyday Life
SOC 205	Social Change in Societies
SOC 206	Social Problems
SOC 213	Diversity in the United States
SOC 218	Sociology of Gender
SOC 231	Sociology of Health and Aging
WS 101	Women's Studies
WS 201	Women of the World
WS 202	Activism and Social Change



The Associate of Arts Oregon Transfer (AAOT) degree is the best choice for students who plan to transfer to a college or university in the Oregon University System. Students who have completed this degree and are accepted will be admitted as having completed all lower division comprehensive and general education requirements for a baccalaureate degree.

Candidates for the AAOT degree must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements Limits as established on pages 44-45 and meet all the degree-specific requirements listed here.

Students transferring under this agreement will have junior status for registration purposes. Course, class standing or GPA, and requirements for specific majors, departments or schools are not necessarily satisfied by an AAOT degree.

All courses should be aligned with the student's intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer.

Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing*	8	WR121 and either WR 122 or WR227. A student must have at least 8 credits of Writing.
Math	4	MTH 105 or higher
Oral Communications	4	COMM 111
Health/Wellness/Fitness	3	Choose from: HPE 295 or 3 PE courses (1 credit each for a total of 3 credits)
Cultural Literacy	3	See list of acceptable courses on page 46-47. The course may be from any area and may also count as part of the overall distribution requirement.

*The Information Literacy requirement is satisfied by successful completion of the Writing courses.

Degree-Specific Requirements

Requirements for AAOT degree:

- Associate Degree Comprehensive Requirements and Limits, see pages 44-45.
- All courses must be passed with a grade of "C" or better.

General Education Requirements:

All candidates must complete at least 11 Academic Discipline studies courses from the list of approved general education courses, pages 46-47:

- Arts & Letters: complete 3 courses from two subject areas
- Social Sciences: Complete 4 courses from two subject areas
- Science, Mathematics, and Computer Science: Complete 4 courses from at least two subject areas (including 3 laboratory courses in biological and/or physical science)

A course may count towards core requirements or discipline studies, but not both.

AAOT Elective Credit Requirements:

All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective credits may include any lower division collegiate courses (courses level of 100 or higher). A maximum of 12 credits of CTE courses may be applied. 1-credit MSD workshops may not be applied.



This degree is designed for students planning to transfer credits to any Oregon University System (OUS) school and seek entry into that institution's business school program. Students completing the ASOT-Business (ASOT-BUS) degree will have met the lower-division general education requirements of the OUS institution's baccalaureate degree programs. Students transferring will have junior status for registration purposes.

Admission to the business school program of an OUS institution is not guaranteed upon completion of the ASOT-Business degree. It is strongly recommended that students contact the specific OUS campus business school program early in the first term of their ASOT-Business program to be advised of additional requirements.

Candidates for the ASOT-Business degree must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements and Limits as established on pages 44-45 and meet all the degree-specific requirements listed here.

All courses must be passed with a grade of "C" or better.

University Specific Prerequisites:

Each OUS school has different requirements for their Business program. Please refer to your school's website for additional courses beyond the minimum requirements for the ASOT-BUS degree.

Eastern Oregon University

www.eou.edu/business/bdm_course_transfer.htm

Oregon Institute of Technology

www.oit.edu/programs/manage

Oregon State University

www.bus.oregonstate.edu/services/articulationlinks/2010-2011/pcc2010.doc

Portland State University

www.pdx.edu/sba/transfer-students

Southern Oregon University

www.sou.edu/business/undergrad/index.html

University of Oregon

www2.lcb.uoregon.edu/app_aspx/ug.aspx

Western Oregon

www.wou.edu/las/business/major.php

Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	8	WR 121 and either 122 or 227. Must have at least 8 credits of writing.
Math	12	A minimum of 3 courses MTH 111 or higher for which Intermediate Algebra is a prerequisite. One course must be Statistics
Oral Communications	3	COMM 111
Computer Applications	8	BA 131 or CAS 133 or CAS 170 or 171

Degree-Specific Requirements

Requirements for ASOT –BUS degree:

- Associate Degree Comprehensive Requirements and Limits, see pages 44-45.
- Each course must be completed with a "C" or better.
- BA101, 211, 212, 213 and 226. BA226 may be replaced by any other faculty-approved 200-level BA course. A minimum of 20 BA credits are required for the ASOT -Bus degree.

General Education Requirements:

Students must complete at least 11 discipline studies courses from the General Education Electives List on pages 46-47 All courses in discipline studies must be a minimum of 3 credits. A course may count towards foundational requirements or discipline studies, but not both.

- Arts & Letters: complete 3 courses from at least two disciplines.
- Social Sciences: Complete 4 courses from at least two disciplines; 2 courses must be microeconomics and macroeconomics.
- Science, Mathematics, and Computer Science: Complete 4 courses from at least two subject areas (including 3 laboratory courses in biological and/or physical science)
- Cultural Literacy: Select one course from any course designated as meeting the cultural literacy requirement on pages 46-47. This course may be one of the required discipline studies courses.

Elective Credit Requirements:

- All candidates must complete additional elective or university specific prerequisites courses for a minimum of 90 credits. Elective courses may be any number of credits.
- A maximum of 12 credits of CTE courses may be applied (may not include the career technical required coursework in the degree).
- 1-credit MSD workshops may not be applied.
- A maximum of 3 credits of physical education (PE) may be applied to this degree.

Associate of Science - Computer Science — 104 Credits

Career Description

Computer science spans the range from theory through programming to cutting-edge development of computing solutions. Computer science offers a foundation that permits graduates to adapt to new technologies and new ideas. The work of computer scientists falls into three categories: a) designing and building software; b) developing effective ways to solve computing problems, such as storing information in databases, sending data over networks or providing new approaches to security problems; and c) devising new and better ways of using computers and addressing particular challenges in areas such as robotics, computer vision, or digital forensics.

Program Outcomes

- ✧ Demonstrate the ability for sound reasoning and problem-solving by planning, documenting, implementing, testing, and executing computer solutions to real-life problems.
- ✧ Apply knowledge of mathematics in the development of computer algorithms and solutions.
- ✧ Discuss key ethical issues and global concerns in relation to the field of computer science, and their responsibility to this field as computer science professionals of the future.
- ✧ Research, identify, evaluate, analyze, select, and implement current technologies as appropriate in order to implement effective solutions.

Course of Study

Computer science focuses on the study of computer software, architecture, theory and applications. This discipline explores computing theory and symbolic computation, the nature of computer architecture and operating systems, data communications, graphics, software engineering, mathematical applications, and system software.

Columbia Gorge Community College's Computer Science (CS) program is designed to closely align with the first two years in Computer Science programs at most Oregon public and private universities. All of Oregon's public universities offer a bachelor of arts and/or sciences in Computer Science, Software Engineering or Information Systems. In most cases, students are able to complete the first two years of a Bachelor's degree in these subjects before transferring to a four-year college or university for completion. It is strongly recommended that students contact the specific Oregon public university Computer Science school/program early in the first year of their CS program to be advised about specific requirements and procedures for transfer consideration.

Credit Summary

Category	Credits
Computer Science (CS)	36
Communications (COMM)	4
Health & Physical Education (HPE)	3
Mathematics (MTH)	10
Writing (WR)	8
General Education Electives	43



AS-CS Suggested Sequence

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

Prerequisites: Successful completion of: WR 115, RD 115, MTH 112 or placement into: WR 121, no reading required, MTH 251.

Year	Term	Course 1	Course 2	Course 3	Course 4	Course 5	Credits
Year One	Fall	Computational Thinking CS 160, 4 cr	English Composition WR 121, 4 cr	General Education Elective Arts & Letters ¹ 4 cr	General Education Elective Social Science ¹ 4 cr		16
	Winter	Programming & Problem Solving CS 161, 4 cr	English Composition WR 122, 4 cr or Technical & Professional Writing WR 227, 4 cr	General Education Elective Arts & Letters ¹ 4 cr	General Education Elective Social Science ¹ 4 cr		16
	Spring	Web Development & Object-oriented Programming CS 162, 4 cr	Data Placement CS 163, 4 cr	Public Speaking COMM 111, 4 cr	Health & Fitness For Life HPE 295, 3 cr	General Education Elective Social Science ¹ 4 cr	19
Year Two	Fall	Data & Algorithms CS 260, 4 cr	Calculus I MTH 251, 5 cr	General Education Elective Science ² 5 cr	General Education Elective Social Science ¹ 4 cr		18
	Winter	Discrete Structures CS 250, 4 cr	Calculus II MTH 252, 5 cr	Programming Practices CS 262, 4 cr	General Education Elective Science ² 5 cr		18
	Spring	Logic for Computing Science CS 251, 4 cr	Computer Systems CS 271, 4 cr	General Education Elective Arts & Letters ¹ 4 cr	General Education Elective Science ² 5 cr		17

¹ One General Education Elective of 3 credits or more must be designated as fulfilling Cultural Literacy requirements.

² Science General Education Elective is required to be a biological or physical science with lab.

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.



The Associate of Science Degree (A.S.) is designed for students planning to transfer credits to a baccalaureate degree program at a four-year institution. This degree allows more freedom in course selection than the Oregon Transfer Degree but does not guarantee that students will be accepted as having completed all lower-division comprehensive and general education requirements for a baccalaureate degree. To be assured of meeting additional requirements at four-year colleges and universities, students should meet with an advisor at CGCC, and at the institution to which they plan to transfer.

Candidates for the A.S. degree must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements Limits as established on page 44-45 and meet all the degree-specific requirements listed here.

Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	6	WR 121 with grade "C" or higher, and another lower-division writing course for which WR 121 is a prerequisite
Math	4	MTH 111 or any mathematics course, minimum 4 credits, with Intermediate Algebra as a prerequisite with grade "C" or higher
Personal Health	3	HPE 295
General Education	21	See Electives List on page 46-47.

Degree-Specific Requirements

Requirements for AS degree:

- ✦ Associate Degree Comprehensive Requirements and Limits, see pages 44-45.

General Education Requirements:

All candidates must earn a minimum of 21 credits selected from the list of approved courses, pages 46-47. Each course must be a minimum of 3 credits. A minimum of seven credits from each discipline must come from courses taken in each of the following categories:

- ✦ Arts & Letters
- ✦ Social Sciences
- ✦ Science, Mathematics, and Computer Science

AS Elective Credit Requirements:

All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective credits may include any lower division collegiate courses (courses level of 100 or higher).

The Associate of General Studies Degree (A.G.S.) is designed for students wishing to acquire a broad education rather than pursuing a specific college major or career program. Coursework may include a variety of technical and college transfer courses. Because of the flexibility of this degree, it may not fulfill requirements for transfer to a four-year institution. Students are responsible for checking with the college of their choice if transferability is desired. Students should consult a Columbia Gorge Community College advisor in selecting appropriate courses. Degree candidates must complete at least 90 transferable credit hours.

Candidates for the A.G.S. degree must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements Limits as established on pages 44-45 and meet all the degree-specific requirements listed here.

Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	4	WR 121 (with a grade "C" or better) or passing a lower division collegiate writing course for which WR 121 is prerequisite
Math	4	MTH 65 (with grade "C" or better) or passing a math course for which MTH 65 is a prerequisite
General Education	16	See Electives List on pages 46-47.

Degree-Specific Requirements

Requirements for General Studies Degree:

- ✘ Associate Degree Comprehensive Requirements and Limits, see pages 44-45.

General Education Requirements:

Students must earn a minimum of 16 credits of General Education taken from the list of approved courses on pages 46-47. These credits must come from courses taken in the following disciplines:

- ✘ Arts & Letters
- ✘ Social Sciences
- ✘ Science, Mathematics, and Computer Science
- ✘ The 16 credits must include at least one course with a minimum of three credits from each discipline.
- ✘ General Education requirements will be waived for students who enroll at CGCC with an A.A., A.A.S., A.G.S., A.S., B.A., B.S. degree or higher from a regionally accredited United States institution. Program-specific General Education requirements for AGS degrees will not be waived.

Elective Credit Requirements:

- ✘ All students must complete elective credits to meet the overall requirements of 90 credits. Elective credits from any lower division collegiate or career technical courses may apply. Elective credits may apply from any course numbered 100 or higher.
- ✘ Maximum of six (6) credits of PE may apply.
- ✘ Maximum of six (6) credits of 1-credit MSD workshops may apply.

Oregon Transfer Module — 90+ Credits



The Oregon Transfer Module (OTM) is an approved, one-year subset of general education courses that is transferable between and among all public two-year and four-year colleges and universities in Oregon. The module allows students complete one year of general education foundation course work that will be fully accepted when they transfer to another Oregon community college or public university. Completion of the OTM qualifies the student for sophomore standing at an Oregon public university.

The OTM is not a certificate or degree.

Students must complete a minimum of 45 credits of lower division course work with a C- or better in order to complete the OTM. Students should work closely with an academic advisor to ensure selection of appropriate course work.

Overview: Transfer Student Admission Requirements 2015-2016 Entering Class

This chart shows minimum requirements. Special programs or majors may require additional requirements. See campus websites for comprehensive admission requirements.

TRANSFER ADMISSION	EOU	OIT	OSU*	PSU	SOU	UO	WOU
Minimum College Hours Required ¹	30	36	36	30	36	36	36
GPA (Residents) ²	2.25	2.25	2.25	2.25	2.25	2.25	2.25
GPA (Nonresidents) ²	2.25	2.25	2.25	2.25	2.25	2.50	2.25
Applicant Must Meet Specified Course Requirements ³	Yes	Yes	Yes	Yes	Yes	Yes	Yes

¹ Students with fewer than 12 transferable quarter credits (or 8 semester hours) must meet freshman admission requirements. Students applying to OIT, OSU, SOU, UO, or WOU who have completed between 12 and 36 quarter credit hours of college level work, and students applying to EOU or PSU who have completed between 12 and 30 quarter credit hours, must meet both freshman and transfer admissions requirements.

² Applicants who graduate with an Oregon Transfer Module or AAOT from an Oregon community college will be admitted with a 2.00 GPA. At OIT: Transfer applicants who hold an associate's or bachelor's degree will be admitted with a 2.00 GPA. At SOU: Applicants who obtain an associate's degree from an approved partner institution will be admitted with a 2.00 GPA.

³ Requirements: UO and WOU require Writing 121 or its equivalent with a grade of C- or better, and college algebra or higher with a grade of C- or better, or the equivalent of Math 105. PSU requires Writing 121 or its equivalent with a grade of C- or better. OSU requires Writing 121 or its equivalent with a grade of C- or better and college algebra or higher with a grade of C- or better. Exceptions are made on a case-by-case basis for students who have the equivalent of Math 105 with a C- or better and who are pursuing majors where this is the minimum math requirement. EOU requires successful completion of a minimum of two courses in sciences, social sciences, or humanities; college level writing and math are strongly recommended. OIT transfer applicants must demonstrate readiness for college level mathematics and writing. e.g., by completion of the equivalent of Math 95 Intermediate Algebra or higher and WR 115 Introduction to Writing (or higher) with grades C or better; applicants who do not have an associate's or bachelor's degree must have at least 33 college-level credits that are not in Physical Education. OSU requires the Insight Resume.

* For admission to OSU-Cascades, see their website www.osucascades.edu/admissions

Credit minimum dependent upon specific field of study — see program page for details

The Associate of Applied Science Degree (A.A.S.) is designed for students who complete approved coursework in professional/technical programs. the Associate of Applied Science is a state approved degree that is intended to prepare graduates for direct entry into the workforce. AAS may also help to prepare students for career advancements, occupational licensers, or further study at the baccalaureate degree. Candidates for the A.A.S. degree must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements Limits as established on pages 44-45 and meet all the degree-specific requirements listed here.

Associate of Applied Science Degrees Offered At CGCC	
Degree	pages
Accounting	62-63
Administrative Assistant	78-79
Administrative Office Professional	80-81
Early Education and Family Studies	88-89
Management	64-65
Nursing	100-101
Renewable Energy Technology	106-107

Core Requirements	Requirements	Credits	Courses which satisfy requirements
	Writing	4	WR 121 (with grade "C" or better) or passing a lower division collegiate writing course for which WR 121 is prerequisite
	Math	4	MTH 65 (with grade "C" or better) or a course with a prerequisite of MTH 65 or higher
	General Education	16	See electives list on pages 46-47

Degree-Specific Requirements
<p>Requirements for AAS:</p> <ul style="list-style-type: none"> ✦ Associate Degree Comprehensive Requirements Limits, see pages 44-45. ✦ The final 16 credits that apply to the degree must include at least 8 credits at CGCC that apply to the specific program requirements, excluding courses used solely for the General Education requirements. (students may apply to the department chair for waiver of this requirement if they can demonstrate currency in the field.) ✦ Twenty-four of the credits from CGCC must apply to the specific program requirements excluding courses used solely for the General Education requirements. ✦ No more than 3 credits of Physical Education (PE) may be applied. ✦ All AAS candidates must complete a program of approved course work in the major field. (see the specific program of study pages) <p>General Education Requirements:</p> <p>Students must earn a minimum of 16 credits of General Education taken from the list of approved courses on pages 46-47. These credits must come from courses taken in the following categories:</p> <ul style="list-style-type: none"> ✦ Arts & Letters ✦ Social Sciences ✦ Science, Mathematics, and Computer Science <ul style="list-style-type: none"> ✦ The 16 credits must include a least one course with a minimum of three credits from each category. No more than two courses may come from courses required by specific programs. ✦ Students should consult an advisor regarding General Education courses appropriate to their goals and interests ✦ General Education requirements will be waived for students who enroll at CGCC with an A.A., A.A.S., A.G.S., A.S., B.A., B.S. degree or higher from a regionally accredited United States institution. Program-specific General Education requirements for AAS degrees will not be waived.



Career & Technical Education Programs

Career Pathways

What are Career Pathways

Career pathways are broad categories of career options that are linked by similar characteristics and employment requirements. Many career pathways share common interests, strengths, skills and competencies. There are six broad career pathways. Within each of those pathways there are three to six career clusters that narrow down even further to specific career focus areas.

How can this information help me?

Students can use Career Pathways to identify career opportunities that are supported by the degrees and certificates we offer. The information on this page describes each of the six career pathways and gives you information to help you decide if that career path is right for you. As you look through the CGCC catalog descriptions of degrees and certificates, you will notice the career pathway related to that degree or certificate. By using these tools, you can plan your college experience and academic preparation to target your desired career focus area. By having a plan, you can give purpose to your learning.



Look for this symbol identifying the Career Pathway for each certificate and degree.

Arts & Communications

Careers in this category are related to the humanities and the performing, visual, literary, and media arts. Are you a creative thinker who is imaginative, innovative, or original? Do you like to make crafts, draw, play a musical instrument, or write stories? Then this career pathway may be for you!

No Career and Technical Education Certificates or Degrees in this Pathway are currently offered at CGCC.

Health Sciences

Careers in this pathway are related to the promotion of health and the treatment of disease. Do you like to care for the sick or to help them stay well? Are you interested in disease and how the body works? Do you enjoy reading about science and medicine? Then this pathway may be for you!

CGCC options for this Pathway on pages 90-101

Business, Management, Marketing & Technology

Careers related to the business environment include sales, marketing and advertising, computer/information systems, accounting, economics, management, and personnel. Do you enjoy being a leader, organizing people, planning activities, and talking? Do you like working with numbers or ideas and seeing those ideas come to completion? Then this career pathway may be for you!

CGCC options for this Pathway on pages 58-81

Human Services

Careers in this category are related to economic, political, and social systems. Do you like to work with people to solve problems? Is it important to you to do something that makes things better for other people? Do you like helping people? Then this career pathway may be for you!

CGCC options for this Pathway on pages 83-89

Engineering, Manufacturing, & Industry

Careers in this pathway are related to technologies necessary to design, develop, install, and maintain physical systems. Are you mechanically inclined and practical? Do you like reading diagrams and blueprints or drawing building structures? Are you curious about how things work? Then this career pathway may be for you!

CGCC options for this Pathway on pages 103-107

Natural Resources & Agri-science

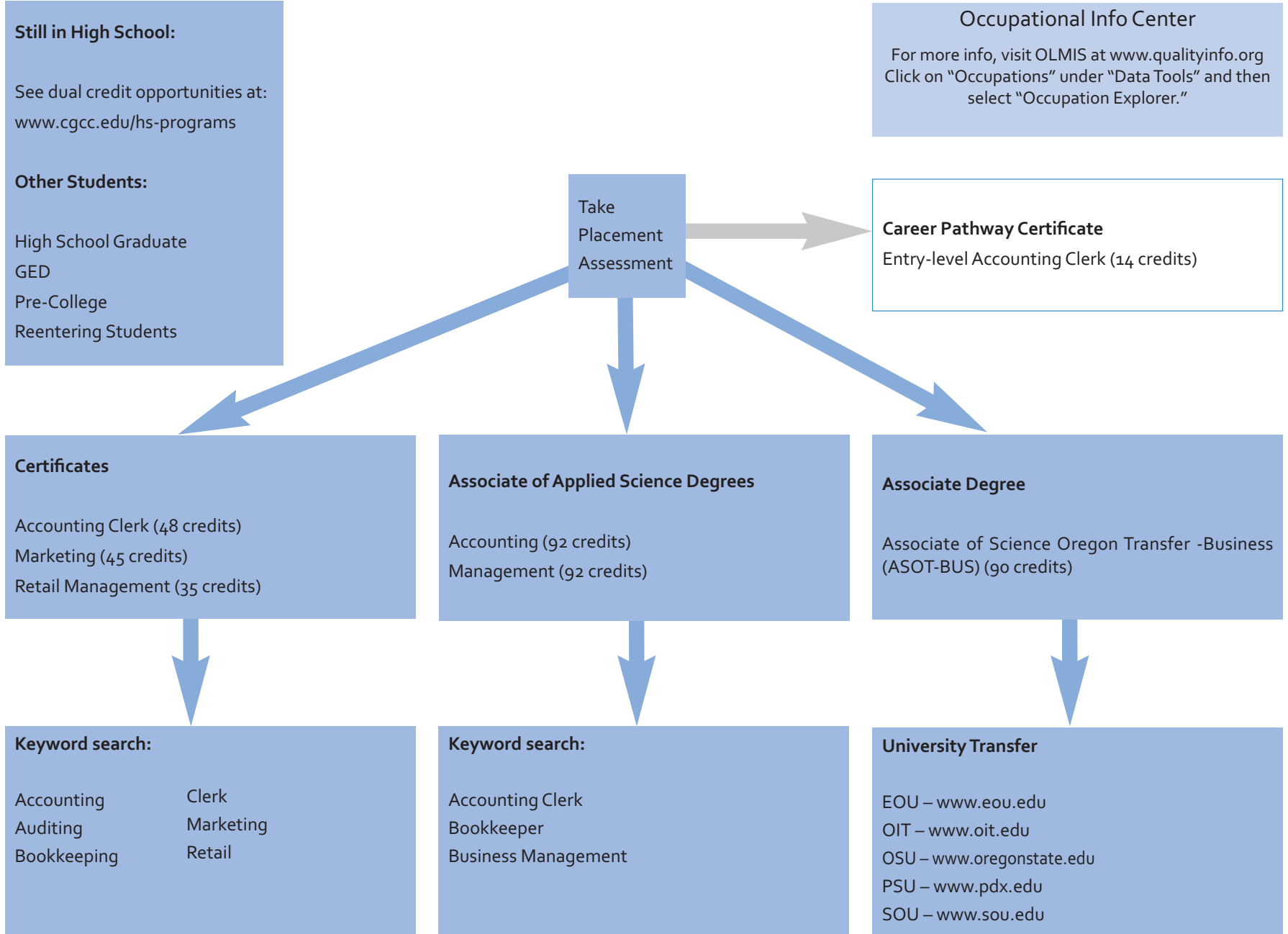
Careers in this category are related to the environment, natural resources, and agriculture. Are you practical or curious about the physical world, plants, and animals? Do you enjoy outdoor activities? This career pathway may be for you!

No Career and Technical Education Certificates or Degrees in this Pathway are currently offered at CGCC.

58 | Business, Management, Marketing & Technology



Section 2015-2016





Entry-Level Accounting Clerk Career Pathway Certificate - 14 Credits

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Course of Study

Career Pathway Certificates are short-term educational goals geared towards specific areas in Business Administration. These certificates will address the need for a logical pathway of success for students. Students will be able to earn the certificate and then continue on to our existing one-year and two-year programs in a seamless path. These certificates may also lead toward entry-level jobs.

The Entry-Level Accounting Clerk Certificate is a career pathway. All courses in the certificate are contained in the Accounting AAS Degree.

Entry requirements include: WR 115, RD 115 and MTH 20 or placement into WR 121, no reading required and MTH 60.

Required Courses

Introduction to
Business
BA 101, 4 cr

Introduction to
Accounting
BA 111, 3 cr

Introduction to
Business Technology
BA 131, 4 cr

Computer Accounting
Applications
BA 228, 3 cr

Program Outcomes

- ✦ Analyze, record, and report accounting information.
- ✦ Use applicable technology available in accounting practice.
- ✦ Communicate effectively with business professionals.

60 | Accounting Clerk Certificate - 48 Credits

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Career Description

This program prepares students for entry-level positions in bookkeeping. Entry-level bookkeepers perform routine tasks such as bank reconciliations, journalizing, posting, worksheets, accounts payable, accounts receivable and payroll, plus clerical duties such as typing and filing.

Program Outcomes

- Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles.
- Use applicable technology available in accounting practice.
- Communicate effectively with business professionals.
- Recognize basic ethical conflicts & issues in accounting.
- Use accounting and financial information for analysis and reporting.

Course of Study

The program emphasizes bookkeeping and accounting specialty courses plus keyboarding, in addition to general business microcomputer applications courses.

The Accounting Clerk certificate is related to the Accounting Associate of Applied Science degree, and, as such, all course work may be applied to completion of the AAS degree.

Students must also meet general certificate requirements.

Approved Electives

Business Program Electives

Choose a minimum of 3 credits from the following list:

BA 203	Introduction to International Business	3
BA 206	Management Fundamentals	3
BA 207	Introduction to E-Commerce	4
BA 213	Managerial Accounting	4
BA 215	Basic Cost Accounting	3
BA 218	Personal Finance	3
BA 222	Financial Management	3
BA 223	Principles of Marketing	4
BA 224	Introduction to Human Resource Management	3
BA 226	Business Law I	4
BA 238	Principles of Sales	3
BA 239	Advertising	3
BA 242	Introduction to Investments	3
BA 249	Principles of Retailing & E-tailing	3
BA 250	Small Business Management	3
BA 256	Income Tax	3
BA 280A	CE: Business Experience	3
BA 280B	CE: Business Experience-Seminar	1
CAS 109	Digital Presentations	1
CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 123	Production Keyboarding	3
CAS 133	Intro to Office Software	4
CAS 140	Beginning Databases	4
CAS 170	Beginning Spreadsheets using Excel	3
CAS 171	Intermediate Spreadsheets using Excel	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3
CAS 231	Desktop Publishing	3
CAS 246	Integrated Computer Projects	4
OS 240	Filing and Records Management	4

Approved Electives (continued)

Accounting Clerk CAS Electives

Choose a minimum of 3 credits from the following

CAS 170	Beginning Spreadsheets using Excel	3
CAS 171	Intermediate Spreadsheets using Excel	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3

Accounting Clerk Economic Electives

Choose a minimum of 4 credits from the following list:

EC 200	Introduction to Economics	4
EC 201	Principles of Economics: Microeconomics	4
EC 202	Principles of Economics: Macroeconomics	4

Credit Summary

Category	Credits
Business Administration (BA)	30
Accounting Clerk Economics Electives (EC)	4
Business Program Electives	3
Computer Applications (CAS)	3
Accounting Clerk CAS Electives	3
Office Systems (OS)	1
Writing (WR)	4



Career & Technical Education Certificate

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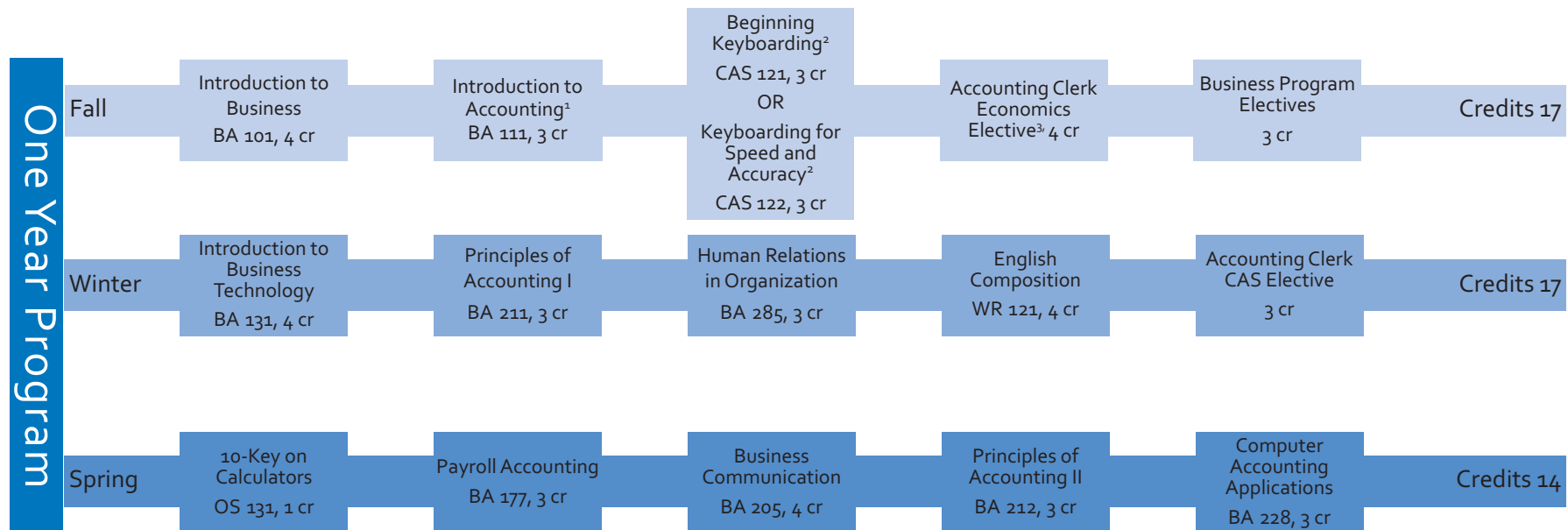
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Prerequisites: College entry-level competencies in English and computational skills. Completion of: WR 115, RD 115, MTH 20 or placement into: WR 121, no reading required, MTH 60.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.



1 Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective and start the accounting series with BA 211 in the second term. Approved business electives are listed on the previous page.

2 Students who can touch type more than 40 words per minute should substitute an approved business elective.

3 Students considering the Associate of Applied Science (Accounting) degree are recommended to take EC 201 or EC 202.

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

62 | AAS: Accounting — 92 Credits

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Career Description

The Associate of Applied Science Accounting Program prepares students for entry into the accounting field as bookkeepers, accounting clerks or accounting assistants who perform routine calculations, posting and typing duties, check items on reports, summarize and post data in designated books and perform a variety of other duties such as preparing invoices or monthly statements, preparing payrolls, verifying bank accounts, keeping record files and making periodic reports of business activities.

Program Outcomes

- Students who successfully complete the AAS in Accounting degree will develop skills and knowledge appropriate for entry-level bookkeeping and accounting positions. Upon successful completion of this AAS-Accounting degree, students will be able to:
- Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles.
 - Use applicable technology available in accounting practice.
 - Communicate effectively with business professionals.
 - Practice within the legal, ethical, and economic standards of the business environment.
 - Develop and interpret accounting and financial information for decision making.

Course of Study

The two-year Associate of Applied Science degree program includes accounting and specialty courses in addition to general business and general education courses.

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.

Approved Electives

BA 203	Introduction to International Business	3
BA 207	Introduction to E-Commerce	4
BA 215	Basic Cost Accounting.	3
BA 218	Personal Finance	3
BA 223	Principles of Marketing	4
BA 224	Introduction to Human Resource Management	3
BA 238	Principles of Sales	3
BA 239	Advertising	3
BA 249	Principles of Retailing & E-tailing	3
BA 250	Small Business Management	3
BA 280A	CE: Business Experience	varied
BA 280B	CE: Business Experience-Seminar	1
CAS 109	Digital Presentations	1
CAS 111D	Beginning Website Creation: Dreamweaver.	3
CAS 122	Keyboarding for Speed & Accuracy.	3
CAS 123	Production Keyboarding	3
CAS 133	Intro to Office Software	4
CAS 140	Beginning Databases	4
CAS 170	Beginning Spreadsheets using Excel	3
CAS 171	Intermediate Spreadsheets using Excel	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3
CAS 231	Desktop Publishing	3
CAS 246	Integrated Computer Projects	4
OS 240	Filing and Records Management	4

Credit Summary

Category	Credits
Business Administration (BA)	50
Business Program Electives	11
Computer Applications (CAS)	6
Economics (EC)	8
Office Systems (OS)	1
Philosophy (PHL)	4
Writing (WR)	4
General Education Electives	8

For general AAS requirements for all degrees, see page 55.



Associate of Applied Science Degree

Prerequisites: College entry-level competencies in English and computational skills. Completion of: WR 115, RD 115, MTH 20 or placement into: WR 121, no reading required, MTH 60. Additional skill requirements for individual business courses are listed in the course description section of this catalog. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 55.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

Year	Term	Course	Credits
Year One	Fall	Introduction to Business BA 101, 4 cr	Credits 15
	Winter	Introduction to Business Technology BA 131, 4 cr	
	Spring	Payroll Accounting BA 177, 3 cr	Credits 17
Year Two	Fall	Introduction to Investments BA 242, 3 cr	Credits 13
	Winter	Management Fundamentals BA 206, 3 cr	Credits 14
	Spring	Managerial Accounting BA 213, 4 cr	Credits 16

1 Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute a business elective and start the accounting series with BA 211 in the second term.

2 Can be used as a general education elective.

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Career Description

A management graduate enters business as a supervisory trainee who will coordinate activities and direct personnel to attain operational goals. Management supervisors assign duties to workers and establish work schedules. They may also evaluate performance and may recommend hiring, promotions and dismissals.

Program Outcomes

Students who successfully complete the AAS in Management degree will develop skills and knowledge appropriate for entry-level supervisory/management trainee positions. Upon successful completion of this AAS-Management degree, students will be able to:

- ✦ Communicate effectively with customers, suppliers, employees, and other stakeholders, using standard business terminology.
- ✦ Analyze business situations and evaluate possible solutions in the context of the business setting.
- ✦ Work effectively in a team and group setting.
- ✦ Apply an understanding of the management process, inclusive of planning, organizing, leading, and controlling resources within organizations.
- ✦ Utilize computer applications for appropriate managerial analysis, presentations, and reports.
- ✦ Practice within the legal, ethical, and economic standards of the business environment.

Course of Study

The emphasis of this program is on management principles, marketing, accounting, office management and small business management.

Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements. Students must complete a total of sixteen credits of General Education. Some courses specified within the program may be used as General Education.

Approved Electives

Management Degree Electives

BA 177	Payroll Accounting	3
BA 203	Introduction to International Business	3
BA 207	Introduction to E-Commerce	4
BA 213	Managerial Accounting	4
BA 218	Personal Finance	3
BA 228	Computer Accounting Applications	3
BA 238	Principles of Sales	3
BA 239	Advertising	3
BA 242	Introduction to Investments	3
BA 250	Small Business Management	3
BA 280A	CE: Business Experience*	varied
BA 280B	CE: Business Experience-Seminar*	1

*Complete 12 BA credits before enrolling.

Management Support Electives

CAS 109	Digital Presentations	1
CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 140	Beginning Databases	4
CAS 171	Intermediate Spreadsheets using Excel	3
CAS 217	Intermediate Word	3
CAS 231	Desktop Publishing	3
OS 240	Filing and Records Management	4

Credit Summary

Category	Credits
Business Administration (BA)	38
Management Degree Electives	15
Management Support Electives	9
Computer Applications (CAS)	9
Economics (EC)	4
Office Systems (OS)	1
Writing (WR)	4
General Education Electives	12

For general AAS requirements for all degrees, see page 55.



Associate of Applied Science Degree

Prerequisites: College entry-level competencies in English and computational skills. Completion of: WR 115, RD 115, MTH 20 or placement into: WR 121, no reading required, MTH 60. Additional skill requirements for individual business courses are listed in the course description section of this catalog. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 55.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

Year One	Fall	Introduction to Business BA 101, 4 cr	Introduction to Accounting ¹ BA 111, 3 cr	Beginning Keyboarding CAS 121, 3 cr or Keyboarding for Speed & Accuracy CAS 122, 3 cr	English Composition WR 121, 4 cr	General Education Elective 4 cr	Credits 18
	Winter	Introduction to Business Technology BA 131, 4 cr	Principles of Accounting I BA 211, 3 cr	Human Relations in Organizations BA 285, 3 cr	Beginning Spreadsheets using Excel CAS 170, 3 cr or Intermediate Spreadsheets using Excel CAS 171, 3 cr	Beginning Word CAS 216, 3 cr or Intermediate Word CAS 217, 3 cr	Credits 16
	Spring	Business Communication BA 205, 4 cr	Principles of Accounting II BA 212, 3 cr	Business Law I BA 226, 4 cr	10-Key On Calculators OS 131, 1 cr	Management Degree Elective 3 cr	Credits 15
Year Two	Fall	Principles of Marketing BA 223, 4 cr	Introduction to Human Resource Management BA 224, 3 cr	General Education Electives, 8 cr			Credits 15
	Winter	Management Fundamentals BA 206, 3 cr	Management Support Elective 3 cr	Management Degree Elective 3 cr	Principles of Economics: Microeconomics ² EC 201, 4 cr		Credits 9-13
	Spring	Management Support Electives 6 cr	Management Degree Electives 9 cr	Principles of Economics: Macroeconomics ² EC 202, 4 cr			Credits 15-19

¹ Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute a business elective and start the accounting series with BA 211 in the second term.

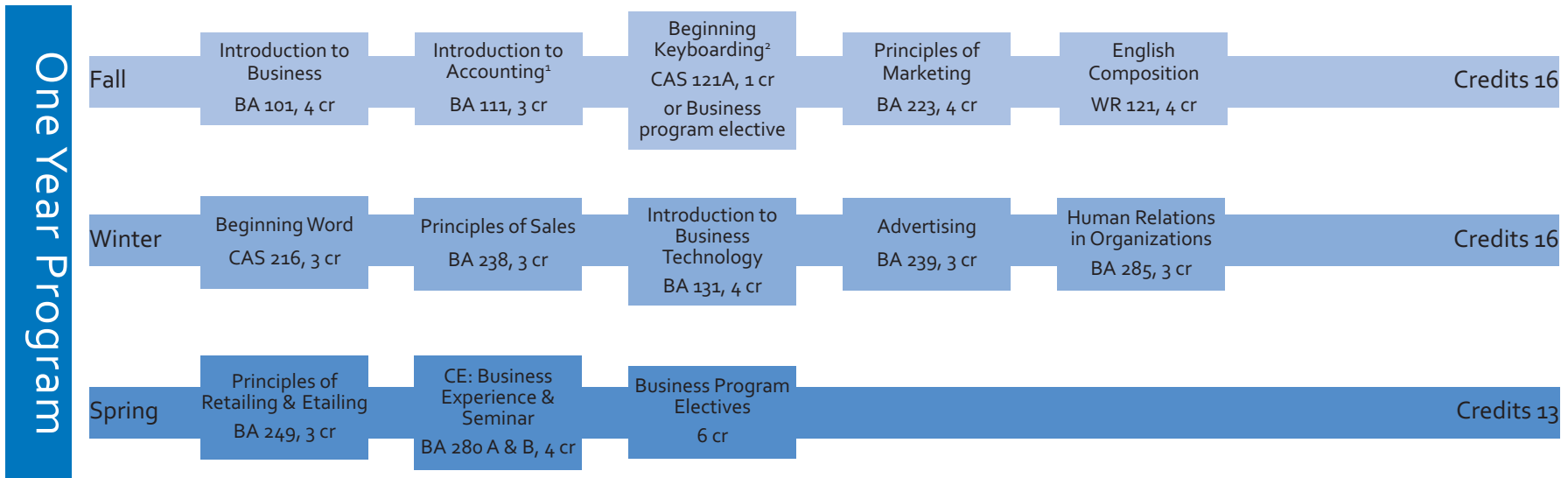
² Could be used as a general education elective.



Career & Technical Education Certificate

Prerequisites: College entry-level competencies in English and computational skills. Completion of: WR 115, RD 115, MTH 20 Or placement into: WR 121, no reading required, MTH 60. Additional skill requirements for individual business courses are listed in the Course Description section of this catalog.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.



¹ Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective. Approved business electives are listed on the previous page.

² Students who can touch type should substitute an approved business elective.

Retail Management — 35 Credits

Career Description

Designed for people already working in retail as well as those wanting to enter this fast-paced career path, the curriculum incorporates ten core courses that provide basic business skills and knowledge that have been identified as essential for a retail management career. The educational foundation includes management, communication, computation, and computer skills.

Course of Study

The emphasis in this program is to provide a basic understanding of the marketing environment of commerce and industry to develop a career in the field.

Students must also meet general certificate requirements.

Credit Summary

Category	Credits
Business Administration (BA)	27
Business Administration (BA) or Computer Information Systems (CIS)	4
Communications (COMM)	4

Program Outcomes

Students who successfully complete the retail management certificate program will possess the following skills:

- Written Business Communication
- Oral Communications
- Business Mathematics
- Bookkeeping or General Accounting
- Microcomputer Applications
- Introduction to Management
- Marketing Management
- Human Resources Management
- Retail Management
- Merchandising
- Leadership and Human Relations

Industry Support

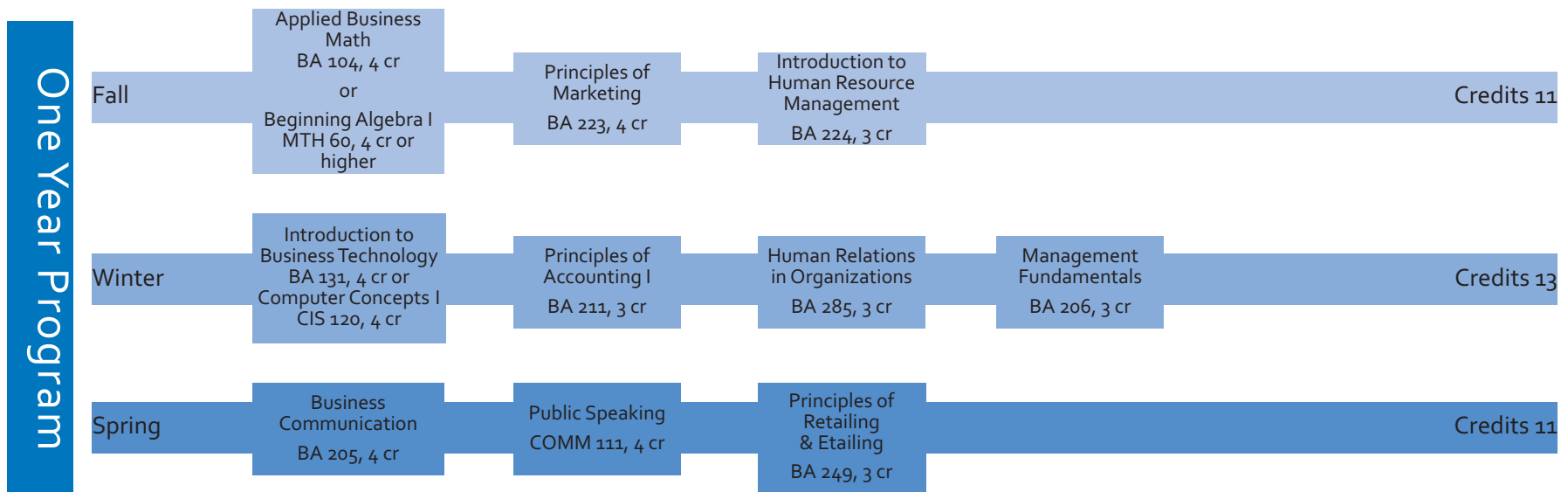
The Retail Management degree is supported by local trade associations in the grocery retail business. The degree is designed for those working in the industry who desire to enhance their current skills and to better prepare for career advancement in this industry. Students seeking employment in the retail sector will also find this degree helpful. Students will take classes in business communication, marketing, management and accounting.



Career & Technical Education Certificate

Prerequisites: College entry-level competencies in English and computational skills. Completion of: WR 115, RD 115, MTH 20, or placement into: WR 121, no reading required, MTH 60

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.



Requirements for this certificate will be reviewed during the 2015-2016 academic year. This review may result in significant changes or termination of the certificate in 2016-2017. Please consult your Academic Advisor or the Business Administration Department for current information on the future certificate status and impact on students.

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Computer Applications & Office Systems



Still in High School:

See dual credit opportunities at:
www.cgcc.edu/hs-programs

Other Students:

High School Graduate
GED
Pre-College
Reentering Students

Take
Placement
Assessment

Occupational Info Center

For more info, visit OLMIS at www.qualityinfo.org
Click on "Occupations" under "Data Tools" and then
select "Occupation Explorer."

Career Pathway Certificates

Entry-Level Administrative Assistant (15 credits)
Medical Office Professional (24 credits)
Office Assistant (44 credits)
Spreadsheet (28 credits)
Word Processing (26 credits)

Certificates

Administrative Assistant (52 credits)

Associate of Applied Science Degrees

Administrative Assistant (95 credits)
Administrative Office Professional (91 credits)

Keyword search:

Bank Teller
Bookkeeping Assistant
Data Entry
Medical Office Assistant
Office Assistant
Office Support

Keyword search:

Administrative Assistant
Data-Entry
File Clerk
Receptionist



Entry-Level Administrative Assistant Career Pathway Certificate - 15 Credits

Course of Study

Career Pathway Certificates (CPCs) represent short-term educational goals geared towards specific areas within the Administrative Assistant certificate and the Administrative Assistant AAS degree. Students will be able to earn one or more of these related CPCs in the course of their studies for the one-year certificate or the two-year degree. Some CPCs may require completion of a specific set of program electives, and students should discuss these options with their advisor. These CPCs may also lead to entry-level jobs and benefit students who want to upgrade their skills in a specific area of Computer Applications and Office Systems.

Program Outcomes

- ✘ Be prepared for entry-level jobs in the area of office support and information clerk.
- ✘ Apply new computer applications and office skills at an entry level.

Entry requirements are: placement into WR 115 and MTH 20.

Required Courses

Introduction to Computers: Using Windows CAS 103W, 1 cr	Basic Internet Skills CAS 104, 1 cr
Beginning Keyboarding CAS 121, 3 cr	Intro to Office Software CAS 133, 4 cr
Beginning Spreadsheets using Excel CAS 170, 3 cr	Beginning Word CAS 216, 3 cr

Office Assistant Career Pathway Certificate - 44 Credits



Course of Study

Career Pathway Certificates (CPCs) represent short-term educational goals geared towards specific areas within the Administrative Assistant certificate and the Administrative Assistant AAS degree. Students will be able to earn one or more of these related CPCs in the course of their studies for the one-year certificate or the two-year degree. Some CPCs may require completion of a specific set of program electives, and students should discuss these options with their advisor. These CPCs may also lead to entry-level jobs and benefit students who want to upgrade their skills in a specific area of Computer Applications and Office Systems.

Program Outcomes

- ✦ Be prepared for entry-level jobs in the area of office assistant.
- ✦ Learn new computer application and office skills.
- ✦ Upgrade existing computer applications and office skills.

Course of Study

Entry requirements are: Placement into WR 115 and MTH 20, and keyboarding by touch or CAS 121.

Required Courses

Business Communication BA 205, 4 cr	Digital Presentations CAS 109, 1 cr
Production Keyboarding CAS 123, 3 cr	Beginning Databases CAS 140, 4 cr
Beginning Word CAS 216, 3 cr	Intermediate Word CAS 217, 3 cr
Beginnig Spreadsheets using Excel, CAS 170, 3 cr or Intermediate Spreadsheets using Excel, CAS 171, 3 cr	
Integrated Computer Projects CAS 246, 4 cr	Business Editing Skills OS 220, 4 cr
Filing and Records Management OS 240, 4 cr	Office Systems and Procedures OS 245, 4 cr
Cooperative Education: Administrative Assistant Seminars OS 280F, 1-5 cr & OS 280G 1 cr	
English Composition WR 121, 4 cr	



Career Pathway Certificate - 28 Credits

Course of Study

Career Pathway Certificates (CPCs) represent short-term educational goals geared towards specific areas within the Administrative Assistant certificate and the Administrative Assistant AAS degree. Students will be able to earn one or more of these related CPCs in the course of their studies for the one-year certificate or the two-year degree. Some CPCs may require completion of a specific set of program electives, and students should discuss these options with their advisor. These CPCs may also lead to entry-level jobs and benefit students who want to upgrade their skills in a specific area of Computer Applications and Office Systems.

Program Outcomes

- ✦ Be prepared for entry-level jobs in the area of office assistant.
- ✦ Learn new computer application and office skills.
- ✦ Upgrade existing computer applications and office skills.

Course of Study

Entry requirements are: Placement into WR 115 and MTH 20, and keyboarding by touch or CAS 121.

Required Courses

Applied Business Math BA 104, 4 cr	Introduction to Accounting BA 111, 3 cr
Keyboarding for Speed and Accuracy CAS 122, 3 cr	Beginning Databases CAS 140, 4 cr
Beginning Spreadsheets using Excel CAS 170, 3 cr	Intermediate Spreadsheets using Excel CAS 171, 3 cr
Beginning Word CAS 216, 3 cr or Intermediate Word, CAS 217, 3 cr	
10-Key on Calculators OS 131, 1 cr	English Composition WR 121, 4 cr

Word Processing Career Pathway Certificate - 26 Credits



Course of Study

Career Pathway Certificates (CPCs) represent short-term educational goals geared towards specific areas within the Administrative Assistant certificate and the Administrative Assistant AAS degree. Students will be able to earn one or more of these related CPCs in the course of their studies for the one-year certificate or the two-year degree. Some CPCs may require completion of a specific set of program electives, and students should discuss these options with their advisor. These CPCs may also lead to entry-level jobs and benefit students who want to upgrade their skills in a specific area of Computer Applications and Office Systems.

Program Outcomes

- ✦ Be prepared for entry-level jobs in the area of word processor and clerical support;
- ✦ Learn new computer applications and office skills.
- ✦ Upgrade existing computer applications and office skills.

Course of Study

Entry requirements include: Placement into WR 115 and MTH 20 and keyboarding by touch or CAS 121.

Required Courses

Keyboarding for Speed and Accuracy CAS 122, 3 cr	Production Keyboarding CAS 123, 3 cr
Beginning Spreadsheets using Excel CAS 170, 3 cr	Beginning Word CAS 216, 3 cr
Intermediate Word CAS 217, 3 cr	Desktop Publishing CAS 231, 3 cr
Business Editing Skills OS 220, 4 cr	English Composition WR 121, 4 cr



Medical Office Professional Career Pathway Certificate - 24 Credits

Career Description

This program is designed to prepare individuals for professional office positions combining basic office skills with key medical administrative assistant/secretarial skills such as: managing an appointment schedule, organizing patients' medical records, bookkeeping procedures, and processing insurance claims. Medical Office Professional Career Pathway Certificate coursework prepares the student to secure entry-level employment in a health care office setting.

Program Outcomes

- ✦ Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.
- ✦ Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives.
- ✦ Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, process mail and medical billing.
- ✦ Maintain ethical tenets of a healthcare professional and act in an ethical manner.
- ✦ Apply knowledge of the components of a clinical record and Health Insurance Portability and Accountability Act (HIPAA) regulations.
- ✦ Apply relevant safety, confidentiality and policy concepts to the use of Electronic Health Records (EHRs) within the administrative hospital setting.

Program Prerequisites

- ✦ RD 115 College Reading
- ✦ WR 115 Introduction to Expository Writing
- ✦ MTH 20 Basic Math

Course of Study

The Medical Office Professional CPC includes course work in medical terminology, computer technology, medical office administrative procedures and health, law and ethics. This career pathway certificate provides a medical office track to the Administrative Assistant AAS degree, and all certificate coursework may be applied to the attainment of that degree, either fulfilling degree requirements or electives. In addition, 14 of the 24 credits fulfill prerequisite or certificate requirements for the Medical Assisting Certificate (47 credits). This career pathway certificate may lead to the pursuit of several different educational paths, including health care administration, health informatics, health information management, and health care leadership and management.

Course of Study

Beginning Keyboarding CAS 121, 3 cr	Medical Office Administrative Procedures MA 117*, 3 cr
Medical Office Administrative Procedures Lab MA 118*, 2 cr	Coding and Reimbursement MA 180*, 2 cr
Medical Terminology MP 111, 4 cr	Intro to Office Software CAS 133, 4 cr
Introduction to Health Law and Ethics MP 140, 3 cr	Customer Service Skills BA 188, 2 cr
	Job Search Skills CG 209, 1 cr

* Although the Medical Office Professional Certificate is not a limited entry program, these specific courses are limited to students with a declared major of Administrative Assistant AAS or Medical Assisting Certificate.

76 | Administrative Assistant — 52 credits

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Career Description

A Computer Applications and Office Systems Certificate is intended to meet business career needs for entry-level administrative assistants, secretaries, receptionists, file clerks and data entry personnel. Workers in these positions may perform a wide variety of duties such as working with modern office technology to produce and file business documents, greeting the public, planning and scheduling, accounting and creating web pages.

Program Outcomes

Students who successfully complete the one-year certificate will have skills and knowledge appropriate to performing basic entry-level office work.

Course of Study

The program emphasis is on use of computers, document preparation and editing, filing, and use of the Internet.

The Administrative Assistant certificate is related to the Administrative Assistant Associate of Applied Science degree, and, as such, all course work may be applied to completion of the AAS degree.

Students must also meet general certificate requirements.

Approved Electives

Administrative Assistant Certificate Electives

May take any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant Certificate.

Credit Summary

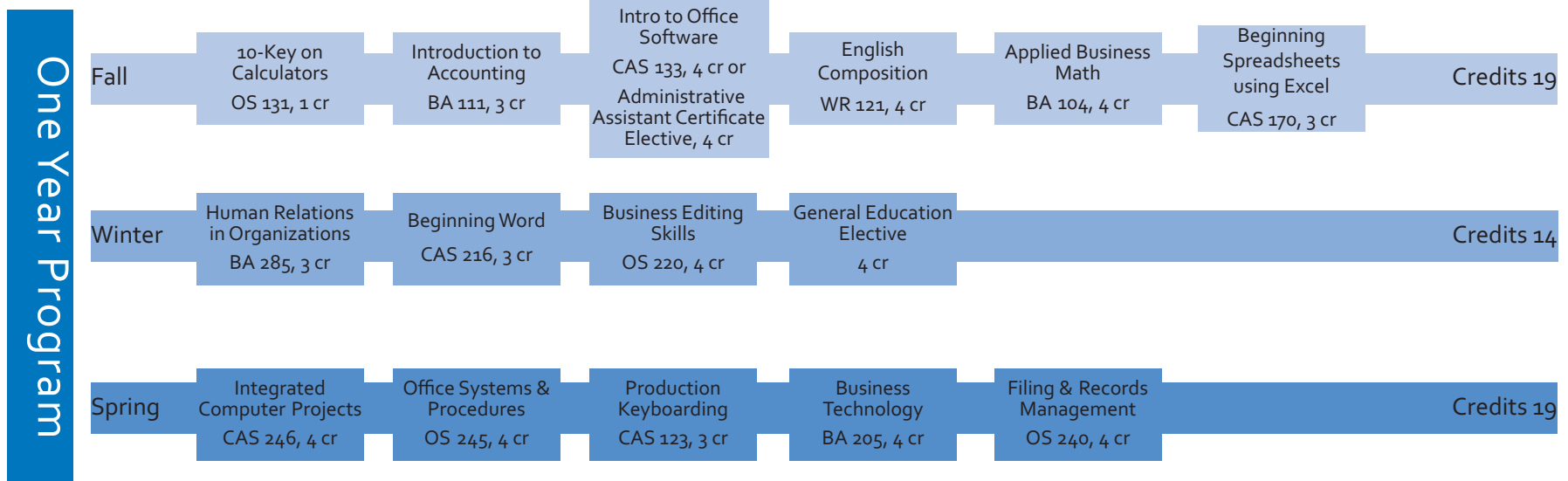
Category	Credits
Computer Applications (CAS)	13
Business Administration (BA)	14
CAS/Administrative Assistant Certificate Electives	4
Office Systems (OS)	13
Writing (WR)	4
General Education Electives	4



Career & Technical Education Certificate

Prerequisites: Placement into: WR 115, RD 115, MTH 20, Keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.



Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

78 | AAS: Administrative Assistant — 95 credits

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Career Description

An administrative assistant possesses advanced knowledge of popular software applications and excellent communication and interpersonal skills. An administrative assistant is prepared to make decisions, set priorities and establish work flow.

- ✦ Produce professional, error-free, timely documents by using current and emerging software and hardware technology.
- ✦ Effectively communicate their own creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others.
- ✦ Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data.
- ✦ Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.
- ✦ Establish and follow procedures to manage digital and hard copy office documents.
- ✦ Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives.
- ✦ Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail.
- ✦ Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization.
- ✦ Exhibit people skills to deal effectively with a variety of personalities and diverse individuals.

Program Outcomes

Course of Study

The program emphasis is on use of communications, business software, Internet and emerging technologies.

The Administrative Assistant AAS degree is the parent degree for the Administrative Assistant certificate and for the following Career Pathway Certificates: Entry-level Administrative Assistant, Medical Office Professional, Office Assistant, Spreadsheet, and Word Processing. Students may earn one or more of these certificates in the course of completing the Administrative Assistant degree. Some certificates require completion of a specific set of program electives. Talk with your advisor about these options.

Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements.

Approved Electives

Administrative Assistant Degree Electives

BA 188	Customer Service Skills	2
CG 209	Job Finding Skills.	1
MA 117	Medical Office Procedures.	3
MA 118	Medical Office Administrative Procedures Lab	2
MA 180	Coding and Reimbursement	2
MP 111	Medical Terminology	4
MP 140	Introduction to Health Law and Ethics.	3

Any CAS/OS course in addition to the required CAS/OS courses from the Administrative Degree or Certificate. For a list of courses, see course descriptions.

Administrative Assistant Business Electives

Any BA course in addition to the required BA courses from the Administrative Assistant certificate. May not include BA 131 if CAS 133 was taken.

Credit Summary

Category	Credits
Computer Applications (CAS)	20
Office Systems (OS)	18
Business Administration (BA)	14
Writing (WR)	4
Administrative Assistant Business Electives	6
Administrative Assistant Degree Electives	17
General Education Electives	16

For general AAS requirements for all degrees, see page 55.



Associate of Applied Science Degree

Prerequisites: Placement into: WR 115, RD 115, MTH 20, Keyboarding by touch or CAS 121, Additional skill requirements are specified in course descriptions. All CAS/OS courses must be passed with a grade of "C" or better. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 55.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

Year	Term	Course	Credits	Total Credits				
Year One	Fall	Applied Business Math BA 104, 4 cr	Introduction to Accounting BA 111, 3 cr	Beginning Spreadsheets using Excel CAS 170, 3 cr	10-Key on Calculators OS 131, 1 cr	English Composition WR 121, 4 cr	Intro to Office Software CAS 133, 4 cr or Administrative Assistant Degree Elective, 4 cr	Credits 19
	Winter	Human Relations in Organizations BA 285, 3 cr	Beginning Word CAS 216, 3 cr	Business Editing Skills OS 220, 4 cr	General Education Elective 4 cr			Credits 14
	Spring	Business Communication BA 205, 4 cr	Production Keyboarding CAS 123, 3 cr	Intermediate Word CAS 217, 3 cr	Filing & Records Management OS 240, 4 cr	Office Systems & Procedures OS 245, 4 cr		Credits 18
Year Two	Fall	Administrative Assistant Business Elective 3 cr	General Education Electives 8 cr					Credits 11
	Winter	Beginning Databases CAS 140, 4 cr	Administrative Assistant Business Elective 3 cr	Administrative Assistant Degree Electives 6 cr	General Education Elective 4 cr			Credits 17
	Spring	Integrated Computer Projects CAS 246, 4 cr	CE: Administrative Assistant OS 280 F&G, 5 cr	Administrative Assistant Degree Electives 7 cr				Credits 16

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Career Description

Coordinates various office support services and frequently supervises office support staff. Establishes short range and long range plans for the office. This degree requires excellent communication and organizational skills. Students who successfully complete the AAS, Administrative Office Professional degree will develop skills and knowledge appropriate to an entry-level office position as an administrative assistant leading to managerial responsibilities. All CAS/OS courses applied to this degree must be passed with a "C" or better.

Program Outcomes

- ✎ Produce professional, error free, timely documents by using current and emerging software and hardware technology. Evaluate and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.
- ✎ Perform general office tasks: plan and participate in meetings; coordinate travel arrangements; schedule appointments; greet clients/customers; process mail; manage equipment, supplies, and other resources in a timely manner to maintain workplace efficiency.
- ✎ Work effectively in a team and a group setting by understanding roles within teams, work units, departments, and organizations. Exhibit effective people skills to deal with a variety of personalities and diverse individuals.
- ✎ Effectively communicate creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others. Collaborate with others to develop and implement company vision, goals, and tasks.

Program Outcomes

- ✎ Analyze the effectiveness of office practices and procedures and recommend and implement necessary changes. Use planning and time management principles to accomplish workplace efficiency and achieve company objectives.
- ✎ Use critical thinking, organization, and problem solving to effectively manage numeric, alphabetic, and digital data. Apply knowledge of basic accounting procedures to the basic record-keeping requirements of a business using applicable technology.

Course of Study

The Administrative Office Professional AAS degree is a statewide degree and is transferable between all community colleges where it is offered.

Credit Summary

Category	Credits
Business Administration (BA)	27
Computer Applications (CAS)	26
Office Systems (OS)	18
Writing (WR)	4
General Education Electives	16

For general AAS requirements for all degrees, see page 55.



Associate of Applied Science Degree

Prerequisites: Placement into WR 115 and MTH 20 and keyboarding by touch or CAS 121. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 55.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

Year	Term	Course 1	Course 2	Course 3	Course 4	Credits	
Year One	Fall	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets using Excel CAS 170, 3 cr	10-Key on Calculators OS 131, 1 cr	English Composition WR 121, 4 cr	General Education Elective 4 cr	Credits 16
	Winter	Introduction to Business BA 101, 4 cr	Keyboarding for Speed & Accuracy CAS 122, 3 cr	Intermediate Spreadsheets using Excel CAS 171, 3 cr	Beginning Word CAS 216, 3 cr	General Education Elective 4 cr	Credits 17
	Spring	Beginning Website Creation: Dreamweaver CAS 111D, 3 cr	Integrated Computer Projects CAS 246, 4 cr	Intermediate Word CAS 217, 3 cr	Filing and Records Management OS 240, 4 cr		Credits 14
Year Two	Fall	Introduction to Accounting BA 111, 3 cr	Introduction to Human Resource Management BA 224, 3 cr	Office Systems and Procedures OS 245, 4 cr	General Education Elective 4 cr		Credits 14
	Winter	Management Fundamentals BA 206, 3 cr	Human Relations in Organizations BA 285, 3 cr	Business Editing Skills OS 220, 4 cr	General Education Elective 4 cr		Credits 14
	Spring	Business Communication BA 205, 4 cr	Business Law I BA 226, 4 cr	Computer Accounting Applications BA 228, 3 cr	CE: Administrative Assistant OS 280F & G, 5 cr		Credits 16

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Early Education



CGCC Early Childhood Education and Family Studies students working with children.



Teaching



Still in High School:

See dual credit opportunities at:
www.cgcc.edu/hs-programs

Other Students:

High School Graduate
GED
Pre-College
Reentering Students

Certificates

Early Childhood Education and Family Studies (44 credits)

Keyword search:

Teacher Relicensing
Preschool Teacher
EHS Home Visitor
Instructional Assistant
Classroom Assistant

Take
Placement
Assessment

Occupational Info Center

For more info, visit OLMIS at www.qualityinfo.org
Click on "Occupations" under "Data Tools" and then select "Occupation Explorer."

Career Pathway Certificate
Early Childhood Educator I (17 credits)

Associate of Applied Science Degrees

Early Childhood Education and Family Studies (97 credits)

Keyword search:

Early Childhood Assistant
Daycare Worker
Childcare Provider

University Transfer

EOU – www.eou.edu
OIT – www.oit.edu
OSU – www.oregonstate.edu
PSU – www.pdx.edu
SOU – www.sou.edu

Introduction

The overview information on this page refers to both the Early Childhood Education and Family Studies Certificate and the Associate of Applied Science: Early Childhood Education and Family Studies Degree unless otherwise noted.

The Early Childhood Education and Family Studies Certificate is related to the Early Childhood Education and Family Studies Associate of Applied Science degree, and, as such, all course work completed for the Certificate may be applied to completion of the AAS degree.

Program Requirements

- An initial advising/information session with an Early Childhood Education and Family Studies Program advisor.
- Students entering into the ECEFS Program must demonstrate through transcribed record or by appropriate COMPASS test scores the ability to be placed into WR 115 and MTH 20 for certificate course work, and completion of WR 115 for 2nd year AAS degree classes.

Criminal History Check

All CGCC students enrolled in a health care or child care program, including Early Childhood Education and Family Studies, with requirements for practical experience of field training may have to pass a Criminal History Check (CHC) as a condition of their acceptance into a medical or other facility for training.

Students who do not pass the CHC will be unable to complete some course requirements and will be ineligible to participate in training at affiliated practicum sites, to sit for licensure or certification exams, or be hired for some professional positions. If you believe that your past history may interfere with your ability to complete the program of study or to obtain licensure, or certification in your chosen field, you should contact the appropriate state board or program director.

Practicum Requirements

Students must meet practicum competencies for the certificate and the degree. Students may retake classes in order to meet the grade requirement with the exception of ECE Practicum 1 (ECE 130B, ECE 134); ECE Practicum 2 (ECE 130C, ECE 135); ECE Advanced Practicum 1 (ECE 260A, ECE 264)*; and ECE Advanced Practicum 2 (ECE 260B, ECE 265)* seminar and lab classes. These classes may be re-enrolled in only once after a student receives a grade of less than C. Department approval is required for any student desiring to attempt any ECE course for the third time.

Credits required depend on individual student competency as evaluated by ECEFS instructors. To be considered for practicum, students must 1) be enrolled in the Oregon Child Care Division, Central Background Registry; 2) submit verification of measles immunization; 3) submit verification of TB Skin Test; 4) complete a Food Handler's Certificate; and 5) current Infant/Child First Aid Card. Costs associated with required practicum documentation are the sole responsibility of the student.

*Advanced Practicum apply only to the ECEFS AAS degree on page 88-89, not to the ECEFS Certificate.

Approved Electives

BA 177	Payroll Accounting	3 cr
BA 223	Principles of Marketing	4 cr
BA 224	Introduction to Human Resource Management	3 cr
BA 250	Small Business Management	3 cr
BA 285	Human Relations in Organizations	3 cr
CIS 120	Computer Concepts I	4 cr
ECE 175A	Infant/Toddler Caregiving: Learning and Development	1 cr
ECE 175B	Infant/Toddler Caregiving: Group Care	1 cr
ECE 175C	Infant/Toddler Caregiving: Social/ Emotional Growth	1 cr
ECE 175D	Infant/Toddler Caregiving: Family/Provider Relationships.	1 cr
ECE 177	Multi-age Groups.	1 cr
ECE 179	Child Portfolios in ECE	1 cr
ECE 185	Field Trips in Early Childhood.	1 cr
ECE 188	Block Play and Woodworking for Young Children	1 cr
ECE 235	Music and Movement for the Young Child	3 cr
ECE 238	Administration of ECE&FS Programs	3 cr
ESR 171	Environmental Science: Biological Perspectives.	4 cr
ESR 172	Environmental Science: Chemical Perspectives	4 cr
PSY 222	Family & Intimate Relationships.	4 cr
WR 122	English Composition.	4 cr

Up to 3 credits of foreign language.



Early Childhood Educator I Career Pathway Certificate - 19 Credits

Career Description

Early childhood education providers for young children, ages birth through five, plan the environment, develop suitable learning experiences, and work closely with families in childhood care education situations. They also supervise play and physical needs of small children, organize daily activities, keep records of children's progress and confer with parents. Early education graduates may also work in related fields such as child care resource and referral.

The 19 credit Early Childhood Educator I Career Pathway Certificate will provide students with training that equals Level 7 on the Oregon Registry. (The Oregon Registry Steps are a sequence of 12 professional development categories that describe and acknowledge increasing education and training.) The certificate provides students with the 120 hours of training needed to sit for the nationally recognized, as well as industry recognized, exam to earn the Child Development Associate (CDA) credential.

Program Outcomes

- Use observation and documentation, in partnership with families and other professionals, to positively influence children's development and learning.
- Employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children.
- Know and use professional standards related to early childhood practice.

Course of Study

This 19 credit career pathway certificate is the initial rung on the Early Childhood Education and Family Studies (ECEFS) educational ladder. It represents the majority of the 24 credits required for the first two terms of the 3 term (38 credits) ECEFS certificate. The ECEFS certificate is the first year of the ECEFS two year AAS degree (92 credits.)

The required courses are:

Introduction to Early Education and Family Studies ECE 120, 3 cr	Observation & Guidance I ECE 121, 3 cr
Practicum Orientation ECE 130A, 2 cr	Practicum 1 & Practicum Seminar ECE 130B & 134, 5 cr
Children's Health, Nutrition, & Safety HE 262, 3 cr	Family Partnerships in Education HEC 201, 3 cr

Program Prerequisites

- Placement into WR 115 Introduction to Expository Writing
- Recommended prerequisite: MTH 20 Basic Math

Additional Information

Refer to general Early Childhood Education and Family Studies program requirements listed on page 84.

Early Childhood Education & Family Studies - 44 Credits

Career Description

Teachers and home care providers of young children, ages birth through five, plan the environment, develop suitable learning experiences, and work closely with families in childhood care education situations. They also supervise play and physical needs of small children, organize daily activities, keep records of children's progress and confer with parents. Early education graduates may also work in related fields such as child care resource and referral.

Program Outcomes

Students exiting the program with an Early Childhood Education and Family Studies Certificate will:

- ✦ Use knowledge of child development and of individual children to create healthy, challenging learning environments and experiences
- ✦ Use content knowledge and appropriate pedagogy to create/design, implement and assess learning experiences.
- ✦ Observe, document and assess children's development and learning in partnership with families.
- ✦ Build respectful partnerships with children's families and their communities.
- ✦ Know and use professional standards related to early childhood practice.
- ✦ Use reflective practice to demonstrate professionalism.

Course of Study

The Early Childhood Education and Family Studies Program is planned as a career ladder to accommodate the part-time as well as the full-time student. An Early Childhood Education and Family Studies Certificate provides entry level child care skills and meets the minimum requirements for a child care teacher in an Oregon licensed child care facility. The Associate of Applied Science degree qualifies a student to become a head teacher in a child care facility licensed by the Oregon Child Care Division. The National Association for Education of Young Children's (NAEYC) minimum suggested training for teachers in early childhood programs is also an AAS degree in ECEFS. All required courses and competencies mastered for the certificate apply to the AAS degree. Certificate classes may apply toward a CDA credential. CDA and Oregon Registry credentials may articulate into certificate level coursework.

Students must also meet general certificate requirements.

Additional Information

Refer to general Early Childhood Education and Family Studies program requirements listed on page 84.

Credit Summary

Category	Credits
Early Childhood Education (ECE)	33
Health Education (HE)	4
Consumer & Family Studies (HEC)	3
Writing (WR)	4



Career and Technical Education Certificate | 87

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Prerequisites: Placement into RD 115, WR 115, and MTH 20

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

One Year Program

Fall	Introduction to Early Education and Family Studies ECE 120, 3 cr	Observation & Guidance I ECE 121, 3 cr	Practicum Orientation ECE 130A, 2 cr	First Aid & CPR/AED/Professional Rescuers/Healthcare Providers ¹ HE 113, 1 cr	Family Partnerships in Education HEC 201, 3 cr	Introduction to Expository Writing (or higher) WR 115, 4 cr	Credits 16
Winter	Environments and Curriculum in Early Childhood Ed I ECE 122, 4 cr	Practicum 1 & Practicum Seminar 1 ECE 134 & 130B, 5 cr	Children's Health, Nutrition, & Safety HE 262, 3 cr	ECEFS Elective 2 cr			Credits 14
Spring	Environments and Curriculum in Early Childhood Ed II ECE 123, 4 cr	Multicultural Practice: Exploring Our Views ECE 124, 3 cr	Practicum 2 & Practicum Seminar 2 ECE 135 & 130C, 5 cr	ECEFS Elective 2 cr			Credits 14

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¹ Students with a valid CPR card may receive non-traditional credit.

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

AAS: Early Childhood Education & Family Studies – 97 credits

Career Description

Teachers and home care providers of young children, ages birth through five, plan the environment, develop suitable learning experiences, and work closely with families in childhood care education situations. They also supervise play and physical needs of small children, organize daily activities, keep records of children's progress and confer with parents. Early education graduates may also work in related fields such as child care resource and referral.

Columbia Gorge Community College's Early Childhood Education articulation agreement with Portland State University (PSU) allows for up to 80 transfer credits toward PSU's Child and Family Studies degree or degree completion program.

Program Outcomes

Students who complete this degree should be able to:

- Use knowledge of child development and of individual children to create healthy, challenging learning environments and experiences
- Use content knowledge and appropriate pedagogy to create/design, implement, and assess learning experiences.
- Observe, document, and assess children's development and learning in partnership with families.
- Build respectful partnerships with children's families and their communities.
- Use reflective practice to demonstrate professionalism.
- Identify and conduct themselves as members of the early childhood profession.
- Know and use ethical guidelines and professional standards related to early childhood practice.

Course of Study

The Early Childhood Education and Family Studies Program is planned as a career ladder to accommodate the part-time as well as the full-time student. An ECEFS Certificate provides entry level child care skills and meets the minimum requirements for a child care teacher in an Oregon licensed child care facility. The Associate of Applied Science degree qualifies a student to become a head teacher in a child care facility licensed by the Oregon Child Care Division. The National Association for Education of Young Children's (NAEYC) minimum suggested training for teachers in early childhood programs is also an AAS degree in ECEFS. All required courses and competencies mastered for the certificate apply to the AAS degree. Certificate classes may apply toward a CDA credential. CDA and Oregon Registry credentials may articulate into certificate level coursework.

Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements.

Additional Information

Refer to general Early Childhood Education and Family Studies program requirements listed on page 84.

Credit Summary

Category	Credits
Early Childhood Education (ECE)	58
Consumer & Family Studies (HEC)	7
Early Childhood Education & Family Studies (ECEFS) Elective	4
General Education Electives	12
Health Education (HE)	4
Mathematics (MTH)	4
Writing (WR)	8



Associate of Applied Science Degree

Prerequisites: Placement into RD 115, WR 115, and MTH 20. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 55.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

Year One	Fall	Introduction to Early Education and Family Studies ECE 120, 3 cr	Observation & Guidance I ECE 121, 3 cr	Practicum Orientation ECE 130A, 2 cr	First Aid & CPR/AED/ Professional Rescuers/ Healthcare Providers ¹ HE 113, 1 cr	Family Partnerships in Education HEC 201, 3 cr	Introduction to Expository Writing (or higher) WR 115, 4 cr	Credits 16
	Winter	Environments and Curriculum in Early Childhood Ed I ECE 122, 4 cr	Practicum 1 & Practicum Seminar 1 ECE 134 & 130B, 5 cr	Children's Health, Nutrition, & Safety HE 262, 3 cr	ECEFS Elective 2 cr			Credits 14
	Spring	Environments and Curriculum in Early Childhood Ed II ECE 123, 4 cr	Multicultural Practice: Exploring Our Views ECE 124, 3 cr	Practicum 2 & Practicum Seminar 2 ECE 135 & 130C, 5 cr	ECEFS Elective 2 cr			Credits 14
Year Two	Fall	Observation & Guidance II ECE 221, 3 cr	Multicultural Practices: Curriculum & Implementation ECE 224, 3 cr	Child Development ² HEC 226, 4 cr	English Composition (or higher) WR 121, 4 cr	General Education Elective 4 cr	Credits 18	
	Winter	The Professional in ECE & Family Studies ECE 200, 3 cr	Introduction to Children with Special Needs in ECE&FS ECE 234, 3 cr	Advanced Practicum 1 & Advanced Practicum Seminar 1 ECE 264 & 260A, 7 cr	General Education Elective 4 cr			Credits 17
	Spring	Language & Literacy in Early Childhood Education ECE 236, 3 cr	Advanced Practicum 2 & Advanced Practicum Seminar 2 ECE 265 & 260B, 7 cr	Beginning Algebra II (or higher) MTH 65, 4 cr	General Education Elective 4 cr			Credits 18

¹Students with a valid CPR card may receive non-traditional credit.
²Could be used as General Education

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.



Still in High School:

See dual credit opportunities at:
www.cgcc.edu/hs-programs

Other Students:

High School Graduate
 GED
 Pre-College
 Reentering Students

Occupational Info Center

For more info, visit OLMIS at www.qualityinfo.org
 Click on "Occupations" under "Data Tools" and then select "Occupation Explorer."

Take Placement Assessment

Courses Leading to Certification

- EMT Part I & Part II
- AEMT Part I & II
- Nursing Assistant 1
- Certified Nursing Assistant 2
- Medication Aide
- Phlebotomy

Certificates

- Basic Healthcare Informatics Assistant (24 Credits)
- Medical Assisting (47 Credits)
- Practical Nursing (LPN) (48 Credits)

Associate of Applied Science Degrees

- Associate of Applied Science Nursing (99 Credits)

Articulation

- AAS: Nursing (99 credits) to Bachelor of Science in Nursing

Keyword search:

Licensed Practical Nurse

Keyword search:

Registered Nurse

University Transfer

- OHSU
www.ohsu.edu
- Linfield College
www.linfield.edu

EMT Part I and Part II

EMT Part I and Part II train students in the recognition of symptoms related to illness or injury and the proper procedures of emergency care. Students also observe the EMT's role in the hospital emergency department and ambulance during clinical rotation and ride-along experience. Coursework includes preparation for state and national licensure exams. Licensure by the National Registry and the Oregon Health Authority is required for those individuals wanting to volunteer or work for a local emergency response agency as an Emergency Medical Technician in the State of Oregon. (Credit)

Advanced EMT Part I and Part II

Advanced EMT (AEMT) introduces the roles and responsibilities of the Advanced Technician, emergency pharmacology, venous access and medication administration, airway management and ventilation. Includes medical patient assessment and management; trauma assessment and management; and special considerations such as pediatrics, geriatrics, and environmental emergencies with an emphasis on clinical decision-making. (Non-credit)

Nursing Assistant 1

The Nursing Assistant course is offered two to three times per year and prepares students to work in area nursing homes or hospitals. The course combines 80 hours of lecture and 80 hours of clinical time, with practice on-site at area healthcare facilities. Students finishing this course are generally hired immediately into one of these facilities. The primary focus of this course is to prepare the student with the knowledge and skills needed to provide safe physical care to patients in long-term facilities. This Course of Study is intended to prepare students for the Oregon State Board of Nursing, Certified Nursing Assistant (CNA) examination. (Credit)

Certified Nursing Assistant 2

This course is designed to assist the Certified Nursing Assistant 1 (CNA 1) with developing the knowledge and skills necessary to become a Certified Nursing Assistant 2 (CNA 2 in Acute Care.) The course consists of up to 70 hours of combined classroom and clinical instruction. (Non-credit).

Medication Aide

Prepares the certified nursing assistant to perform the duties of a certified medication aide in settings approved by the Oregon State Board of Nursing. The course consists of 100 hours of instruction, which combines both classroom instructions with supervised clinical experience. Upon successful completion of the course, students who have nine months of full-time nursing assistant experience will be eligible to sit for the OSBN-approved Medication Aide Competency Examination for certification. Requires employer supervision of clinical portion of instruction. Applications accepted until course is full.

Prerequisites: Current unencumbered certification on the Oregon CNA 1 Registry maintained by the OSBN; documentation of graduation from an approved basic nursing assistant training program at least six months prior to enrollment in the medication aide training program (copy of certificate of completion); and documentation from employer of at least six months (either six months full-time or equivalent part-time hours totaling nine months) paid experience as a nursing assistant. (Non-credit).

Phlebotomy

The primary focus of this course is to prepare the student with the knowledge and skills required for employment as a phlebotomist. This course combined with at least 100 hours of on-the-job training will qualify the student to take the National Certifying Agency for Clinical Laboratory Science Phlebotomy Examination. Upon successful completion of this class, the student will understand the concepts related to phlebotomy and the laboratory, including non-analytical factors affecting test results, knowledge about basic anatomical systems related to venipuncture and microcollection, and many of the special tests phlebotomists are required to perform. (Non-credit).

Note: These courses are not typically eligible for financial aid.

Students participating in clinical experiences must also meet state requirements for immunization and screening.

Basic Healthcare Informatics Assistant — 24 credits

Career Description

The Basic Healthcare Informatics Assistant (BHIA) certificate coursework provides graduates with the requisite skills to serve in a variety of healthcare related entry-level positions. Potential employment sites include: public health centers, hospitals, outpatient care centers, Federally Qualified Healthcare Centers, and private physician offices. The certificate curriculum provides the foundation for working in the changing healthcare delivery workforce, including experience in working with electronic medical records and the Coordinated Care health delivery model. Graduates may continue their training and education in the primary healthcare field, i.e. medical assisting or nursing. Or they may continue their training in the information technology field, i.e. health information management, quality assurance, and information technology management.

Course of Study

Students must receive a grade of "C" or better in all certificate required courses. Individuals interested in pursuing a Medical Assisting certificate will find that all but two courses (CAS 133 and HIM 182) of the BHIA's required courses are either prerequisites or required courses for the MA certificate.

This certificate is not financial aid eligible.

Program Outcomes

Students who complete this certificate should be able to:

- Communicate effectively with awareness and sensitivity to diverse populations and needs.
- Make effective decisions in a complex and dynamic health care environment.
- Demonstrate a professional style that integrates responsibility, accountability, respect, and teamwork.
- Apply current regulations and practices within the healthcare work setting.
- Be proficient at computer skills required for job performance.
- Recognize current issues and trends within the healthcare industry and locate relevant information.

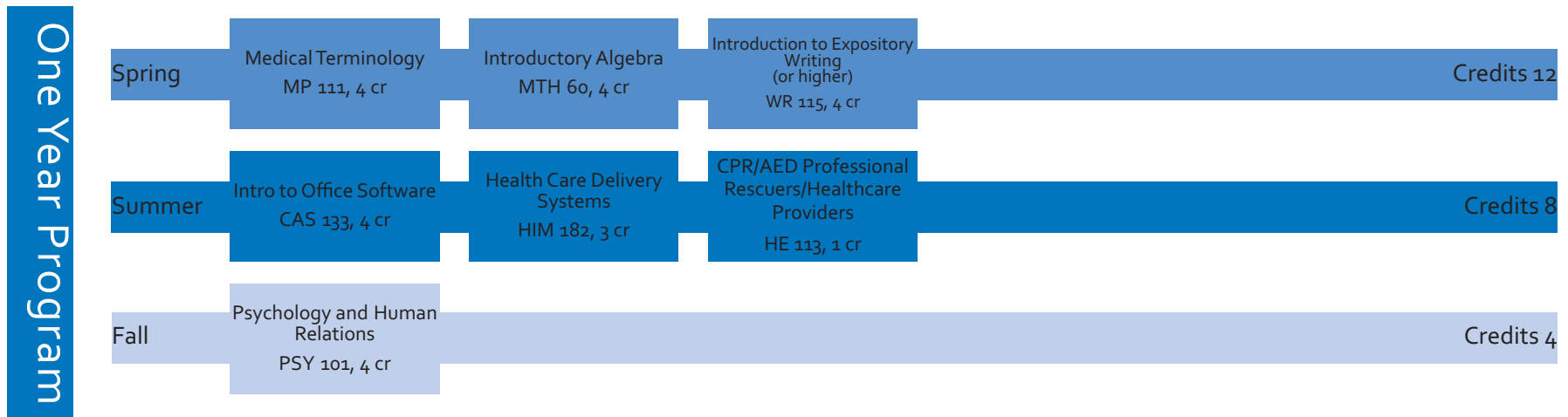
Credit Summary

Category	Credits
Health Information Management (HIM)	3
Medical Professions (MP)	4
Health Education (HE)	1
Psychology (PSY)	4
Mathematics (MTH)	4
Computer Applications (CAS)	4
Writing (WR)	4



Prerequisites: WR 90 and RD 115 or equivalent placement test scores; MTH 20 or placement into MTH 60

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.



Requirements for this certificate will be reviewed during the 2015-2016 academic year. This review may result in significant changes or termination of the certificate in 2016-17. Please consult your academic advisor or the Nursing and Health Occupations Department for current information on the future certificate status and impact on students.

Note: This suggested course sequence is aimed at students who are being admitted to the Medical Assisting program.

Career Description

Those training in the Medical Assisting Program will find occupations involved with administrative and clinical aspects of health care in clinics and physicians' offices. The medical assistant performs a variety of clinical and administrative duties. Clinical duties may include: assisting physicians and preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medication; collecting and processing specimens. Administrative duties may include: scheduling and receiving patients; maintaining medical records; handling telephone calls; correspondence and reports; insurance matters; office accounts; fees and collections.

Program Requirements

- ✦ Completion of WR 121, MTH 60, BI 121 and MP 111.
- ✦ Students must demonstrate a working knowledge and/or background of basic computer skills including windows, keyboarding, Internet and email. Students not able to demonstrate a working knowledge and/or background will be required to take a course(s) prior to admission.
- ✦ Program advising with a Medical Assisting Program advisor.
- ✦ Students must have transportation to clinical facilities through out the Mid-Columbia area.
- ✦ Two statements of recommendation from a recent employer, instructor or counselor.
- ✦ A criminal background check and drug screen. Contact the department office for more information.

Credit Summary

Category	Credits
Medical Assisting (MA)	31
Medical Laboratory Tech (MLT)	4
Medical Professions (MP)	3
Biology (BI)	4
Health Education (HE)	1
Psychology (PSY)	4

Course of Study

Students must be full-time and receive a grade of "C" or better in all program required courses. The program is designed to correlate classroom and laboratory experience with practical experience in health care facilities.

Students are prepared to function under the supervision of a licensed physician. The program is modeled after the program at Portland Community College and is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP).

Students must also meet general certificate requirements.

Legal Limitations for CMA certification

Individuals who have been found guilty of a felony, or pleaded guilty to a felony, may not be eligible to take the Certified Medical Assistant Examination (CMA-AAMA). However, the certifying board may grant a waiver based on mitigating circumstances. See the American Association of Medical Assistance (AAMA) CMA Examination Application for specifics.

Program Outcomes

- ✦ Communicate effectively with persons through the use of verbal & non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings.
- ✦ Integrates the principles of mathematics and scientific knowledge with administrative and clinical medical assisting practice.
- ✦ Demonstrates the ability to meet patient's needs as a mature, adaptable person and member of the medical assisting profession.
- ✦ Think creatively and critically in the identification, analysis, and resolution of problems, issues, truth claims, and ethical issues.
- ✦ Practice medical assisting within the standards and guidelines of medical assisting program accreditation and medical assistant certification standards.

Application & Acceptance

Students must apply to the Medical Assisting Program by filling out the forms in the Medical Assisting Admissions Application Packet. The application packet can be downloaded at www.cgcc.edu/nursing-health-occupations/ma/application-process.

All program prerequisites must be completed with a letter grade of "C" or better. Applications will be processed on a first-come, first-served basis; priority will be given to applicants with completed prerequisites. Applicants who are enrolled in prerequisites for summer term can be accepted to the program pending completion of the prerequisite courses with a "C" or better.

For assistance, call Student Services at (541) 506-6011 or (541) 308-8211.

Additional Requirements (prior to spring term)

Admitted students must meet/pass the following requirements within designated time frames (any associated costs are at the student's own expense): 1) immunization validation, 2) TB screening, 3) a drug screen, 4) a criminal background check and sex offender check, and 5) current CPR level C certificate. Information regarding these requirements will be distributed in a mandatory orientation in September after acceptance. The Medical Assisting admission packet describes these requirements in more detail.



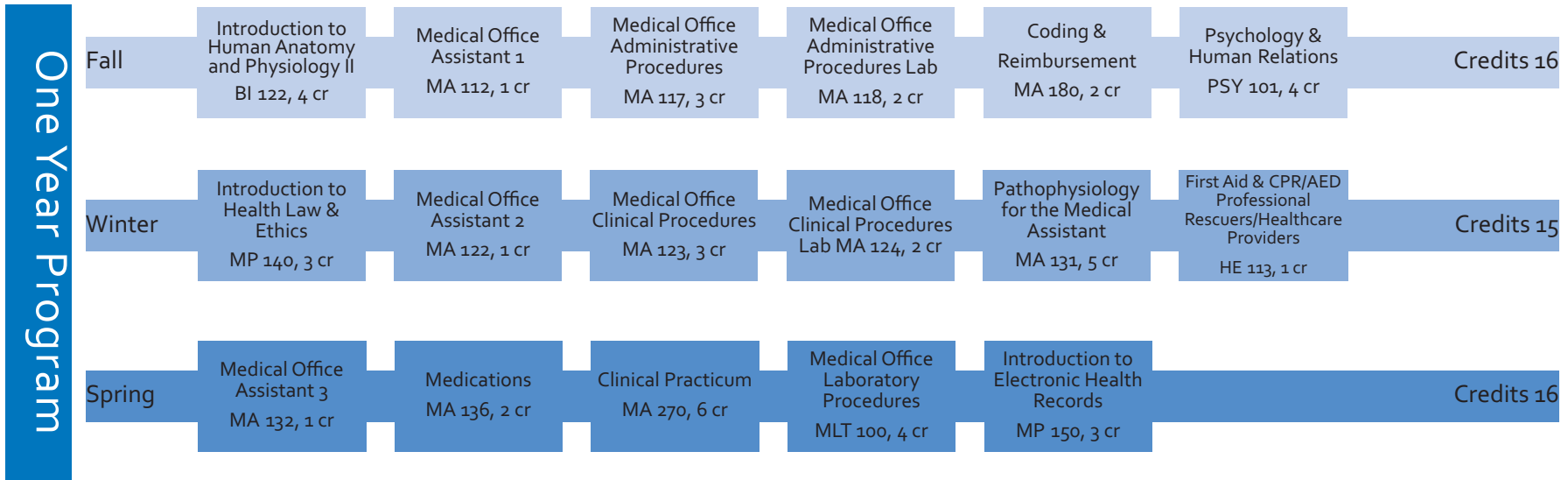
Career & Technical Education Certificate

Limited Entry Program
Special Application Required

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Prerequisites: College entry-level competencies in English and computational skills. Completion of: WR 121, MTH 60, BI 121, MP 111

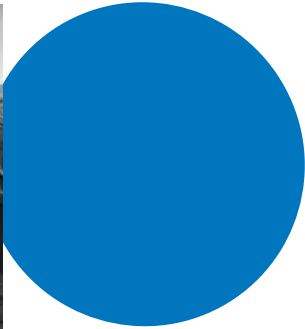
Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.



Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

NURSING

CGCC Nursing and other health occupations students learning patient care techniques.



HEALTH

CPR



Introduction

The overview information on this page refers to both the Practical Nurse Certificate (LPN) and the Associate of Applied Science: Nursing Degree (RN) unless otherwise noted.

This is a limited entry program and an application is required.

Accreditation, Application, & Requirements

Program Accreditation: The Nursing Program at Columbia Gorge Community College is approved by the Oregon State Board of Nursing and the Oregon State Board of Education.

Application and Acceptance: Applications for the nursing program are accepted during winter quarter each year for entry the following September. For information and admission instructions, contact the Student Services Office at 541-506-6011 or online at www.cgcc.edu.

Additional Requirements Prior to First Day of NUR 110 (or term of admittance): Admitted students must meet/pass the following requirements within designated time frames (any associated costs are at the student's own expense):

- immunization validation
- TB screening
- a drug screen
- a criminal background check and sex offender check
- current CPR level C certificate

Information regarding these requirements will be distributed in a mandatory orientation in June after acceptance.

Program Transfer or Advanced Placement: Students requesting transfer from another nursing program or advanced placement must submit an Advanced Placement Application to Student Services. Transcripts and course descriptions for all nursing coursework and a letter of reference from the student's school of nursing should accompany the application. Following completion of entrance criteria, transfer students are accepted at the appropriate course level on a space available basis only and upon evaluation of skill level.

Legal Limitations for LPN/RN Licensure

Legal Limitations for LPN/RN Licensure: The Oregon State Board of Nursing (OSBN) asks applicants specific questions regarding: physical, mental or emotional conditions; arrests and convictions for criminal offenses; and use of chemical substances in the last five years. Individuals who may have a past history of chemical abuse, felonies, or believe that past history circumstances may interfere with their ability to sit for the licensure examination should contact the OSBN for recommendations. Applicants may also confer with the Nursing Program Director regarding concerns with any of these questions.

CGCC reserves the right to deny admission to any applicant to the nursing program whose background poses a threat, as determined by CGCC, to the college, nursing profession, and/or health care community.

Program Progression

Students are required to demonstrate continuous and progressive application of nursing scholarship, safe nursing care, appropriate judgment, critical thinking skills, personal health, and professional accountability, and meet program standards as stated in the Nursing Student Handbook. The college reserves the right to retain and progress only those students who satisfy these requirements in order to continue in the nursing program and progress to the next term. Completion of all first year courses is required to receive the Practical Nursing Certificate. Students must complete both years of the curriculum in sequence and satisfy graduation requirements to earn the Associate of Applied Science Degree in Nursing.

In order to continue in the Nursing Program and progress to the next term, the student must: a) earn a "C" grade or higher in all required nursing courses; b) complete all required first year courses (including BI 232, BI 233, PSY 201A, PSY 215, BI 234) with a "C" grade or higher before entering the second year of the Program (students who are unable to complete the courses within the first year must apply for readmission based on seat availability); and c) complete all required courses with a "C" grade or higher to receive the Practical Nursing Certificate or the Associate of Applied Science Degree in Nursing.

Disability Information

Course of Study: Student Disability Information: Nursing is a physically and mentally challenging occupation. Education related to this field is designed to prepare students for these challenges. Nursing students must be able to meet all established essential academic and clinical requirements, with or without accommodations, to successfully complete the program. Persons with questions concerning particular qualifications are encouraged to contact the Disability Resources Advisor at 541-506-6046 for information. Students must provide documentation and request services a minimum of four weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

Practical Nursing -LPN — 48 credits

Career Description

The Nursing Program is designed as a community based LPN/RN career ladder that offers the qualified student the opportunity to apply for licensure as a practical nurse after the first year. Students who complete both years of the program and receive the Associate of Applied Science Degree in Nursing are qualified to apply for the licensing exam for registered nurses. The program prepares students for entry-level nursing practice in varied settings within a dynamic health care environment.

The Practical Nurse Program requires a total of 48 credit hours including 27 credit hours of nursing courses and 21 credit hours of support courses. After successfully completing ("C" or better) the required credits for the first year of the Nursing Program, and applying for graduation, the student is awarded a Practical Nursing Certificate.

Course of Study

The Nursing Program is based on a model that incorporates the concepts of biopsychosocial and nursing principles, nursing process and critical thinking, communication, management, health promotion and teaching, and professional roles and standards of care. The student applies these concepts while providing nursing care for clients with a variety of health needs.

Students must also meet general certificate requirements.

Program Outcomes

Students who complete this certificate should be able to:

- As Provider of Care: Follow the established standards for practical nursing in the holistic care of clients/patients in healthcare settings.
- As Communicator: Communicate effectively with clients/patients, families and members of the healthcare team.
- As Manager of Care: Prioritize and organize components of nursing care for a minimum acuity level of two to three clients/patients and their families.
- As Member within the Discipline of Nursing: Demonstrate professional values and responsibilities defined by the Standards and Scope of Practice for the Licensed Practical Nurse.

Additional Information

Refer to general Nursing program requirements listed on page 97.

Credit Summary

Category	Credits
Nursing (NUR)	27
Biology (BI)	13
Psychology (PSY)	8

Limited
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Career & Technical Education Certificate

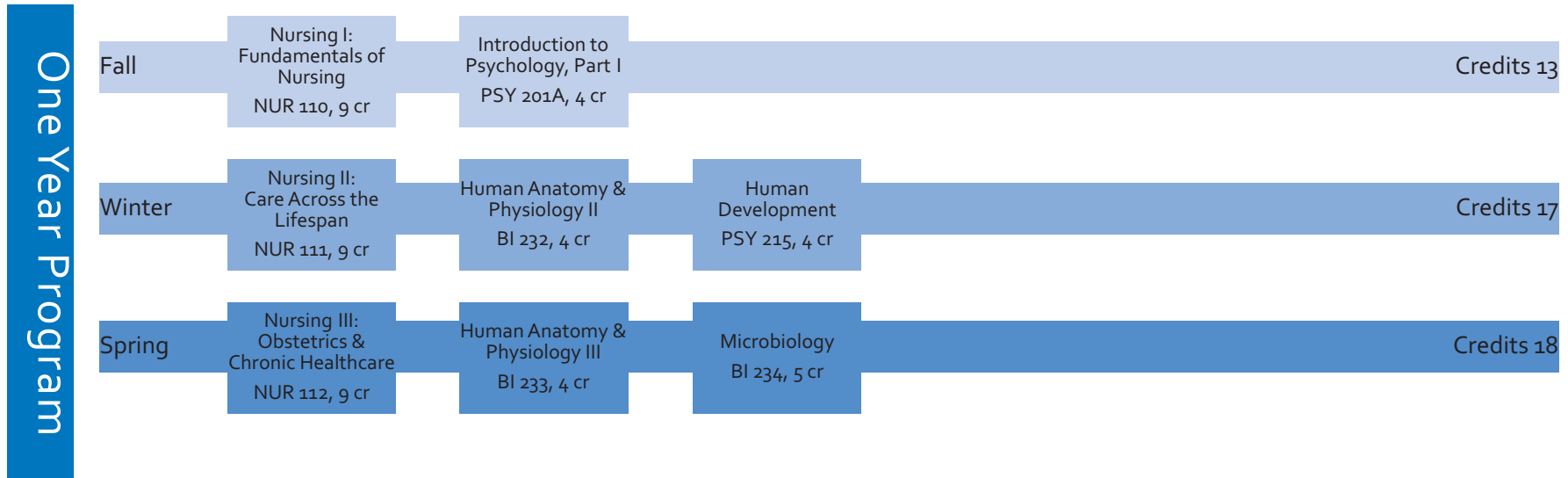
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Prerequisites: Cumulative college G.P.A of 3.0 or greater; completion of the following with a grade of "C" or better within the past five years: MTH 95, WR 121, CH 121, BI 231 (BI 112 or BI211 is a prerequisite for BI 231) ; if the math and/or writing are older than five years, you must take a college placement test and test into WR 121 and MTH 111. Admitted and wait listed students must complete NUR 60 by Fall Term of admission to the program.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

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Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

100 | Nursing -RN — 99 credits

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Career Description

The Nursing Program is designed as a community based LPN/RN career ladder that offers the qualified student the opportunity to apply for licensure as a practical nurse after the first year. Students who complete both years of the program and receive the Associate of Applied Science Degree in Nursing are qualified to apply for the licensing exam for registered nurses. The program prepares students for entry-level nursing practice in varied settings within a dynamic health care environment.

The Associate of Applied Science degree (Nursing Program) requires 99 credits that include 54 credit hours of nursing courses and 45 credits of support courses. Students must meet college graduation requirements including general education, math and English competencies.

Course of Study

The Nursing Program is based on a model that incorporates the concepts of biopsychosocial and nursing principles, nursing process and critical thinking, communication, management, health promotion and teaching, and professional roles and standards of care. The student applies these concepts while providing nursing care for clients with a variety of health needs.

Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements.

Program Outcomes

Students who complete this degree should be able to:

- As Provider of Care: Follow the established standards for registered nursing in the holistic care of clients/patients in healthcare settings.
- As Communicator: Communicate therapeutically with clients/patients and families to promote the achievement of patient outcomes in collaboration with healthcare providers across a continuum of healthcare settings.
- As Manager of Care: Manage, at an entry-level, the healthcare needs for a group of clients/patients and families at an acuity level appropriate to individual healthcare settings.
- As Member within the Discipline of Nursing: Demonstrate professional values and responsibilities defined by the Standards and Scope of Practice for the Registered Nurse and ANA standards.

Additional Information

Refer to general Nursing program requirements listed on page 97.

Credit Summary

Category	Credits
Nursing (NUR)	54
Biology (BI)	13
Psychology (PSY)	8
General Education Elective	8
Nursing Elective	16

For general AAS requirements for all degrees, see page 55.

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Associate of Applied Science Degree

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Prerequisites: Cumulative college G.P.A of 3.0 or greater; completion of the following with a grade of "C" or better within the past five years: MTH 95, WR 121, CH 121, BI 231 (BI 112 or BI 211 is a prerequisite for BI 231) ; if the math and/or writing are older than five years, you must take a college placement test and test into WR 121 and MTH 111. Admitted and wait listed students must complete NUR 60 by Fall Term of admission. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 55.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

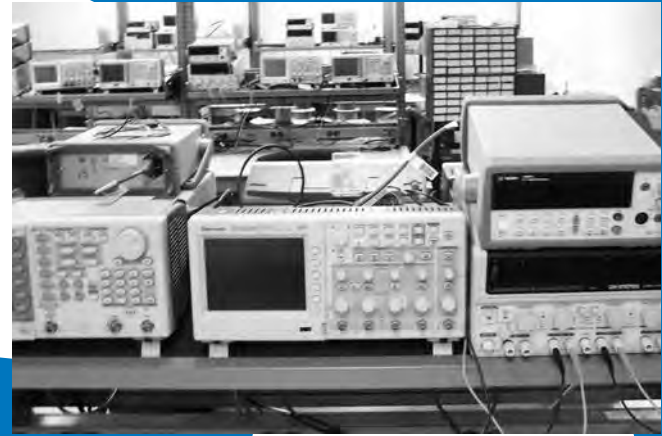
Year	Term	Course	Credits
Year One	Fall	Nursing I: Fundamentals of Nursing NUR 110, 9 cr	Credits 13
		Introduction to Psychology, Part I PSY 201A, 4 cr	
	Winter	Nursing II: Care Across the Lifespan NUR 111, 9 cr	
		Human Anatomy & Physiology II BI 232, 4 cr	Credits 17
		Human Development PSY 215, 4 cr	
	Spring	Nursing III: Obstetrics & Chronic Healthcare NUR 112, 9 cr	Credits 18
		Human Anatomy & Physiology III BI 233, 4 cr	
		Microbiology BI 234, 5 cr	
Year Two	Fall	Nursing IV: Psychiatric & Complex Acute Care NUR 210, 9 cr	Credits 17
		Nursing Program Elective* 4 cr	
		General Education Elective 4 cr	
	Winter	Nursing V: Emergent Healthcare NUR 211, 9 cr	Credits 17
		Nursing Program Elective* 4 cr	
		General Education Elective 4 cr	
	Spring	Nursing VI: Preceptorship NUR 212, 9 cr	Credits 17
		Nursing Program Electives* 8 cr	

* Nursing Program Electives: any course from the General Education/Discipline Studies List. Minimum of 4 credits in Arts and Letters and 8 credits in Social Science, 3 of which are Sociology.

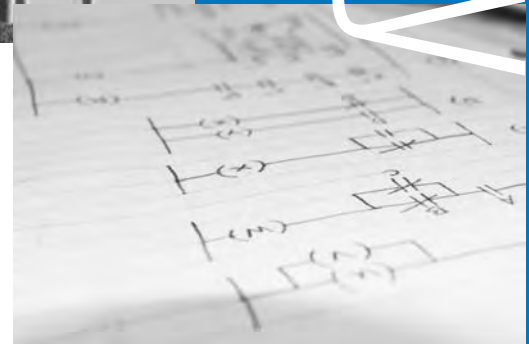
Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.



CGCC Renewable Energy Technology Students, equipment, and wind turbines. The program has recently been expanded to encompass other aspects of renewable power generation such as solar and hydro.



Engineering



TECHNOLOGY

Renewable

ENERGY



Still in High School:

See dual credit opportunities at:
www.cgcc.edu/hs-programs

Other Students:

High School Graduate
GED
Pre-College
Reentering Students

Occupational Info Center

For more info, visit OLMIS at www.qualityinfo.org
Click on "Occupations" under "Data Tools" and then select "Occupation Explorer."

Take
Placement
Assessment

Certificates

Renewable Energy Technology (54 Credits)

Associate of Applied Science Degrees

Renewable Energy Technology (105 Credits)

Articulation

AAS: Renewable Energy Technology (105 Credits)

Keyword search:

Electrical and Electronic Engineering Technician
Equipment Installers
Industrial Machinery
Mechanical Engineering Technician
Millwright

Keyword search:

Electrical and Electronic Engineering Technician
Mechanical

University Transfer

Oregon Institute of Technology (Oregon Tech)
www.oit.edu

104 | Renewable Energy Technology — 54 Credits

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Application & Acceptance

This program begins in the fall term only. This is a limited-entry program with space for 32 students with 10 students on an alternate list. A maximum of eight seats will be reserved for transfer students. Applications for the program are accepted on a first-come/first-serve basis in mid-June. Students must meet all program prerequisites with a grade of "C" or better. The required program prerequisites include: MTH 95, WR 115, RD 115, and CAS 133.

Career Description

The Renewable Energy Technology program provides a solid foundation in automated electronic technologies preparing students to work as technicians in a broad range of industries: wind, solar, hydropower, avionics manufacturing, food and beverage manufacturing, engineering, and others. Renewable energy and manufacturing technicians perform a variety of job duties:

- operate and maintain equipment
- perform mechanical and electrical component repair to correct malfunctions following manufacturing requirements
- comply with project environmental health and safety programs
- perform preventative maintenance in accordance with OEM maintenance manuals

Engineering technicians use electrical and electronic theory to design, build, repair, calibrate, and modify components, circuitry controls, and machinery.

Course of Study

This program prepares students for employment in renewable energy. This industry seeks employees with skills in electrical engineering, electronics, and mechanical engineering. The certificate of completion provides a basic level of knowledge in these areas and skills in computer applications, math, and writing. The Renewable Energy Technology Certificate is related to the Associate of Applied Science: Renewable Energy Technology degree, and, as such, all coursework in the certificate may be applied to completion of the AAS degree.

Students must also meet general certificate requirements.

Program Outcomes

Students who receive a certificate of completion should be able to:

- Qualify for employment in the renewable energy field as entry-level operators.
- Assist technicians with the repair, servicing, and manufacturing of renewable energy systems by applying basic knowledge of electrical, electronics, mechanical, and hydraulics/pneumatics concepts.
- Communicate effectively both at the individual level and within team settings.
- Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice.
- Apply ethical and professional practice within the field of renewable energy.
- Qualify for employment in the high-tech field as electronic technicians.

Credit Summary

Category	Credits
Electronics Engineering Technology (EET)	20
Mechanical Systems (MEC)	15
Renewable Energy Technology (RET)	3
Career & Guidance (CG)	1
Mathematics (MTH)	5
Psychology (PSY)	4
Safety (SAF)	2
Writing (WR)	4

Limited
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Career & Technical Education Certificate | 105

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All program prerequisites must be completed by the application deadline and be completed with a grade of "C" or better. Required prerequisites are: MTH 95, WR 115, RD 115, and CAS 133. If your math is older than one academic year, you must take a college placement test and test into MTH 111.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

One Year Program	Fall	DC Circuits EET 111, 5 cr	Mechanical Power 1 MEC 121, 5 cr	College Algebra MTH 111, 5 cr	Industrial Safety and OSHA 10 SAF 188, 2 cr	Credits 17		
	Winter	AC Circuits EET 112, 5 cr	Hydraulics MEC 120, 5 cr	Introduction to Wind Turbine Operations RET 101, 2 cr	English Composition WR 121, 4 cr	Job Finding Skills CG 209, 1 cr	Alternate Energy Resources RET 102, 1 cr	Credits 18
	Spring	AC Power EET 113, 5 cr	Mechanical Power 2 MEC 122, 5 cr	Electrical Motors/Generator Control EET 141, 5 cr	Psychology and Human Relations PSY 101, 4 cr	Credits 19		

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Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

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Career Description

The Renewable Energy Technology program provides a solid foundation in automated electronic technologies preparing students to work as technicians in a broad range of industries: wind, solar, hydropower, avionics manufacturing, food and beverage manufacturing, engineering, and others. Renewable energy and manufacturing technicians perform a variety of job duties:

- operate and maintain equipment
- perform mechanical and electrical component repair to correct malfunctions following manufacturing requirements
- comply with project environmental health and safety programs
- perform preventative maintenance in accordance with OEM maintenance manuals

Engineering technicians use electrical and electronic theory to design, build, repair, calibrate, and modify components, circuitry controls, and machinery.

Course of Study

The Associate of Applied Science degree provides a basic level of knowledge and skills in programmable logic controllers, industrial control systems, semiconductors, and higher levels of math and physics. Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements.

Students interested in transferring to Oregon Institute of Technology may start their studies at Columbia Gorge Community College (CGCC). Upon completion of their AAS degree in RET, student can transfer to OIT and in two more years complete the degree in Electronics Engineering Technology. Students interested in this option are recommended to meet with a CGCC academic advisor and an OIT advisor after their first year of study at CGCC.

Program Outcomes

Students who complete the AAS degree should be able to:

- Qualify for employment in the renewable energy field as technicians.
- Service/repair renewable energy systems and assist engineers with the design of renewable systems by applying knowledge of electrical, electronics, mechanical, control systems and hydraulics/pneumatics concepts.
- Communicate effectively both at the individual level and within team settings.
- Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice.
- Apply ethical and professional practice within the field of renewable energy.
- Qualify for employment in the high tech field as electronic technicians.

Credit Summary

Category	Credits
Renewable Energy Technology (RET)	8
Electronics Engineering Technology (EET)	51
Mechanical Systems (MEC)	15
Career & Guidance (CG)	1
General Education Elective	7
Mathematics (MTH)	5
Physical Education (PE)	1
Psychology (PSY)	4
RET Computer Elective	3
Renewable Energy Technology Elective	4
Safety (SAF)	2
Writing (WR)	4

Approved Electives

RET Electives

ART 231	Drawing	3 cr.
BA 101	Introduction to Business	4 cr.
BA 203	Introduction to International Business	3 cr.
BA 206	Management Fundamentals	3 cr.
BA 224	Introduction to Human Resource Management	3 cr.
BA 226	Business Law I	4 cr.
CH 121	General Chemistry I	5 cr.
CH 122	General Chemistry II	5 cr.
CH 123	General Chemistry III	5 cr.
EMS 105	EMT Part I	5 cr.
EMS 120	Emergency Medical Services: First Responder	3 cr.
JPN 101	First Year Japanese	5 cr.
JPN 102	First Year Japanese	5 cr.
JPN 103	First Year Japanese	5 cr.
JPN 201	Second Year Japanese	5 cr.
JPN 202	Second Year Japanese	5 cr.
JPN 203	Second Year Japanese	5 cr.
MTH 112	Elementary Functions	5 cr.
MTH 243	Statistics I (increase credits)	5 cr.
MTH 251	Calculus I (increase credits)	5 cr.
SPA 101	First Year Spanish-First Term	4 cr.
SPA 102	First Year Spanish-Second Term	4 cr.
SPA 103	First Year Spanish-Third Term	4 cr.
SPA 201	Second Year Spanish-First Term	4 cr.
SPA 202	Second Year Spanish-Second Term	4 cr.
SPA 203	Second Year Spanish-Third Term	4 cr.
WLD 190	Basic Welding	2 cr.
WR 227	Technical Writing	4 cr.
Any Environmental Studies (ESR) course		
Any Geology (G) course		
Any General Science (GS) course		

RET Computer Electives

Any Computer Applications Systems (CAS), Computer Information Systems (CIS) or Computer Science (CS) course

Limited
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Associate of Applied Science Degree

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All program prerequisites must be completed by the application deadline and be completed with a grade of "C" or better. Required prerequisites are: MTH 95, WR 115, RD 115, and CAS 133. If your math is older than one academic year, you must take a college placement test and test into MTH 111.

For general AAS requirements for all degrees, see page 55.

Sequence shown is a recommended plan for full-time enrollment. Students **must** meet with their Academic Advisor to map their specific degree plan.

Year	Term	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Credits	
Year One	Fall	DC Circuits EET 111, 5 cr	Mechanical Power 1 MEC 121, 5 cr	College Algebra MTH 111, 5 cr	Industrial Safety and OSHA 10 SAF 188, 2 cr				Credits 17
	Winter	AC Circuits EET 112, 5 cr	Hydraulics MEC 120, 5 cr	Introduction to Wind Turbine Operations RET 101, 2 cr	English Composition WR 121, 4 cr	Job Finding Skills CG 209, 1 cr	Alternate Energy Resources RET 102, 1 cr		Credits 18
	Spring	AC Power EET 113, 5 cr	Mechanical Power 2 MEC 122, 5 cr	Electrical Motors/Generator Control EET 141, 5 cr	Psychology and Human Relations PSY 101, 4 cr				Credits 19
Year Two	Fall	Digital Electronics 1: Programmable Logic Devices EET 251, 5 cr	Semiconductor Devices and Circuits EET 221, 5 cr	RET Elective 4 cr	General Education Elective 4 cr				Credits 18
	Winter	Digital Electronics 2: Programmable Logic Devices EET 252, 5 cr	Operational Amplifier Circuits EET 222, 5 cr	Programmable Logic Controllers EET 219, 3 cr	Adult Fitness PE 182H, 1 cr	RET Computer Elective 3 cr			Credits 17
	Spring	Electronic Control Systems EET 273, 3 cr	General Education Elective Arts & Humanities 3 cr	Power Generation RET 223, 5 cr	Microcontroller Systems EET 242, 5 cr				Credits 16

Note: Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

Concentration Awards recognize the completion of a cluster of courses in a focused area of study. Some Concentration Awards are within a specific discipline, while others are cross-disciplinary in nature. Such study deepens student knowledge of a chosen field and may help prepare students in choosing a major upon transfer. In addition, students earning this award may find that the inclusion of this recognition on resumes and in letters of application is beneficial. Faculty will be able to write stronger letters of recommendation for such students. Concentration Awards are not the same as degrees or certificates in that they are not sanctioned by the state and do not appear on student transcripts.

Upon successful completion of a Concentration Award (earning a "C" or better in all required courses), students must apply to the associated faculty mentor who will provide written acknowledgment of the student's achievement. Students are encouraged to contact the faculty mentor with any questions they may have regarding the process of earning a Concentration Award and its potential value. The faculty mentor will also be available to discuss the subject area and how it fits within the student's educational goals.

Asian Studies Concentration Award

Faculty mentor: Yukari Birkett; ybirkett@cgcc.edu
 To earn a Concentration Award in Asian Studies, students must successfully complete a minimum of 23-30 credits from the following two options:
 Course Number/Name Credits
 Required 3 Japanese language courses from the list below (15 credits)
 JPN 101 First Year Japanese, First Term 5
 JPN 102 First Year Japanese, Second Term 5
 JPN 103 First Year Japanese, Third Term 5
 JPN 201 Second Year Japanese, First Term 5
 JPN 202 Second Year Japanese, Second Term 5
 JPN 203 Second Year Japanese, Third Term 5

In addition, choose either Option A or Option B to complete the award.

Option A

3 additional Japanese language courses for a total of 30 credits

Option B

a minimum of 2 courses from the list below for a total of 23 credits

- HST 104 History of the Middle East 4
- HST 105 History of India and South Asia Region 4
- HST 106 History of China 4
- PHL 210 Introduction to Asian Philosophy 4

Creative Writing Concentration Award

Faculty mentor: Tim Schell – 541-506-6171; tschell@cgcc.edu

To earn a Concentration Award in Creative Writing, students must successfully complete a minimum of 16 credits, including:

Course Number/Name Credits
 Required (4 credits)

WR 246 Advanced Creative Writing (Edit & Pub) 4
 Choose a minimum of 2 Creative Writing courses from the list below (8 credits)

- WR 241 Creative Writing—Fiction 4
- WR 242 Creative Writing—Poetry 4
- WR 243 Creative Writing—Scriptwriting 4
- WR 244 Advanced Creative Writing—Fiction 4
- WR 245 Advanced Creative Writing—Poetry 4
- WR 247 Advanced Creative—Scriptwriting. 4

Choose a minimum of 1 Literature course from the list below (4 credits)

- ENG 104 Introduction to Literature—Fiction 4
- ENG 105 Introduction to Literature—Drama 4
- ENG 106 Introduction to Literature—Poetry 4

Latin American Studies Concentration Award

Faculty mentor: Silvia Huszar; shuszar@cgcc.edu

To earn a Concentration Award in Latin American Studies, students must successfully complete a minimum of 20-24 credits from the following two options:

Course Number/Name Credits
 Required 3 Spanish language courses from the list below (12 credits)

- SPA 101 First Year Spanish, First Term 4
- SPA 102 First Year Spanish, Second Term 4
- SPA 103 First Year Spanish, Third Term 4
- SPA 201 Second Year Spanish, First Term 4
- SPA 202 Second Year Spanish, Second Term 4
- SPA 203 Second Year Spanish, Third Term 4

In addition, choose either Option A or Option B to complete the award.

Option A

3 additional Spanish language courses for a total of 24 credits

Option B

a minimum of 2 courses from the list below for a total of 20 credits

- ATH 235 Survey of Prehistoric Mesoamerica 4
- ENG 213 Latin American Literature 4
- HST 270 History of Mexico 4

Media Studies Concentration Award

Faculty mentor: Diane Uto; duto@cgcc.edu

To earn a Concentration Award in Media Studies, students must successfully complete a minimum of 12 credits from the following list of courses:

Course Number/Name	Credits
BA 207 Introduction to E-Commerce	4
BA 249 Principles of Retailing and E-tailing	3
CAS 231 Desktop Publishing	3
COMM 228 Mass Communication and Society	4
PHL 197 Manufacturing Reality:	
Critical Thinking and the Media	4
TA 101 Theater Appreciation	4
WR 243 Creative Writing—Script Writing	4

Northwest Studies Concentration Award

Faculty mentor: Dr. John Copp; jcopp@cgcc.edu

To earn a Concentration Award in Northwest Studies, students must successfully complete a minimum of 12 credits from the following list of courses:

Course Number/Name	Credits
ATH 231 Native Americans of the Northwest	4
ENG 214 Literature of the Pacific Northwest	4
G 207 Geology of the Pacific Northwest	3
HST 240 Oregon History	4
HST 277 Oregon Trail	4

Women's Studies Concentration Award

Faculty mentor: Mandy Webster; mwebster@cgcc.edu

To earn a Concentration Award in Women's Studies, students must successfully complete a minimum of 16 credits:

Course Number/Name	Credits
Required (4 credits)	
WS 101 Women's Studies	4
Choose a minimum 3 courses from the following list (12 credits)	
COMM 237 Gender and Communication	4
ENG 222 Images of Women in Literature	4
ENG 260 Introduction to Women Writers	4
HST 204 History of Women in the US:	
Pre-Colonial to 1877	4
HST 205 History of Women in the US:	
1877 to Present	4
HST 225 History of Women, Sex, and the Family	4
SOC 218 Sociology of Gender	4
WS 201 Women of the World	4
WS 202 Activism and Social Change	4









Course Descriptions

Section 5

Course Descriptions

Lower Division Collegiate Courses

ART — Art	115
ATH — Anthropology	115
BA — Business Administration (except BA 104)	116
BI — Biology	117
CH — Chemistry	118
CIS — Computer Information Systems (CIS 120, 121, 122 only)	129
COMM — Communication Studies	118
CS — Computer Science	119
EC — Economics	119
ENG — English	120
ESR — Environmental Studies	120
FN — Foods and Nutrition	120
G — Geology	121
GS — General Science	121
HE — Health	121
HEC — Consumer and Family Studies (HEC 226 only)	132
HPE — Health and Physical Education	121
HST — History	121
JPN — Japanese	122
MTH — Mathematics	122
MUS — Music	123
PE — Physical Education	123
PHL — Philosophy	123
PHY — Physics	124
PS — Political Science	124
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Career and Technical Education Courses

BA — Business Administration (BA 104 only)	116
CAS — Computer Application Systems	128
CIS — Computer Information Systems (except CIS 120, 121, 122)	129
ECE — Early Childhood Education	129
EET — Electronic Engineering Technology	131
EMS — Emergency Medical Services	131
HEC — Consumer and Family Studies (except HEC 226)	132
HIM — Health Information Management	132
MA — Medical Assisting	132
MEC — Mechanical Systems	132
MLT — Medical Laboratory Technology	132
MP — Medical Professions	132
MSD — Management and Supervisory Development	133
MUC — Professional Music	133
NUR — Nursing	133
OS — Office Systems	133
RET — Renewable Energy Technology	134
SAF — Safety	134
WLD — Welding	134

Support Courses

ALC — Alternative Learning Center (Tutoring Center)	135
CG — College Guidance & Success	135
LIB — Library	135

ART

ART 101 Understanding Architecture, 4 Cr. Introduces aesthetic, historical, and critical issues of architecture. Presents buildings, gardens, fountains, malls and public spaces in terms of experiencing, appreciating and understanding roles of architecture in the urban world and as reflections of human interaction with the sociopolitical and physical environment. The series ART 101 and 102 may be taken in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ART 102 Understanding the Visual Arts, 4 Cr. Introduces aesthetic, historical, and critical issues of the visual arts. Presents aspects of drawing, painting, sculpture and craft in terms of experiencing, appreciating and understanding these aspects in our lives. The series ART 101 and 102 may be taken in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ART 206 History of Western Art, 4 Cr. Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Focuses on viewing, analyzing and comparing many art forms in an historical context, and covers the Renaissance and Baroque periods, beginning about 1300 CE. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ART 211 Modern Art History - 19th Century Art in Europe & America, 4 Cr. Explores the beginning of the modern world and modern societies in Europe and the United States. Examines and analyzes the visual arts to reveal some effects of societal changes, and to gain insight into our modern world. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ART 212 Modern Art History - Early 20th Century Art, 4 Cr. Explores early 20th century revolutions in science and technology, psychology and philosophy. Examines and analyzes the visual arts to reveal some effects of those changes, and to gain insight into our modern world. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ART 231 Drawing, 3 Cr. Deepens basic perceptual drawing techniques and tools as well as the understanding of the language of drawing in historical and contemporary contexts. Further develops critical skills for sighting, measuring, designing and constructing in drawing. May be taken three times for credit. Audit available.

ART 253 Ceramics I, 3 Cr. Explores ceramic processes, techniques and concepts while addressing historical and contemporary issues. Develops and encourages creative problem solving by utilizing various ceramic techniques. Includes critiques, discussions, and ceramic presentations to establish critical skills necessary to evaluate ceramics, explore artistic intent, examine structural solutions, and expand perceptual awareness. This is the first course of a two-course sequence. May be taken three times for credit. Audit available.

ART 256 Ceramics II, 3 Cr. Explores advanced ceramic processes. Develops and encourages creative problem solving by utilizing more advance ceramic techniques (i.e. work on and off the potter's wheel, glazes and firing procedures). Refines critical skills necessary to evaluate ceramics through critiques, discussions, and ceramic presentations by exploring artistic intent, examining aesthetic and structural solutions, and expanding perceptual awareness of ceramics. This is the second of a two course sequence. Prerequisite: Art 253. May be taken up to three times for credit. Audit available.

ART 270 Printmaking, 3 Cr. Explores printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Develops creative problem solving by utilizing monoprints, relief and basic intaglio processes. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. May be taken three times for credit. Audit available.

ART 281 Painting II, 3 Cr. Explores ways of seeing and elaborates on basic painting techniques, materials, and concepts while relating to historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Audit available.

ART 284 Watercolor I, 3 Cr. Explores basic studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Audit available.

ART 287 Watercolor II, 3 Cr. Explores basic and more advanced studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Prerequisite: ART 284 or instructor permission. Audit available.

ART 292 Sculpture: Mixed Media, 3 Cr. Explores sculptural form, processes, techniques, and concepts while addressing historical and contemporary issues in sculpture. Develops creative problem solving skills through making sculpture using a variety of mixed media techniques. Establishes critical skills necessary to evaluate sculpture through critiques, discussions, and sculpture presentations by exploring artistic intent, examining aesthetic and structural solutions, and expanding perceptual awareness of sculpture. May be taken three times for credit. Audit available.

Anthropology—ATH

ATH 101 Introduction to Physical Anthropology, 4 Cr. Presents physical anthropology and the study of human biological evolution in the context of modern genetics and primate behavior studies. Examines bio-cultural variation, the human fossil record, adaptive significance, as well as the diversity and commonality of present and ancestral populations. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ATH 102 Introduction to Archaeology and Prehistory, 4 Cr. Explores archaeological methods and techniques used to recover, analyze, and reconstruct ancient cultures and societies, including the ethics and issues of looting, collecting, and preservation of artifacts. Provides a survey of world prehistory while emphasizing the development of social complexity and the origins of agriculture. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ATH 103 Introduction to Cultural Anthropology, 4 Cr. Examines modern human cultures through a cross-cultural and comparative approach. Explores language, technology, subsistence, economics, sociopolitical systems, religions, and human expression through ethnographic examples to better understand global diversity and the dynamics of culture change. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ATH 208 Introduction to Ethnography, 4 Cr. Explores the patterns found in culture through ethnographic descriptions of contemporary peoples. Introduces ethnographic research methods and theories for studying and interpreting societies. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ATH 231 Native Americans of the Northwest, 4 Cr. Surveys the origins, development, and cultural variation of Native peoples in Oregon, Washington, Alaska, and Southwest Canada. Explores the historical and contemporary achievements of tribal lifeways within the Northwest region. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ATH 235 Survey of Prehistoric Mesoamerica, 4 Cr. Examines the development of pre-contact Mesoamerican indigenous cultures from the earliest known Paleo-Indian occupation to the impact of the Spanish invasion, surveying the dynamics of economic, social, political, cultural, and religious systems of the Maya, the Aztec, and their neighbors. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

Business Administration—BA

BA 101 Introduction to Business, 4 Cr. Survey course in the field of business including topics such as management, finance accounting, marketing, production, computers, international business, small business, investments and other areas of general business interest. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 104 Applied Business Math—See listing under CTE.

BA 111 Introduction to Accounting, 3 Cr. Presents double-entry accounting as related to service and merchandising business. Covers accounting cycle, including journalizing, posting to the general ledger, preparation of financial statements, petty cash, bank reconciliations, combined journal, special journals and payroll. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 131 Introduction to Business Technology, 4 Cr. Covers computer concepts and the use of information technology in business organizations including the use of word processing, spreadsheet, and presentation software. Includes introduction to hardware, software, databases, system development, and tools that businesses use for communication and collaboration. Includes appreciating the value of ethical conduct in a business/computer environment and the impact of technology on industry and society. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

BA 177 Payroll Accounting, 3 Cr. Learn fundamental skills and basic knowledge in the area of business payroll. The focus of the course is primarily in the following areas: payroll and personnel record keeping, calculation of gross pay using various methods, calculation of Social Security and Medicare taxes, calculation of federal and state income taxes, calculation of federal and state unemployment taxes, journalizing and posting payroll entries, and completing various federal and state forms. Prerequisites: BA 111 or BA 211 or instructor permission. Recommended: MTH 30 and microcomputer experience. Audit available.

BA 188 Customer Service Skills, 2 Cr. Introduces students to the concepts of customer service: Customer loyalty, principles of quality customer service, attitudes and habits that affect service, dealing with difficult customers, active listening to determine customer needs, effective communication and team work, and communication with a diverse customer population. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

BA 203 Introduction to International Business, 3 Cr. Explores processes of international trade, whether the company is an importer, exporter, or a multinational firm. Forms a basis for further study and specialization in the international business field. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 205 Business Communication, 4 Cr. Focuses on using current technology to create, revise, and design business documents: letters, memos, e-mail, reports, minutes, simple instructions, and resumes. Incorporates the use of library and Internet resources to collect information. Includes oral presentations using technology presentation tools. Recommended: WR 121, BA 131, CAS 133, or computer literacy, BA 101. Prerequisite: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

BA 206 Management Fundamentals, 3 Cr. Introduces business management theory, including the basic functions of planning, organizing, directing, leading, and controlling as well as factors contributing to change in current management approaches. Recommended: BA 101. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 207 Introduction to E-Commerce, 4 Cr. Presents concepts and skills for the strategic use of e-commerce and related information technology from three perspectives: business to consumers, business-to-business, and intra-organizational. Examination of e-commerce in altering the structure of entire industries, and how it affects business processes including electronic transactions, supply chains, decision making and organizational performance. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 211 Principles of Accounting I, 3 Cr. Introduces financial accounting theory, including the accounting cycle, analysis and recording of transactions, and reporting financial information in accordance with generally accepted accounting principles. Recommended: MTH 60 and BA 111. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 212 Principles of Accounting II, 3 Cr. Continues the presentation of fundamental issues begun in BA 211. Introduces statement of cash flows and financial statement analysis. Prerequisite: WR 115, RD 115, and MTH 20 or equivalent placement test scores; and BA 211. Audit available.

BA 213 Managerial Accounting, 4 Cr. Covers accounting information from management perspective for planning, performance evaluation and for decision making purposes. Includes cost concepts, product costing, cost-volume-profit relationships, profit planning, variance analysis, responsibility accounting and capital budgeting. Prerequisite: BA 211. Audit available.

BA 215 Basic Cost Accounting, 3 Cr. Covers cost accounting concepts, application, and techniques employed in the accumulation and reporting of manufacturing cost data. Particular attention shall be paid to job order costing, process costing, joint and by-product costing, standard costs, budgeting and analysis of variances. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores; and BA 211. Audit available.

BA 218 Personal Finance, 3 Cr. Studies role of the consumer in our economy, problems of financing family and individual needs, including budgeting, banking relationships, charge accounts, installment buying, insurance, wills, real estate investing and personal taxes. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 222 Financial Management, 3 Cr. Explores basic financial concepts and practices and includes analysis of company resources, types and sources of financing, forecasting and planning methods, and the roles of the money and capital markets. Prerequisites: WR 121, MTH 65 or equivalent placement test scores, BA 101, BA 104, BA 212.

BA 223 Principles of Marketing, 4 Cr. Introduces the basic concepts of marketing for consumer and business markets. Includes topics in marketing mix, market segmentation, consumer behavior, marketing strategies, and market planning. Develops marketing plan for key project. Recommended: BA 101. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 224 Introduction to Human Resource Management, 3 Cr. Studies the basic principles, concepts and practices of Human Resource Management. Examines the specialty areas of job analysis and design, recruiting, selection/hiring, training and development, performance appraisal, compensation, labor-management and employee relations, and safety. Reviews key employment laws and cases to understand legal implications of employment decisions. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

BA 226 Business Law I, 4 Cr. Discusses fundamental concepts, principles, and rules of law that apply to business transactions. Includes the function and operation of the courts, business crimes, torts, contract law, intellectual property, the application of the Uniform Commercial Code to business activities and recent developments in business law, such as cyber law and electronic commerce. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 228 Computer Accounting Applications, 3 Cr. Introduces double-entry, fully-integrated computerized general ledger software. Includes general ledger, accounts receivable, accounts payable, payroll, fixed assets, bank reconciliations, inventory, and Financial Statement Analysis. Prerequisites: BA 101, BA 104, BA 131 or CAS 133, BA 211. Prerequisite/concurrent: BA 212. Audit available.

BA 238 Principles of Sales, 3 Cr. Explores the principles of sales for business to business and business to consumer sales with a focus on relationship selling. Covers the psychology of selling with respect to why people buy and the communication process. Dissects the sales process from prospecting, through presentation, to follow-up. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

BA 239 Advertising, 3 Cr. Explores the elements of advertising such as planning and creating. Covers the identification of a target audience and strategies for how to reach it. Stresses integrated marketing communication since advertising is a component of marketing. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

BA 242 Introduction to Investments, 3 Cr. Study popular investment vehicles—what they are, how they can be utilized and the risk and return possibilities. Emphasizes stocks and bonds, mutual funds, options and real estate. Examines securities exchanges and the functions of the broker. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 244 Introduction to Records Management, 3 Cr. Offers a study of the life cycle of records on all types of media from creation through disposition. Considers responsibilities of the records manager as they relate to each subsystem of the total records management program and to the needs of all types of organizations. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 249 Principles of Retailing & E-tailing, 3 Cr. Explores types of retail, strategic planning and operational management. Emphasizes the analysis of the target market, how to develop retail marketing mix elements, and the review of store planning techniques. Includes how the retailing environment is changing and the impact of technology and government regulations. Prerequisite: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

BA 250 Small Business Management, 3 Cr. Emphasizes the general functions, procedures, and specific subject areas related to initiating, organizing, and operating a successful small business. Specifically prepares the student to develop a business plan for opening a business. Designed for students and prospective small business owners and managers. Recommended: BA 212. Prerequisites: WR 121, BA 101, BA 104, and BA 211. Audit Available.

BA 256 Income Tax, 3 Cr. Introduces preparation of federal individual and sole proprietorship income tax returns. Provides brief overview of partnership and corporate returns. Audit available.

BA 280A Cooperative Education: Business Experience, 1-6 Cr. Provides relevant field experience in business environments and disciplines such as: accounting, finance, human resources, information technology, international business, and marketing, procurement, management, and/or customer services. Allows exploration of career options. Course may be repeated for credit up to 12 credits. Prerequisite: Completion of 12 BA credits and instructor permission. Prerequisite/concurrent: BA 280B.

BA 280B Cooperative Education: Business Experience – Seminar, 1 Cr. Supplements on-the-job experience through feedback sessions, instruction in job-related areas, and linkages to the student's on-campus program. Co-requisite: BA 280A. Prerequisite: instructor permission required. Audit available.

BA 285 Human Relations in Organizations, 3 Cr. Explores interactions, challenges, and opportunities in organizations by examining individual and small group behavioral theories, motivational theories and strategies, and life-work balance considerations. Includes a review of issues and challenges of interfacing technology with employees. Explores various leadership styles, different methods for dealing with change and conflict resolution in the workplace. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Recommended prerequisite/concurrent: WR 121 and BA 101. Audit available.

Biology—BI

BI 101 Biology, 4 Cr. Introduces the properties of life, morphology and physiology of cells, cell chemistry, energy transformation, and the basic principles of ecology. A laboratory science course designed for non-biology majors. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

BI 102 Biology, 4 Cr. Presents protein synthesis, cell division, genetics, reproduction and development, and evolution. Designed as a laboratory science course for non-biology majors. The second course of a three-course sequence. Prerequisites: BI 101. Audit available.

BI 103 Biology, 4 Cr. Presents the evolutionary relationships among the kingdoms. Includes a comparison of biological systems across kingdoms. Designed as a laboratory science course for non-biology majors. Prerequisites: BI 101. Audit available.

BI 112 Cell Biology for Health Occupations, 5 Cr. Includes the study of the scientific method, cellular chemistry, cell structure and function, principles of inheritance, and laboratory skills. Includes topics and skills required to continue to Anatomy & Physiology and Microbiology. Prerequisites: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

BI 121 Introduction to Human Anatomy and Physiology I, 4 Cr. Surveys anatomical terminology, basic chemistry, cell structure and function, tissues, and the following systems: integumentary, skeletal, muscular, and nervous. Involves lecture discussions complemented by physiological laboratory exercises, dissections, microscopy, and multimedia. Prerequisite: MTH 60 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

BI 122 Introduction to Human Anatomy and Physiology II, 4 Cr. Surveys the endocrine, lymphatic, cardiovascular, digestive, respiratory, reproductive, urinary, and some coverage of human development, human genetics, and immunology. Lecture discussions are complemented by laboratories which include physiological exercises, dissections, microscopy, and multimedia. Prerequisites: BI 121. Audit available.

BI 141 Habitats: Life of the Forest, 4 Cr. Examines structure and function of Eastside and Westside Oregon forest ecosystems. Covers distribution and interactions of plants, animals, microorganisms, climate and basic geology. Laboratory emphasizes identification and environmental testing. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

BI 142 Habitats: Marine Biology, 4 Cr. Examines marine environment and the ecology, physiology, and morphology of marine plants and animals, emphasizing Oregon habitats. Laboratory focuses on identification and environmental testing. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

BI 143 Habitats: Fresh Water Biology, 4 Cr. Covers environments of freshwater streams, lakes, and marshes, emphasizing their organisms, as well as the biological interactions, nutrient cycles, and effects of physical and chemical factors on those organisms. Explores ecological factors of freshwater environments and the effects of human activities on them. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

BI 145 Introduction to Fish & Wildlife Conservation and Management, 4 Cr. Covers the basic elements of wildlife population dynamics, biodiversity, the importance of habitat, legal and social aspects of wildlife management, human impacts on wildlife, and some management techniques. Includes wildlife examples from Oregon. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores.

BI 211 Principles of Biology, 5 Cr. Includes introduction to science, biochemistry, metabolism, the cell, molecular biology, and reproduction. The first course of a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Recommended: High school biology and chemistry within the past seven years. Prerequisites: MTH 95 or higher or equivalent placement test scores. Prerequisite/concurrent: WR 121; CH 100 or higher, or instructor permission. Audit available.

BI 212 Principles of Biology, 5 Cr. Includes inheritance, the genetic code, modern and classical genetics, evolution, diversity, and systematics. May include some dissection of plants and animals. The second course in a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 211 and its prerequisite requirements. Audit available.

BI 213 Principles of Biology, 5 Cr. Includes plant and animal anatomy and physiology, and individual, population, community and ecosystem ecology. The third course of a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 212 and its prerequisite requirements. Audit available.

BI 231 Human Anatomy & Physiology I, 4 Cr. First course of a three-course sequence. Introduces body systems, homeostasis, tissues, integument, skeletal and muscular systems. Includes related laboratories which integrate appropriate lab equipment and procedures: microscopes, dissection, and others as determined by the department and instructor. Prerequisites: BI 112 or BI 211. Audit available.

BI 232 Human Anatomy & Physiology II, 4 Cr. Second course of a three-course sequence. Introduces nervous, cardiovascular, lymphatic and immune systems. Includes related laboratories which integrate appropriate lab equipment and procedures: microscopes, dissection, and others as determined by the department and instructor. Prerequisites: BI 231 with a "C" or better. Audit available.

BI 233 Human Anatomy & Physiology III, 4 Cr. Third course of a three-course sequence. Introduces the respiratory, digestive, endocrine, urinary and reproductive systems. Includes related laboratories which integrate appropriate lab equipment and procedures: microscopes, dissection, and others as determined by the department and instructor. Prerequisites: BI 232 with a "C" or better. Audit available.

BI 234 Microbiology, 5 Cr. Introduces microbial taxonomy, identification, morphology, metabolism and genetics. Explores bacterial, viral, and parasitic relationships with human health and disease. Laboratory stresses aseptic technique, bacterial identification and physiology using a variety of media, culturing techniques, and staining techniques. Prerequisites: BI 112 or BI 211. Audit available.

Chemistry—CH

CH 100 Everyday Chemistry with Lab, 4 Cr. Introduces chemistry related topics pertaining to everyday life. Includes topics such as renewable energy, clean air and water and global climate change using a relatively nonmathematical approach. Includes atomic/molecular structure, the periodic table, chemical bonding, intermolecular forces, chemical reactions, acids/bases and the social and environmental role of chemistry. Recommended for non-science majors to fulfill the Gen Ed science with lab requirement. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

CH 121 General Chemistry I, 5 Cr. Explores the general principles of chemistry; atomic structure, mole concept, chemical reactions, stoichiometry, and gas laws. This is the first course of a three course sequence. Designed for transfer students or those in a health science program, e.g. Nursing, or for a laboratory science elective. Prerequisite/Concurrent: MTH 95 or equivalent placement test scores, WR 121. Audit available.

CH 122 General Chemistry II, 5 Cr. Includes stoichiometry, gases, oxidation-reduction, acid-base concepts, equilibrium, physical and chemical properties of solutions, nuclear chemistry, and organic hydrocarbons. This is the second course in a three course sequence. Prerequisite: CH 121. Audit available.

CH 123 General Chemistry III, 5 Cr. Includes fundamental principles of organic chemistry and biochemical processes. This is the third course of a three course sequence. Prerequisite: CH 122. Audit available.

CH 221 General Chemistry I, 5 Cr. Introduces measurements, classification and properties of matter, nomenclature, atomic structure and modern atomic theory, periodic table and chemical periodicity, and chemical bonding. This is the first course in a three course sequence. Recommended for chemistry and other natural science majors, and paraprofessional majors in engineering, medicine and dentistry. Recommended: Successful completion of a high school or a college chemistry class with a lab component in the last 3 years. Prerequisite/concurrent: MTH 111, WR 121. Audit available.

CH 222 General Chemistry II, 5 Cr. Introduces stoichiometry; chemical reactions and equations; thermo chemistry; physical states of matter including properties of gases, liquids, solids and solutions; an introduction to organic chemistry; and chemical kinetics. This is the second course in a three course sequence. Prerequisite: CH 221. Audit available.

CH 223 General Chemistry III, 5 Cr. Introduces acid-base chemistry, ionic equilibria; electrochemistry; nuclear chemistry; thermodynamics; and descriptive chemistry topics. Special topics will be included as time and interest allows. This is the third course in a three course sequence. Prerequisite: CH 222. Audit available.

Computer Information Systems—CIS

Additional courses listed under CTE

CIS 120 Computer Concepts I, 4 Cr. Introduces computing fundamentals from the past into the future, utilizes key applications to solve practical problems, and explores the benefits and risks of living online. Designed for the student who is already computer literate with the MS Office applications, e-mail and the Internet and focuses on applying this literacy to practical IT applications. Provides a foundation to pursue an IT pathway and helps prepare students for the IC3 certification. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Recommended: basic computer skills equivalent to CAS 133 or BA 131. Audit available.

CIS 121 Computer Concepts II, 4 Cr. Evaluate, select and apply computer technology to solve practical problems in database design, web page design, networking and programming. Address ethical issues associated with technology. Prerequisites: CIS 120 or instructor permission; MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

CIS 122 Software Design, 4 Cr. Covers software design as part of the software development life cycle. Includes basic logic constructs, testing programs, use case descriptions, modularity and an introduction to object design. Provides examples of well-designed software projects. Additional lab hours may be required. Recommended: CIS120 or CAS 133 or BA 131. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Communications—COMM

COMM 111 Public Speaking, 4 Cr. Introduces speechmaking based on a traditional public speaking approach. Aids students in developing theoretical understanding and practical application of oral communication skills. Includes techniques for controlling speech anxiety, how to organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisites: WR 121; and MTH 20 or equivalent placement test scores. Audit available.

COMM 130 Business and Professional Speech Communication, 4 Cr. Focuses on communication as it relates to business and professional settings. Explores the climates, settings, philosophies, and practices of organizational communication, including effective business presentations. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

COMM 140 Introduction to Intercultural Communication, 4 Cr. Explores the impact of different cultures on communication. Includes interactive relationship forms as the basis for global understanding. Focuses on processing messages with changing political, economic and immigration patterns through individual cultural perceptions. Understand and communicate with people who are "different." Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

COMM 214 Interpersonal Communication: Process and Theory, 4 Cr. Introduces interpersonal communication in different contexts; focuses on message exchange in person-to-person interactions, emphasizing theoretical principles and their application. Emphasizes the development of various communication skills in interpersonal contexts. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

COMM 215 Small Group Communication: Process and Theory, 4 Cr. Addresses problem solving aspects of small group activities. Includes process and task, leadership, verbal and non-verbal messages in the small group, norms and roles, conflict reduction, and decision making. Focuses on theory and practice. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

COMM 228 Mass Communication and Society, 4 Cr. Explores the symbiotic relationship of the mass media and society from a rhetorical perspective. Examines the technological advancements in mass communications and their subsequent effect on public discourse and the individual in society. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

COMM 237 Gender and Communication, 4 Cr. Examines similarities and differences in male and female communication styles and patterns. Attention given to implications of gender as social construct upon perception, values, stereotypes, language, nonverbal communication, power and conflict in human relationships. Discusses influence of mass communication upon shaping and constructing gender roles. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Computer Science—CS

CS 160 Computational Thinking, 4 Cr. Explores the field of computer science. Provides an overview of computer architecture, software development engineering, data organization, problem-solving strategies, ethics and theory of computation. Explores career options and develops rudimentary software developmental skills. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

CS 161 Programming & Problem Solving, 4 Cr. Introduces programming, with emphasis on one language but using concepts that are fundamental for many languages, including values, variables, conditionals, loops, and functions. Explores how a computer executes programs, the difference between a program and a computation, and how to write and analyze a program to justify confidence in its result. Prerequisite/concurrent: CS 160. Audit available.

CS 162 Web Development and Object-oriented Programming, 4 Cr. Builds programming skill at a larger scale, guided by the development of a web application. Introduces programming for the web, programming against a given framework API, and object-oriented programming. Prerequisite: CS 161. Audit available.

CS 163 Data Placement, 4 Cr. Explores the storage of data within a computer, focusing on aspects of placement that are necessary to efficiently sort, search, traverse, and manipulate simple data structures, manage dynamic memory, and leverage the memory hierarchy. Prerequisite: CS 161. Audit available.

CS 250 Discrete Structures, 4 Cr. Introduces mathematical abstractions and reasoning used in computing, including sets, graphs, trees, functions, relations, and integers. Prerequisite: CS 160. Audit available.

CS 251 Logic for Computing Scientists, 4 Cr. Explores the fundamental logics used to model computing, including propositional logic, first-order logic, and first-order logic with equality. Introduces the skills to write formulae that model real-world situations, manipulate them formally, and create simple proofs. Prerequisite: CS 250. Audit available.

CS 260 Data and Algorithms, 4 Cr. Surveys the representation of data such as lists, sets, queues, stacks, directed and undirected graphs, and dictionaries. Surveys algorithms for manipulating that data, and strategies such as brute force, greedy algorithms, divide-and-conquer, decrease-and-conquer, transform-and-conquer, and dynamic programming. Examines the analysis of algorithm complexity, and how to navigate the trade-offs between different data structures and algorithms. Prerequisite: CS 163. Audit available.

CS 262 Programming Practices, 4 Cr. Introduces and establishes practices for developing large-scale software systems, including relational databases, software development tools, distributed version control, inspection and test, and agile methods. Prerequisite: CS 162. Audit available.

CS 271 Computer Systems, 4 Cr. Examines computer systems organization and programming, including computer architectures and hardware, operating systems, and systems programming in C and assembly. Prerequisite: CS 260. Audit available.

Economics—EC

EC 200 Principles of Economics: Introduction, Institutions & Philosophies, 4 Cr. Introduces basic economic concepts including; microeconomics, macroeconomics, the history of economic ideas, international trade and a variety of economic issues. Recommended: MTH 95. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

EC 201 Principles of Economics: Microeconomics, 4 Cr. Introduces the principles of microeconomics. Enhances the ability to recognize and analyze economic problems in the United States. Covers the American microeconomic system, which includes: a familiarization with the basis of the price system and resource allocation; the operation of the firm; market concentration; regulation and antitrust policies. Recommended: MTH 95. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

EC 202 Principles of Economics: Macroeconomics, 4 Cr. Covers the overall economy. Includes the basic reasons for and the problems of recession, inflation, and stagflation; the use of monetary, fiscal, and incomes policies; and other economic management tools. Recommended: MTH 95 and EC 201. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

English—ENG

ENG 104 Introduction to Literature – Fiction, 4 Cr. Enhances enjoyment of various forms of fictional prose, increases understanding of the conventions of fiction and various forms of storytelling, and encourages exploration of the diversity of human experience. Prerequisite/concurrent: WR 121. Audit available.

ENG 105 Introduction to Literature – Drama, 4 Cr. Enhances enjoyment of plays as literature, including tragedies and comedies; increases understanding of the conventions of drama and the theater; and encourages exploration of the diversity of human experience. Prerequisite/concurrent: WR 121. Audit available.

ENG 106 Introduction to Literature – Poetry, 4 Cr. Enhances enjoyment of poetry, increases understanding of poetic elements, conventions and forms, and encourages exploration of the diversity of human experience. Prerequisite/concurrent: WR 121. Audit available.

ENG 195 Film Studies: Film as Art, 4 Cr. Enhances understanding of film through analysis of film history and form. Develops visual literacy and analysis skills by offering a range of tools to study any film. Analyzes ways in which a film may both contribute and react to its time and culture; analyzes film through studying the techniques by which it was made; and substantiates observations with examples taken from film tradition and from the film itself. Prerequisite/concurrent: WR 121. Audit available.

ENG 213 Latin American Literature, 4 Cr. Explores fiction, creative non-fiction, poetry, drama, myth, and other texts from Latin America. Includes works from many cultures and ethnicities from Latin America, including indigenous peoples. All readings are in English. Prerequisite/concurrent: WR 121. Audit available.

ENG 214 Literature of the Pacific Northwest, 4 Cr. Examines fictional, non-fictional, and poetic works by Northwest writers. Emphasizes relationship between Northwest writing and Northwest social, cultural and physical environments. Prerequisite/concurrent: WR 121. Audit available.

ENG 222 Images of Women in Literature, 4 Cr. Explores images of women as they appear in a diverse range of texts from across a variety of cultures and historical periods. Focuses on how both men and women have imagined and represented femininity and femaleness in ways that can challenge, reinforce and/or reconfigure culturally-based perceptions, behaviors and practices. Prerequisite/concurrent: WR 121. Audit available.

ENG 237 American Working Class Literature, 4 Cr. Introduces and examines literature by and/or about the working class, primarily from an American perspective. Explores how this literature promotes or rejects stereotypes of the working class in its depiction of working class realities. Prerequisite/concurrent: WR 121. Audit available. Recommended: ENG 104, ENG 105 and/or ENG 106.

ENG 250 Introduction to Folklore and Mythology, 4 Cr. Develops a cross-cultural perspective on myths, mythologies and folklore from around the world. Explores different theories of the cultural meanings and functions of myth, past and present. Introduces various ways of interpreting and experiencing myth and folklore as texts with oral origins. Prerequisite/concurrent: WR 121. Audit available.

ENG 253 Survey of American Literature to 1865, 4 Cr. Introduces the literature of the land which is now the United States from before European contact through the mid-nineteenth century. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse) and unpublished (the jeremiad, Native American oratory, the slave narrative, diary). Prerequisite/concurrent: WR 121. Audit available.

ENG 254 Survey of American Literature from 1865 to Present, 4 Cr. Introduces the literature of the land which is now the United States from mid-nineteenth century to the present. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse) and unpublished (the jeremiad, Native American oratory, the slave narrative, diary). Prerequisite/concurrent: WR 121. Audit available.

ENG 260 Introduction to Women Writers, 4 Cr. Explores women's writings and literary theory from diverse places and historical periods. Prerequisite/concurrent: WR 121. Audit available.

ENG 261 Literature of Science Fiction, 4 Cr. Explores the roots of science fiction as well as classic and modern works of science fiction and speculative literature. Introduces common themes in science fiction, the various ideological underpinnings of science fiction, and the way such literature comments on current issues in society and presents new ideas to society. Prerequisite/concurrent: WR 121. Audit available.

Environmental Science—ESR

ESR 140 Introduction to Environmental Sustainability, 4 Cr. Introduces concepts of environmental sustainability and their applications. May include field trips. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

ESR 171 Environmental Science: Biological Perspectives, 4 Cr. Develops an understanding of environmental topics that are primarily biological in nature. Includes human population issues, matter and energy resources, ecosystems, environmental ethics, and food and land resources. The associated laboratories will illustrate these topics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ESR 172 Environmental Science: Chemical Perspectives, 4 Cr. Develops an understanding of environmental topics that are primarily chemical in nature. Includes air pollution, global warming, toxicology, risk assessment, water pollution, and hazardous waste. The associated laboratories will illustrate these topics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ESR 173 Environmental Science: Geological Perspectives, 4 Cr. Develops an understanding of environmental topics that are primarily geological in nature. Includes geology basics, soil resources, hydrogeology, nonrenewable mineral and energy resources, perpetual energy resources, and solid waste. The associated laboratories will illustrate these topics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Foods & Nutrition—FN

FN 225 Nutrition, 4 Cr. Introduces components of an adequate diet, nutrient availability and utilization. Analyzes dietary intake and compares to current scientific guidelines. Examines peripheral factors influencing diet such as global and local issues, cultural environment, and elements of food safety. Recommended: Strong background in life sciences and completion of high school chemistry or equivalent. Prerequisites: WR 121 or higher, BI 112. Audit available.

Geology—G

G 201 Physical Geology, 4 Cr. Introduces physical geology which deals with minerals, rocks, internal structure of the earth and plate tectonics. Includes weekly lab. Prerequisite: MTH 95 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

G 202 Physical Geology, 4 Cr. Introduces physical geology which deals with mass wasting, streams, glaciers, deserts, beaches, groundwater, and use of topographic maps. Includes weekly lab. Prerequisite: MTH 95 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

G 203 Historical Geology, 4 Cr. Introduces historical geology which deals with geologic time, fossils, stratigraphic principles, and the geologic history of the North American continent. Includes weekly lab. G201 or G202 or GS106 strongly recommended. Prerequisite: MTH 95 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

G 207 Geology of the Pacific Northwest, 3 Cr. Introduces the regional geology of the Pacific Northwest with emphasis on Oregon geology. Includes basic geologic principles, earth materials and geology of Pacific Northwest provinces. Prior geology experience strongly recommended. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

G 208 Volcanoes and Their Activity, 3 Cr. Covers the origin, activity, products, classification and hazards of volcanoes. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

General Science—GS

GS 106 Physical Science (Geology), 4 Cr. Covers minerals, rocks, volcanism, earthquakes, plate tectonics, erosion and deposition by wind, glaciers and streams, weathering, fossils and geologic history. Includes weekly lab. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

GS 107 Physical Science (Astronomy), 4 Cr. Surveys astronomy to include historical development of the universe, earth as a planet, earth's moon, planets of the solar system, the sun, stars and galaxies. Includes weekly lab. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

GS 108 Physical Science (Oceanography), 4 Cr. Includes the chemical, biological, physical and geological nature of the oceans. Includes weekly lab. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

GS 109 Physical Science (Meteorology), 4 Cr. Covers characteristics of our atmosphere, air pressure and winds, atmospheric moisture, large air masses, violent storms, forecasting, the effect of oceans on weather, and climates. Includes weekly lab. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Health—HE

HE 113 First Aid and CPR/AED Professional Rescuers/Healthcare Providers, 1 Cr. Introduces basic first aid knowledge in the home, work, and community environment. Students gain knowledge and skills to perform Health Care Provider Level BLS and AED for adults/children/infants. Upon successful completion of this course, students will receive an American Heart Association (AHA) Heartsaver First Aid card and an AHA BLS for Healthcare Provider card. Recommended: RD 115 or equivalent placement test scores.

HE 262 Children's Health, Nutrition & Safety, 3 Cr. Explores current health and safety issues for prenatal to age 8 years old children. Examines childhood illnesses and ailments, nutrition, obesity, stress, wellness, safe environment, community networking, self-esteem and general first aid. Prerequisites: RD 90 and WR 90 or equivalent placement test scores. Audit available.

Consumer and Family Studies-HEC

Additional course listed under CTE

HEC 226 Child Development, 4 Cr. Evaluates basic theories, research and principles of physical, cognitive, language, social and emotional development of children from the prenatal period through adolescence. Includes observation and classroom processes. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Health and Physical Education—HPE

HPE 295 Health and Fitness for Life, 3 Cr. Explores the interrelationship of the five components of physical fitness, basic nutrition concepts, and stress management activities to increase individual health and wellness. Includes lab sessions, fitness assessments, and fitness program development. Audit available.

History—HST

HST 101 Western Civilization: Ancient to Medieval, 4 Cr. Studies the ancient civilizations of Mesopotamia, Egypt, Greece and Rome. Covers development of Judeo-Christian beliefs, early Islamic civilization, Byzantine civilization, and early Medieval Europe. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 102 Western Civilization: Medieval to Modern, 4 Cr. Studies the High Middle Ages and early modern Europe, including the Renaissance, Reformation, Scientific Revolution, Enlightenment, and the French Revolution. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 103 Western Civilization: Modern Europe, 4 Cr. Studies history of 19th and 20th century Europe, including the Industrial Revolution, nationalism, imperialism, socialism, the Russian Revolution, Nazism, world wars and their aftermath. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 104 History of the Middle East, 4 Cr. Surveys the Middle East from ancient to modern times. Includes political, diplomatic, economic, social, religious and cultural themes. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 105 History of India and South Asia Region, 4 Cr. Surveys history of India and the South Asian region. Includes political, diplomatic, economic, social, religious, and cultural themes from pre-history to modern times. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 106 History of China, 4 Cr. Surveys the history of China. Includes political, diplomatic, economic, social, religious and cultural themes from pre-history to modern times. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 201 History of the United States to 1840, 4 Cr. Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from Colonial times to 1840. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 202 History of the United States 1840-1914, 4 Cr. Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1840 to 1914. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 203 History of the United States 1914 to present, 4 Cr. Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1914 to present. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 204 History of Women in the U.S.: Pre-Colonial to 1877, 4 Cr. Examines the lives of women in terms of family relations, religion, culture, sexuality and reproduction, and work roles, as well as educational opportunities and social reform activities. Explores diversity in terms of class, race, ethnicity, legal status, and region. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 205 History of Women in the U.S.: 1877 to Present, 4 Cr. Examines women's work in maturing industrial economy, women's reform activities, and changing family and social relationships. Explores class, ethnic, racial, and regional diversity. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 218 Native American Indian History, 4 Cr. Covers history of American Indians in what is now the United States from pre-Columbian times to the present, exploring the cultural diversity among Native peoples, tribal sovereignty, conflicts and accommodations with European Americans, historical roots of contemporary Native American issues and an increased level of awareness of the cultural heritage of the United States. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 225 History of Women, Sex, and the Family, 4 Cr. Examines the historical and cultural variations in family life and sexuality in the 19th and 20th centuries in an international context (including the United States) through topics such as courtship, marriage, reproduction, violence, colonialism, homosexuality, and work. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 240 Oregon History, 4 Cr. Examines the rich and diverse history of Oregon including the significance of Oregon's frontier heritage and Oregon's role in American history from pre-European contact to the modern era. Explores economic, political, social, and cultural factors in terms of race, ethnicity, gender, class, and religion. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 270 History of Mexico, 4 Cr. Surveys Mexican history from pre-Columbian to modern times. Focus on post contact history: the Spanish conquest, colonial Mexico, independence and its aftermath to contemporary times. Emphasizes social, political and cultural developments and contributions by a diversity of Mexico's peoples. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 277 Oregon Trail, 4 Cr. Examines Euro-American motivations for westward migration; indigenous peoples; predecessors of the route; trail life; impact on humans and environment; diversity in terms of race, class, ethnicity, gender, and religion. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

Japanese Language—JPN

JPN 101 First Year Japanese—First Term, 5 Cr. Introduces Japanese language and culture. Emphasizes effective communicative skills in written and spoken language. Examines the practice, product and perspective of Japanese culture. The first course of a three-course sequence. Audit available.

JPN 102 First Year Japanese—Second Term, 5 Cr. Introduces Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Includes the practice, product and perspective of Japanese culture. The second course of a three-course sequence. Prerequisite: JPN 101 or instructor permission. Audit available.

JPN 103 First Year Japanese—Third Term, 5 Cr. Continues the introduction of Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Expands the practice, product and perspective of Japanese culture. The third course of a three-course sequence. Prerequisite: JPN 102 or instructor permission. Audit available.

JPN 201 Second Year Japanese—First Term, 5 Cr. Reviews and continues study of Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Examines new practices, products and perspectives of Japanese culture. The first course of a three-course sequence of second-year Japanese. Prerequisite: JPN 103 or instructor permission. Audit available.

JPN 202 Second Year Japanese—Second Term, 5 Cr. Expands study of Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Adds the new practices, products and perspectives of Japanese culture. The second course of a three-course sequence of second-year Japanese. Prerequisite: JPN 201 or instructor permission. Audit available.

JPN 203 Second Year Japanese—Third Term, 5 Cr. Continues study of Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Expands practices, products and perspectives of Japanese culture. The third course of a three-course sequence. Prerequisite: JPN 202 or instructor permission. Audit available.

Mathematics—MTH

MTH 20 Basic Math, 4 Cr. Introduces and reinforces whole numbers, place value, fractions, decimals, percents, integers, measurements, and basic statistics. Emphasizes writing, manipulating, interpreting and solving application problems. A calculator is required. Prerequisite: Placement into Math 20 and RD 90. Audit available.

MTH 20B Basic Math, 4 Cr. Introduces and reinforces whole numbers, place value, fractions, decimals, percents, integers, measurements, and basic statistics. Emphasizes writing, manipulating, interpreting and solving application problems. A calculator is required. Prerequisite: Placement into Math 20 and RD 90. Audit available.

MTH 60 Beginning Algebra I, 4 Cr. Covers the use of applications, formulas, and reasoning skills to write, manipulate, interpret, solve and graph linear equations and systems. Introduces concepts numerically, graphically, and symbolically. Develops skills to communicate results in oral and written form. Prerequisites: MTH 20 or equivalent placement test scores.

MTH 65 Beginning Algebra II, 4 Cr. Covers the use of applications, formulas, and reasoning skills to write, manipulate, interpret, and solve equations involving polynomials, radicals, and rational expressions. Introduces concepts numerically, graphically, and symbolically. Develops skills to communicate results in oral and written form. Prerequisites: MTH 60 or equivalent placement test scores.

MTH 95 Intermediate Algebra, 4 Cr. Introduces functions graphically and symbolically with an emphasis on function notation. Investigates functions, equations, and graphs involving linear, quadratic, rational, radical, and absolute value expressions. Integrates technology throughout. Graphing calculator required. Prerequisites: MTH 65 or equivalent placement test scores; placement into WR 115. Audit available.

MTH 111 College Algebra, 5 Cr. Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, power, polynomial, and rational functions. Investigates applications from a variety of perspectives. Prerequisite: MTH 95 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

MTH 112 Elementary Functions, 5 Cr. Investigates periodic functions, trigonometric identities, vectors, polar coordinates, parametric equations, complex numbers and applications. Graphing calculator required. Prerequisite: MTH 111 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

MTH 243 Statistics I, 5 Cr. Introduces displaying data with graphs, numerical descriptions of data, producing data, elementary probability, probability distributions, confidence intervals and significance testing. Investigates applications from science, business, and social science perspectives. Graphing calculator required. Prerequisite: MTH 95. Prerequisite/concurrent: WR 121. Audit available.

MTH 244 Statistics II, 5 Cr. Investigates confidence interval estimation; tests of significance including z-tests, t-tests, ANOVA, and chi-square; and inference for linear regression. Applications are investigated from science, business, and social science perspectives. Graphing calculator with advanced statistical programs required and/or computer software. Prerequisites: MTH 243 and its prerequisite requirements. Audit available.

MTH 251 Calculus I, 5 Cr. Includes limits, continuity, derivatives and applications. Graphing calculator required, TI-89 or other CAS calculator recommended. Prerequisites: MTH 112. Audit available.

MTH 252 Calculus II, 5 Cr. Includes antiderivatives, the definite integral, topics of integration, improper integrals, and applications of differentiation and integration. Graphing calculator required. Prerequisites: MTH 251 and its prerequisite requirements. Audit available.

MTH 253 Calculus III, 5 Cr. Includes infinite sequences and series (emphasis on Taylor series), an introduction to differential equations, and vectors in three space. Graphing calculator required. Prerequisites: MTH 252 and its prerequisite requirements. Audit available.

Music—MUS

MUS 105 Music Appreciation, 3 Cr. Provides an introduction to understanding symphonic music in the vocal and instrumental genres from the ancient period through the contemporary music of our time. Class will be presented using a multi-media format. Prerequisite/concurrent: WR 115 or equivalent placement test scores. Audit available.

MUS 108 Music Cultures of the World, 3 Cr. Examines musical cultures throughout the world with attention to cultural contexts and musical styles, including but not limited to Africa, the Americas, Asia, Near East, Europe and the South Pacific. Prerequisite/concurrent: WR 121. Audit available.

MUS 110 Fundamentals of Music, 4 Cr. Covers the basic concepts of music: pitch, rhythm, meter, intervals, modes, scales, harmony and music notation. Introduces the science of sound and music theory terminology. Begins development of musical performance skills through singing, clapping and performance on the piano keyboard. Includes basic aural/vocal skills. Course intended for non-music majors and to prepare students for further music theory study. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

MUS 191 Guitar I, 2 Cr. Develops solo and ensemble guitar in a group setting, stressing the finding of one's musical voice within the panoply of guitar styles. Surveys classical as well as culturally based styles, and includes guitar notation systems. Varied performance levels will be accommodated in the class. Enthusiasm and possession of a nylon stringed acoustic guitar is the only prerequisite. Audit available.

MUS 202 Introduction to Music and Its Literature, 3 Cr. Covers music of the Classic and Romantic eras of music history. Prerequisite/concurrent: WR 115 or equivalent placement test scores. Audit available.

Physical Education—PE

PE 182H Adult Fitness, 1 Cr. Exercises and activities which strengthen and condition specific large muscle groups, improve cardiovascular fitness and flexibility. Audit available.

PE 182J Gentle Yoga, 1 Cr. Introduces Vinyasa yoga, a dynamic series of poses performed at a gentle pace and helpful in the management of stress. Covers basic yoga philosophy, asanas, pranayama, meditation and relaxation for a holistic approach to better health and wellness. Recommended for students with limited abilities and beginners. Audit available.

PE 183R Beginning Karate I, 1 Cr. Introduces a working knowledge of the fundamental techniques employed in the art of Karate-Do. Audit available.

PE 183S Beginning Karate II, 1 Cr. Progressive continuation of fundamental techniques employed in the art of Karate-Do. Recommended: Beginning Karate I or equivalent. Audit available.

PE 184D Beginning Skiing – Alpine, 1 Cr. Teaches inexperienced skiers to link turns together with control on beginning and beginning/intermediate terrain. Introduces the fun of downhill skiing and emphasizes skills necessary to ski safely on appropriate terrain. Addresses the variables of weather and snow conditions. Audit available.

PE 184E Intermediate Skiing – Alpine, 1 Cr. Continues improvement in safe, enjoyable skiing for students capable of beginning wedge christies. Includes skidded parallel turns of varying radii with control on intermediate and beginning/advanced terrain. Addresses variables of weather, snow conditions, and terrain. Recommended: PE 184D or equivalent. Audit available.

PE 184I Beginning Snowboarding, 1 Cr. Introduces basic skills necessary for safe and fun snowboarding on appropriate terrain. Includes training in skidded turns with control on beginning and beginning/intermediate terrain. Addresses variables of weather and snow conditions. Audit available.

PE 184J Intermediate Snowboarding, 1 Cr. Continues refinement of basic snowboarding skills. Covers how to link beginning carved turns with rhythm and control on intermediate and beginning-advanced terrain. Stresses safe boarding with improvement in skill applications. Addresses variables of weather and snow conditions. Recommended: PE 184I or equivalent. Audit available.

PE 185K Ultimate Frisbee, 1 Cr. Provides instruction in skills, drills and game play for the game of Ultimate Frisbee. Students will learn the rules, strategy team play as well as concept of team organization. Audit available.

Philosophy—PHL

PHL 197 Manufacturing Reality: Critical Thinking & the Media, 4 Cr. Addresses the growing impact of electronic media on our perceptions of truth and reality. Emphasizes skills to critically deconstruct and analyze the embedded values, messages, and techniques of electronic media as a basis for empowering students to formulate meaningful responses. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PHL 201 Being and Knowing, 4 Cr. Introduces metaphysics and the theory of knowledge via the works of important figures in the history of philosophy. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PHL 202 Ethics, 4 Cr. Studies attempts by philosophers to account for the difference between right and wrong, for the notion of moral obligation and to answer the question: How should we lead our lives. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PHL 204 Philosophy of Religion, 4 Cr. Examines the existence and attributes of God, faith, reason, the phenomena of fundamentalism and mysticism, religion and science, religion and gender, the problem of evil, religious language and life after death from multiple disciplines, historical and cultural perspectives. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PHL 210 Introduction to Asian Philosophy, 4 Cr. Introduces the non-dualistic philosophies of India, China, Japan, and South East Asia, which offer a complementary approach to Western traditions in logic, ethics, epistemology, and metaphysics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PHL 211 Existentialism, 4 Cr. This course will investigate existential philosophy from the 19th Century to the present. Students will become familiar with the different branches of existentialist thought and the influence existentialism had on philosophy, literature, and culture in the 19th and 20th Centuries. Philosophers who will be studied include, but are not limited to, some of the following: Kierkegaard, Nietzsche, Heidegger, Camus and Sartre. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Physics—PHY

PHY 201 General Physics, 4 Cr. Introductory physics (algebra based) for science majors, pre-medical, pre-dental, pre-chiropractic and pre-physical therapy students. Topics include mechanics including statics, forces and motion energy, collisions, circular motion and rotational dynamics. Prerequisite/concurrent: MTH 111, WR 121. Audit available.

PHY 202 General Physics, 4 Cr. Topics include mechanical properties of matter, heat, waves, sound and light. Algebra-based physics. Prerequisite: PHY 201 and its required prerequisites. Audit available.

PHY 203 General Physics, 4 Cr. Topics include electricity, magnetism and radioactivity. Algebra-based physics. Prerequisite: PHY 201 and its required prerequisites. Audit available.

Political Science—PS

PS 201 US Government I, 4 Cr. Examines the development of constitutional traditions in the United States. Includes topics such as the Bill of Rights, interest groups, parties, and elections, as well as, national institutions including the Legislative, Executive and Judicial branches of government. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PS 202 US Government II, 4 Cr. Examines the public administration of and management issues relating to US national bureaucratic institutions. Covers how these impact a wide range of domestic policies including taxation, spending priorities, economic regulations, poverty programs, healthcare, and environmental programs, social security and other entitlements. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PS 203 State and Local Politics, 4 Cr. Examines state and local government policy formulation and outcomes on issues ranging from taxation to prisons, and education to environmental concerns. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PS 204 Comparative Political Systems, 4 Cr. Covers the study of political systems in various countries. Includes such issues as policy-making, representation/ participation, political culture, political economy and development and governance. Compares countries that represent various political systems, including: democracies, totalitarian regimes, dictatorships, post-communist systems in transition, newly industrializing and developing countries. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PS 205 Global Politics: Conflict & Cooperation, 4 Cr. Examines the nature of relations among states. Includes topics on motivating factors such as nationalism and imperialism, economic rivalries and the quest for security, questions of national sovereignty and international cooperation, war and peace, global issues, and the future. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PS 211 Peace and Conflict, 4 Cr. Explores the causes and manifestations of violence in actions involving oneself, society, one's nation, and the global community. Considers alternatives to oppressive behavior, undemocratic institutions, and the violent resolution of conflict. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PS 220 U.S. Foreign Policy, 4 Cr. Covers historical analytical treatment of select foreign policy themes. Examines the United States' attempt to create world order through use of economic, military and diplomatic power, the roles of democratic institutions and decision-making elites in creating foreign policy, and the interdependent basis of the contemporary international system. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PS 225 Political Philosophy, 4 Cr. Covers sources, strengths and weaknesses of contemporary political philosophies, and the conditions which lead to conflict or to cooperation among them. Includes liberalism, conservatism, socialism, fascism, and other idea systems. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Psychology—PSY

PSY 101 Psychology and Human Relations, 4 Cr. Applies psychological principles to relationships in both personal and professional environments. Includes an overview of basic personality and social psychology concepts, as well as specific skill development in the areas of communication, listening, and conflict resolution. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 201A Introduction to Psychology - Part 1, 4 Cr. Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in scientific research, biological psychology, sensation and perception, learning theory, memory, language, cognition, consciousness, and human development. Provides an overview of popular trends, examines the overarching themes of heredity vs. environment, stability vs. change, and free will vs. determinism, and emphasizes the sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Psychology 201A is the first term of a two-term sequence in introductory psychology. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 202A Introduction to Psychology - Part 2, 4 Cr. Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in personality theory, psychological disorders, therapy, emotion, motivation, intelligence, health psychology, and social psychology. Provides an overview of popular trends, examines the overarching themes of heredity vs. environment, stability vs. change, and free will vs. determinism, and emphasizes the sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Psychology 202A is the second term of a two-term sequence in introductory psychology. Recommended: PSY 201A. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 213 Introduction to Behavioral Neuroscience, 4 Cr. Surveys the role of the brain and nervous system in behavior, psychological functioning, and neurophysiological processes that underlie human development. Prerequisite: PSY 201A or BI 231. Audit available.

PSY 214 Introduction to Personality, 4 Cr. Covers a variety of personality theories including the theoretical and scientific explanations for individuals' characteristic patterns of perception, thought, emotion and behavior. Emphasizes the understanding and mastery of personality constructs applied to students' personal and professional lives. Recommended: PSY 201A or 202A. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 215 Human Development, 4 Cr. Surveys major developmental theories and patterns of change and continuity from birth to death in human subjects. Emphasizes biological, cognitive, and emotional development through the lifespan. Examines cultural influences on development. Recommended: PSY 201A or 202A. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 216 Social Psychology, 4 Cr. Surveys the scientific study of how individuals think about, influence, and relate to one another with respect to social beliefs, persuasion, attraction, conformity, obedience, prejudice, aggression, and pro-social behaviors. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 222 Family & Intimate Relationships, 4 Cr. Explores processes involved in both traditional and non-traditional relationships and families; including love, cohabitation, dating, marriage, parenting, communication and conflict resolution, sexuality, balancing work and family, domestic violence, divorce, remarriage and blended families. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 231 Human Sexuality, 4 Cr. Explores sexual issues from scientific and humanistic perspectives. Surveys historical, cultural and cross-cultural variation in sexuality, sex research, female and male sexual and reproductive anatomy and physiology, gender issues, sexual response, sexual communication, sexual behavior patterns, love, and sexual orientations. This is the first course in a two-course sequence. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 232 Human Sexuality, 4 Cr. Explores sexual issues from scientific and humanistic perspectives. Surveys sexuality through the life cycle, sexual problems, sexual satisfaction, contraception, conception, sexuality and disability, sex and chronic illness, sexually transmitted infections, sexual victimization, atypical sexual behavior, and the commercialization of sex. This is the second course in a two course sequence. Recommended: PSY 231 taken before PSY 232. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 239 Introduction to Abnormal Psychology, 4 Cr. Surveys the history, theories, etiology, assessment, diagnosis, and treatment of the spectrum of psychological disorders. Prerequisites: PSY 201A or 202A. Audit available.

Reading—RD

RD 90 Transformative Reading, 3 Cr. Improves reading skills and strategies, including identifying purpose, improving reading accuracy, developing vocabulary, self-monitoring and improving text analysis. Placement into RD 90. Audit available.

RD 115 Critical Reading, 4 Cr. Improves critical reading skills and strategies, critical thinking, and vocabulary development, through the analysis of diverse college-level texts. Prerequisites: Placement into RD 115. Audit available.

Sociology—SOC

SOC 204 Sociology in Everyday Life, 4 Cr. Introduces the sociological perspective and the scientific study of human social behavior. Focuses on the core concepts, theories, and research on human interactions within social groups and how people are shaped by their social locations (status, roles, race, class, sex, age, etc.) within society's structures, stratification systems, and institutions, and by cultural processes such as socialization and group dynamics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

SOC 205 Social Change in Societies, 4 Cr. Explores how societies have changed and are changing by utilizing sociological perspectives to compare and contrast the impacts of changes on individuals, cultures, and social institutions (such as the family, economy, politics, education, and religion). Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

SOC 206 Social Problems, 4 Cr. Applies the sociological perspective to the study of social problems, including their identification, analyses of causes and consequences, and considerations of possible solutions. Explores topics such as inequality, poverty, crime and delinquency, substance abuse, discrimination, domestic violence, the environment, global stratification, and international conflict. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

SOC 213 Diversity in the United States, 4 Cr. Frames social status differences within the context of social structure and culture. Examines how inequalities and privilege play out through social structure and are reinforced through both culture and social status. Includes statuses such as: race, gender, ethnicity, sexual orientation, age, etc. Includes concepts such as: privilege, social stratification, cultural bias, institutional inequality, and social construction. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

SOC 218 Sociology of Gender, 4 Cr. Focuses on how socialization is affected by gender. Topics include how gender is reflected in culture through values, norms, language, media, power, violence, various theoretical approaches, significant social institutions, social movements and issues. Recommended: SOC 204 or SOC 205 or instructor permission. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

SOC 219 Religion & Culture: Social Dimensions, 3 Cr. Explores the relationship between culture, social structure, and religion, through a comparative and cross-cultural examination of religious beliefs, practices, and organization. Audit available.

SOC 231 Sociology of Health & Aging, 4 Cr. Introduces age-related health issues in social and cultural context. Includes the social structuring of age, health and illness; demographics and patterns of health and illness of diverse older adults; issues related to medical and healthcare services; health and long-term care policy and programs. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Spanish Language—SPA

SPA 101 First Year Spanish—First Term, 4 Cr. Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

SPA 102 First Year Spanish—Second Term, 4 Cr. Continues the work of SPA 101. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Recommended: Completion of SPA 101 or instructor permission. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

SPA 103 First Year Spanish—Third Term, 4 Cr. Continues the work of SPA 102. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Recommended: Completion of SPA 102 or instructor permission. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

SPA 201 Second Year Spanish—First Term, 4 Cr. Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of first year Spanish at college level or instructor permission. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

SPA 202 Second Year Spanish—Second Term, 4 Cr. Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of SPA 201 or instructor permission. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

SPA 203 Second Year Spanish—Third Term, 4 Cr. Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of SPA 202 or instructor permission. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Theater Arts—TA

TA 101 Theater Appreciation, 4 Cr. Explores live theatre productions, enriching the understanding and appreciation of the theatrical event. Includes reading, researching and evaluating a play to collaboratively create a unified design. Prerequisite/concurrent: WR 121. Audit available.

TA 111 Fundamentals of Technical Theater, 4 Cr. Covers basic principles and techniques of technical theater such as stage design, lighting, properties and stage management. Explores the role of the technician in the theater organization. Lecture and lab allows flexible scheduling. Audit available.

TA 141 Fundamentals of Acting Techniques, 4 Cr. Introduces basic theatrical techniques. Develops text analysis and performance skills. Develops the beginning level awareness of the physical and vocal skills required of a stage performer. Includes reading and analyzing plays to develop acting skills. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

TA 142 Fundamentals of Acting Techniques, 4 Cr. Acquire concentration and relaxation in approaching a role. Improve performance skills with focus on vocal and physical control. Scene study is used. Prerequisite: TA 141 and its prerequisite requirements. Audit available.

TA 144 Improvisational Theatre, 3 Cr. Utilizes improv games, exercises and energizing challenges, incorporating and requiring movement, imagination, enthusiasm and desire to take risks and explore. Focuses on the process and not the product – “working in the moment.” Encourages student actors to rediscover the art of play in its rawest form by placing emphasis on the art of creating something from nothing. Working without a script, builds skills in ensemble, spontaneity, listening and observing, and organically creating characters. Audit available.

TA 148 Movement for the Stage, 3 Cr. Develops awareness and skills in movement as related to acting and communication. Focuses on body awareness, relaxation, energy, creating physical images and character, and communicating through body language. Explores expression through movement. Audit available.

TA 180A Theater Rehearsal and Performance, 1 Cr. Trains for performance in theater production in a small ensemble role, if cast. Incorporates first-hand experience in performance techniques. Audition required. Audit available.

TA 180B Theater Rehearsal and Performance, 2 Cr. Trains for performance in theater production in a featured role, if cast. Incorporates first-hand experience in performance techniques. Audition required. Audit available.

TA 180C Theater Rehearsal and Performance, 3 Cr. Trains for performance in theater production in a leading role, if cast. Incorporates first-hand experience in performance techniques. Audition required. Audit available.

TA 180D Theater Rehearsal and Performance, 4 Cr. Trains for performance in theater production in a large leading role, if cast. Incorporates first-hand experience in performance techniques. Audition required. Audit available.

TA 190A Projects in Theatre, 1 Cr. Design an independent project associated with the theatre. Develop a contract with a theatre arts instructor covering the course content. May be repeated. Audit available.

TA 190B Projects in Theatre, 2 Cr. Develop a study contract emphasizing self-directed research, on an individualized basis allowing for maximum flexibility. May be repeated. Audit available.

TA 190C Projects in Theatre, 3 Cr. Develop a study contract emphasizing self-directed research, on an individualized basis allowing for maximum flexibility. May be repeated. Audit available.

TA 274 Theatre History, 4 Cr. Explores the nature of the theatrical event, its emergence and significance in the lives of the people of the past from ancient Greece to the present and investigates theatre as the evolution of a multidisciplinary artistic, cultural, social, economic, religious and political form. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

Writing—WR

WR 90 Introductory Writing, 3 Cr. Includes instruction in grammar, punctuation, sentence structure, paragraph development, essay development, and critical thinking skills. Improves basic writing skills by learning to use simple and complex sentences in developing a coherent essay, and by developing critical thinking skills that are used in the writing process. Prerequisites: Placement into WR 90 and RD 90. Audit available.

WR 90C Introductory Writing, 3 Cr. Includes instruction in grammar, punctuation, sentence structure, paragraph development, essay development, and critical thinking skills. Improves basic writing skills by learning to use simple and complex sentences in developing a coherent essay, and by developing critical thinking skills that are used in the writing process. Prerequisites: Placement into WR 90 and RD 90. Audit available.

WR 115 Introduction to Expository Writing, 4 Cr. Introduces college level skills in reading critically, exploring ideas, and writing. Covers composing essays which support a thesis through structure appropriate to both thesis and reader, and covers revision for clarity and correctness. Prerequisites: (Placement into WR 115 or completion of WR 90) and (placement into RD 115 or completion of RD 90). Audit available.

WR 121 English Composition, 4 Cr. Introduces academic writing as a means of inquiry. Employs critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis. Prerequisite: Placement into WR 121, or completion of WR 115 and RD 115. Audit available.

WR 122 English Composition, 4 Cr. Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research and information literacy. Prerequisite: WR 121. Audit available.

WR 227 Technical and Professional Writing, 4 Cr. Introduces technical and professional communications. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents. Emphasizes precise use of language and graphics to communicate complex technical and procedural information safely, legally and ethically. Recommended: basic computer literacy and word processing skills. Prerequisites: WR 121. Audit available.

WR 241 Creative Writing – Fiction, 4 Cr. Focuses on writing short fiction for class discussion and analysis in a workshop setting. Explores the techniques, styles, and structures of the writings of established authors, as well as the creative writing process from development of an idea to revision of a manuscript. Prerequisite/concurrent: WR 121. Audit available.

WR 242 Creative Writing – Poetry, 4 Cr. Focuses on the writing and submitting of poetry for class discussion and analysis in a workshop setting. Introduces the techniques, structures, and styles of established poets. Prerequisite/concurrent: WR 121. Audit available.

WR 243 Creative Writing – Script Writing, 4 Cr. Focuses on writing and submitting theatre and film scripts for class discussion and analysis. Studies established writers for techniques, structures, and styles. Prerequisite/concurrent: WR 121. Audit available.

WR 244 Advanced Creative Writing – Fiction, 4 Cr. Extends the introduction to the craft of fiction started in WR 241. Explores the creative writing process from development of an idea to revision of a manuscript. Introduces the techniques, structures, and styles of established writers. Prerequisites: WR 241. Audit available.

WR 245 Advanced Creative Writing – Poetry, 4 Cr. Extends the introduction to the craft of poetry in WR 242. Includes additional practice in writing poetry and critiquing work of peers in a workshop setting. Prerequisite: WR 242. Audit available.

WR 246 Advanced Creative Writing – Editing and Publishing, 4 Cr. Emphasizes development of craft while introducing basics of editing others' manuscripts and preparing them for publication in a variety of forms, including an annual student literary magazine. Prerequisites: (WR 241, 242 or 243) and (WR 244 or 245) or instructor permission. Audit available.

WR 247 Advanced Creative Writing – Scriptwriting, 4 Cr. Focuses on writing and submitting both drama and screen scripts for class discussion and analysis, as introduced in WR 243. Continues the study of established writers for techniques, structures, and styles. Prerequisite: WR 243 or instructor permission. Audit available.

Women's Studies—WS

WS 101 Women's Studies, 4 Cr. Examines the diverse experiences, status, and contributions of women in the United States both current and historically since the early 1900's. Covers social construction of gender, race, sexualities, work, religion, class, violence, and health. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

WS 201 Women of the World, 4 Cr. Examines the position of women in developing countries, using foundational understandings of patriarchy, oppression and the concept that women's rights are human rights. Explores the reality that it is often the complex interaction of various factors including sex, gender, race, socio-economic status and sexual preference that contribute to the power dynamic. Includes the following topics: the process of gender enculturation, male preference, sexual violence, female circumcision, infanticide, child brides and honor/dowry deaths, economic empowerment, education, ethnocentrism, advocacy, literacy, trafficking and prostitution. Recommended: WS 101. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

WS 202 Activism and Social Change, 4 Cr. Examines how women have worked to empower girls and women and improve the conditions of their lives. Explores ways that feminist theories have shaped the goals and strategies of social change efforts. Offers an in-depth look at selected topic areas, connects analysis and personal experience, and prepares students to become effective change agents. Prerequisites: WS 101 or WS 201. Audit available.

Business Administration—BA

Additional BA courses listed under LDC

BA 104 Applied Business Math, 4 Cr. Presents a variety of problems and situations found in business where arithmetic is constantly used. Prepares students to use mathematics in solving monetary and valuation problems in business and personal finance. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

Computer Applications—CAS

CAS 103W Introduction to Computers: Using Windows, 1 Cr. Introduces the computer, including the use of Moodle, Internet, Email, cloud computing, and Google Drive (or similar). Explores the fundamentals of the Windows (PC) operating system, including basic computer operating system functions such as: file structure, accessories, control panel, and system tools. Develops basic computer vocabulary, and includes open-ended projects in which newly learned skills are applied. Recommended CAS 121 or equivalent keyboarding skills. Prerequisites: placement into RD 115 and WR 115. Audit available.

CAS 104 Basic Internet Skills, 1 Cr. Introduces web terminology, web browsers, search techniques, and communication tools. Audit available.

CAS 109 Digital Presentations, 1 Cr. Introduces the fundamentals of digital presentations. Covers creating and modifying presentations, customizing color schemes, adding graphics, animations, transitions, and designs. Introduces basic design principles for digital presentations. Prerequisites: CAS 121 or equivalent typing skills. Audit available.

CAS 110 Introduction to Web Graphics – Adobe Fireworks, 1 Cr. Introduces the basic features of Adobe Fireworks. Includes basic drawing and photo manipulation tools and creation of graphics for websites. Recommended: placement into RD 115 and WR 115. Audit available.

CAS 111D Beginning Web Site Creation: Dreamweaver, 3 Cr. Introduces basic elements of website creation using Adobe Dreamweaver. Includes web terminology, basic HTML, uploading pages to a server (FTP), site management, tables, layout, stylesheets (CSS), rollovers, optimizing graphics, and accessibility. Recommended: CAS 133 or equivalent file management and word processing experience; Prerequisite: placement into RD 115 and WR 115. Audit available.

CAS 121 Beginning Keyboarding, 3 Cr. Introduces alphabetic and numeric portions of computer keyboard by touch. Develops and improves basic keyboarding techniques to increase speed and accuracy. Includes production of basic business documents using a word processor. Recommended: Placement into RD 90 and WR 90; CAS 103, CAS 104. Audit available.

CAS 121A Beginning Keyboarding, 1 Cr. Introduces alphabetic and basic punctuation portion of computer keyboard by touch. Develops and improves basic keyboarding techniques. Introduces professional business document functions. Recommended: placement into RD 90 and WR 90; CAS 103, CAS 104. Audit available.

CAS 122 Keyboarding for Speed and Accuracy, 3 Cr. Develops confidence, endurance, and control for accurate keyboarding while increasing touch keyboarding speed. Develops ability to proofread and edit accurately and efficiently to produce error free documents. Prerequisites: CAS 121 or CAS 121A; placement into RD 90 and WR 90. Recommended: CAS 103, CAS 104 and keying 24 wpm by touch. Audit available.

CAS 123 Production Keyboarding, 3 Cr. Builds on keyboarding skills in producing professional business documents. Improves and increases speed and accuracy in timed writings and document processing. Recommended: OS 220, CAS 122 and keying 40 wpm by touch. Prerequisite: CAS 216 or instructor permission. Audit available.

CAS 133 Intro to Office Software, 4 Cr. Introduces the basic features of word processing, spreadsheets, and presentations. Also introduces computer operating system basics, and file management, Internet and email. Recommended: RD 115, WR 115 and CAS 121 or keyboarding by touch. Audit available.

CAS 140 Beginning Databases, 4 Cr. Covers database fundamentals, basic skills for designing and manipulating a database and beginning database management concepts including tables, forms, reports, and queries. Stresses a working knowledge of database management vocabulary. Introduces the basic features of database application software. Recommended: Placement into RD 115 and WR 115 or higher. Audit available.

CAS 170 Beginning Spreadsheets using Excel, 3 Cr. Introduces the basic features of spreadsheet concepts to design and create accurate professional worksheets for use in business and industry. Includes entering data, creating formulas, professional formatting, creating charts, creating, sorting, and filtering lists, creating and using templates, and working with functions. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Recommended: placement into RD 115, WR 115 and MTH 20. Audit available.

CAS 171 Intermediate Spreadsheets using Excel, 3 Cr. Introduces advanced spreadsheet features in the design and create accurate, professional worksheets for use in business and industry. Includes financial, logical, statistical, lookup, and database functions; pivot tables; "what-if" analysis with data tables; importing data; complex graphs; macros; and solver features. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Prerequisite: CAS 170 or instructor permission. Audit available.

CAS 216 Beginning Word, 3 Cr. Introduces basic Microsoft Word program elements and tools to create, edit, and print documents such as letters, memos, and manuscripts; produce multi-page documents; use headers and footers; become familiar with the program's writing tools and basics of enhancing documents, sharing documents in a collaborative environment; and produce merged copy. Recommended: Placement into RD 115 and WR 115; CAS 103 or CAS 104; keyboarding 25 words per minute or CAS 122. Audit available.

CAS 217 Intermediate Word, 3 Cr. Introduces intermediate and advanced features of Microsoft Word text documents enhancement through special formatting features such as graphic lines and images; create and format advanced tables and formatting themes and styles; work with headers and footers in multi-page documents; use advanced merge; create documents with columns; and create and use fill-in forms. Includes integrated documents with Excel, PowerPoint, and web-based applications. Develops the management and editing of documents in an online collaborative work environment. Recommended: Placement into RD 115 and WR 115. Prerequisite: CAS 216 or instructor permission. Audit available.

CAS 231 Desktop Publishing, 3 Cr. Introduces software, tools and techniques to design and create effective publications that combine text, graphics, illustrations, and/or photographs. Covers the processes to create, import, and manipulate text, graphics, and/or templates through software program tools and features. Includes practice in many of the following types of publications: announcements, fliers, newsletters, brochures, and/or web pages. Recommended: Placement into RD 115 and WR 115; prior knowledge and use of computer technology; CAS 121 or equivalent typing skills. Audit available.

CAS 246 Integrated Computer Projects, 4 Cr. Builds upon previous computer and business knowledge to create individual and group projects using software found in today's workplace. Uses integrated software (i.e. MS Office) and current technology to further develop professional software skills. Prerequisite: CAS 216 and CAS 170 or instructor permission. Recommended: CAS 109, CAS 140, CAS 171, and CAS 217. Audit available.

Computer Information Systems- CIS

Additional courses listed under LDC

CIS 140D Operating System: Microcomputers, 4 Cr. Provides the basic concepts of Linux and Windows operating systems. Includes basic operating system functions, file/folder management, disk partitioning and formatting, operating system and application installation, and system configuration. Recommended: CIS 120 or instructor permission. Audit available.

CIS 145 Microcomputer Hardware and Troubleshooting, 4 Cr. Students will learn to identify, remove, and install standard components of a PC style microcomputer, including motherboards, CPUs, RAM, hard drives, removable media drives and power supplies. Additional topics include BIOS, CMOS, the boot process, video displays, printers, and home networking. Audit available.

CIS 179 Data Communication Concepts I, 4 Cr. Provides basic concepts of data communications, networking and connectivity. Explores hardware, connectivity, signaling, addressing, network topologies, communication protocols, network designs, switching, management, TCP/IP protocols, security and standards with emphasis on the OSI reference model. Prerequisite: CIS 120 or CIS 121 or EET 111 or instructor permission. Audit available.

Early Childhood Education-ECE

ECE 120 Introduction to Early Education and Family Studies, 3 Cr. Introduces practitioners to the major tenets of the Early Childhood Education and Family Studies profession with emphasis on: child growth and development; various roles of professionals in the field; bidirectional relationships between child/family; and community, environmental, and cultural influences on child development. Introduces theory and research supporting alignment with the National Association for the Education of Young Children (NAEYC) standards for professional development. Audit available.

ECE 121 Observation and Guidance I, 3 Cr. Focuses on age-appropriate guidance and observations techniques for individual children six week to age 10 years. Consciously observing children and applying developmentally appropriate principles of guidance based on child development theory and research helping early childhood professionals shift their focus from correcting or controlling behavior to providing satisfying, joyful experiences and relationships that build a child's inner resources, providing a kind of immunity from the ill effects of life's challenges. Audit available.

ECE 122 Environments and Curriculum in Early Childhood Ed I, 4 Cr. Explores the creation of physical and social environments and curriculum for children six weeks through age ten. Covers theories and relationships between physical and social space, activities, experiences, and materials. Introduces the use of developmentally and culturally appropriate practices in planning, selecting, and evaluating environments and curriculum for young children. Audit available.

ECE 123 Environments and Curriculum in Early Childhood Ed II 4 Cr. Demonstrates the knowledge of child development and learning, as well as content knowledge, both in terms of academic disciplines and interdisciplinary integration. Explores the use of developmentally and culturally appropriate practices in creating physical and social environments and curriculum for children six weeks to ten years. Employs theories of play and early care and education to plan and implement curriculum and environments for children. Includes students planning, implementation, and evaluation of environments and curriculum for young children. Prerequisite: ECE 122. Audit available.

ECE 124 Multicultural Practices: Exploring Our Views, 3 Cr. Develops awareness of how personal experiences, belief systems, and values impact work with children and families. Examines the impact of cultural, linguistic, and class identities and histories on inter-relationships in diverse populations. Applies techniques for incorporating other peoples histories, values and belief systems into child-and-family-centered practices. Audit available.

ECE 130A Practicum Orientation, 2 Cr. Provides overview of Practicum (student teaching) purpose, process and student's role in achieving successful practicum experiences throughout the ECE&FS program. Introduces beginning level skills for working with children ages birth - 5 in a group setting. Includes the use of developmentally appropriate methods in recognizing and providing safe, responsive, and sanitary environments, using beginning-level guidance strategies, and acclimating to the field of early education. Prerequisites: WR 90 or equivalent placement test score. Corequisites: ECE 120, ECE 121.

ECE 130B Practicum Seminar 1, 2 Cr. Develop basic intermediate skills for supporting the total development of children, ages birth to 5 years, focusing on the role of the teacher in implementing a developmental program of early childhood education in two interdependent components: seminar and practicum. Prerequisite: ECE 130A. Corequisite: ECE 134.

ECE 130C Practicum Seminar 2, 2 Cr. Improve and strengthen advanced intermediate skills for supporting the total development of children, ages birth to 5 years, focusing on the role of the teacher in fundamental curriculum and environment development for an early childhood education program. Prerequisite: 130B. Corequisite: ECE 135.

ECE 134 Practicum 1, 3 Cr. Develops basic intermediate level skills to work with children ages birth – 5 in a group setting. Includes the use of developmentally appropriate methods to support guidance and conflict resolution, schedule and routine planning, fundamental curriculum development, and environmental modification. Continues the required Practicum (student teaching) component of the program. Develops skills in working with children in a group setting using developmentally appropriate methods. Prerequisite: HE 113. Prerequisites/concurrent: ECE122. Corequisite: ECE 130B. Recommended: HE 262.

ECE 135 Practicum 2, 3 Cr. Develops advanced intermediate level skills for working with children ages birth - 5 in a group setting. Includes the use of developmentally and culturally appropriate methods to support guidance and conflict resolution; development, implementation, and evaluation of environments and curriculum; and facilitation of classroom management. Continues the required Practicum (student teaching) component of the program. Develops skills in working with children in a group setting using developmentally appropriate methods. Prerequisites: ECE 134. Prerequisite/concurrent: ECE 123. Corequisites: ECE 130C. Recommended: HEC 201, ECE 124.

ECE 175A Infant/Toddler Caregiving: Learning & Development, 1 Cr. Covers growth and development: physical, cognitive, and language; ages of infancy and facilitating learning. Audit available.

ECE 175B Infant/Toddler Caregiving: Group Care, 1 Cr. Covers group care including: routines, quality, staff relations, environments and welcoming children and families into care. Audit available.

ECE 175C Infant/Toddler Caregiving: Social/Emotional Growth, 1 Cr. Covers social-emotional growth and socialization including: development, temperament, responsible care, guidance and discipline, and supporting the needs of infants and toddlers. Audit available.

ECE 175D Infant/Toddler Caregiving: Family/Provider Relationships, 1 Cr. Covers family/provider relationships including: establishing partnerships with parents, listening and responding to families' needs, supporting culturally diverse families, culturally sensitive care, conducting business and handling difficult issues. Audit available.

ECE 177 Multi-age Groups, 1 Cr. Explores the benefits and addresses the challenges of creating quality environments and programming for children of mixed ages. Multi-age early childhood settings can include children from infancy through elementary school age. Audit available.

ECE 179 Child Portfolios in ECE, 1 Cr. Introduces a holistic method for assessing and recording children's developmental growth over time, creating authentic meaningful child portfolios. Develops intentional teaching techniques in natural settings incorporating daily routines, activities and play in authentic data collection and storage methods. Utilizes digital technology, observation techniques, and child initiated self-regulated data collection. Audit available.

ECE 185 Field Trips in Early Childhood, 1 Cr. Explores the developmental and programmatic benefits of field trips in early childhood programs. Demonstrates how field trips can build on child interests and contribute to children's developing knowledge of the world. Explores field trip possibilities, develops field trip protocols, and problem-solves common field trip issues. Audit available.

ECE 187 Cooking Experiences for Young Children, 1 Cr. Explores cooking with young children to help them learn language and literacy, math, science, cooperation, and healthy eating habits. Introduces ways to create and share cooking experiences with young children in a way that maximizes child participation and developmental opportunities and minimizes the potential for chaos. Audit available.

ECE 188 Block Play and Woodworking for Young Children, 1 Cr. Explores the many benefits, barriers and role of block play and wood working experiences for young children. Emphasis on design, implementation, evaluation and solutions to possible barriers and issues for children of varying ages (2 years to school age) and abilities. Audit available.

ECE 200 The Professional in ECE and Family Studies, 3 Cr. Surveys the history, current practices, and future issues of early childhood education. Reviews professionalism, parent interaction, job opportunities, ethical/legal issues, and community resources. Develops a professional philosophy. Prerequisites: WR 115. Audit available.

ECE 221 Observation and Guidance II, 3 Cr. Examines techniques for observing and recording behavior and keeping records as used in the care and education of infants through five-year-olds. Focuses on observation and guidance techniques for children and groups of children in addressing challenging behaviors and issues in early childhood environments, families and their community. Covers the teacher's role and caregiver's role in using observation to promote development, including self-development. Prerequisites: WR 115 and ECE 121. Audit available.

ECE 224 Multicultural Practice: Curriculum & Implementation, 3 Cr. Develops awareness of cultural and ethnic issues as they relate to the early childhood classroom teacher. Focuses on ethnocentrism, racism and discrimination. Includes techniques for developing multicultural, anti-bias curriculum. Prerequisite: ECE 124. Audit available.

ECE 234 Introduction to Children with Special Needs in ECE & FS, 3 Cr. Explores areas of special needs in children from birth through eight years of age. Identifies and understands the knowledge of inclusion of children in early childhood settings. Explores services available to children with special needs and their families. Introduces students to child development issues as it relates to special needs children. Audit available.

ECE 235 Music & Movement for the Young Child, 3 Cr. Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Examines the development of musical and movement skills in children from birth to age 8, and introduces the concepts of age and developmental appropriateness when designing fun movement/music activities. Develops a variety of music and movement activities, techniques and materials appropriate for early childhood education. Includes active participation with hands-on experience as well as the development of practical activities, techniques and materials appropriate for use with young children. Audit available.

ECE 236 Language and Literacy in Early Childhood Education, 3 Cr. Provides an overview of language and literacy development in children from infancy to age 8. Explores the design and use a variety of language and literacy development activities with young children. Audit available.

ECE 238 Administration of ECE & FS Programs, 3 Cr. Studies various tasks and responsibilities of program administration. Includes licensing, program planning, organization, financial management, parent and community relationships, and personnel management. Recommended: MTH 20 or equivalent placement test scores; prior ECE course work and experience working with children in groups. Audit available.

ECE 260A Advanced Practicum Seminar 1, 3 Cr. Refines skills necessary for supporting the total development of children, ages 6 weeks to 6 years, in a group setting and to integrate child development theory and practice in two interdependent components: seminar and field work experience. Department permission required. Prerequisites: Certificate level courses plus WR 121, HEC 226, ECE 221. Corequisite: ECE 264

ECE 260B Advanced Practicum Seminar 2, 3 Cr. Refines skills necessary for supporting the total development of children, ages 6 weeks to 6 years, in a group setting and to integrate child development theory and practice in two interdependent components: seminar and field work experience. Department permission required. Prerequisites: ECE 260A. Corequisites: ECE 265

ECE 264 Advanced Practicum 1, 4 Cr. Introduces advanced skills necessary to work with children birth - 5 in a community field placement setting. Includes developmental theory, developmentally and culturally appropriate practices, and individualized methods to support guidance and conflict resolution. Covers the evaluation of environments and curriculum, building family and community relationships, and professionalism. Department permission. Prerequisites: ECE 135, HEC 226, ECE 221, WR 121. Corequisites: ECE 260A, ECE 200, ECE 234.

ECE 265 Advanced Practicum 2, 4 Cr. Covers advanced level skills to work with children birth – 5 in a community field placement setting. Includes developmental theory, developmentally and culturally appropriate practices, and individually responsive methods to support guidance and conflict resolution. Covers the development, implementation, and evaluation of environments and curriculum, classroom management, family and community relationships, professional frameworks and resources, and professionalism. Department permission. Prerequisite: ECE 264. Corequisite: ECE 260B. Recommended: ECE 224, ECE 236.

Electronic Engineering Technology-EET

EET 111 DC Circuits, 5 Cr. Covers SI units, engineering notation and prefixes, unit conversion, definitions of conductors and insulators, current, voltage, resistance, power, work/energy, capacity factor, and efficiency. Includes analysis of series, parallel, and series/parallel DC circuits using Ohm's and Kirchoff's Laws and Thevenin and Norton equivalent circuits. Introduces circuit simulation software, lab practices, soldering and de-soldering, schematic reading, circuit construction and troubleshooting, and lab equipment and instrumentation. Includes a 3-hour per week laboratory session. Prerequisite: MTH 95 or placement into MTH 111, WR 115, RD 115, and CAS 133 Audit available.

EET 112 AC Circuits, 5 Cr. Introduction of capacitance, inductance, RC/RL transient response, sinusoidal waveforms, reactance and impedance, AC power, phasor analysis of RLC circuits, node voltage and mesh current analysis, superposition, Thevenin's and Norton's network theorems. Includes a 3-hour per week laboratory. Prerequisite: EET 111. Audit available.

EET 113 AC Power, 5 Cr. Covers AC power, AC analysis, transformers, 3 phase AC analysis, resonant circuits, and passive filters. Includes a 3-hour per week laboratory session. Prerequisite: EET 112 or department approval. Audit available.

EET 141 Electrical Motor/Generator Control, 5 Cr. Examines electrical circuits, electromagnetism, AC and DC electrical theory, industrial sensors, voltage and relays, motor controls, AC and DC motors and generators, and power distribution systems. Prerequisite: EET 112.

EET 219 Programmable Logic Controllers, 3 Cr. Introduces the Allen Bradley programmable logic controller, logic circuits, input output, power supplies, data sheets, safety programming, types of processors and software (RSLOGIX5000, RS LINX) memory organization, PLC architecture, ladder logic, and task oriented programming methods. Includes a three hour per week lab. Prerequisites: EET 251. Audit available.

EET 221 Semiconductor Devices and Circuits, 5 Cr. Examines the characteristics of semiconductor devices and biasing of diodes and transistors. Covers design and analysis of semiconductor circuits using diodes, bipolar transistors, field effect transistors, SCR's, MOSFET's, and IGBT's. Covers use of transistors as switches. Includes 3 hour lab that explores the application of semiconductor devices, configurations, and computer tools in circuit design, evaluation, and analysis. Prerequisite: EET 113. Audit available.

EET 222 Operational Amplifier Circuits, 5 Cr. Examines the characteristics and applications of operational amplifiers (op-amps). Develops skills in the design and analysis of op-amp amplifiers, comparators, voltage and current regulators, summers, integrators, and differentiators. Covers calculation and analysis of frequency response of op-amp circuits and application of the op-amp in power supplies and control systems. Includes a 3-hour per week laboratory in project design, evaluation, documentation, and use computer tools. Prerequisites: EET 221. Audit available.

EET 242 Microcontroller Systems, 5 Cr. Introduces the student to a popular variety of microcontrollers. Includes the hardware, software, and interfacing of microcontrollers. Emphasizes interfacing the microcontroller to real-world devices such as switches, displays, motors, A/D converters, and sensors through assembly language and C language programming. Includes robotics projects. Prerequisite: EET 252, and EET 222. Audit available.

EET 251 Digital Electronics 1: Programmable Logic Devices, 5 Cr. Covers digital systems, binary numbers, combinational logic, expression simplification, and common functions of combinational logic systems using programmable logic devices and fixed function integrated circuits. Introduces data flow and structural modeling using hardware definition language. Includes a 3 hour per week laboratory. Prerequisites: EET 113. Audit available.

EET 252 Digital Electronics 2: Programmable Logic Devices, 5 Cr. Covers behavioral modeling, sequential logic, latches, flip flops, finite state machines analysis and design, registers, memory, microprocessors, and digital signal processing using programmable logic devices and fixed function integrated circuits. Includes a 3 hour per week laboratory. Prerequisites: EET 251. Audit available.

EET 273 Electronic Control Systems, 3 Cr. Covers electronic control systems, open-loop and closed-loop, proportional, integral, derivative, PI, and PID control modes, power control devices, relays, transistors, thyristors, and sensors. Includes temperature control, DC motor control, and stepper motor control. Includes lab exercises in temperature control and motor control circuits. Prerequisite: EET 222. Audit available.

Emergency Medical Services-EMS

EMS 105 EMT Part I, 5 Cr. Explores the legal and ethical issues encountered by the Emergency Medical Technician (EMT). Develops an understanding of basic human anatomy and physiology in addition to medical terminology. Introduces the necessary skills to assess patients by focusing on the signs and symptoms related to the respiratory, cardiac and endocrine systems. Course sequence requires mandatory orientation, passing criminal background check and drug screen. Part 1 of the 2-part Oregon EMT course. Prerequisites: WR 115, RD 90, MTH 20 or equivalent placement test scores; current HCP CPR card. Audit available.

EMS 106 EMT Part II, 5 Cr. Continues EMS 105. Develops the basic knowledge and skills necessary to treat victims of trauma, patients that present with special challenges, and sick and injured pediatrics. Expands knowledge and understanding of specific incidents that the Emergency Medical Technician may encounter in the field such as mass-casualty incidents, hazardous materials, motor vehicle collisions, and acts of terrorism. Includes preparation for state and national licensing exams. Requires meeting Oregon Health Authority Standards for health profession student clinical training, including immunizations, TB screening and the ability to pass a criminal background check and drug screen before placement into mandatory clinical observations in hospital emergency department and ambulance ride-along experience. Prerequisites: completion of EMS 105 with a "C" or better at CGCC within the previous 5 terms; current HCP CPR card.

EMS 120 Emergency Medical Services: First Responder, 3 Cr. Trains those who are usually the first person at the scene of trauma or medical emergencies, including law enforcement, fire department personnel, etc. Develops the knowledge and skills to provide basic care for trauma, medical and environmental emergencies; evaluation of scene and patients; and appropriate access and use of the Emergency Medical Services System. Must be 16 years of age. Audit available.

Consumer and Family Studies-HEC

HEC 201 Family Partnerships in Education, 3 Cr. Identifies the influences on children and their families which impact child and family behaviors, values, attitudes, beliefs, and morals. Includes: parenting patterns; cultural, religious and socioeconomic influences; peer, school, media impacts; family development; community ecology; special needs children; prejudice; and public policy. Audit available.

HEC 226 Child Development—See listing under LDC.

Health Information Management-HIM

HIM 182 Health Care Delivery Systems, 3 Cr. Explores the past, present and future influences on the delivery of health care, including provider organizations and settings, financing of health care, causes and characteristics of health care utilization in the United States, regulation and monitoring of health care systems and ethical issues associated with health care policy and technology. Audit available.

Medical Assisting

MA 112 Medical Office Assistant 1, 1 Cr. Explores personal ethics and understanding of self-awareness, communications skills, and work ethics in both personal and professional environments; emphasis is on attitude, time management, and goal setting.

MA 117 Medical Office Administrative Procedures, 3 Cr. Introduces medical office administrative procedures with emphasis on patient reception, appointment scheduling, telephone techniques, mail handling, financial records, accounts receivable and payable, insurance, office management, and medical records management. Corequisite: MA 118 & MA 180.

MA 118 Medical Office Administrative Procedures Lab, 2 Cr. Computer simulation of the medical office administrative procedures covered in MA 117 with emphasis on patient registration, appointment scheduling, medical insurance, posting of charges and payments to a patient's account, billing and collections, hospital rounds and release of records authorizations. Corequisite: MA 117.

MA 122 Medical Office Assistant 2, 1 Cr. Examines communication and professionalism in the role of the medical assistant with emphasis on verbal and non-verbal communication, patient education and communicating wellness. Prerequisites: MA 112

MA 123 Medical Office Clinical Procedures, 3 Cr. Covers examination room techniques, assisting the physician with examination, treatment, minor surgery, methods of asepsis and sterilization, and the proper care of equipment and supplies. Prerequisite: MP 111, BI 122 or BI 233, MTH 60, and placement into RD 115 and WR 115. Concurrent enrollment MA 124.

MA 124 Medical Office Clinical Procedures Lab, 2 Cr. Practice and demonstrate proficiency in the procedures listed under MA123. Examination room techniques, assisting the physician with examination, treatment and minor surgery. Covers methods of asepsis and sterilization and the proper care of equipment and supplies. Corequisite MA 123.

MA 131 Pathophysiology for the Medical Assistant, 5 Cr. Explores concepts of disease processes as they relate to the normal physiology of the major body systems including: etiology, signs and symptoms of disease, treatment options and methods of evaluating cause and effect of diseases as it relates to the role of the medical assistant. Enrollment limited to those in the Medical Assisting program.

MA 132 Medical Office Assistant 3, 1 Cr. Presents an introduction to community resources, an overview of the process and requirements of the directed practice, and a review for the national credential examination. Prerequisites: MA 122.

MA 136 Medications, 2 Cr. Introduces drug therapy with emphasis on safety and classifications of common drugs and their actions, appropriate drug uses, effects, dangers and precautions. Covers routes of medication administration, management and control. Reviews common prescription abbreviations, forms of medications and basic drug categories. Prerequisites: MA 123, MA 124, MP 111 and admission to the MA program.

MA 180 Coding and Reimbursement, 2 Cr. Introduces CPT, ICD and HCPCS coding and reimbursement systems for physician offices and medical clinics. Prerequisite: MP111; Corequisite: MA117

MA 270 Clinical Practicum, 6 Cr. Practice administrative skills and clinical skills in a medical clinic/physician office setting. Department permission required.

Mechanical Systems-MEC

MEC 120 Hydraulics, 5 Cr. Introduces the basic principles of hydraulics and applies these principles to build, maintain and troubleshoot industrial transmission hydraulic circuits. Covers theory, generation, storage, transmission, and usage of hydraulic energy, pressure, and flow. Introduces hydraulic schematics and circuits as well as identification and operation of basic hydraulic components. Introduces basic ladder logic and PLCs to automate, control and modify an electrically controlled hydraulic system with solenoid-operated directional control valves. Includes a 3-hour per week laboratory session. Prerequisite: MTH 65. Audit available.

MEC 121 Mechanical Power 1, 5 Cr. Focuses on fundamentals of mechanical power, emphasizing the different mechanical components from nuts and bolts to gears, gear boxes, shafts and bearings. Demonstrates the importance of lubrication in maintaining gears and other movable parts. Covers basic alignment and mechanical physics, including aerodynamics. Audit available.

MEC 122 Mechanical Power 2, 5 Cr. Introduces the process of power generation. Covers construction techniques involving cranes, rigging, and mechanical alignment procedures. Includes the disassembly and assembly of a functioning power generating turbine and participation in a safety workshop at a local wind farm. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores; MEC 121. Audit available.

Medical Laboratory Technology-MLT

MLT 100 Medical Office Laboratory Procedures, 4 Cr. Introduces clinical laboratory principles and procedures commonly performed in the physician's office setting, including phlebotomy, specimen collection and handling, urinalysis, basic hematology, chemistry, serology, microbiology and quality control. Prerequisites: MP 111; BI 122 or BI 233.

Medical Professions-MP

MP 111 Medical Terminology, 4 Cr. Covers analysis of the structure of medical words and application to basic anatomy, physiology, and disease processes of the human body. Stresses spelling and pronunciation. English communication skills necessary. Prerequisites: placement into RD 90 and WR 90.

MP 140 Introduction to Health Law and Ethics, 3 Cr. Introduces the legal aspects, code of ethics and policy issues relevant to health care. Emphasizes confidential communications, advanced directives, consents, professional liability, medical malpractice, release of information, case studies and the professional code of ethics for medical assistants. Includes concepts of professional credentialing and responsibility, liability and working within legal/ethical boundaries. Prerequisites: WR115, RD115, and MTH 20 or equivalent placement test scores.

MP 150 Introduction to Electronic Health Records, 3 Cr. Introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Recommended: CAS 133. Prerequisite: MP 111.

Management and Supervisory Development-MSD

MSD 177 Team Building, 1 Cr. Discusses what team building is, why it is important, how to start it, how to manage the team building process, 12 components of generating team building development, and some selected tools for team building. Audit available.

MSD 192A Project Management, 1 Cr. Provides both the tools and behavioral skills necessary to manage any project successfully. All steps of the project cycle are modeled with opportunities for participants to practice each step. Participants will learn to increase productivity, present a project activity plan using professional tools and develop project team building skills. Audit available.

Professional Music-MUC

MUC 123 Electronic Media I, 2 Cr. Introduces digital recording, sound design and elements of desk top multimedia production in an off-the-shelf software environment. Explores moving images, narrative text, independent research and sound animation. Includes the fundamentals of MIDI (Musical Instrument Digital Interface) as well as various industry standard media production tools, i.e. iMovie, Logic Pro and Cakewalk. Personal instruments are welcome in class. Prerequisite: WR 90 or equivalent placement test scores. Audit available.

MUC 124 Electronic Media II, 2 Cr. Covers computer based recording, synthesis and notation for the composer/arranger. Includes fundamentals in Midi, sequencing, sampling, basic signal processing, and practical production skills using current digital technology. Write original material during lab sessions. Audit available.

Nursing-NUR

NUR 60 Nursing Success Strategies, 3 Cr. Provides an overview of the Nursing Program including: math and writing for nursing, learning styles, coping strategies, workplace skills and study skills. Prerequisites: Admission or alternate to the Nursing Program.

NUR 90 Nursing Assistant 1, 9 Cr. Covers the knowledge and skills needed for the safe physical care of patients in long-term care facilities. Follows curriculum approved by the Oregon State Board of Nursing in preparation for the Oregon Nursing Assistant Exam. Prerequisites: Placement into RD 90 and WR 90; proof of Measles immunization; Prerequisite/Concurrent: current TB test and passing of a criminal background check.

NUR 110 Nursing I: Fundamentals of Nursing, 9 Cr. Introduces the collection and organization of client/patient data relating to nursing care responsibilities in community-based long-term care. Examines the roles and interaction of nursing theory and practice as they relate to the physiological, psychological, sociocultural, developmental and spiritual needs of clients/patients. Prerequisite: NUR 60 and admission to the Nursing Program.

NUR 111 Nursing II: Care Across the Lifespan, 9 Cr. Integrates nursing theory and practice as they relate to growth and development, psychosocial coping responses to illness, and alterations in the health status of adults, children and their families. Includes content on the obstetrical client/patient. Covers application of nursing process to promote health of clients/patients in acute care and community-based settings. Prerequisite: NUR 110 or admission into the Nursing Program by advanced placement.

NUR 112 Nursing III: Obstetrics & Chronic Healthcare, 9 Cr. Expands on nursing theory and practice related to nursing care focusing on acute and chronic healthcare needs of patients. Includes nursing care responsibilities for patients and their families in the acute care and obstetrical settings. Prerequisite: NUR 111 or admission into the Nursing Program by advanced placement.

NUR 210 Nursing IV: Psychiatric & Complex Acute Care, 9 Cr. Continues nursing curriculum and clinical practices of roles and responsibilities at the registered nurse level. Provides opportunities to learn and apply the knowledge and skills necessary to implement care for complex acute care and psychiatric clients. Prerequisite: NUR 112 or admission into the Nursing Program by advanced placement.

NUR 211 Nursing V: Emergent Healthcare, 9 Cr. Explores the higher level nursing roles found in critical care, end of life care, and discharge planning within hospital and community settings. Emphasizes the planning and delivery of individualized, holistic and more complex nursing care to seriously ill clients in the acute care area. Prerequisite: NUR 210.

NUR 212 Nursing VI: Preceptorship, 9 Cr. Integrates theory and registered nurse practice through preceptorship and capstone projects. Includes preceptorship placement in either the acute care, specialty care, or community-based care setting. Emphasizes leadership and management concepts. Prerequisite: NUR 211.

Office Systems-OS

OS 131 10-Key on Calculators, 1 Cr. Develops 10-key skills by touch. Recommended: Placement into RD 115, WR 115, and MTH 20. Audit available.

OS 220 Business Editing Skills, 4 Cr. Develops skills necessary for editing, transcribing, and writing memos, letters and email. Emphasis: punctuation, capitalization, spelling, grammar, and word use. Recommended: Placement into WR 121, keyboard by touch. Audit available.

OS 240 Filing and Records Management, 4 Cr. Develops skills for indexing, coding, and cross-referencing documents to be filed. Includes requisitions and charge-outs, records transfer, various filing systems, and an overall view of the role of records management in business including electronic and image records. Recommended: RD 115; WR 115; and CAS 133 or CAS 140 Audit available.

OS 245 Office Systems and Procedures, 4 Cr. Develops the skills of an administrative professional for current business practices. Uses computer technology for tasks such as scheduling, email, and faxing. Develops communication, organization and prioritizing skills, telephone techniques, problem solving, and analytical abilities. Analyzes current trends in workplace ethics and the multi-cultural workplace. Develops workplace readiness and applies job search skills for current job market. Prerequisites: CAS 216 and OS 220. Audit available.

OS 280F Cooperative Education: Administrative Assistant, 1-5 Cr. Provides field experience for the administrative assistant student. Recommended: RD 115, WR 115 and satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission required. Audit available.

OS 280G Cooperative Education: Administrative Assistant Seminar, 1 Cr. Supplements the work experience portion of cooperative education and the student's on-campus program through feedback sessions and instruction in job-related area. Prerequisite/concurrent: OS 280F. Recommended: RD 115, WR 115 and satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission required. Audit available.

Renewable Energy Technology-RET

RET 101 Introduction to Wind Turbine Operations, 2 Cr. Introduces the basic concepts, terminology, and technology used by industrial scale horizontal axis wind turbine generators to capture wind energy and transform it into electrical energy. Prerequisites: EET 111. Audit available.

RET 102 Alternate Energy Resources, 1 Cr. Introduces potential alternatives to carbon-based power generation (coal and oil) including biomass/biofuel, geothermal, hydrogen and fuel cells, hydroelectric, ocean wave, solar, wind, and nuclear energy. Discusses the potential role of clean coal as a bridge to implementing long-term environmental solutions. Explores micro-grids (community-based renewable power generation systems) as an alternative to utility-scale technologies. Audit available.

RET 103 Wind Turbine Safe Access and Rescue, 1 Cr. Provides the skills and information necessary to safely access and work at height on onshore wind turbines. Includes training in the use, care, and selection of emergency rescue and evacuation devices.

RET 223 Power Generation, 5 Cr. Introduces the principles of distributed and centralized power generation. Introduces motor/generator principles for asynchronous, synchronous, DFIG, and PM synchronous generators. Discusses photovoltaic module and utility interactive inverter specifications, array sizing, and orientation. Prepares individuals to perform solar resource assessment and solar site analysis using publicly available resources, instrumentation, and software simulation. Introduces power electronics circuits to perform rectification/inversion functions. Includes a 3-hour per week laboratory session. Prerequisite: EET222. Audit available.

Safety-SAF

SAF 188 Industrial Safety and OSHA 10, 2 Cr. Introduces safety practices in the electronics industry and covers industry OSHA-10 Construction Safety Training. Includes handling hazardous materials; safe use of flammable and combustible liquids; types of Personal Protective Equipment; fall protection; crane, ladder and scaffolding safety; safe use of hand and power tools. An OSHA 10 card will be earned through the satisfactory, in-class completion of OSHA 10 construction safety and health requirements.

Welding-WLD

WLD 190 Basic Welding, 2 Cr. Provides basic knowledge of and practice in welding processes. Covers how to perform welding in accordance with industry standards. Audit available.

Alternative Learning Center-ALC

ALC 51 English Skills Lab, 1 Cr. Provides an individualized plan of study to improve English grammar, punctuation, writing, reading, and/or communication skills based on 30 hours of study. Includes tutoring, use of textbooks/workbooks for assignments, and/or computer software and other media. May be taken three times for credit. Prerequisite: Placement into WR 90, RD 90. Audit available.

ALC 56 Basic Study Skills Lab, 0.50 Cr. Self-paced, individualized study skills instruction in lab setting. Topics may include note-taking, time management, concentration and memory, reading texts, test taking, self-advocacy and CGCC resources. Audit available.

College Guidance & Success-CG

CG 101 College Survival and Success: Personal Responsibility, 1 Cr. Provides information and techniques for personal responsibility as a means for creating college success. Introduces developing skills for navigating a culturally diverse learning environment and utilizing college resources and services. First course in a series (CG 101-103). Audit available.

CG 102 College Survival and Success: Goal Setting, 1 Cr. Provides information on the role of goal-setting as a means for creating college success. Continues to develop skills for navigating a culturally diverse learning environment and for utilizing college resources and services. Second course in the series (CG101-103). Prerequisite: CG101. Audit available.

CG 103 College Survival and Success: Self-Management, 1 Cr. Focuses on the role of self-management as a means for creating college success. Continues to develop skills for navigating a culturally diverse learning environment and accessing college resources and services. Third course in a series (CG101-103). Prerequisite: CG101. Audit available.

CG 111A Study Skills for College Learning, 3 Cr. Provides information, techniques, and strategies helpful in becoming more efficient in studying, note taking, textbook reading, and taking exams. Develops skills in scheduling study time, library research, memory strategies, and critical thinking. Prerequisites: Placement into WR 90 and RD 90. Audit available.

CG 111C Study Skills for College Learning, 1 Cr. Introduces information and techniques in note taking, textbook reading, taking exams, and developing a study schedule. Prerequisites: Placement into WR 90 and RD 90. Audit available.

CG 114 Financial Survival for College Students, 1 Cr. Provides basic information and strategies to empower individuals to make positive decisions about funding their education and establishing control over their financial lives, leading to financial independence and reduced life stress. Introduces: funding college, budgeting, wise use of credit, controlling debt, basic financial planning, effective financial decision making, and avoiding financial mistakes and pitfalls. Prerequisites: WR 90, RD 90, and MTH 20 or equivalent placement test scores. Audit available.

CG 130 Today's Careers, 2 Cr. Exposes a wide range of occupations including educational and skill requirements. Covers ways of gathering information about specific occupations. Includes guest speakers from a variety of careers to further illustrate the realities of the world of work. Audit available.

CG 140B Career and Life Planning, 2 Cr. This course provides students with the tools needed to make informed career decisions. Students will assess skills, values, interests, personality, obstacles, and approaches to decision making. The course provides instruction on how to research career information, gain access to information materials, and methods of exploring careers and majors. Prerequisites: Placement into WR 115 and RD 115. Audit available.

CG 209 Job Finding Skills, 1 Cr. Explores broad range of job search techniques, including building a job network, compiling appropriate information for job applications, targeting cover letters and resumes, typical interview questions and techniques. Promotes overall understanding of the job search process. Audit available.

CG 225 Transfer to a Four Year College, 2 Cr. Explores the planning of transferring to a four-year college. Includes the various processes, requirements, and issues that impact successful transitions. Provides strategies and information critical to academic development and adjustment to the four-year college system. Prerequisite: Placement into WR 115 and RD 115. Audit available.

Library-LIB

LIB 101 Library Research and Beyond, 1 Cr. Introduces the research process and essential research skills to find, select and cite the best information. Teaches identification of research topics, planning and carrying out the research process, and to identify and cite preferred sources of credible information. Audit available.



Directories & Addenda

Section 6

Board of Education

Charlotte Arnold, Chair
Dr. James R. Willcox, Vice Chair

Charleen Cobb
Lee Fairchild
Dr. Ernest Keller
M.D. Van Valkenburgh
Stuart Watson

Executive Leadership Team

Dr. Frank K. Toda — President

B.A. Industrial Management—University of Portland, 1970
M.B.A. Behavioral Sciences—University of Portland, 1972
M.S. Systems Engineering—University of Southern California, 1974
Ph. D. Education—University of Southern California, 1980

William Bohn — Chief Technology and Planning Officer

A.A.S. Computer Science, Grossmont College (San Diego), 1983
NetWare 4, 5 & 6 Certified Administrator (CNA)
NetWare 4, 5 & 6 Certified Engineer (CNE)
Certified Facilitator: FranklinCovey's
The 7 Habits of Highly Effective People

William F. Norris — Chief Financial Officer

B.S. Business Administration - University of Oregon, Lundquist College of Business 2008
B.S. Planning, Public Policy, and Management - University of Oregon, 2008
M.B.A. Public Management - Willamette University, Atkinson Graduate School of
Management, 2012

Lori Ufford — Chief Academic and Student Affairs Officer

B.A. Liberal Studies, California State University (Northridge), 1984
M.Ed., Post-Secondary Adult and Continuing Education,
Portland State University, 2006

Robb Van Cleave — Chief Operating Officer

B.S. Psychology, Oregon State University, 1988

Directors

James Austin—Director of Facilities

B.A. Accounting, University of Colorado, 1982

Lisa Deswert—Controller

B.S. Accounting, Portland State University, 1996

Stephanie Hoppe—CGCC Foundation Director

B.A. Mass Communication & International Business, Linfield College, 2007

M.B.A., University of Tennessee, 2009

M.S. Sports Studies, University of Tennessee, 2009

Doris Jepson—Director of Nursing and Health Occupations

A.D.N. Nursing, Southern Oregon University, 1975

B.S. Nursing, Oregon Health Sciences University, 1999

M.S. Nursing, Walden University, 2007

Mary Kramer—Director of Career and Technical Education

B.S., Family Studies, Oregon State University, 1981

M.Ed., Adult Education, Oregon State University, 2005

Rick Leibowitz—Interim Regional Director of Small Business Development Center

B.S. Environmental Planning, Rutgers, 1989

Certified Business Advisor, New York State Small Business Development Center, 2010

Nancey Patten—Director of Childcare Resource and Referral

A.A, Early Childhood Education, Mt. Hood Community College

Dawn Sallee-Justesen—Registrar

B.A. Psychology, Pacific University, 1995

John Schoppert—Director of Library Services

BA, English, Portland State University, 1992

MLS, Library Science, Emporia State University, 2012

Michael Taphouse—Director of Advising and Career Services

B.S. Social Science, Portland State University, 2001

M.S. Counseling, Portland State University, 2008

Certificate: Nationally Certified Counselor (NCC), 2008

Sarajane L. Viemeister—Director of Financial Aid

A.A., Oregon Transfer, Portland Community College, 2012

A.S., Portland Community College, 2012

A.G.S., Portland Community College, 2012

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Professional and Support Staff

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Professional Staff

Israel Ayala Guevara
SBDC Specialist

Paula Ascher
Distance Learning and Instructional
Technology Coordinator

Suzanne Burd
Community Education Coordinator

Peg Caliendo
Grants Coordinator

Michelle Cochran
Student Life Advisor

Shayna Dahl
Disability Resources Advisor

Michael DeMott
Business Development Specialist

Frederick Ellett
SBDC Counseling Specialist

Adam Gietl
Manager of Network Services

Kristen Kane
Instructional Assessment

Rosalie Kelly
Bookstore Manager

Susan Lewis
Instructional Coordinator

Emily McDonald
Manager of Payroll & Benefits

Inocente Olivan
Facilities Services Manager

Sidney Spaulding
Fund & Cost Accountant

Support Staff

Teresa Beeks
Bookstore Specialist

Amanda Bernal
Resource Development/Instructional
Services Administrative Assistant

Jorge Basilio-Rosales
Facilities Services Technician

James Beedie
Instructional Assistant - Math Tutor

Jim Cloinger
Student Services Administrative Assistant

Cynthia Crampton
Student Services Administrative Assistant

Daniel Dehaze
Online Services Specialist

Richard Dunlop
Facilities Services Technician - Grounds

Russell Erlenbush
Facilities Services Technician -
Maintenance

Martin Fiegenbaum
Accounting Specialist

Brian Fix
Facilities Services Technician

Gail Gilliland

President's Office/Instructional Services
Administrative Assistant

Jessica Griffin Conner
Student Services Administrative Assistant

Pamela Hill
Facilities Services Technician

Richard Jepson
ITS Computer Support Technician II

Angela Johnston
Health Occupations Administrative
Assistant

Courtney Judah
Human Resources Administrative
Assistant

Debra Kochis
Facilities Services Technician

Rosina Loera
Facilities Services Technician

Mary Martin
Administrative Assistant to the Chief
Academic and Student Affairs Officer

Kathleen McFarlane
Child Care Specialist

Noemi Ochoa
Early Childhood Specialist

Tiffany Prince

Assistant to the President and Board of
Education

Bernardita Ramos
ESOL Instructional Assistant

Doug Roland
Facilities Services Technician

Jensi Smith
Pre-College Program Specialist III

Ronald Watrus
Computer Support Technician

Kelly Wiley
Instructional Assistant

Michael Zitur
Facilities Services Technician- Grounds

Joyce Zrelak
Accounting Specialist

Faculty Directory

Dawn Agidius: Nursing

B.S. Nursing, Linfield College, 1999

Byron Akita: Physical Education

B.A. Business Administration, Central Washington University, 1978

D.C. Chiropractic, Western States Chiropractic College, 1985

Certified as Shiho in Karatedo Doshinkan, 2006

Elizabeth Anderson: Art

B.S. Fine Arts (Graphic Design), Pacific Northwest College of Art, 1990
Professional Artist

Bunni Austin: Speech

A.A. Practical Theology, Christ for the Nations Institute, 1988

A.G. S. General Science, North Island College, 1998

B.A. Communication/Early Childhood Education, Simon Fraser University, 2000

M.A. Communication, Simon Fraser University, 2004

Diana Bailey: Nursing

A.A.S. Nursing, Columbia Gorge Community College, 2004

B.S. Biology, Pacific University, 1991

M.S. Nursing, Walden University, 2012

Julie Belmore: Pre-College, Reading

B.A. History, Lewis and Clark College, 1983

M.A. TESOL/Applied Linguistics, Portland State University, 2005

Amanda Bellus: Nursing

A.A.S. Nursing, Columbia Gorge Community College, 2010

B.S. Nursing, Linfield College, 2012

Cheryl Berger: Business, Accounting

B.S. Business Management, University of Montana, 2007

M.B.A. Human Resources, Willamette University, 2009

Leslie Berry: Anthropology

B.A. Anthropology, Humboldt State University, 1990

M.A. Equivalence in Anthropology, California State University at Hayward, 1996

California Multiple Subject Teaching Credential, 2002

M.A. Education/Instructional Technology, San Jose State University, 2003

Melissa Bickle: Pre-College Reading, Writing & Math

B.A. Interdisciplinary Studies (Communication/Spanish), Marylhurst University, 1994

M.A. Education and Human Development (Technology Leadership), George Washington University, 1997

Oregon Elementary Teaching License (GTEP), Portland State University, 2012

Yukari Birkett: Japanese, English For Speakers Of Other Languages

B.A. English Literature and Language, Seisen Women's College, 1985

M.A. TESOL, Eastern Michigan University, 1988

Mercedes Bolton: Nursing

B.S. Nursing, University of Portland, 1978

Kristen Booth: English, Writing

B.A. English, Washington State University, 1993

M.A. English, Portland State University, 1999

Kristen Booth: Writing

B.A. English, Washington State University, 1993

M.A. English, Portland State University, 1999

Franceina Brackenbury: Pre-College, Reading

B.A. Criminal Justice, Eastern Washington University, 1998

M. Ed. Interdisciplinary Studies (Teaching Certification), Montana State University, 2004

Jack Brook: Biology, Nutrition

B.S. Microbiology/Environmental Health, Washington State University, 1974

B.S. Food Science, Oregon State University, 1977

M.S. Nutrition, Central Washington University, 1979

Joyce Burkhart: Medical Terminology

A.S. Radiologic Technology, Fullerton Community College, 1974

A.R.R.T. Licensure, City of Hope Medical Center, 1976

B.V.E. Vocational Education, California State University, 1992

M.Ed. (Adult Education and Leadership), Oregon State University, 2007

Julie (Jules) Burton: Biology, Environmental Science

B.S. Microbiology, Weber State University, 1982

Certificate of Graphic Design, University of California at Santa Cruz, 1986

Post-Baccalaureate in Secondary Education, Arizona State University, 1999

M.S. Natural Science, Arizona State University, 2000

Annette Byers: Mathematics

B.A. Psychology, University of Puget Sound, 1985

Standard Oregon Teacher's Certificate, Portland State University, 1987

M.S. Education, Eastern Oregon University, 2009

Keri Byers: Early Childhood Education

A.A. Early Childhood Education, Bellevue Community College, 1996

B.A. Management/Organizational Leadership, George Fox University, 2000

M. Ed. Curriculum/Elementary Education, Concordia University, 2013

Lynn Carpenter: Medical Terminology (College Now)

B.S. Health Education, Oregon State University, 1975

B.S. Physical Education, Oregon State University, 1976

M.A.T. Health Education, Lewis and Clark College, 1981

Julie Cantrell: Physical Education

Certified Personal Trainer

Richard Charles: Spanish

B.A. Spanish/History, Brigham Young University, 1964

M.A. Spanish, University of Washington, 1966

Ed.D. Organization and Leadership, University of San Francisco, 1980

Robert Clark: Welding (College Now)

ANSI 3G 3 Process Welding Certificate, Rogue Community College, 2007

B.A. Political Science, University of Oregon, 2009

M.A.T. Education, Lewis and Clark College, 2010

John Copp: History, Political Science

B.S. History and Astrophysics, Michigan State University, 1978

M.A. History, Portland State University, 1982

M. Phil., Political Science, Columbia University, 1989

Ph.D. Political Science, Columbia University, 1992

Certificate: W. Averell Harriman Institute for Advanced Study of the Soviet Union, 1988

Lois Colton: English For Speakers Of Other Languages

B.A. Elementary Education, Portland State University, 1971

M.Ed. Adult Education/Teaching English for Speakers of Other Languages (TESOL), Oregon State University, 1991

Ted Cramer: Renewable Energy Technology (College Now)

B.S. General Sciences, Portland State University, 2002

M.Ed. Teachers Education, Portland State University, 2003

Lindsay Denney: Nursing

A.A.S. Nursing, Columbia Gorge Community College, 2009

B.S. Nursing, Grand Canyon University, 2011

Anthony DePinto: Emergency Medical Services

Emergency Medical Technician (Basic), Columbia Gorge Community College, 2002

Emergency Medical Technician (Paramedic), Northwest Regional Training Center, 2007

B.A. Criminal Justice, Mercyhurst College, 1999

Heather Doyle: English for Speakers of Other Languages

B.A. English, Roger Williams University, 1997

M.S. TESOL & Multicultural/Bilingual Education, Southern Connecticut State University, 2003

Terry Emmons: Medical Assisting

B.S. in Medical Laboratory from Oregon Institute of Technology, 1969

Certificate: Medical Technology, St. Vincent Hospital School of Medical Technology, 1969

John Evans: Mathematics

B.S. Physics, Washington State University, 1983

M.S. Mathematics, Washington State University, 1986

Tess Fegel-Osborne: Psychology

B.A. Psychology, Sociology, Portland State University, 1973

M.A. Counseling, Psychology, Lewis and Clark College, 1984

Carol Fisher: Nursing Assistant

R.N. Nursing, Lutheran Deaconess School of Nursing, 1965

Certification in Wound Care (WCC), 2010
Certifications in CPR, BLS, ACLS, TEAM, CPA

Gretchen Gebhardt: Geology

B.A. Geology, Geneseo State University, 2003

M.S. Geology (Geohydrology), Portland State University, 2007

Michelle Geer: Career Guidance (Early College)

B.S. Psychology, Portland State University, 1998

M.Ed. School Counseling, Liberty University, 2010

Usashi Ghosh: Computer Information Systems

B.Tech. Computer Science and Engineering, West Bengal University of Technology, India, 2009

M.S. Computer Science, University of Houston, 2014

Andrea Golts: English, Writing

B.S. Dietetics and Nutrition Science, Messiah College, 1998

B.A. English, Portland State University, 2004

M.A. English, Portland State University, 2005

Emily Goodwin (College Now)

B.S. Earth Systems, Stanford University, 2001

M.S. Early Systems, Stanford University, 2002

Tina Graves: Mathematics (Early College)

B.S. Mathematics, Linfield College, 2004

M.S. Mathematics, Wichita State University, 2006

M.A.T. Education, Pacific University, 2008

Eric Greene: Computer Applications/Office Systems

B.A. Philosophy, State University of New York, 1965

M.B.A. Business Administration, State University of New York, 1970

Donna (Candy) Gruner: Green Technology, Renewable Energy Technology

B.S. Education, Northeast Missouri State University, 1973

Environmental Science Certificate, Waste Management Education Research Consortium (WERC), University of New Mexico College of Engineering, 1992

M.I.S. Information Systems/Management, University of Phoenix, 2007

Dan Hall: Sociology

A.G.S. Liberal Arts and General Studies, Kellogg Community College, 2005

B.S. Sociology, Northern Michigan University, 2008

M.A. Sociology, Wayne State University, 2011

Leigh Hancock: English, Writing, Women's Studies

B.A. English Literature, Reed College, 1984

M.F.A. Fiction Writing, University of Virginia, 1989

Jennifer Hanlon-Wilde: English, Writing

B.A. Psychology, American University, 1991

M.S. Nursing, MGH Institute of Health Professions, 1995

M.A. English, Portland State University, 2008

Maureen Harter: Nursing

A.S. Nursing, Purdue University, 1981

B.S. Nursing, Purdue University, 1984

Janette Harrington: Pre-College (Math, Reading, Writing)

B.S. Secondary Education, Southern Oregon University, 1974

M.S. Special Education (Handicap Learner), Portland State University, 1978

Rachel Harry: Theater (also College Now)

B.A. English, University of Utah, 1985

M.A. Theater Production, Central Washington University, 2004

Patrick Hawke: Computer Applications/Computer Information Systems

A.A.S. Broadcast Technology (Media Streaming), Boise State University, 1996

B.S. Broadcast Technology (Instruction Delivery), Boise State University, 2004

M.S. Instructional & Performance Technology (Usability & Instructional Design), Boise State University, 2010

Rita Hendershot: Early Childhood Education

B.A. Human Development, Pacific Oaks College, 2003

M.A. Human Development, Pacific Oaks College, 2004

Cynthia Hinton: Emergency Medical Responder (College Now)

B.A. Political Science/Norwegian, Pacific Lutheran University, 1982

M.A.T. Education, Western Oregon University, 2006

P.K. Hoffman: Ceramics, Sculpture

B.S. Fine Arts, University of Oregon, 1968
Professional Artist

Helen (Leni) Horst: Medical Assisting

A.A.S. Nursing, Mt. Hood Community College, 2001

Andrew Hughes: Health

A.A. Education, Southwestern Oregon Community College, 1985

B.S. Physical Education & Health, Eastern Oregon University, 1988

M. Ed. Physical Education, Oregon State University, 1995

Bill Hughitt: Mathematics

B.S. Business (Finance), Portland State University, 1979

M.S. Elementary Education, Portland State University, 1983

Linda Hughitt: Computer Applications/Office Systems

B.S. Elementary Education (Early Childhood Education), Portland State University, 1979

M.S. Elementary Education (Reading Endorsement), Portland State University, 1981

K-12 Technology Integration Certification, University of Florida, 2005

Ronda Hull: Early Childhood Education

B.S. Interdisciplinary (Education, Social Work and Health), George Fox College, 1993

M.S. Education (Curriculum and Instruction), Portland State University, 2000

Silvia Huszar: Spanish

B.S. Chemical Engineering, Universidad del Valle, 1984

Specialization in Marketing Management, Universidad Libre, 1992

M.A.T. Education, Western Oregon University, 2002

Native Spanish Speaker

Manuel Irusta: Emergency Medical Services

Emergency Medical Technician (Paramedic), 1995

Mary (Katy) Jablonski: Pre-College Reading, Writing

Washington State Secondary Teacher Certification in English

B.A. English, University of Colorado, 1998

M.S. Curriculum & Instruction, Portland State University, 2002

National Board Certified Teacher English Language Arts/Adolescence & Young Adulthood, 2004

Linnea Jaeger: English For Speakers Of Other Languages

B.A. Communication, Gonzaga University, 1986

M.A. Education, University of Portland, 1989

Secondary License, Language Arts, 1995 - University of Portland

Doris Jepson: Nursing

A.D. N. Nursing, Southern Oregon University, 1975

B.S. Nursing, Oregon Health Sciences University, 1999

M.S. Nursing, Walden University, 2007

Gwen Johnston: Nursing

B.S. Nursing, University of Portland, 1979

M.S. Nursing, Walden University, 2007

Certified Operating Room Nurse (CNOR)

Carol Jordan: Computer Applications/Office Systems

B.S. Mathematics, Santa Clara University, 1977

Secondary Teaching Credential, Mathematics, University of California at Davis, 1978

M.B.A. Computer Information Systems, Golden Gate University, 1988

Joel Kabakov: Music

B.A. Music, University of California at Berkeley, 1966

M.A. Music Composition, California State University at Northridge, 1968

Ph.D. Music, Harvard University, 1977

Jennifer Kamrar: Reading & Writing

B.A. English, Evergreen State College, 2008

M.A.T. English Composition and Rhetoric, Evergreen State College, 2008

Kristen Kane: Psychology

B.A. English Literature, University of Toronto, 1989

M.A. Psychology, Antioch University, 1996

Thomas Kaser: English, Writing

B.A. Journalism, University of Michigan, 1961

M.A. English, University of Hawaii, 1972

Katie Kissinger: Early Childhood Education

B.A. Social Science, Marylhurst College, 1981

M.A. Human Development/ Educational Leadership and Administration, Pacific Oaks College, 1985

Emily Kohner: Pre-College (Reading, Social Studies, Writing)

B.S. Environmental Education, University of Michigan, 1992

M.S. Special Education, Portland State University, 2004

English as a Second Language Endorsement, Portland State University, 2006

Reading Specialist Endorsement, Portland State University, 2010

Robert Kovacich: Chemistry

B.S. Education (Chemistry), Kutztown University, 1998

M.S. Chemistry, Oregon State University, 2002

M.J. (Zip) Krummel: Psychology

B.S. Education, Oregon State University, 1981

M.Ed. Education, Oregon State University, 1986

M.S. Counseling, Portland State University, 1992

Ed. D. Counseling and Special Education, Portland State University, 2003

Maryanna Kruse: English Literature, Writing (College Now)

B.A. English, San Diego State University, 1974

M.A. English, San Diego State University, 1979

Luise Langheinrich: Business

B.S. Geology, University of Washington, 1980

M.B.A. Finance, University of Colorado, 1985

21 years experience in Business Management and Marketing

Diana Lee-Greene: Medical Assisting

B.S. Medical Technology, University of Puget Sound, 1973

M.T. (ASCP) Registry, Medical Technology, St. John's Hospital, School of Medical Technology, 1973

M.B.A. Business Administration, Portland State University, 1988

R.M.A. Registered Medical Assistant, American Medical Technologies, 2008

Chad Leeson: Physical Education

B.S. Bible Theology/Pastoral Ministry, Multnomah University, 2007

CrossFit Trainer Certification, 2011

Lucas Lembrick: Mathematics

B.S. Mathematics, California Lutheran University, 2005

M.A. Mathematics, Ball State University, 2008

Kevin Liddiard: Mathematics (College Now)

B.A. Physics, Carleton College, 1987

M.S. Physics, Michigan State University, 1989

M.A. Secondary Education, University of New Mexico, 1994

Thomas Lieurance: Renewable Energy Technology

A.A.S. Electronics, Spokane Community College, 1990

Twelve years experience as Electronics Technician

Griselda Manzo De Garcia: Nursing

A.S. Nursing, Columbia Gorge Community College, 1999

B.S. Nursing, Oregon Health and Science University, 2001

Dave Mason: Psychology

B.S. Math and Psychology, Western Illinois University, 1973

M.S. Psychology, Western Illinois University, 1974

Certified Alcohol and Drug Counselor

Nancy (Brook) Maurer: Pre-College Developmental Education, Career Guidance

B.S. Biology, Environmental Studies, University of Michigan, 1973

M. Ed. Adult Education and Organizational Development, Oregon State University, 2003

Clayton McCrea: Emergency Medical Technology, First Aid/CPR

Certified Emergency Medical Technician (Paramedic), 1996

Abigail Merickel: Art History, Reading

B.A. English and Spanish, University of Colorado, 1981

Certificate in English as a Second Language, University of Colorado, 1981

M.F.A. Painting and Printmaking, Accademia di Belle Arti, Venice, Italy, 1989

M.A.T. Teaching, George Fox University, 2006

Karren Middleton: Nursing Assistant

Practical Nurse Certificate, Columbia Gorge Community College, 2010
A.A.S. Nursing, Columbia Gorge Community College, 2011

Emilie Miller: Biology

B.A. Neuroscience and Biology, Macalester College, 1998
Ph.D. Neuroscience, Oregon Health and Science University, 2007

Laurie Miller: Health Information Management, Medical Assisting

A.A.S. Health Information Management, Portland Community College, 2003
B.S. Allied Health Management, Oregon Institute of Technology, 2011

Patricia (Pam) Morse: Mathematics

B.S. Applied Mathematics, University of Georgia, 1983
B.S. Computer Science, University of Georgia, 1983
M.S. Math Education, East Stroudsburg University, 1984

Harvey Neuber: Mathematics

B.S. Biology/Botany, Utah State University, 1971
M.S. Soil Science and Biometeorology, Utah State University, 1984

William Noonan: Philosophy

B.A. Theology/Psychology, University of San Francisco, 1975
M.T.S. Religion/Psychology Harvard University, 1978
Ph.D. Religion/Psychology Graduate Theological Union, 1994

Theresa North: English For Speakers Of Other Languages

B.A. French, University of Texas at San Antonio, 1990
M.A. Comparative Literature, University of Texas at Austin, 1993

Nancy Noteboom: Writing

B.S. Geography, South Dakota State University, 1987
M.A. English, South Dakota State University, 1996

Siri Olson: Computer Applications/Office Systems

A.A.S. Accounting, Portland Community College, 2000
B.S. Business Management, University of Phoenix, 2005

Miriam Pentz: Medical Assisting

Medical Assisting Certificate, Columbia Gorge Community College, 2010

James Pytel: Renewable Energy Technology

B.S. Electrical Engineering, Clarkson University, 1996
M.A. Computer Resource and Information Management, Webster University, 1998

Erinn Quinn: Nursing

A.A.S. Nursing, Columbia Gorge Community College, 2003
B.S. Nursing, Washington State University School of Nursing, 2006
M.S. Nursing, Family Nurse Practitioner, Washington State University School of Nursing, 2011

Chauna Ramsey: English, Writing (also College Now)

B.A. English Literature, University of Oregon, 1993
M.A.T. Language Arts, Lewis and Clark College, 1994

Patrick Rawson: Pre-College, Mathematics

B.A. Philosophy, Don Bosco College, 1975
M.Div. Theology, Franciscan School of Theology, 1980

Teaching Certificate in Elementary Education/English as a Second Language, San Jose State University, 1987

M.S.W. Social Work, Portland State University, 1996

Shannon Red Cloud: Physical Education

Certification as Bikram Yoga Instructor, Bikram Yoga College of India, 2004
Certification as Yin Yoga Instructor, Root Down Yoga Studio, 2012

Ethel Reeves: Nursing

Associate of General Studies, Portland Community College, 1989
A.D.N. Nursing, Clark College, 1992
B.S. Nursing, Washington State University, 2009
M.S. Nursing, Washington State University, 2013

Andrew Riese: English For Speakers Of Other Languages

B.A. Cinema & Media Communications, George Fox University, 2007
M.A. Teaching English to Speakers of Other Languages (TESOL), 2012

Pam Ritzenthaler: Business Technology

B.S. Business Administration (Human Resources Management), Portland State University, 1997
M.B.A. Business Administration, Portland State University, 1999

Dan Ropek: Biology

B.S. Biology, Eastern Michigan University, 1983
M.S. Biology, Eastern Michigan University, 1988

Kim Ross: Microbiology

B.S. Biochemistry, Montana State University-Bozeman, 2002
Ph.D. MCD Biology, University of Colorado-Boulder, 2013

Tim Schacher: Welding

Thirteen years experience as a Certified Welder

Tim Schell: English Literature, Writing

B.A. Journalism, University of Oregon, 1978
M.F.A. Creative Writing, Arizona State University, 1995

Pat Schluter: Nursing Assistant

R.N. Nursing, Lutheran Deaconess Hospital School of Nursing, 1973
Certified American Red Cross Instructor

Donald Schmidt: Welding

M.Ed. Agricultural Education, Oregon State University, 1992

Stacey Shaw: English For Speakers Of Other Languages

B.A. Latin American Studies, The Evergreen State College, 1996
M.A. Education, Prescott College, 2003

Lynette Shere: Nursing Assistant

A.G.S. General Studies, Columbia Gorge Community College, 1998
A.A.S. Nursing, Clark College, 2000

Stephen Shwiff: Business, History

B.A. History/Classics, University of Texas at Austin, 1985
J.D. Law, Southern Methodist University School of Law, 1988

M.A. Liberal Arts, Southern Methodist University, 1995

M.A. History, University of Texas at San Antonio, 2007

Oriol Sole-Costa: Spanish (College Now)

B.S. Physics, Tufts University, 1973
M.A. Teaching (5th-12th Grades & Spanish Endorsement), Pacific University, 1998
Native Speaker of Spanish

Jennifer Stager: Nursing

B.S. Nursing, Humboldt State University, 1976
M.S. Adult Physiological Nursing, University of Utah, 1991

Post Master Certification, Family Nurse Practitioner, Gonzaga University, 1995

Mark Steighner: Music

B.A. Music, University of California at Santa Barbara, 1977
33 years as Music Teacher at Hood River Valley High School

Scott Stein: English Literature, Writing

B.A. English, Westmont College, 1971
M.A. Interdisciplinary Studies (English/History), Western Oregon University, 1975

Jeffrey Stewart: Art

B.A. Art, French, University of Oregon, 1965
M.F.A. Fine Arts, University of Oregon, 1967
Professional Artist

Robert Surton: Computer Science

B.S. Computer Science, Rensselaer Polytechnic Institute, 2007

M.S. Computer Science, Cornell University, 2011

Ph.D. Computer Science, Cornell University, 2015

Angela Thomas: Nursing

A.D.N. Nursing, Clatsop Community College, 1994

B.S. Nursing, Oregon Health Sciences University, 2005

Certifications in CNOR, ACLS, PALS, BLS, and RNFA

Kristen Towell: English, Writing

B.A. English, Lewis and Clark College, 1991

M.A. English (Medieval Literature), Portland State University, 1995

M.A.T. Secondary Language Arts, Lewis and Clark College, 1996

Diane Uto: Speech

B.A. Journalism, University of Oregon, 1985

M.A. International Studies, University of Oregon, 1995

M.A. Speech Communications, Portland State University, 2002

David Wagenblast: Economics

B.S. Agricultural Engineering Technology, Oregon State University, 1978

M.S. Agricultural and Resource Economics, International Marketing, Oregon State University, 1982

Andrea Ware: Computer Applications/Office Systems, English, Writing

A.G.S. General Studies (Horticulture), Mt. Hood Community College, 2006

B.S. Liberal Studies, Eastern Oregon University, 2008

M.A. English, Morehead State University, 2010

Jessica Webb: Nursing

B.S. Nursing, Walla Walla School of Nursing, 1998

M.S. Nursing (Psychiatric/Mental Health Nurse Practitioner), Washington State University, 2010

Amanda Webster: English, Writing, Women's Studies

B.A. English Literature, University of Colorado-Boulder, 2002

M.A. Education (Instruction and Curriculum), University of Colorado-Boulder, 2003

Lori White: Nursing

B.S. Nursing, Walla Walla University, 1982

M.S. Nursing (Management & Leadership), Walden University, 2009

Grace Windsheimer: Computer Applications/ Office Systems

B.A. Elementary Education, Eastern Washington University, 1971

Fifth Year Standard Certificate, Education/Elementary Classroom, 1976

Reading Endorsement, Portland State University, 1984

M.Ed. Instructional Technology, American InterContinental University (Online), 2004

Abel Wolman: Mathematics

B.A. Mathematics, Johns Hopkins University, 1985

M.A. Mathematics, Johns Hopkins University, 1987

Ph.D. Mathematics, Johns Hopkins University, 1992

Luis Ziegner: English For Speakers Of Other Languages

B.A. Spanish Translation/Management, Brigham Young University, 1993

146 | Citizen Boards & Committees

Columbia Gorge Community College is a community-based, community-oriented, and community-operated college. Every year volunteers give hundreds of hours of service to the College by serving on committees and boards. We thank them for their service.

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Budget Committee

M.D. Van Valkenburgh
Dr. James R. Willcox
David Fenwick
Charlotte Arnold
Dr. Ernest Keller
Stuart Watson
Charleen Cobb
Karen Fairchild
Arthur Babitz
John Kasberger
Shawn Whalen
John Hutchison
Marilyn Wong
Dan Ericksen

Foundation Board

Juanita Neitling, President
Mary Gumm, Vice President
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Charles K. Toole, Secretary
Charlotte Arnold
Anne Bialous
John Brunk
Martha Capovilla
Karen Carter
Martha Dell
Erin Ford
David Griffith
Mindi Macnab
Dave Mason
Donella Polehn
Dan Ropek
Richard Stillwell
Paul Thompson
Dr. Frank K. Toda
Marilyn Urness
Dennis Whitehouse
Carol York

Quality Board of Advisors

Gene Barker
Diana Carew
Robert Drewes
Dr. Steve Mittlestet
Dr. Charles Sorensen
Ken Patchett
Gregory Watson

Child Care Partners Advisory Committee

Monica Byers
Joella Dethman
Angela Eisland
Nancy Johanson-Paul
Shelley Iverson
Katie Kelley
Schlee Loomis
Melissa McKinney
Armida Ramirez
Julie Smith
Karen Stafford
Terry Thalsofer
Trudy Townsend
Cassie Whitmire
Kim Williams

Early Education & Family Studies Advisory Committee

Anne Burton
Lupe Campos
Eliza Greenway
Rita Hendershot
Kaylene Herman
Doreen Hotchkiss
Ronda Hull
Valerie Kendrick
Angela Klein
Nancey Patten
Karen Stafford
Trudy Townsend

Small Business Development Center Advisory Committee

Sam Bauer
Marcus Denney
Lisa Farquharson
Carol Friend
Marc Geller
Ann Harris
Dan Manciu
Michelle McGrath
Vern Mohlis
Eric Nerdin
Jared Sawyer
Darrell Roberts

STEM Advisory Committee (Science, Technology, Engineering, Math)

Todd Brogna
Matthew Brookins
Scott Buehler
Suzanne Burd
Jerry Carroll
Tim Clever
Dale Coyle
David Danner
Bruce Hamilton
Bjorn Hedges
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Ken Hillen
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PJ LeCompt
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Briana McKenna
Shaun Melander
Oscar Merida
Mike Prewitt
James Pytel
Mary Rogers
Chris Siebert
Brian Strassheim
Tom Svendsen
Shane Thoms
Tammara Tippel

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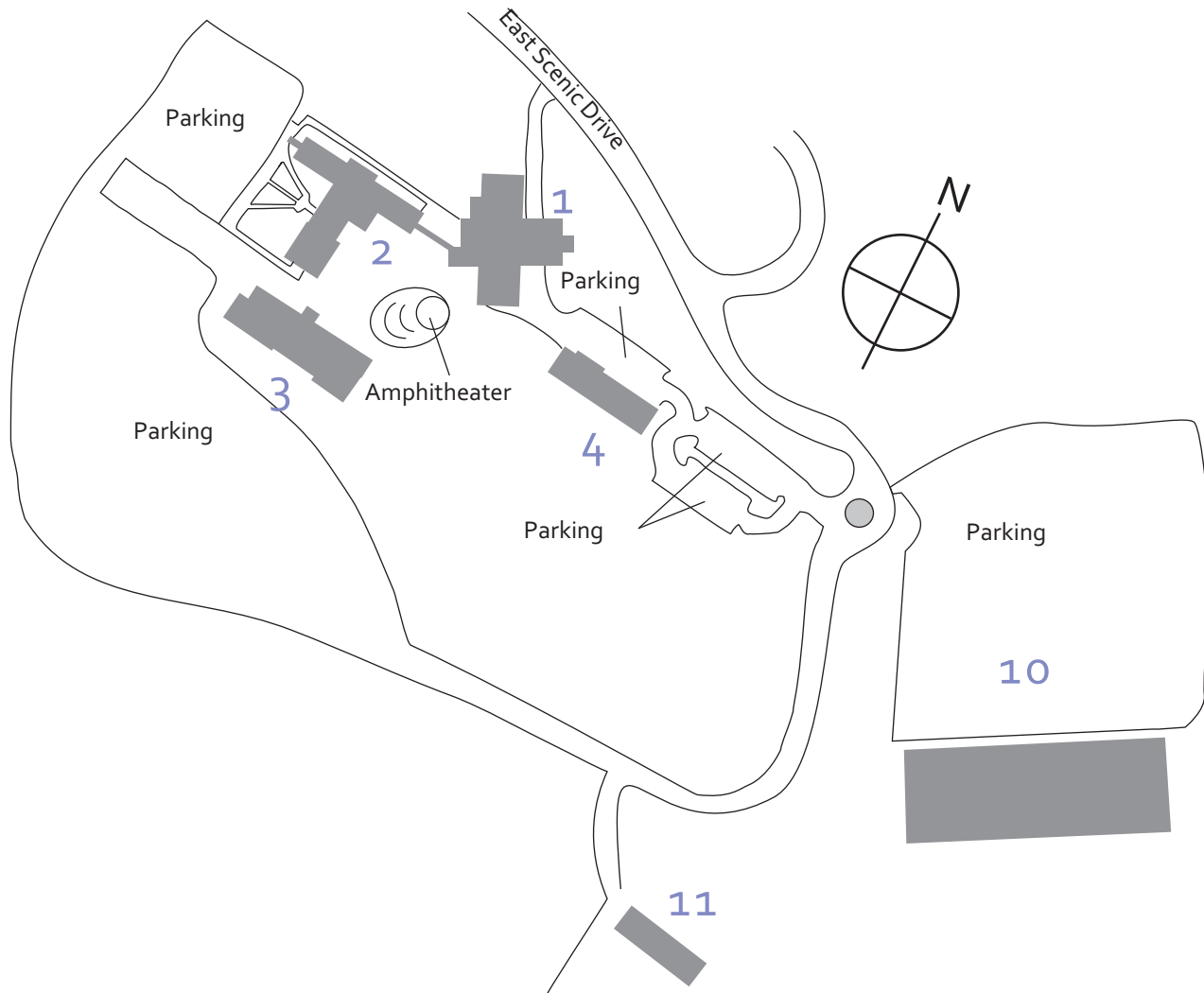
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150 | The Dalles Campus Map

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Columbia Gorge Community College
The Dalles Campus
400 East Scenic Drive
The Dalles, OR 97058

- Building 1**
 Bookstore
 Class Act Cafe
 Facilities Services
 Library
 Nursing Simulation Lab

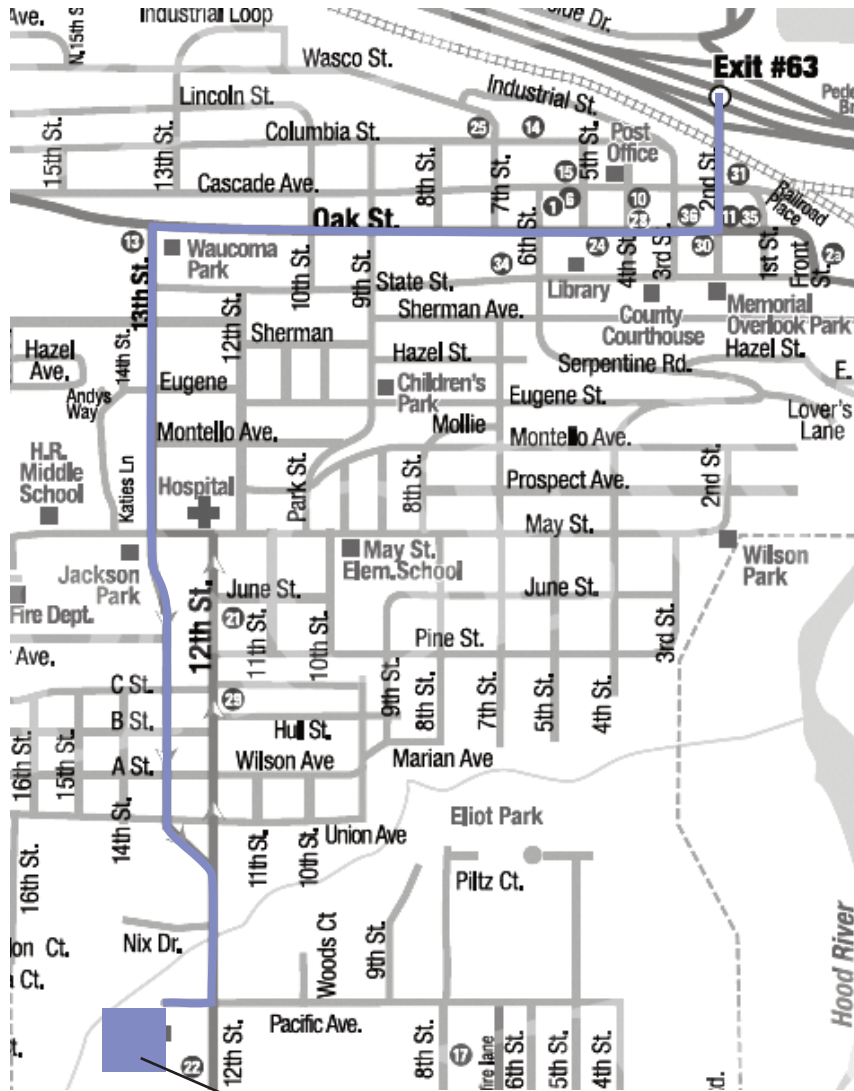
- Building 2**
 Cashier
 Child Care Partners
 DEQ
 GED/Pre-College Enrollment
 Instructional Services
 OSU Extension Service
 Columbia Gorge ESD
 Small Business Development Center

- Building 3
 (Health & Sciences Building)**
 Biology Labs
 Chemistry Labs
 Information Technology Department
 Nursing Faculty Offices
 Student Services

- Building 4**
 Art

- Building 10
 (Fort Dalles Readiness and
 CGCC Workforce Center)**
 RET Labs

Hood River Campus Directions



Directions to Hood River-Indian Creek Campus:

- From I-84, take Exit 63.
- Turn South onto 2nd Street.
- Turn right (West) on Oak Street.
- Turn left (South) on 13th Street.
- Turn right (West) on College Way.



Columbia Gorge Community College
Hood River - Indian Creek Campus
1730 College Way
Hood River, OR 97031

Calendar

2015

May 2015

Summer term registration begins May 26 (Tuesday)

June 2015

Summer classes begin June 22

Last day to drop summer classes with Tuition Refund* June 26 (Friday, week 1)

July 2015

Summer late fees begin June 29 (Monday, week 1)

College closed: Independence Day Holiday July 3 (Friday)

August 2015

Fall term registration begins August 10 (Monday)

Last day to withdraw from summer classes* August 14 (Friday, week 8)

September 2015

Summer term ends September 6 (Sunday)

College closed: Labor Day Holiday September 7 (Monday)

Summer grades available online September 10 (Thursday)

Fall classes begin September 21 (Monday)

Last day to drop fall classes with tuition refund* September 25 (Friday, week 1)

Fall late fees begin September 28 (Monday, week 2)

October 2015**November 2015**

College closed: Veterans Day Holiday November 11 (Wednesday)

Last day to withdraw from fall classes* November 13 (Friday, week 8)

Winter registration begins November 23 (Monday)

College closed: Thanksgiving Holiday November 26, 27 (Thursday & Friday)

December 2015

Fall term ends December 13 (Sunday)

Fall grades available online December 16 (Wednesday)

College closed: Winter Holiday closure December 24, 25, 28
(Thursday, Friday, Monday)

2016

January 2016

2016-2017 FAFSA becomes available January 1

College closed: New Year's Holiday January 1 (Friday)

Winter classes begin January 4 (Monday)

Last day to drop winter classes with tuition refund* January 8 (Friday, week 1)

Winter late fees begin January 11 (Friday, week 1)

College closed: Martin Luther King Jr. Holiday January 18 (Monday)

February 2016

Last day to withdraw from winter classes* February 26 (Friday, week 8)

Spring registration begins February 29 (Monday)

March 2016

Winter term ends March 20 (Sunday)

Winter grades available online March 23 (Wednesday)

Spring Break (College Services Open) March 21-25

Spring classes begin March 28 (Monday)

April 2016*April is Community College Month*

Last day to drop spring classes with tuition refund* April 1 (Friday, week 1)

Spring late fees begin April 4 (Monday, week 2)

May 2016

Last day to withdraw from spring classes* May 20 (Friday, week 8)

College closed: Memorial Day Holiday May 30 (Monday)

June 2016

Graduation Ceremonies for Class of 2016 June 10 (Friday)

Spring term ends June 12 (Sunday)

Spring grades available online June 15 (Wednesday)

*Dates for drop and withdrawal refer to 8-11 week classes only. Drop and withdrawal dates vary for classes fewer than 8 weeks in length. Contact Student Services for specific dates for those classes.



Columbia Gorge Community College

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400 East Scenic Drive
The Dalles, OR 97058

Hood River Indian Creek Campus
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