



COLUMBIA GORGE
COMMUNITY COLLEGE

WELCOME TO CGCC

COVID-19 information:

Please note that while all information in this catalog is presented with good intention, temporary modifications to college operations, procedures, and rules have been enacted for as long as the coronavirus threat is active in our community. Check with the college if you have questions regarding content in this catalog during the pandemic.

Mission

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

Values

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

Vision

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

Strategic Priorities

- ✕ Fiscal Responsibility and Sustainability
- ✕ Student Success
- ✕ Diversity, Equity and Inclusion
- ✕ Community Connections

Table of Contents

Section 1: Welcome to CGCC

Mission, vision, values & strategic priorities.	2
President Cronin's welcome message	3
CGCC history and information	4-5
Student profile	6
Student success story: Shanay Moore	7
Accreditation statement; equal opportunity & non-discrimination.	8

Section 2: Academic Programs

Section contents	10
Institutional learning outcomes and educational philosophies	11
General program requirements	12-13
General education electives & disciplines	14-15
Degrees and certificates (see page 10 for a detailed list)	16-84
Student success story: Elizabeth Hinatsu	68
Student success story: Colby Williamson	73
Concentration awards	86-87

Section 3: Course Descriptions

Course list by discipline	90
Course descriptions	90-112

Section 4: Student Information

Become a student at CGCC	114
Admissions & enrollment	115-116
Registration	116-117
Grading	117-119
Satisfactory academic progress	119

Transcripts.	120
Graduation	120
Credit transfer	120
Other academic credits	120-121
Tuition & Fees.	121-124
Academic advising	124
CGCC marketplace (formerly the bookstore).	125
Child Care Partners.	125
Community education	125-126
Customized training, ESOL, food service, Gorge Literacy, pre-college programs, publications.	126
Small Business Development Center.	126-127
Student organizations	127
Testing services	127-128
Tutoring, transportation, campus parking and accessibility.	128
Library and learning commons	128-129
Programs for high school students	129-130
Financial aid	130-132
Student records policies.	133-134
Other policies.	134-135

Section 5: Directories, Addenda, and Index

Leadership & staff.	138-139
Faculty directory and credentials.	140-143
Index	144-149
Campus contact information	150
Campus map	151
Academic calendar	152

President Cronin's Welcome Message

Last year, when I wrote the introduction for this catalog, most of us believed we would have returned to some semblance of normalcy by this point. Unfortunately, we are still, at this writing, working our way through the coronavirus pandemic. CGCC is addressing the constant shifts in public policy, health guidelines, and the needs of our students, staff, and faculty in the best way we know how—by being flexible, safe, and conscientious. Our number one priority is making sure our students get an amazing education at an affordable price, while staying safe and healthy.

Our efforts to bring the same great education at a great price to our students and community through alternative methods such as remote delivery have expanded student options. This fall, we were happy to welcome students back to campus, both as the first residents of our new on-campus residence, Chinook Hall, as well as by offering more face-to-face classes as the pandemic, hopefully, winds down. We, also, completed the Regional Skills Center on campus at the same time.

Chinook Hall and the Columbia Gorge Regional Skills Center were built—start to finish—during the pandemic. We are grateful that our own staff and our partners at Plan B Consultancy, Opsis Architecture and Bremik Construction were able to weather the additional challenges of two major building projects during such an unprecedented time.

The residence hall features a common room with adjacent kitchen, quiet study space, and spacious student rooms that can be rented by one to four students. Each student's contract also includes a meal plan of seven, fourteen, or twenty-one meals a week. With no commute and free Internet access, this is a great option for students who live far away—or just in remote areas without access to services. Or even for those who want to live on their own but close to home.

The skills center has classroom and industrial space so that students in our Electro-Mechanical Technology, Aviation, Advanced Manufacturing & Fabrication, and Construction Technology programs can build, weld, and study their way into well-paying jobs in industry. It, also, includes a FlexLab or makerspace where students can engage in laser-printing projects and similar creative pursuits.

Whatever comes our way, we know that together, as a CGCC community, we will handle it with grace and emerge stronger because of it. We are a small college, but a mighty one.



Dr. Marta Yera Cronin, CGCC President

About CGCC

www.cgcc.edu

CGCC is a public two-year community college in Oregon. Its mission is to “build dreams and transform lives by providing lifelong educational programs that strengthen our community.” The college’s vision is to become the first option of choice for education and training in the communities it serves, and its actions are guided by those principles.

The college has two locations, both within the stunning Columbia River Gorge National Scenic Area. The college mascot is “Brook Chinook,” a Chinook salmon. The Chinook is important to the Native American tribes that still live nearby, and played a large part in the history and settlement of the area.

CGCC provides high-caliber instruction, small classes with personalized attention, and robust programs that lead not just to jobs, but to *careers*. The college aligns those programs with the standards of the State of Oregon Department of Education, so that students may qualify for professional certifications, or transfer to four-year universities to complete their Bachelor’s degrees.

The college serves many kinds of students, including English language learners, GED® seekers, recent high school graduates, or those seeking a new career. The college also provides individual classes for those who want to update their job skills, and short-term certificates (one year or less) that may boost career options. Finally, the college provides life-enriching community education classes that are enjoyed by students of all ages.

History

In the fall of 1977, the Wasco Area Education Service District was established and granted the right by the Oregon Legislative Assembly to provide educational resources for Gorge residents. The college was renamed Treaty Oak Education Center, and in 1983, Treaty Oak Community College, which operated in leased facilities in downtown The Dalles for 16 years. In 1989, the college board adopted the new name of Columbia Gorge Community College, recognizing the college’s role as the only institution of higher education in the region.

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 eastern and central 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 an amphitheater in the center of the campus. The measure also enabled the college to establish a permanent campus and construct a classroom building in Hood River, moving out of previously leased space. All of these new facilities were completed in 2008. With funding from the Department of Community Colleges and Workforce Development, an electro-mechanical lab building with shop areas and high bay space was constructed in 2010. In 2014, CGCC in partnership with the Oregon Military Department and Wasco County built the Fort Dalles Readiness Center on The Dalles campus. This complex houses Electro-Mechanical Technology, flexible space for other CGCC classes, a welding lab, and the region’s largest conference floor, capable of hosting up to 1,000 attendees. In 2021, the college opened a new regional skills center and a student housing building.

Columbia Gorge Community College was granted independent accreditation in July of 2013. Today the college serves about 4,300 students annually from all over the Mid-Columbia region.

Sanctuary Campus

Columbia Gorge Community College is a sanctuary college committed to the diversity of its student body and, as such, is committed to the protection of all of its students including undocumented student immigrants and students who qualify as Deferred Action on Childhood Arrivals (DACA). CGCC is committed to the safety and privacy of its students, and as a Sanctuary College bound by The Family Educational Rights and Privacy Act (FERPA), it will continue to protect all of its students in line with institutional policies, only releasing non-directory student information if served with a valid court order.

Hispanic-Serving Institution (HSI)

As a federally-designated Hispanic Serving Institution (HSI), CGCC is committed to serving the unique needs of this rapidly growing segment of our community through extended outreach and support systems, which, ultimately, benefit all our students.

Our membership in the Hispanic Association of Colleges and Universities (HACU) gives CGCC access to professional development opportunities and a network of colleges around the world from which we can glean promising practices for the benefit of our students. Additionally, our membership in HACU affords our students access to resources that can enhance their college experience, like paid internships, as well as additional financial support in the form of scholarships.

Specific initiatives have included the formation of the Juntos student club, HSI 101 workshops, activities related to Hispanic-Serving Institution week (held each year in September) and collaboration with our school district partners on student success efforts.

CGCC Foundation

www.cgccfoundation.org

The Columbia Gorge Community College Foundation was established in 1979 to advance the interests and development of the college, its students, and the community. The Foundation’s mission supports students by ensuring the college is a vital, accessible, premiere, educational resource in the Columbia Gorge. As a separate 501(c)(3) Oregon nonprofit organization, the Foundation is made up of community leaders who generously volunteer their time, talent, and resources by serving on the board of directors. Contributions to the CGCC Foundation are tax-deductible to the full extent of the law.

The CGCC Foundation believes the entire community benefits when every student has access to the tools and resources needed to support success in school and in life.

To achieve the Foundation’s mission, the Foundation board and its staff solicit and administer charitable donations from individuals, organizations, and businesses. Contributions to CGCC Foundation provide resources for students to attend and succeed in school.

as well as opportunities for faculty and staff to engage in professional development. More information can be found at the Foundation's website.

Students

CGCC's students are all ages, from recent high school graduates to retired grandparents. Each student has a unique goal, and CGCC staff and faculty seek to help students realize those goals. CGCC students attend part-time or full time. The college opened up its first on-campus residence unit, Chinook Hall, in fall 2021.

Staff, Faculty, and Administrators

Columbia Gorge Community College is governed by a Board of Education consisting of seven community members. The college president is Dr. Marta Yera Cronin, who is assisted by a President's Council consisting of executive leadership. A full listing of 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 (DOL) as a model for rural nursing care. CGCC was the first community college on the West Coast to establish wind technician training and in 2020 became the only

"Level One" training provider for Unmanned Aerial Vehicles in the Pacific Northwest. The college also has received federal grants, as well as other DOL and Department of Education (DOE) funding for specific workforce training programs.

Locations and Facilities

The Dalles Campus
400 East Scenic Drive
The Dalles, OR 97058
(541) 506-6000

Hood River
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 includes most of Wasco and Hood River counties. The college also serves residents of 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 more than 85,000.

The Dalles Campus

CGCC's main campus is at 400 East Scenic Drive, The Dalles, overlooking the Columbia River Gorge. The Gorge is a steep-walled canyon more than 70 miles long, and is the only break in the Cascade Mountains. Formed by the Columbia, the fourth largest river in the US, the Gorge has a worldwide reputation for its scenic beauty and recreational opportunities. The Dalles, Oregon, sits near the east end of the Columbia River Gorge National Scenic Area. 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, whitewater rafting, excellent fishing and boating, scenic hiking and horseback riding trails, skiing, unique cultural experiences, and numerous historical museums.

The Dalles campus is 62 acres adjoining Sorosis Park. Currently, the college uses six buildings on campus. Building 1 houses classrooms, the Library, the Student Life center, Pre-College services, the Small Business Development Center (SBDC), food services, and the boardrooms. Building 2 houses the Bookstore, administrative offices, the President's Office, Business Office and cashier, and faculty offices. Building 3 (Health & Sciences Building) houses Instructional Services and Student Services. Student Services includes admissions, registration, testing, disability resources, financial aid, academic advising, and veterans' services. The building also has classrooms, computer labs, science labs, and Information Technology. Building 4 houses the art department. Building 10 houses Electro-Mechanical Technology classrooms, labs, and the welding lab. Building 11 houses additional Electro-Mechanical Technology lab facilities. In 2020, the college began construction on two new buildings. One is a regional skills center, the other is a student residential housing unit.

Hood River

The Hood River Center is on the Heights, at 1730 College Way. Student Services staff members are available to assist with admissions, registration, testing, financial aid, academic advising, Pre-College services including GED®, English for Speakers of Other Languages, an Information Commons with library services, faculty offices, and college bookstore. The Hood River Center 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 Transit Center, with The Dalles LINK providing connection to The Dalles Campus. Transit is also provided from Klickitat County by Mt. Adams Transportation.

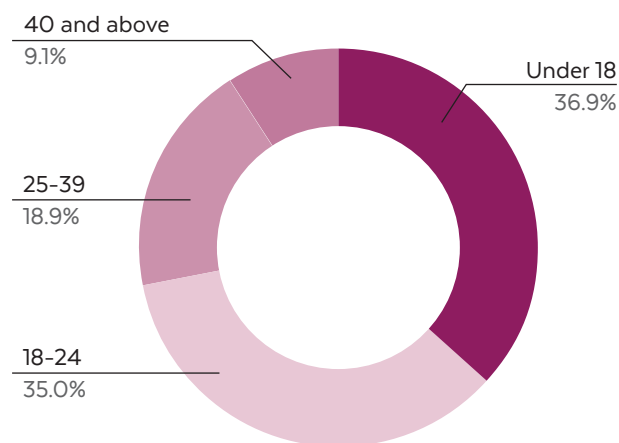
Other Facilities

Some college courses, contracted training, and other special programs are offered at locations throughout the district. See the quarterly Class Schedule or www.cgcc.edu for specific locations.

WE ARE CGCC

Who are CGCC students? CGCC's FTE for 2019-2020 is 816. CGCC offers credit classes for degree-seeking students or those improving their skills to gain employment or enhance their opportunities, and community education classes for everyone. CGCC students come from a variety of backgrounds, and no two student stories are identical.

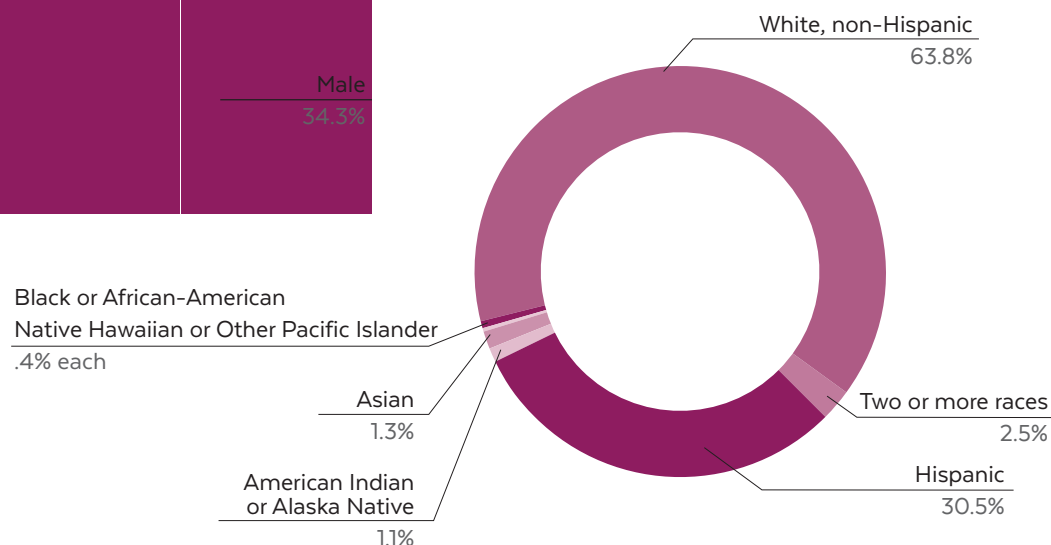
Credit Students By Age



Students by Gender



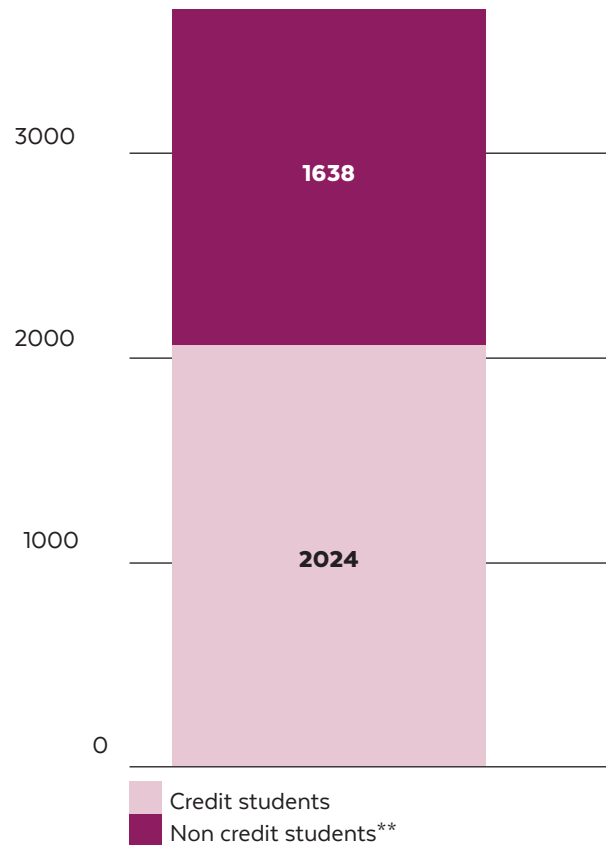
Students by Race and Ethnicity (self-identified)*



* About reporting data: CGCC data shown here is gathered from student admissions applications, which ask students if they self-identify as Hispanic/Latino in a separate question from asking about race. However, due to data reporting standards set by the Integrated Postsecondary Education Data System (IPEDS), students who identify as Hispanic/Latino only, or Hispanic/Latino and any race category, are reported to IPEDS as Hispanic/Latino, and CGCC's data reflects that reporting. All statistics are drawn from data for the 2019-2020 academic year.

Number of Students Served

3662 total community members served



**Non-credit classes include community education, pre-college/ adult basic education (ABE), GED®, and English for Speakers of Other Languages (ESOL) classes.

STUDENT SUCCESS STORY: SHANAY MOORE

For some, getting trained in a new trade is a choice to embark on a new adventure. For Shanay Moore, it's a life-and-death fight to make sure her family survives.

As a single mother of three, Moore makes sure her kids' needs are met before her own, and that they have a comfortable life. "We've had to start over from scratch after being involved in a house fire last year," she says, "and now we are doing everything we can to keep our heads above water."

Moore is a local Gorge resident, having grown up in Parkdale, Oregon, and now residing in White Salmon, Washington. This fall, she started in the inaugural cohort of the Construction Technology program at CGCC.

"Most of my life I've grown up into uncertainty and self-doubt," says Moore. She chose Construction Technology because she wanted to gain skills and education that would fast-track her into a stable trade. "Being able to take this next step for my future, and the future of my children means everything to me. We have a chance to live better and to be better."

"I am inspired by looking ahead into my future and seeing my family living a life that I can be proud of," she continues. "I grew up in an unstable, unloving home, where we always struggled. The thought of being in a comfortable place, being confident in knowing that my children and my needs are well taken care of, brings me a sense of peace."

Her children may have inspired her to seek education and training, but Moore also hopes she will be an inspiration to others. "I see myself working in a trade as a successful, determined, hard working woman. My goal is to truly know my worth and to be an inspiration, showing others the rewards of working hard."



photo credit: Danny Dehaze

Interested in the Basic Construction or Construction Technology programs? Learn more on pages 78-79

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 200
Redmond, WA 98052
425-558-4224
www.nwccu.org

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:

- ✘ Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment, admission, or academic evaluation; or
- ✘ 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
- ✘ 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 by speaking 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:

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

Employment

Courtney Judah | Executive Director of Institutional Effectiveness

Office: Rm 2.139 Phone: (541) 506-6151

Civil Rights; Student Programs, Activities, and Services

Michael Espinoza | Vice-President of Student Services

Office: Rm 3.223 Phone: (541) 506-6010

Educational Programs; Title II Coordinator

Jarett Gilbert | Vice-President of Instructional Services

Office: Rm 3.325 Phone: (541) 506-6030

Title IX Coordinator

Mike Taphouse | Dean of Students

Office: Rm 3.224 Phone: (541) 506-6026

Section 504 Coordinator

Shayna Dahl | Student Support Services Coordinator

Office: Rm 3.227 Phone: (541) 506-6046



**COLUMBIA GORGE
COMMUNITY COLLEGE**

ACADEMIC PROGRAMS

CGCC offers five Associate of Arts or Associate of Science degrees, an additional eight options for Associate of Applied Science degrees, and many certificates. This section presents all the general and specific requirements of each program, its prerequisites, and information about transfer options or careers in the fields related to the program. Most programs are laid out in a convenient 'map' format that shows all the required courses as well as a recommended sequence of completion, though students must also meet with an academic advisor to determine their specific needs.

SECTION CONTENTS

Institutional Learning Outcomes & Educational Philosophies	11
General Programs	12-24
General Program Requirements	12-13
General Education Electives	14-15
Associate of Arts Oregon Transfer	16
Associate of Arts Oregon Transfer Core Transfer Map	17
Associate of Arts Oregon Transfer Oregon Transfer Module	18
Associate of Arts Oregon Transfer Elementary Educator Pathway	19
Associate of Science Oregon Transfer Business	20
Associate of Science Oregon Transfer Computer Science	21
Associate of Science	22
Associate of General Studies	23
Associate of Applied Science General Requirements	24
Degree Partnership Program	25
Business & Entrepreneurship	26-35
Career Information	26
Entry-Level Accounting Clerk Career Pathway Certificate	27
Accounting/Bookkeeping Certificate	28-29
Accounting Associate of Applied Science	30-31
Entrepreneurship Certificate	32-33
Entrepreneurship/Business Management Associate of Applied Science	34-35
Computer Applications & Web Technologies	36-51
Career Information	36
Basic Computer Skills Career Pathway Certificate	37
Digital Marketing Assistant Career Pathway Certificate	38
Entry-Level Administrative Assistant Career Pathway Certificate	39
Medical Office Professional Career Pathway Certificate	40
Office Assistant Career Pathway Certificate	41
Spreadsheet Support Career Pathway Certificate	42
Word Processing Support Career Pathway Certificate	43
Administrative Assistant Certificate	44-45
Administrative Assistant Associate of Applied Science	46-47
Administrative Office Professional Associate of Applied Science	48-49
Web Design Assistant Certificate	50
Web Development Assistant Certificate	51

Education & Human Services	52-59
Career Information	52
Early Childhood Education Overview	53
Early Childhood Education Fundamentals Certificate	54-55
Early Childhood Education Curriculum Certificate	56-57
Early Childhood Education Associate of Applied Science	58-59
Nursing & Healthcare	60-67
Career Information	60
Courses Leading to Certification EMT Part I and II AEMT Part I and II EMT Intermediate Certified Nursing Assistant 1 Phlebotomy	61
Medical Assisting Certificate	62-63
Nursing Associate of Applied Science	64-67
Student success story: Elizabeth Hinatsu	68
Engineering, Manufacturing, & Industry	69-84
Career Information	69
Advanced Manufacturing Technology Certificate	70-71
Manufacturing Certificate	72
Student success story: Colby Williamson	73
Aviation Maintenance Technology Certificate	74-75
Aviation Maintenance Technology Associate of Applied Science	76-77
Basic Construction Certificate	78
Construction Technology Certificate	79
Electro-Mechanical Technology Career Pathway Certificate	80-81
Electro-Mechanical Technology Associate of Applied Science	82-83
Professional Small Unmanned Aircraft Systems Certificate	84
Concentration Awards	86-87

Institutional Learning Outcomes

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

- 1 Communicate effectively using appropriate reading, writing, listening, and speaking skills. (*Communication*)
- 2 Creatively solve problems by using relevant methods of research, personal reflection, reasoning, and evaluation of information. (*Critical thinking and Problem-Solving*)
- 3 Extract, interpret, evaluate, communicate, and apply quantitative information and methods to solve problems, evaluate claims, and support decisions in their academic, professional and private lives. (*Quantitative Literacy*)
- 4 Use an understanding of cultural differences to constructively address issues that arise in the workplace and community. (*Cultural Awareness*)
- 5 Recognize the consequences of human activity upon our social and natural world. (*Community and Environmental Responsibility*)

Educational Philosophy Statements

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.

GENERAL PROGRAM REQUIREMENTS

Columbia Gorge Community College confers six associate degrees:

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

In addition, CGCC offers numerous certificates in career and technical education programs. The choices students make will depend on their major and their goals following graduation. All of the degrees have some requirements in common.

Prerequisites, limits, and general degree requirements are listed in the following paragraphs.

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

Successful completion of any prerequisite requires passing with a “C” or better, or a “P.” A grade of “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. regionally accredited institution: AA, AS, AGS, AAS, BA, BS and higher will have the basic competency in writing (WR 121) waived. Other writing requirements specified by the program remain in effect.

Minimum Requirements

Students earning an associate degree must successfully complete the following comprehensive requirements along with any additional requirements specific to individual associate degrees:

- ✕ *Minimum Credits.* All candidates must earn a minimum of 90 credits toward an associate degree. Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirement for any degree.
- ✕ *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 three credits of physical education courses may be used as electives, except for the Associate of General Studies, which may include six 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 nine credits of experimental courses may 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 six credits).

Certificate Requirements—One Year Certificates

Certificates at CGCC ranging from 45-60 credits are awarded in several programs 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 may not 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 eight credits must be earned at CGCC.
- ✕ A maximum of 12 credits of “P” (pass) grades will apply. 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 Certificates

- ✕ Certificates at CGCC ranging from 12-44 credits are awarded in several programs 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.
- ✕ At least six credits must be earned at CGCC, all of which must apply to the certificate requirements.
- ✕ A maximum of eight credits of Pass/No Pass grades will apply. 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 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

In order to succeed on campus and in the world beyond college, students 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, email 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 will not be able to withdraw from the course again, if granted an additional attempt through appeal, 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 a 15-month period. After that time, they are either 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 Class Schedule 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

What are General Education Electives?

General Education Electives are classes that fall within specific academic discipline areas and may be used to fulfill the “general education elective” requirements in Associate degrees and some certificates. Additionally, some classes also meet the Cultural Literacy requirement for the AAOT degree.

What is meant by academic disciplines?

General Education 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.”

LIST KEY

* Does Not Meet Requirements for AAOT, ASOT-BUS, or ASOT-CS

** Does Not Meet Requirements for ASOT-BUS

Meets Cultural Literacy Requirement

Arts & Letters

ART 102	Understanding the Visual Arts
ART 211, 212	Modern Art History
ART 230	Drawing I
ART 252	Ceramics I
ART 269	Printmaking I
ART 280	Painting Basics
ART 286	Watercolor I
CHN 101*, 102*, 103*	First Year Chinese
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 201, 202	Shakespeare
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
ENG 253, 254	Survey of American Literature
ENG 260 #	Introduction to Women Writers

MUS 108 #	Music Cultures of the World
MUS 110	Fundamentals of Music
PHL 201	Introduction to Philosophy: Philosophical Problems
PHL 202	Introduction to Philosophy: Elementary Ethics
PHL 204	Philosophy of Religion
SPA 101*, 102*, 103*	First Year Spanish
SPA 201, 202, 203	Second Year Spanish
TA 274	Theatre History
WR 240, 241, 242, 243	Creative Writing
WR 244, 245, 246, 247, 248	Advanced Creative Writing

Social Sciences

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
ED 216	Purpose, Structure, & Function of Education in a Democracy
ED 219	Civil Rights & Multicultural Issues in Educational Settings
HEC 202	Contemporary Families in the US
HEC 226*	Child Development
HST 104 #	History of the Middle East
HST 110 #, 111 #, 112 #	World History
HST 201 #, 202 #, 203 #	History of the U.S.
HST 218 #	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 Ideologies: Idea Systems
PSY 101	Psychology and Human Relations
PSY 201A #, 202A #	General Psychology
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 219 #	Religion & Culture: Social Dimensions
SOC 231 #	Sociology of Health & Aging
WGS 101 #	Women's and Gender Studies
WGS 201 #	Intercultural Gender Studies
WGS 202 #	Activism and Social Change

Science, Mathematics, & Computer Science

BI 101	Biology
BI 121, 122	Introduction to Human Anatomy & Physiology I, II
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
ESR 171, 172, 173	Environmental Science
G 184	Global Climate Change
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 105 **	Math in Society
MTH 111 **	College Algebra
MTH 112 **	Elementary Functions
MTH 211, 212, 213 **	Foundations of Elementary Mathematics I, II, III
MTH 243 **, 244 **	Statistics I, II
MTH 251 **, 252 **, 253 **	Calculus I, II, III

Cultural Literacy

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 104	History of the Middle East
HST 110, 111, 112	World History
HST 201, 202, 203	History of the U.S.
HST 218	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
PS 204	Comparative Political Systems
PS 205	Global Politics: Conflict & Cooperation
PS 211	Peace and Conflict
PS 225	Political Ideologies: Idea Systems
PSY 201A, 202A	General Psychology
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 219	Religion & Culture: Social Dimensions
SOC 231	Sociology of Health & Aging
WGS 101	Women's and Gender Studies
WGS 201	Intercultural Gender Studies
WGS 202	Activism and Social Change

Associate of Arts Oregon Transfer

Oregon Transfer

90 credit minimum

The Associate of Arts Oregon Transfer (AAOT) degree is the best choice for students who plan to transfer to one of the Oregon public universities. Students who have completed this degree and are accepted will be admitted as having completed most 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 12-13 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.

* Some baccalaureate degrees require specific lower-division courses. Students should consult with a transfer advisor at the

Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing**	8	WR 121 and either WR 122 or WR 227. A student must have at least eight credits of Writing.
Math	4	MTH 105 or higher
Oral Communications	4	Choose from: COMM 111, COMM 140, COMM 214, or COMM 215
Health/Wellness/Fitness	3	Choose from: HPE 295 or three PE courses (one credit each for a total of three credits)
Cultural Literacy	3	See list of acceptable courses on pages 14-15. 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 writing courses.

institution to which they intend to transfer.

AAOT Degree Requirements

- ✕ Associate Degree Comprehensive Requirements and Limits, see pages 12-13
- ✕ All courses must be passed with a grade of "C" or better

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 (level 100 or higher). A maximum of 12 credits of Career and Technical Education (CTE) courses may be applied.

General Education Requirements

All candidates must complete at least 11 Academic Discipline studies courses from the list of approved general education courses, pages 14-15:

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

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

Associate of Arts Oregon Transfer | Transfer Map

Core Transfer Map

30 credits

The Core Transfer Map is a broad description of course requirements for students at any Oregon community college or public university. Students who have not yet declared a major and plan to transfer may take classes that fit these categories at any Oregon community college and expect all classes to transfer and meet at least 30 credits of general education requirements for a bachelor's degree at any Oregon public university.

Note that many majors have specific course requirements for categories within the Core Transfer Map. The Core Transfer Map is intended as a starting point for students who plan to transfer to a university, but are unsure of their intended major or transfer destination. Students who are certain of their major, but not their transfer destination, should determine if there is a developed Major Transfer Map for their chosen discipline, and follow that as a guide. Students who are certain of both their major and their intended transfer destination should consult an advisor for information on an existing specific articulation agreement, Major Transfer Map, or degree map that will prescribe their course requirements.

Required Courses

Requirement	Credits	Note
Writing	3-4	All courses must meet AAOT requirements. Please see an Academic Advisor for recommendations.
Arts & Letters	6-8	
Social Sciences	6-8	
Natural Sciences	8-10	
Mathematics	4-5	

Additional Requirements

Requirement	Courses which satisfy requirements
Cultural Literacy	At least one required course must also meet the Cultural Literacy requirements
At least 30 total credits	If the credit total for the required courses is less than 30 credits, select a course of your choice from the AA/OT outcome courses
Completion standards	All courses must be passed with a grade of "C-" or better. Students must have a minimum cumulative GPA of 2.0 at the time of award

To notate the CTM on a transcript, submit a graduation petition and mark "notate transcript for Core Transfer Map" on the petition



Associate of Arts Oregon Transfer | Transfer Module

Oregon Transfer Module

45 credit minimum

The Oregon Transfer Module (OTM) is an approved 45-credit subset of general education courses that are common among Oregon's two-year and four-year colleges and universities. It is designed to improve student access to a college degree by enhancing opportunities for the transfer of credits earned at one institution to another. The OTM is an organized framework for students who are undecided regarding their academic majors or who change majors early in their college careers. It provides clear milestones that students can accomplish to serve their future goals, and it is supportive of students who transfer early to a four-year institution by allowing for seamless transfer of first year of coursework.

Any student holding an Oregon Transfer Module that conforms to the guidelines below will have met the requirements for the OTM at any Oregon community college or public university. Upon transfer, the receiving institution may specify additional coursework that is required for a major or for degree requirements or to make up the difference between the Transfer Module and the institution's total General Education requirements. The OTM may be applied toward the Associate of Arts Oregon Transfer degree, the Associate of Science Oregon Transfer—Business or —Computer Science degree, or a baccalaureate degree from a public university or participating Oregon independent college or university.

Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	8	Successful completion of WR 121 and either WR 122 or WR227
Mathematics	4	Successful completion of MTH 105 or higher
Oral Communications	4	COMM 111, 140, 214, 215

- ✕ The OTM satisfies the majority of campus general education requirements. (Some campuses may have additional requirements in subjects such as diversity or foreign language.)
- ✕ The OTM represents approximately half (45 credits) of an associate degree or the first year of a baccalaureate degree.
- ✕ The OTM is not a degree or certificate.

Required Coursework

The Oregon Transfer Module includes coursework which is equivalent to 3 academic quarters. All courses must be passed with a grade of "C-" or better and must be worth at least 3 credits. Students must have a minimum cumulative GPA of 2.00 at the time the module is posted.

General Education Discipline Studies

Courses must be from the General Education Discipline areas (Arts & Letters, Social Science, or Science/Math/Computer Science). Students are encouraged to complete at least one course with the embedded Cultural Literacy component in order to complete AAOT requirements. See pages 14-15 for a list of all general education electives, including courses that fulfill the cultural literacy requirement.

- ✕ Arts and Letters: Three courses.
- ✕ Social Sciences: Three courses.
- ✕ Science/Math/Computer Science: Three courses, including at least one biological or physical science with a lab.

Course of Study

The two-year Elementary Educator AAOT Transfer Pathway provides students with the opportunity to explore a career in K-5 teaching while earning required lower division coursework for transfer. Students may begin the Pathway while still in high school through available dual credit options. Or, students may start the Pathway upon enrollment at CGCC. Upon completion, students will leave CGCC with an Associate of Arts Oregon Transfer degree augmented by specific introductory education courses (see page 16 for specifics on the AAOT).

The Elementary Educator Transfer Pathway curriculum has been developed in collaboration with Oregon State University (OSU) and provides a seamless transfer opportunity to OSU's Bachelor of Science in Teaching and Elementary Education program. The Pathway provides opportunities for engaging with OSU Education faculty even in the first two years of study. Students may also choose to enroll through the CGCC/OSU Degree Partnership Program (page 25) opening doors to a variety of services and expertise at both schools.

Associate of Arts Oregon Transfer | Transfer Pathway Elementary Educator 90 credits

Prerequisites

Successful completion of: WR 115, RD 115 and MTH 20 or equivalent placement assessment scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

*Students are required to take electives to complete the AAOT degree. Students should consult with an Academic advisor to choose from the recommended General Education and Elementary Educator electives noted in the course map below with an asterisk.

Year One	Fall	Teachers Make a Difference: Exploring the K-5 Classroom ED 101, 1 cr	Child Development HEC 226, 4 cr	Health & Fitness for Life HPE 295, 3 cr or 3 cr of PE	English Composition WR 121, 4 cr	General Education Elective—Arts & Letters* 4 cr	16 Credits
	Winter	Contemporary Families in the US HEC 202, 3 cr	General Psychology PSY 201A, 4 cr	Argumentative Writing or Technical Writing WR 122 or 227, 4 cr	General Education Elective—Arts & Letters* 4 cr		15 Credits
	Spring	Civil Rights & Multicultural Issues in Educational Settings ED 219, 3 cr	Public Speaking or Interpersonal Communication: Process and Theory COMM 111 or 214, 4 cr	Education Pathway Electives* 7 cr			14 Credits
Year Two	Fall	Purposes, Structure & Function of Education in a Democracy ED 216, 3 cr	Foundations of Elementary Math I MTH 211, 4 cr	Education Pathway Electives* 4 cr	General Education Elective—Lab Science* 4 cr		15 Credits
	Winter	Foundations of Elementary Math II MTH 212, 4 cr	Education Pathway Electives* 7 cr	General Education Elective—Lab Science* 4 cr			15 Credits
	Spring	Practicum ED 293, 1 cr	Practicum Seminar ED 294, 2 cr	Foundations of Elementary Math III MTH 213, 4 cr	General Education Elective—Arts & Letters* 4 cr	General Education Elective—Lab Science* 4 cr	15 Credits

Associate of Science Oregon Transfer Business

90 credit minimum

The Associate of Science Oregon Transfer–Business (ASOT–BUS) degree is designed for students planning to transfer credits to any Oregon public university, and seek entry into that institution’s business school program. Students completing the ASOT–BUS degree will have met the lower-division general education requirements of the institution’s baccalaureate degree programs. Students transferring will have junior status for registration purposes.

Admission to the business school program of a public university is not guaranteed upon completion of the ASOT–BUS. It is strongly recommended that students contact the business school program of the school they intend to transfer to early in the first term of their ASOT–BUS program to be advised of additional requirements. Students should also meet with a CGCC Academic advisor.

Candidates for the ASOT–BUS must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements and Limits as established on pages 12-13 and meet all the degree-specific requirements listed here.

Degree-Specific Requirements

- ✕ Associate Degree Comprehensive Requirements and Limits, see pages 12-13.
- ✕ Each course must be completed with a “C” or better.
- ✕ BA 101, 211, 213 and 226. BA 226 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 14-15. All courses in discipline studies must be a minimum of three credits. A course may count towards foundational requirements or discipline studies, but not both.

- ✕ Arts & Letters: complete three courses from at least two disciplines.
- ✕ Social Sciences: Complete four courses from at least two disciplines; two courses must be microeconomics and macroeconomics.
- ✕ Science, Mathematics, and Computer Science: Complete four courses from at least two subject areas (including three 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 14-15. This course may be one of the required discipline studies courses.

Elective Credit Requirements

- ✕ All candidates must complete additional elective or university specific prerequisite 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).
- ✕ A maximum of three credits of physical education (PE) may be applied to this degree.

Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	8	WR 121 and either WR 122 or WR 227. A student must have at least eight credits of Writing.
Mathematics	12	A minimum of three courses MTH 111 or higher for which Intermediate Algebra is a prerequisite. One course must be Statistics.
Oral Communications	4	COMM 111, 140, 214, 215
Computer Applications	8	(BA 131 or CAS 133) and (CAS 140; or CAS 109 and [CAS 170 or 270]).

Associate of Science Oregon Transfer Computer Science

90 credits

Any student who holds an Oregon community college Associate of Science Oregon Transfer—Computer Science (ASOT—CS) that conforms to the guidelines set forth below, and who transfers to one of Oregon's public universities, will have met the lower division general education requirements of that university.

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

General Education Discipline Studies Requirements:

- ✕ Arts and Letters: Three courses chosen from two or more disciplines
- ✕ Social Sciences: Four courses chosen from two or more disciplines
- ✕ Science/Math/Computer Science: Four courses from at least two disciplines including at least three laboratory courses in biological and/or physical science
- ✕ See program specific requirements as some programs require physics
- ✕ Note that the CS and Math core required courses will meet the requirement for one of the four required courses, so normally only three science courses outside of CS/Math are needed
- ✕ Cultural Literacy: Select one course designated as meeting the cultural literacy requirement on pages 14-15. This course may be from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy.

Computer Science Specific Requirements

A minimum of 16 credits in computer science consisting of the following courses. Each course in this section must be completed with a grade of "C" or better. (Note: many CS programs have competitive admission. Minimum GPA and grades will not generally be high enough to gain admission to competitive programs).

Required Courses

- ✕ CS 160 Computational Thinking
- ✕ CS 161 Programming & Problem Solving
- ✕ CS 162 Web Development and Object-Oriented Programming
- ✕ CS 260 Data and Algorithms

Elective Credit Requirements

Complete additional courses to bring the total number of credits to at least 90; varies depending on the student's selection of courses to meet the requirements above. Please carefully plan this in consultation with university-specific CS program requirements. A current guide for university specific, lower division CS requirements is maintained at <http://occcwiki.org> or consult with an advisor from the target university program.

Lower division courses taken at the community college may not meet the requirements of an upper division course with a similar title and content offered by an Oregon public university Computer Science program. In such cases, the courses in question will normally transfer as electives. The ASOT—CS degree may include up to 12 approved Career Technical Education credits as electives.

Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	8	WR 121 and either WR 122 or WR 227. Information Literacy will be included in the writing requirement. (Note: WR 227 will meet additional requirements at some CS baccalaureate programs)
Mathematics	10	Must include at minimum MTH 251 Differential Calculus and MTH 252 Integral Calculus.
Oral Communications	4	COMM 111, 140, 214, 215
Health/Wellness/Fitness	3	One or more courses totaling at least three credits.

Associate of Science

90 credits

The Associate of Science Degree (AS) 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 Degrees 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 AS degree must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements Limits as established on pages 12-13 and meet all the degree-specific requirements listed here.

Associate of Science Degree Requirements

- ✕ Associate Degree Comprehensive Requirements and Limits, see pages 12-13.

General Education Requirements

All candidates must earn a minimum of 21 credits selected from the list of approved courses, pages 14-15. Each course must be a minimum of three 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 (level 100 or higher).

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.
Mathematics	4	MTH 111 or any mathematics course, minimum four credits, with Intermediate Algebra as a prerequisite, with grade "C" or higher.
Health/Wellness/Fitness	3	HPE 295
General Education	21	See list of acceptable courses on pages 14-15. The course may be from any area and may also count as part of the overall distribution requirement

Associate of General Studies

90 credit minimum

The Associate of General Studies degree (AGS) 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 AGS degree must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements Limits as established on pages 12-13 and meet all the degree-specific requirements listed here.

General Studies Degree Requirements

- ✕ Associate Degree Comprehensive Requirements and Limits, see pages 12-13

General Education Requirements

Students must earn a minimum of 16 credits of General Education taken from the list of approved courses on pages 14-15. 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 AA, AAS, AGS, AS, BA, BS, or higher degree, from a regionally-accredited United States institution.

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 credits of PE may apply
- ✕ Maximum of six credits of one-credit MSD workshops may apply

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
Mathematics	4	MTH 65 or MTH 98 (with grade "C" or better) or passing a math course for which MTH 65 or MTH 98 is a prerequisite
General Education	16	See Electives List on pages 14-15.

General Requirements for Associate of Applied Science

90 credit minimum

The Associate of Applied Science degree (AAS) 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 toward a baccalaureate degree.

Candidates for the AAS degree must satisfy the General Education Requirements and Associate Degree Comprehensive Requirements Limits as established on pages 12-13, and meet all the degree-specific requirements listed here.

Associate of Applied Science Degrees Offered At CGCC

Accounting	30-31
Administrative Assistant	46-47
Administrative Office Professional	48-49
Aviation Maintenance Technology	76-77
Early Childhood Education.	58-59
Electro-Mechanical Technology	82-83
Entrepreneurship/Business Management.	34-35
Nursing	64-67

Requirements for AAS

- ✕ Associate Degree Comprehensive Requirements Limits, see pages 12-13.
- ✕ The final 16 credits that apply to the degree must include at least eight 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 three 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)

General Education Requirements

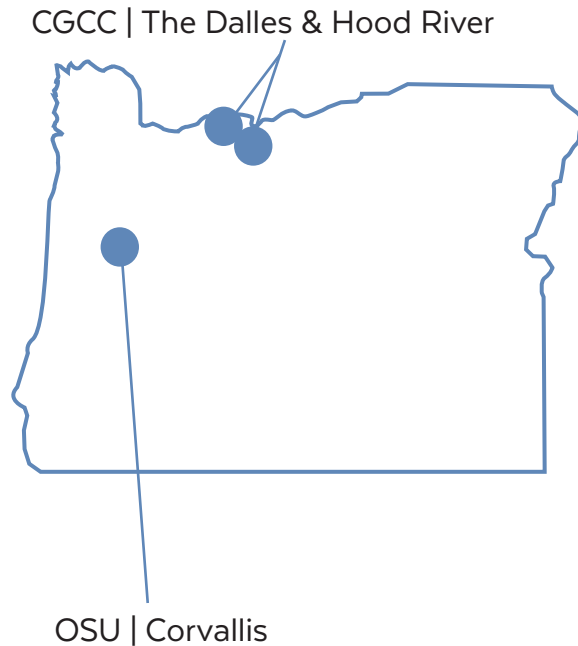
Students must earn a minimum of 16 credits of General Education taken from the list of approved courses on pages 14-15. These credits must come from courses taken in the following categories:

- ✕ 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 category.
- ✕ 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 AA, AAS, AGS, AS, BA, BS degree or higher from a regionally accredited United States institution. Program-specific General Education requirements for AAS degrees will not be waived.

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
Mathematics	4	MTH 65 or MTH 98 (with grade "C" or better) or passing a math course for which MTH 65 or MTH 98 is a prerequisite
General Education	16	See Electives List on pages 14-15.

Degree Partnership Program



CGCC's Degree Partnership Program provides 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 students' education plans 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 for students

The program includes:

- ✕ One application process for both CGCC and OSU
- ✕ 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

Business & Entrepreneurship

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

Career Pathway Certificate
Entry-level Accounting Clerk (16 credits)

Certificates

Accounting/Bookkeeping (52 credits)
Entrepreneurship (45 credits)

Associate of Applied Science Degrees

Accounting (95 credits)
Entrepreneurship/Business Management (95 credits)

Associate Degree

Associate of Science Oregon Transfer-Business
(ASOT-BUS) (90 credits) - see page 20

Career Information

For more info, visit the State of Oregon Employment Department's
resources page at www.qualityinfo.org/jc and search for keywords

Keyword search:

Accounting
Auditing
Bookkeeping
Clerk
Entrepreneur
Marketing
Retail

Keyword search:

Accounting Clerk
Bookkeeper
Business Management
Entrepreneur

University Transfer

EOU—www.eou.edu
OIT—www.oit.edu
OSU—www.oregonstate.edu
PSU—www.pdx.edu
SOU—www.sou.edu
UO—www.uoregon.edu
WOU—www.wou.edu

Career Description

The Entry-Level Accounting Clerk Certificate prepares students for an entry-level position in a bookkeeping or accounting department. Entry-level clerks perform routine tasks such as data entry plus other clerical duties such as typing and filing. They often support the accounts payable and receivable functions, organize and match invoices, identify and resolve discrepancies, and process other general business transactions.

Course of Study

This career pathway certificate is the first step on the accounting educational ladder within Business & Entrepreneurship studies. Students who earn the Entry-Level Accounting Clerk Certificate may then continue on to the one-year and two-year programs in a seamless path. The certificate may also lead to entry-level jobs.

All courses in the certificate are contained in the one-year Accounting/Bookkeeping Certificate and the two-year Accounting AAS Degree.

Program Outcomes

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

Career Pathway Certificate Entry-Level Accounting Clerk 16 credits

Prerequisites

Successful completion of: WR 115, RD 115 and MTH 20 or placement into WR 121, no reading required and MTH 60.

Suggested Course Sequence

Sequence shown is a *recommended* plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students *must* meet with an academic advisor to map their specific degree plan.

Two Terms	Fall	Introduction to Business BA 101, 4 cr	Principles of Accounting I BA 211, 4 cr	Introduction to Business Technology BA 131, 4 cr	12 Credits
	Winter	Applied Business Math BA 104, 4 cr			4 Credits

Certificate

Accounting/Bookkeeping

52 credits

Career Description

The Accounting/Bookkeeping Certificate prepares students for entry-level positions in bookkeeping or accounting. Entry-level bookkeepers perform routine tasks such as bank reconciliations, transaction posting, worksheet preparation and data entry, processing accounts payable, accounts receivable, plus general clerical duties such as typing and filing.

Course of Study

Business & Entrepreneurship studies are designed as career ladders to accommodate both part-time and full-time students. The Accounting/Bookkeeping Certificate emphasizes financial accounting and general business plus related courses in applied math, computer applications, and keyboard skills.

The certificate leads to the two-year Accounting AAS degree. All courses in the certificate are contained in the degree.

Students must also meet the general Certificate Requirements.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Apply math principles 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.
- ✕ Recognize and respectfully address basic ethical conflicts & issues in accounting.
- ✕ Use accounting and financial information for analysis and reporting.

Approved Electives**Accounting/Bookkeeping Electives**

BA 208	Business Ethics	4
BA 213	Managerial Accounting	4
BA 226	Business Law I	4
BA 256	Income Tax	3

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.

Suggested Course Sequence

Sequence shown is a *recommended* plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students *must* meet with an academic advisor to map their specific degree plan.

One-Year Certificate	Fall	Introduction to Business BA 101, 4 cr	Introduction to Business Technology BA 131, 4 cr	Principles of Accounting I BA 211, 4 cr	Introduction to Human Resource Management BA 224, 3 cr	Beginning Keyboarding ¹ CAS 121, 3 cr	Beginning Spreadsheets Using Excel CAS 170, 3 cr	10-Key for Business OS 131, 1 cr	16-22 Credits
	Winter	Applied Business Math BA 104, 4 cr	Principles of Accounting II BA 212, 2 cr	Human Relations in Organizations BA 285, 3 cr	English Composition WR 121, 4 cr	Keyboarding for Speed and Accuracy ¹ CAS 122, 3 cr	Intermediate Spreadsheets Using Excel CAS 270, 3 cr		13-19 Credits
	Spring	Payroll Accounting BA 177, 3 cr	Business Communication BA 205, 4 cr	Quickbooks for Business BA 228, 3 cr	Filing & Records Management OS 240, 4 cr	Accounting/ Bookkeeping Electives 3 cr			17 Credits

¹ Students who can touch type more than 40 words per minute should substitute an approved Accounting/Bookkeeping elective.

Credit Summary

Requirements	Credits
Accounting/Bookkeeping Electives	3
Business Administration (BA)	34
Computer Applications (CAS)	6
Office Systems (OS)	5
Writing (WR)	4

Associate of Applied Science

Accounting

95 credits

Career Description

The Associate of Applied Science in Accounting degree prepares students for work in the accounting field as bookkeepers, accounting clerks, or accounting assistants who summarize and post transactions, prepare invoices, payroll, and trial balances, perform bank reconciliations, record keeping, calculations, data entry, and word processing duties, plus a variety of other accounting and general business activities.

Course of Study

The Accounting AAS degree is the final step on the accounting educational ladder within Business & Entrepreneurship studies. The degree program expands on the one-year certificate and includes further coursework in accounting and finance as well as general business and general education. In year two, students develop a greater depth of knowledge in managerial accounting and financial management as well as economics.

Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science General Requirements. In addition, students must meet the General Education Electives requirement. Some courses specified within the program may be used as General Education Electives.

Program Outcomes

Upon successful completion of this 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.

Approved Electives

Accounting Degree Electives

BA 111	Introduction to Accounting & Finance.	3
BA 207	Introduction to E-Commerce	4
BA 223	Principles of Marketing	4
BA 225	Introduction to Entrepreneurship Law	4
BA 250	Managing Entrepreneurial Ventures.	3
CAS 122	Keyboarding for Speed & Accuracy.	3
CAS 123	Production Keyboarding.	3
CAS 140	Beginning Databases.	4
CAS 216	Beginning Word.	3
CAS 217	Intermediate Word	3
CAS 270	Intermediate Spreadsheets Using Excel.	3
OS 240	Filing and Records Management	4

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 24.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	Introduction to Business BA 101, 4 cr	Introduction to Business Technology BA 131, 4 cr	Principles of Accounting I BA 211, 4 cr	Beginning Keyboarding CAS 121, 3 cr	Beginning Spreadsheets Using Excel CAS 170, 3 cr	18 Credits
	Winter	Applied Business Math BA 104, 4 cr	Customer Service BA 188, 2 cr	Principles of Accounting II BA 212, 2 cr	Human Relations in Organizations BA 285, 3 cr	English Composition WR 121, 4 cr	15 Credits
	Spring	Payroll Accounting BA 177, 3 cr	Business Communication BA 205, 4 cr	Managerial Accounting BA 213, 4 cr	General Education Elective 4 cr		15 Credits
Year Two	Fall	Introduction to Human Resource Management BA 224, 3 cr	Beginning Algebra II or Quantitative Math MTH 65 or MTH 98, 4 cr (or higher)	10-Key for Business OS 131, 1 cr	Introduction to Entrepreneurship BA 150, 4 cr	General Education Elective 4 cr	16 Credits
	Winter	Business Ethics BA 208, 4 cr	Business Law BA 226, 4 cr	Income Tax BA 256, 3 cr	Principles of Economics: Microeconomics ¹ EC 201, 4 cr		15 Credits
	Spring	Management Fundamentals BA 206, 3 cr	Financial Management BA 222, 3 cr	Quickbooks for Business BA 228, 3 cr	Principles of Economics: Macroeconomics ¹ EC 202, 4 cr	Accounting Degree Electives 3 cr	16 Credits

¹ May be used as a general education elective.

Credit Summary

Requirements	Credits
Business Administration (BA)	61
Accounting Degree Electives	3
Computer Applications (CAS)	6
Economics (EC)	8
Office Systems (OS)	1
Mathematics (MTH)	4
Writing (WR)	4
General Education Electives	8

Certificate

Entrepreneurship

45 credits

Career Description

The Entrepreneurship Certificate offers a unique learning experience to students who aspire to start their own business, work in a family business, or obtain employment as entry-level managers and supervisors in other growth-oriented businesses.

Course of Study

Business & Entrepreneurship studies are designed as career ladders to accommodate both part-time and full-time students. The Entrepreneurship Certificate is the first step on the entrepreneurship educational ladder within Business & Entrepreneurship studies.

The certificate introduces the cultivation of an entrepreneurial mindset, converting business ideas from dreams to reality, management concepts and skills, as well as preparing students to enter the workforce as business managers and supervisors.

The Entrepreneurship Certificate leads to the two-year Entrepreneurship/Management AAS degree. All courses in the certificate are contained in the degree.

Students must also meet the general Certificate Requirements.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Develop a business plan which plans and allocates resources effectively, creates a budget/forecast and create a funding plan for prospective business, details operational information and a summary of business objectives.
- ✕ Communicate effectively with customers, suppliers, employees, and other stakeholders, using standard business terminology.
- ✕ Design a marketing/promotions plan based on a critical analysis of the factors influencing a particular business.
- ✕ Evaluate the legal environment for business and what legal steps business owners can help protect their investment/business.
- ✕ Establish a plan to manage employee and other business related items.

Prerequisites

Successful completion of MTH 20, RD 115, and WR 115, or equivalent placement assessment scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One Year Program	Fall	Introduction to Business BA 101, 4 cr	Introduction to Accounting & Finance BA 111, 3 cr	Introduction to Business Technology BA 131, 4 cr	Introduction to Entrepreneurship BA 150, 4 cr	15 Credits
	Winter	Business Ethics BA 208, 4 cr	Business Law BA 226, 4 cr	Human Relations in Organizations BA 285, 3 cr	English Composition WR 121, 4 cr	15 Credits
	Spring	Business Communication BA 205, 4 cr	Management Fundamentals BA 206, 3 cr	Principles of Marketing BA 223, 4 cr	Introduction to Entrepreneurship Law BA 225, 4 cr	15 Credits

Credit Summary

Requirements	Credits
Business Administration (BA)	41
Writing (WR)	4

Associate of Applied Science Entrepreneurship/Business Management

95 credits

Career Description

The Associate of Applied Science in Entrepreneurship/Business Management degree prepares students to launch and grow their own business, invigorate a family business, or add significant value in a management position with employers of various sizes. Graduates learn the skills to enhance startups as well as mature businesses across a wide array of industries.

Course of Study

The Entrepreneurship/Business Management AAS degree is the final step on the entrepreneurship educational ladder within Business & Entrepreneurship studies. The degree program expands on the one-year certificate and includes further coursework in entrepreneurship and management as well as general business and general education. In year two, students develop a greater depth of knowledge of how businesses function and best practices for management. The degree culminates in a final capstone course which synthesizes the two years of study, provides real-life context as students develop an entrepreneurial venture and/or manage an ongoing small business, and prepares students to seek financing with an organized portfolio of work suitable for presentation to investors or other interested parties.

Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science General Requirements. In addition, students must meet the General Education Electives requirement. Some courses specified within the program may be used as General Education Electives.

Program Outcomes

Upon successful completion of this degree, students will be able to:

- ✕ Prepare a comprehensive business plan including prospective balance sheet, income statement, cash flow statement, funding sources and the capital structure of a business.
- ✕ Apply an understanding of the management process, inclusive of planning, organizing, leading, and controlling resources within organizations.
- ✕ Differentiate between operational and organizational structures for business.
- ✕ Construct a marketing plan based on objectives developed from a strategic market assessment.
- ✕ Utilize technology skills with business software applications to facilitate efficiency and quality.
- ✕ Analyze and apply the legal, ethical, and economic standards of business.
- ✕ Communicate effectively with customers, suppliers, employees, and other stakeholders, using standard business terminology.

Approved Electives

Entrepreneurship Electives

Course number and title	# credits
BA 228 Quickbooks for Business	3
BA 256 Income Tax	3
CAS 140 Beginning Databases	4
CAS 170 Beginning Spreadsheets using Excel	3
CAS 216 Beginning Word	3
CAS 217 Intermediate Word	3
CAS 231 Desktop Publishing	3
CAS 270 Intermediate Spreadsheets using Excel	3
OS 240 Filing and Records Management	4
WT 102 Social Media Marketing	3
WT 181 Digital Marketing Strategies	3

Prerequisites

Successful completion of MTH 20, RD 115, and WR 115, or equivalent placement assessment scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	Introduction to Business BA 101, 4 cr	Introduction to Accounting & Finance BA 111, 3 cr	Introduction to Business Technology BA 131, 4 cr	Introduction to Entrepreneurship BA 150, 4 cr		15 Credits
	Winter	Business Ethics BA 208, 4 cr	Business Law BA 226, 4 cr	Human Relations in Organizations BA 285, 3 cr	English Composition WR 121, 4 cr		15 Credits
	Spring	Business Communication BA 205, 4 cr	Management Fundamentals BA 206, 3 cr	Principles of Marketing BA 223, 4 cr	Introduction to Entrepreneurship Law BA 225, 4 cr		15 Credits
Year Two	Fall	Introduction to Human Resource Management BA 224, 3 cr	10-Key for Business OS 131, 1 cr	Beginning Algebra II or Quantitative Math MTH 65 or MTH 98, 4 cr (or higher)	General Education Elective in Math, Science, or Computer Science 4 cr	Entrepreneurship Electives 4 cr	16 Credits
	Winter	Customer Service Skills BA 188, 2 cr	Managing Entrepreneurial Ventures BA 250, 3 cr	Principles of Economics: Microeconomics ¹ EC 201, 4 cr	Entrepreneurship Electives 4 cr	General Education Elective in Arts & Letters 4 cr	17 Credits
	Spring	Introduction to E-Commerce BA 207, 4 cr	Managerial Accounting BA 213, 4 cr	Financial Management BA 222, 3 cr	Entrepreneurship Capstone —Year Two BA 296, 2 cr	Principles of Economics: Macroeconomics ¹ EC 202, 4 cr	17 Credits

Credit Summary

Requirements	Credits
Business Administration (BA)	62
Entrepreneurship Electives	8
Economics (EC)	8
Mathematics (MTH)	4
Writing (WR)	4
Office Systems (OS)	1
General Education Electives	8

¹ May be used as a general education elective.

Computer Applications & Web Technologies

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

Career Pathway Certificates

Basic Computer Skills (13 credits)
Digital Marketing Assistant (19 credits)
Entry-Level Administrative Assistant (15 credits)
Medical Office Professional (24 credits)
Office Assistant (43 credits)
Spreadsheet Support (19 credits)
Word Processing Support (19 credits)

Certificates

Administrative Assistant (48 credits)
Web Design Assistant (39 credits)
Web Development Assistant (40 credits)

Associate of Applied Science Degrees

Administrative Assistant (103 credits)
Administrative Office Professional (94 credits)

Career Information

For more info, visit the State of Oregon Employment Department's
resources page at www.qualityinfo.org/jc and search for keywords

Keyword search:

Bank Teller
Bookkeeping Assistant
Data Entry
Digital Marketing
Medical Office Assistant
Office Assistant
Office Support
Web Design & Development

Keyword search:

Administrative Assistant
Data-Entry
File Clerk
Receptionist

Career Pathway Certificate Basic Computer Skills

13 credits

Career Description

The Basic Computer Skills certificate is designed to prepare students for entry-level computer operation in a variety of workplace settings, including offices, reception desks, and basic business operations.

Course of Study

The Basic Computer Skills certificate helps the student gain a foundational understanding of how computers work and what computers can do. Students will become more computer literate while they improve keyboarding skills and learn to manage documents, spreadsheets and emails effectively. Computer terminology is explained and best practice skills are shared for productive and secure use of the computer.

For students enrolled in Pre-College, the Basic Computer Skills certificate is designed to run concurrently with Pre-College classes and activities, preparing students with workforce relevant knowledge and skills. Certificate and course prerequisites may be waived for students attending Pre-College support classes.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Apply computer keyboarding skills to workplace documents.
- ✕ Utilize workplace software to complete basic documents.
- ✕ Employ basic operations of a computer.
- ✕ Create a favorable impression with customers and display a positive attitude.

Prerequisites

Successful completion of: WR 115, and RD 115 or placement into WR 121, no reading required.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Three Terms	Fall	Beginning Keyboarding CAS 121, 3 cr		3 Credits
	Winter	Intro to Computers: Using Windows CAS 103W, 1 cr	Keyboarding for Speed & Accuracy CAS 122, 3 cr	4 Credits
	Spring	Intro to Office Software CAS 133, 4 cr	Customer Service Skills BA 188, 2 cr	6 Credits

Credit Summary

Requirements	Credits
Computer Applications (CAS)	11
Business Administration	2

Career Pathways Certificate

Digital Marketing Assistant

19 credits

Career Description

The Digital Marketing Assistant certificate is designed to add value to the Administrative Assistant certificate or degree. Job activities could include assisting in the research of market conditions or gathering information to determine potential sales of products or services. Students completing this certificate can find jobs at small businesses or start-up companies.

Course of Study

This career pathway certificate can serve as a first step for students interested in pursuing a college credential and can put them on a path for earning more advanced certificates and degrees. It is also a value-added credential to CGCC's Administrative Assistant One-year Certificate or AAS degree.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Apply digital marketing concepts and skills in a business environment.
- ✕ Write social media and web page content that aligns with legal guidelines and best practices.
- ✕ Create and execute a digital marketing plan.

Prerequisites

Successful completion of: RD 90. Recommended: RD 115 and WR 115.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Three Terms	Fall	Beginning Photoshop CAS 108, 3 cr	Writing for the Web WT 105, 3 cr	6 Credits
	Winter	Intermediate Photoshop CAS 208, 4 cr	Desktop Publishing CAS 231, 3 cr	7 Credits
	Spring	Social Media Marketing WT 102, 3 cr	Digital Marketing Strategies WT 181, 3 cr	6 Credits

Credit Summary

Requirements	Credits
Computer Applications (CAS)	10
Web Technologies (WT)	9

Career Description

This certificate introduces basic computer skills and office software. It prepares students for entry-level office work or reception desk duties, including drafting correspondence, scheduling appointments and maintaining files.

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

Upon successful completion of this certificate, students will be able to:

- ✕ 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.

Career Pathway Certificate Entry-Level Administrative Assistant 15 credits

Prerequisites

Placement into WR 115 and MTH 20.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Three Terms	Summer	Basic Internet Skills CAS 104, 1 cr			1 Credits
	Fall	Beginning Keyboarding CAS 121, 3 cr	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets Using Excel CAS 170, 3 cr	10 Credits
	Winter	Intro to Computers: Using Windows CAS 103W, 1 cr	Beginning Word CAS 216, 3 cr		4 Credits

Credit Summary

Requirements	Credits
Computer Applications (CAS)	15

Career Pathway Certificate Medical Office Professional

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

Upon successful completion of this certificate, students will be able to:

- ✕ 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.

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.

Prerequisites

Successful completion of MTH 20, RD 115, and WR 115, or equivalent placement assessment scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Two Terms	Fall	Beginning Keyboarding CAS 121, 3 cr	Intro to Office Software CAS 133, 4 cr	Medical Office Administrative Procedures MA 117*, 3 cr	Medical Office Administrative Procedures Lab MA 118*, 2 cr	Introduction to Health Law and Ethics MP 140, 3 cr	15 Credits
	Winter	Customer Service Skills BA 188, 2 cr	Job Search Skills CG 209, 1 cr	Medical Terminology MP 111, 4 cr	Coding and Reimbursement MA 180*, 2 cr		9 Credits

* 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.

Credit Summary

Requirements	Credits
Computer Applications (CAS)	7
Medical Assisting (MA)	7
Medical Professions (MP)	7
Business Administration (BA)	2
College Guidance (CG)	1

Career Description

The Office Assistant certificate prepares students to perform routine clerical functions. Students earning this certificate are prepared to enter jobs as entry-level administrative assistants, receptionists, file clerks or data entry personnel.

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

Upon successful completion of this certificate, students will be able to:

- ✕ Produce professional, error-free, timely documents by using current and emerging software and hardware technology.
- ✕ Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail using office equipment.
- ✕ Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data and hard copy office documents.

Career Pathway Certificate Office Assistant 43 credits

Prerequisites

Successful completion of MTH 20, RD 115, and WR 115, or equivalent placement assessment scores, and keyboarding by touch or CAS 121.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One-Year Certificate	Fall	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets using Excel, CAS 170, 3 cr	10-Key for Business OS 131, 1 cr	English Composition WR 121, 4 cr	9–12 Credits
			OR			
	Winter	Digital Presentations CAS 109, 1 cr	Intermediate Spreadsheets using Excel, CAS 270, 3 cr	Beginning Databases CAS 140, 4 cr	Beginning Word CAS 216, 3 cr	12–15 Credits
	Spring	Production Keyboarding CAS 123, 3 cr	Intermediate Word CAS 217, 3 cr	Filing and Records Management OS 240, 4 cr	Office Systems and Procedures OS 245, 4 cr	14 Credits
	Summer	CE: Administrative Assistant OS 280F, 4 cr	CE: Administrative Assistant Seminar OS 280G, 1 cr			5 Credits

Credit Summary

Requirements	Credits
Computer Applications (CAS)	21
Office Systems (OS)	18
Writing (WR)	4

Career Pathway Certificate Spreadsheet Support

19 credits

Career Description

Students completing the Spreadsheet Support certificate often are completing other certificates or degrees in fields such as administrative assistant or accounting. This certificate adds value to these and other credentials where professional spreadsheets are used regularly.

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

Upon successful completion of this certificate, students will be able to:

- ✕ Efficiently create professional business documents using mathematical problem solving and software applications.
- ✕ Use critical thinking skills to adapt to changing technology and business software applications.
- ✕ Apply mathematical skills, terms, and concepts related to office support.

Prerequisites

Successful completion of MTH 20, RD 115, and WR 115, or equivalent placement assessment scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Three Terms	Summer	Applied Business Math BA 104, 4 cr			4 Credits
	Fall	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets using Excel CAS 170, 3 cr	10-Key for Business OS 131, 1 cr	8 Credits
	Winter	Beginning Databases CAS 140, 4 cr	Intermediate Spreadsheets using Excel CAS 270, 3 cr		7 Credits

Credit Summary

Requirements	Credits
Business Administration (BA)	4
Computer Applications (CAS)	14
Office Systems (OS)	1

Career Pathway Certificate

Word Processing Support

19 credits

Career Description

A word processing support certificate provides fundamental skills in word processing and can be used in a variety of workplace settings, including offices and small businesses. Students are prepared to draft and edit correspondence or proofread documents.

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

Upon successful completion of this certificate, students will be able to:

- ✕ Efficiently create professional business documents using word processing application software.
- ✕ Use critical thinking skills to adapt to changing technology and business software applications for word processing.
- ✕ Apply critical skills, terms, and concepts related to office word processing support.

Prerequisites

Placement into RD 90 and WR 90. Keying 24 wpm by touch or CAS 121 recommended.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Two Terms	Winter	Keyboarding for Speed and Accuracy CAS 122, 3 cr	Beginning Word CAS 216, 3 cr	Desktop Publishing CAS 231, 3 cr	Business Editing Skills OS 220, 4 cr	13 Credits
	Spring	Production Keyboarding CAS 123, 3 cr	Intermediate Word CAS 217, 3 cr			6 Credits

Credit Summary

Requirements	Credits
Computer Applications (CAS)	15
Office Systems (OS)	4

Certificate

Administrative Assistant

48 credits

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

Upon successful completion of this certificate, students will be able to:

- ✕ Perform basic entry-level office work.
- ✕ Effectively use written, oral, and visual communications skills.
- ✕ Use current and emerging technologies to solve workplace problems through presentation, research, analysis, and synthesis.
- ✕ Demonstrate professional and friendly behavior in the workplace.
- ✕ Apply basic mathematical equations to relevant office tasks.

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/WT course in addition to the required CAS/OS courses from the Administrative Assistant Certificate.

Prerequisites

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

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One-Year Certificate	Fall	Introduction to Accounting & Finance BA 111, 3 cr	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets Using Excel CAS 170, 3 cr	10-Key for Business OS 131, 1 cr	English Composition WR 121, 4 cr	15 Credits
	Winter	Applied Business Math BA 104, 4 cr	Human Relations in Organizations BA 285, 3 cr	Beginning Word CAS 216, 3 cr	Business Editing OS 220, 4 cr	Administrative Assistant Certificate Elective 4 cr	18 Credits
	Spring	Business Communication BA 205, 4 cr	Production Keyboarding CAS 123, 3 cr	Filing & Records Management OS 240, 4 cr	Office Systems & Procedures OS 245, 4 cr		15 Credits

Credit Summary

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

Associate of Applied Science

Administrative Assistant

103 credits

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.

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. Students should speak to an academic advisor about these options.

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

Program Outcomes

Upon successful completion of this degree, students will be able to:

- ✧ 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.

Approved Electives**Administrative Assistant Degree Electives**

Any CAS/OS/WT course in addition to the required CAS/OS courses from the Administrative Assistant Degree or Certificate.

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.

For a list of courses, see course descriptions. The following specific courses also qualify as 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

* Courses are limited to students with a declared major of AAS: Administrative Assistant or Medical Assisting.

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 24.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	Intro to Office Software CAS 133, 4 cr	10-Key for Business OS 131, 1 cr	English Composition WR 121, 4 cr	Administrative Assistant Degree Elective 3 cr	General Education Elective 4 cr	16 Credits
	Winter	Applied Business Math BA 104, 4 cr	Human Relations in Organizations BA 285, 3 cr	Beginning Word CAS 216, 3 cr	Business Editing OS 220, 4 cr		14 Credits
	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		14 Credits
	Summer	Beginning Algebra II or Quantitative Math MTH 65 or 98, 4 cr (or higher)	CE: Administrative Assistant OS 280F, 4 cr	CE: Administrative Assistant Seminar OS 280G, 1 cr	General Education Elective 4 cr		13 Credits
Year Two	Fall	Introduction to Accounting & Finance BA 111, 3 cr	Introduction to Google Drive CAS 134, 3 cr	Beginning Spreadsheets using Excel CAS 170, 3 cr	Administrative Assistant Degree Elective 2 cr	General Education Elective 4 cr	15 Credits
	Winter	Beginning Databases CAS 140, 4 cr	Administrative Assistant Degree Electives 11 cr				15 Credits
	Spring	Integrated Computer Projects CAS 246, 4 cr	Office Systems & Procedures OS 245, 4 cr	Administrative Assistant Degree Electives 4 cr	General Education Elective 4 cr		16 Credits

Credit Summary

Requirements	Credits
Computer Applications (CAS)	27
Office Systems (OS)	18
Business Administration (BA)	14
Mathematics (MTH)	4
Writing (WR)	4
Administrative Assistant Degree Electives	20
General Education Electives	16

Associate of Applied Science

Administrative Office Professional

94 credits

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.

Course of Study

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

Program Outcomes

Upon successful completion of this degree, students will be able to:

- ✕ 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.
- ✕ 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.

Prerequisites

Successful completion of RD 115, WR 115 and MTH 20 or equivalent assessment test scores. 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 24.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	Introduction to Business BA 101, 4 cr	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets using Excel CAS 170, 3 cr	10-Key for Business OS 131, 1 cr	English Composition WR 121, 4 cr	16 Credits
	Winter	Business Law I BA 226, 4 cr	Digital Presentations CAS 109, 1 cr	Keyboarding for Speed & Accuracy CAS 122, 3 cr	Beginning Word CAS 216, 3 cr	Business Editing Skills OS 220, 4 cr	15 Credits
	Spring	Intermediate Word CAS 217, 3 cr	Filing & Records Management OS 240, 4 cr	Office Systems and Procedures OS 245, 4 cr	General Education Elective 4 cr		15 Credits
	Summer	CE: Administrative Assistant OS 280F, 4 cr	CE: Administrative Assistant Seminar OS 280G, 1 cr				5 Credits
Year Two	Fall	Introduction to Accounting & Finance BA 111, 3 cr	Introduction to Human Resource Management BA 224, 3 cr	Beginning Algebra II or Quantitative Math MTH 65 or MTH 98, 4 cr (or higher)	General Education Elective 4 cr		14 Credits
	Winter	Human Relations in Organizations BA 285, 3 cr	Beginning Databases CAS 140, 4 cr	General Education Elective 8 cr			15 Credits
	Spring	Business Communication BA 205, 4 cr	Management Fundamentals BA 206, 3 cr	Quickbooks for Business BA 228, 3 cr	Integrated Computer Projects CAS 246, 4 cr		14 Credits

Credit Summary

Requirements	Credits
Business Administration (BA)	27
Computer Applications (CAS)	25
Mathematics (MTH)	4
Office Systems (OS)	18
Writing (WR)	4
General Education Electives	16

Certificate

Web Design Assistant

39 credits

Career Description

The Web Design Assistant provides foundational training in the principles of web design and the creation of computer graphics. This one-year certificate is designed to prepare students in entry-level web site design duties such as the design, creation and modification of graphics. Students are prepared to assist web designers with editing graphics on existing web pages and creating or designing graphics for specific customer web pages.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Provide basic design support for existing websites in the workplace
- ✕ Be prepared for entry-level jobs in the area of web design
- ✕ Apply website design skills in a business environment to assist in the creation and maintenance of websites following current professional and/or industry standards.
- ✕ Use critical thinking skills to identify key web design issues.

Course of Study

The Web Design Assistant is a stand-alone certificate; however, it is closely related to and shares several courses with the Web Development Assistant certificate. Upon completion of either certificate, students may choose to complete the other certificate by taking five additional required courses, preparing them to perform the tasks of a well-rounded web assistant versed in both development and design. Students must also meet general certificate requirements.

Prerequisites

Successful completion of MTH 20, RD 115, and WR 115, or equivalent placement assessment scores. Recommended: CAS 133.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One-Year Certificate	Fall	Beginning Photoshop CAS 108, 3 cr	Introduction to Web Design & Development WT 101, 1 cr	Social Media Marketing WT 102, 3 cr	Writing for the Web WT 105, 3 cr	Intro to HTML for Designers WT 106, 2 cr		12 Credits
	Winter	Web Content Management CAS 181, 3 cr	Design Principles CAS 230, 3 cr	Desktop Publishing CAS 231, 3 cr	Job Finding Skills CG 209, 1 cr	Computer Concepts I CIS 120, 4 cr	Web Trends WT 200, 1 cr	15 Credits
	Spring	Introduction to E-Commerce BA 207, 4 cr	Intermediate Photoshop CAS 208, 4 cr	Graphic Design WT 235, 4 cr				12 Credits

Credit Summary

Requirements	Credits
Computer Applications (CAS)	16
Web Technologies (WT)	14
Computer Information Systems (CIS)	4
Business Administration (BA)	4
College Guidance & Success (CG)	1

Certificate

Web Development Assistant

40 credits

Career Description

The Web Development Assistant less-than-one-year certificate provides training for entry-level positions in web site development and maintenance for businesses. A web development assistant is trained to understand the essential functioning of the Internet, the basic tools needed to develop and manipulate web pages, such as competence with HTML and Cascading Style Sheets. Web development assistants also will understand other common web-related tools, such as PHP, search engine optimization, various Java tools, and database manipulation using SQL.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Provide basic support for existing websites in the workplace
- ✕ Be prepared for entry-level jobs in the area of web development
- ✕ Work in the role of web development administrative support or as an entrepreneur to develop and manage departmental and personal websites.
- ✕ Assist website developers in creating and maintaining websites.
- ✕ Use critical thinking skills to identify key web development issues.
- ✕ Apply website development skills in a business environment to assist in the creation and maintenance of websites following current professional and/or industry standards.

Course of Study

The Web Development Assistant is a stand-alone certificate; however, it is closely related to and shares several courses with the Web Design Assistant certificate. Upon completion of either certificate, students may choose to complete the other certificate by taking five additional required courses, preparing them to perform the tasks of a well-rounded web assistant versed in both development and design. Students must also meet general certificate requirements.

Credit Summary	
Requirements	Credits
Computer Applications (CAS)	9
Web Technologies (WT)	26
Business Administration (BA)	4
College Guidance & Success (CG)	1

Prerequisites

Successful completion of MTH 20, RD 115 and WR 115, or equivalent placement assessment scores; CAS 133.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One-Year Certificate	Fall	Beginning Photoshop CAS 108, 3 cr	Introduction to Web Design & Development WT 101, 1 cr	Social Media Marketing WT 102, 3 cr	Writing for the Web WT 105, 3 cr	Web Design with HTML WT 206, 4 cr	14 Credits
	Winter	Web Content Management CAS 181, 3 cr	Design Principles CAS 230, 3 cr	Job Finding Skills CG 209, 1 cr	Web Trends WT 200, 1 cr	Cascading Style Sheets WT 213, 4 cr	12 Credits
	Spring	Introduction to E-Commerce BA 207, 4 cr	JavaScript and jQuery WT 215, 4 cr	Database Theory and MySQL WT 225, 4 cr	Search Engine Optimization WT 180, 2 cr		14 Credits

Education & Human Services

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

Certificates

Early Childhood Education Fundamentals
(33 credits)
Early Childhood Education Curriculum
(23 credits)

Associate of Applied Science Degrees

Early Childhood Education (94 credits)

Associate of Arts Oregon Transfer Pathway

Elementary Educator
(90 credits) - see page 19

Career Information

For more info, visit the State of Oregon Employment Department's
resources page at www.qualityinfo.org/jc and search for keywords

Keyword search:

Child Care Provider
Classroom Assistant
Early Head Start (EHS) Home Visitor
Infant/Toddler Teacher
Preschool Teacher

Keyword search:

Director
Family Advocate
Home Visitor
Head Preschool Teacher
Head Infant/Toddler Teacher
K-5 Instructional Assistant
Paraprofessional
Parent Educator
Quality Improvement Specialist

AAOT Elementary Educator Pathway Transfer

Oregon State University
www.oregonstate.edu

Other University Transfer

Eastern Oregon University
www.eou.edu
Oregon Institute of
Technology (Oregon Tech)
www.oit.edu
Portland State University
www.pdx.edu
Southern Oregon
University
www.sou.edu
University of Oregon
www.uoregon.edu
Western Oregon University
www.wou.edu

Early Childhood Education

Introduction

The overview information on this page refers to both the Early Childhood Education Fundamentals and Early Childhood Education Curriculum certificates and the Associate of Applied Science: Early Childhood Education degree unless otherwise noted.

The Early Childhood Education Fundamentals and the Early Childhood Education Curriculum certificates are both related to the Early Childhood Education Associate of Applied Science degree, and as such, all course work completed for the certificates may be applied to the completion of the AAS degree.

Program Requirements

Students entering the ECE Program must demonstrate through transcripted record or by appropriate NEXT GENERATION ACCUPLACER test scores the following academic abilities, or higher:

- ✕ ECE Fundamentals certificate: placement into RD 115 and WR 115
- ✕ ECE Curriculum certificate: completion of RD 115 with a grade of “C” or higher and placement into WR 115
- ✕ Early Childhood Education AAS degree: completion of RD 115 with a grade of “C” or higher, placement into WR 115, and placement into MTH 65 or MTH 98.

Students must earn a “C” or better in all the required ECE, HEC, and HE courses.

Criminal Background Check

All CGCC students in the Early Childhood Education Program must pass a criminal background check and be enrolled in the Central Background Registry before they are eligible to complete their practicum hours in an early care and education facility.

If you believe that your criminal history may interfere with your ability to complete the program of study, you should contact the appropriate state board or program director.

Practicum Requirements

All practicum and seminar courses are graded as Pass (“P”) or No Pass (“NP”). To earn a passing grade, students must demonstrate their ability to meet all practicum competencies. Students may retake classes up to three times in order to meet the grade requirement.

To be considered for practicum, students must:

- ✕ be enrolled in the Oregon Child Care Division, Central Background Registry
- ✕ submit verification of measles immunization
- ✕ submit verification of TB Skin Test
- ✕ hold a valid Food Handler’s Certificate
- ✕ hold current Infant/Child First Aid & CPR Card
- ✕ complete Recognizing and Reporting Child Care and Abuse (RRCAN)
- ✕ complete Introduction to Child Care Health and Safety (ICCHS)
- ✕ complete Safe Sleep for Oregon’s Infants (SS)
- ✕ complete Prevention is Better Than Treatment (PBTT)

Costs associated with the required practicum documentation are the sole responsibility of the student.

Certificate

Early Childhood Education Fundamentals

33 credits

Career Description

The ECE Fundamentals certificate is designed to provide students with the fundamental knowledge and skills necessary to begin a career in Early Childhood Education. It prepares students for a variety of positions in the ECE field, but the main emphasis is on supportive roles, such as classroom or teacher assistants, in settings that serve children birth through age eight.

Course of Study

The certificate is equivalent to a Step 8 in the Oregon Registry. (The Oregon Registry Steps are a sequence of 12 steps that ECE professionals can ascend as they increase their training and education in the early childhood care and education field. As an ECE professional reaches specific steps they qualify for higher positions in the field.) It addresses all six of the Professional Standards and Competencies for Early Childhood Educators at an introductory to intermediate level. The certificate also provides students with the 120 hours of training needed to sit for the nationally recognized exam to earn the Child Development Associate (CDA) credential.

The ECE Fundamentals certificate runs four consecutive terms, fall through summer. It is designed for part-time students but can be combined with the Early Childhood Education Curriculum certificate to achieve full-time enrollment status. All certificate courses may be applied towards the Early Childhood Education AAS degree.

Program Outcomes

Students who successfully complete this certificate will be able to:

- ✕ Use introductory knowledge of early childhood development and of individual children in the implementation of early childhood curriculum, teaching practices, and learning environments that are safe, healthy, respectful, culturally and linguistically responsive, developmentally appropriate, supportive and challenging for each child.
- ✕ Use knowledge of family structures and available community resources to establish respectful, reciprocal relationships that affirm and respect family diversity and engage families in their child's development and learning as collaborative partners.
- ✕ Use observation, documentation and assessment to inform instruction and planning in early learning settings in ways that are ethically grounded and developmentally, culturally, ability, and linguistically appropriate to promote positive outcomes for each child in partnership with families and professional colleagues.
- ✕ Use supportive relationships and interactions with young children along with developmentally appropriate, culturally and linguistically relevant, anti-bias and evidence-based teaching skills and strategies to meet the needs of each child.
- ✕ Use critical thinking and problem solving to apply knowledge of child development and early learning standards to the implementation of curriculum across content areas, facilitating individual and group learning.
- ✕ Use collaborative, reflective, and intentional practice in their work with young children and as members of the early childhood profession.
- ✕ Use knowledge of history, current issues, the NAEYC Code of Ethical Conduct, and the mission of the early childhood education profession to support and advocate for young children, families and the profession.

Prerequisites

Successful completion of RD 90, WR 90, or equivalent placement assessment scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	Exploring the ECE Field ECE 101, 1 cr	Introduction to Early Childhood Education ECE 120, 3 cr	Early Childhood Development: Birth to Age 8 ECE 126, 3 cr	College Survival and Success: Personal Responsibility CG 101, 1 cr	First Aid and CPR/AED Professional Rescuers/Healthcare Providers ¹ HE 113, 1 cr	9 Credits
	Winter	Guidance & Classroom Management: Birth to Age 8 ECE 121, 3 cr	Environments & Curriculum: Birth to Age 8 ECE 122, 4 cr	Practicum Orientation ECE 130A, 2 cr			9 Credits
	Spring	Anti-Bias Practices ECE 124, 3 cr	Professionalism & Advocacy ECE 200, 3 cr	Family-Teacher Partnerships and Community Connections HEC 201, 3 cr			9 Credits
	Summer	Observation, Documentation & Assessment ECE 221, 3 cr	Practicum Seminar 1 ECE 130B, 1 cr	Practicum 1 ECE 134, 2 cr			6 Credits

¹ Students with a valid CPR card may submit a form to request non-traditional credit.

Credit Summary

Requirements	Credits
Early Childhood Education (ECE)	28
College Guidance & Success (CG)	1
Health Education (HE)	1
Consumer & Family Studies (HEC)	3

Certificate

Early Childhood Education Curriculum

23 credits

Career Description

For students not yet working in the field, it is recommended that this certificate be taken alongside or immediately after completing the ECE Fundamentals certificate. Upon completion of both certificates, students will be qualified for teaching positions in private licensed child care programs.

Early childhood professionals currently working in the field as home visitors, assistants, or teachers can apply this coursework towards their required professional development hours and to progress up the Oregon Registry Steps.

Course of Study

The ECE Curriculum certificate is designed to build upon the fundamentals of ECE and provide additional knowledge and skills for creating and implementing a high-quality curriculum and an inclusive classroom culture for children birth through age eight.

The certificate addresses all six of the Professional Standards and Competencies for Early Childhood Educators, with an emphasis on child development and learning in context (Standard 1), teaching practices that are developmentally, culturally, and linguistically appropriate (Standard 4), and the integration of academic content in the early childhood curriculum (Standard 5).

The certificate runs three consecutive terms, fall through spring. It is designed for part-time students but can be combined with the ECE Fundamentals certificate or additional ECE coursework to achieve full-time enrollment status. All certificate courses may be applied towards the Early Childhood Education AAS degree.

Program Outcomes

Students who successfully complete this certificate will be able to:

- ✕ Use intermediate knowledge of early childhood development and of individual children for creating and implementing curriculum, teaching practices, and learning environments that are safe, healthy, respectful, culturally and linguistically responsive, developmentally appropriate, supportive and challenging for each child.
- ✕ Establish respectful, reciprocal relationships that engage families in their child's development and learning as collaborative partners.
- ✕ Use observation, documentation and assessment to inform instruction and planning in early learning settings.
- ✕ Create an inclusive classroom culture, maintain supportive relationships and interactions with young children and use a broad repertoire of developmentally appropriate, culturally and linguistically relevant, anti-bias and evidence-based teaching skills and strategies that reflect the principles of universal design for learning and meet the needs of each child.
- ✕ Use knowledge of child development and early learning standards to select and create curriculum that counters biases and stereotypes, fosters young children's interest in the content areas, and facilitates individual and group learning.
- ✕ Use collaborative, reflective, and intentional practice in their work with young children and as members of the early childhood profession.
- ✕ Support and advocate for young children in their care.

Approved Electives

Course number and title	# credits
ECE 177 Multi-age Groups	1
ECE 179 Child Portfolios in ECE	1
ECE 185 Field Trips in Early Childhood	1
ECE 187 Cooking Experiences for Young Children	1
ECE 188 Block Play and Woodworking for Young Children	1
ECE 238 Administration of ECE Programs	3
ED 101 Teachers Make a Difference: Exploring the K-5 Classroom	1
BA 188 Customer Service Skills	2
CAS 103W Introduction to Computers: Using Windows	1
CG 209 Job Finding Skills	1
WR 122 Argumentative Writing	4

Up to 3 credits of Physical Education (PE) courses

Up to 3 credits of Set Three Community-based Training (1 credit per 10 hours)

Up to 3 credits of foreign language

Prerequisites

Prerequisite/concurrent: RD 115, WR 115, or equivalent placement assessment scores. Recommended: ECE 120

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	Early Childhood Development: Birth to Age 8 ECE 126, 3 cr	Children's Health, Nutrition & Safety or Resilience & Wellness for Educators HE 262, 3 cr or ECE 222, 3 cr	College Survival & Success CG 101, 1 cr	7 Credits
	Winter	Inclusion of Children with Special Needs or Supporting Dual-Language Learners: Birth to Age 8 ECE 234, 3 cr or ECE 223, 3 cr	Introduction to Expository Writing WR 115, 4 cr (or higher)	ECE Elective 3 cr	10 Credits
	Spring	Art, Music & Movement: Birth to Age 8 or Trauma-Informed Care and Education: Birth to Age 8 ECE 235, 3 cr or ECE 237, 3 cr	Language and Literacy in Early Childhood Education or S.T.E.A.M.: Birth to Age 8 ECE 236, 3 cr or ECE 232, 3cr		6 Credits

Credit Summary

Requirements	Credits
Early Childhood Education (ECE)	12
ECE Electives	3
College Guidance & Success (CG)	1
Health Education (HE)	3
Writing (WR)	4

Associate of Applied Science

Early Childhood Education

94 credits

Career Description

The Early Childhood Education AAS degree is equivalent to a Step 9 in the Oregon Registry and qualifies students for a variety of positions within the field of early childhood education including Family Advocate, Parent Educator, Head Teacher, Quality Improvement Specialist, Child Care Center Director, and many others.

Course of Study

The AAS degree provides graduates with the ability to know and apply the depth and breadth of all six professional standards and competency areas recognized nationally across the birth through age 8 continuum and settings, with a dedicated focus on young children in birth through age 5 settings.

The degree runs seven consecutive terms, fall of year one through spring of year two. It is designed for full-time students but can also be completed part-time. All required courses and competencies mastered for the ECE Fundamentals and ECE Curriculum certificates apply to the AAS degree.

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

Program Outcomes

Students who successfully complete this degree will be able to:

- ✕ Use multidimensional knowledge to make evidence-based decisions for creating and implementing curriculum, teaching practices, and learning environments that are safe, healthy, respectful, culturally and linguistically responsive, supportive and challenging for each.
- ✕ Use knowledge of family structures, positive parental and family development, available community resources, and a variety of

communication and engagement skills to establish and sustain respectful, reciprocal relationships that affirm and respect family diversity and engage families in their child's development and learning as collaborative partners.

- ✕ Use observation, documentation, and assessment to inform instruction and planning in early learning settings in ways that are ethically grounded and developmentally, culturally, ability, and linguistically appropriate to promote positive outcomes for each child in partnership with families and professional colleagues.
- ✕ Create an inclusive classroom culture, maintain supportive relationships and interactions with young children and use a broad repertoire of developmentally appropriate, culturally and linguistically relevant, anti-bias and evidence-based teaching skills and strategies that reflect the principles of universal design for learning and meet the needs of each child.
- ✕ Use knowledge of child development and early learning standards to describe how young children learn across core content areas and use this understanding to select or create curriculum that counters biases and stereotypes, fosters young children's interest in the content areas, and facilitates individual and group learning.
- ✕ Use collaborative, reflective, and intentional practice in their work with young children and as members of the early childhood profession.
- ✕ Use knowledge of history, current issues, the NAEYC Code of Ethical Conduct, the mission of the early childhood education profession, and college-level speaking and writing skills to support and advocate for young children, families and the profession.

Approved Electives

Course number and title	# credits
ECE 177 Multi-age Groups	1
ECE 179 Child Portfolios in ECE	1
ECE 185 Field Trips in Early Childhood	1
ECE 187 Cooking Experiences for Young Children	1
ECE 188 Block Play and Woodworking for Young Children	1
ECE 238 Administration of ECE Programs	3
ED 101 Teachers Make a Difference: Exploring the K-5 Classroom	1
BA 188 Customer Service Skills	2
CAS 103W Introduction to Computers: Using Windows	1
CAS 109 Digital Presentation	1
CG 209 Job Finding Skills	1
WR 122 Argumentative Writing	4
Up to 3 credits of foreign language	
Up to 3 credits of Physical Education (PE)	
Up to 3 credits of Set Three Community-based Training (1 credit per 10 hours)	

Credit Summary

Requirements	Credits
Early Childhood Education (ECE)	52
Health Education (HE)	4
Consumer & Family Studies (HEC)	10
Education (ED)	3
Writing (WR)	8
General Education Electives	8
Mathematics (MTH)	4
ECE Degree Electives	4
College Guidance & Success (CG)	1

Prerequisites

Successful completion of RD 115 with a grade of "C" or higher, placement into WR 115, and placement into MTH 65 or MTH 98, or equivalent placement assessment scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	Exploring the ECE Field ECE 101, 1 cr	Introduction to Early Childhood Education ECE 120, 3 cr	Early Childhood Development: Birth to Age 8 ECE 126, 3 cr	Children's Health, Nutrition, & Safety HE 262, 3 cr	College Survival & Success CG 101, 1 cr	Introduction to Expository Writing WR 115, 4 cr (or higher)	15 Credits
	Winter	Guidance and Classroom Management: Birth to Age 8 ECE 121, 3 cr	Environments & Curriculum: Birth to Age 8 ECE 122, 4 cr	Practicum Orientation ECE 130A, 2 cr	Inclusion of Children with Special Needs ECE 234, 3 cr	First Aid & CPR/AED/Professional Rescuers/Healthcare Providers ¹ HE 113, 1 cr	ECE Electives 2 cr	15 Credits
	Spring	Anti-Bias Practices ECE 124, 3 cr	Professionalism & Advocacy ECE 200, 3 cr	Art, Music & Movement: Birth to Age 8 ECE 235, 3 cr	Language & Literacy in Early Childhood Education ECE 236, 3 cr	Family-Teacher Partnerships and Community Connections HEC 201, 3 cr		15 Credits
	Summer	Practicum Seminar 1 ECE 130B, 1 cr	Practicum 1 ECE 134, 2 cr	Observation, Documentation & Assessment ECE 221, 3 cr	English Composition WR 121, 4 cr (or higher)			10 Credits
Year Two	Fall	Resilience & Wellness for Educators ECE 222, 3 cr	Child Development ² HEC 226, 4 cr	Beginning Algebra 2 or Quantitative Math MTH 65 or MTH 98, 4 cr (or higher)	General Education Elective in Science, Math, or Computer Science 4 cr			15 Credits
	Winter	Supporting Dual Language Learners: Birth to Age 8 ECE 223, 3 cr	ECE Elective 2 cr	Contemporary Families in the US ² HEC 202, 3 cr	General Education Elective in Arts & Letters 4 cr			12 Credits
	Spring	Practicum Seminar 2 ECE 130C, 1 cr	Practicum 2 ECE 135, 2 cr	S.T.E.A.M.: Birth to Age 8 ECE 232, 3 cr	Trauma-Informed Care and Education: Birth to Age 8 ECE 237, 3 cr	Civil Rights & Multicultural Issues in Educational Settings ² ED 219, 3 cr		12 Credits

¹ Students with a valid CPR card may submit a form to request non-traditional credit.

² May be used as General Education

Nursing & Healthcare

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

Courses Leading to Certification

EMT Part I & Part II
AEMT Part I & II
EMT Intermediate
Nursing Assistant 1
Phlebotomy

Certificates

Medical Assisting (47 Credits)

Associate of Applied Science Degrees

Nursing (94 credits)

Articulation

Associate of Applied Science: Nursing
(94 credits) to Bachelor of Science in Nursing

Career Information

For more info, visit the State of Oregon Employment Department's
resources page at www.qualityinfo.org/jc and search for keywords

Keyword search:

Medical Assistant

Keyword search:

Registered Nurse

University Transfer

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

Courses leading to Health Occupations Certification

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. Prerequisite: Licensed as Oregon EMT or instructor permission if pending National Registry proof of certification. (Non-credit)

EMT Intermediate (EMT-I)

Builds upon Advanced EMT (AEMT) training (AEMT) to promote critical thinking in emergency situations and expand repertoire of practical techniques, with a focus on advanced cardiac drugs and pain medications. Includes 90 hours of instruction time plus clinical experience time is required. Course requires being able to successfully pass a background check and drug screen. Students successfully completing this course will receive an Advanced Cardiac Life Support (ACLS) provider card and will be recommended to the Oregon State EMS Office for the EMT-I certification process. Class will also meet on some Saturdays to be arranged by instructor. Prerequisite: Licensed as Oregon Advanced EMT or instructor permission if pending National Registry proof of certification. (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.

Nursing Assistant 1

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.

This course combines 80 hours of classroom instruction and 75 hours of supervised clinical experience, with practice on-site at area healthcare facilities. Successful course completion allows for application to the OSBN to become a Certified Nursing Assistant. CNAs work in a variety of settings, including nursing homes, adult day care centers, personal homes and assisted living facilities. (Credit)

Phlebotomy

The primary focus of this course is to prepare the student with the knowledge and skills required for employment as a phlebotomist. 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. 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. (Non-credit)

Certificate Medical Assisting

47 credits

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 Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Communicate effectively with persons through the use of verbal & non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings.
- ✕ Integrate the principles of mathematics and scientific knowledge with administrative and clinical medical assisting practice.
- ✕ Demonstrate the ability to meet patients' 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.

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.

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.

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.

Program Entry Requirements

- ✕ Completion of WR 121, BI 121, MP 111, and either MTH 60 or MTH 98, or equivalent placement assessment scores.
- ✕ A working knowledge and/or background of basic computer skills including windows, keyboarding, Internet and email.
- ✕ Program advising with an academic advisor.

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):
- ✕ Immunization validation
- ✕ TB screening
- ✕ A drug screen
- ✕ A criminal background check and sex offender check
- ✕ Current CPR BLS provider certificate
- ✕ Transportation to clinical facilities throughout the Mid-Columbia area
- ✕ 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.

Prerequisites

College entry-level competencies in English and computational skills. Completion of: WR 121, BI 121, MP 111, and (MTH 60 or MTH 98, or equivalent placement assessment scores)

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One-Year Certificate	Fall	Introduction to Human Anatomy and Physiology II BI 122, 4 cr	Medical Office Assistant 1 MA 112, 1 cr	Medical Office Administrative Procedures MA 117, 3 cr	Medical Office Administrative Procedures Lab MA 118, 2 cr	Introduction to Health Law & Ethics MP 140, 3 cr	Psychology & Human Relations PSY 101, 4 cr	17 Credits
	Winter	Medical Office Assistant 2 MA 122, 1 cr	Medical Office Clinical Procedures MA 123, 3 cr	Medical Office Clinical Procedures Lab MA 124, 2 cr	Pathophysiology for the Medical Assistant MA 131, 5 cr	Coding & Reimbursement MA 180, 2 cr	First Aid & CPR/AED/Professional Rescuers/Healthcare Providers HE 113, 1 cr	14 Credits
	Spring	Medical Office Assistant 3 MA 132, 1 cr	Medications MA 136, 2 cr	Clinical Practicum MA 270, 6 cr	Medical Office Laboratory Procedures MLT 100, 4 cr	Introduction to Electronic Health Records MP 150, 3 cr		16 Credits

Credit Summary

Requirements	Credits
Medical Assisting (MA)	28
Medical Laboratory Tech (MLT)	4
Medical Professions (MP)	6
Biology (BI)	4
Health Education (HE)	1
Psychology (PSY)	4

Program Accreditation Statement

The Columbia Gorge Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Associate of Applied Science Nursing

94 credits

Career Description

Registered nurses (RNs) use their knowledge, skills, and critical thinking abilities to help individuals, families, and groups with health needs. RNs care for and work with people to help them become healthier or to regain health after illness or surgery. Nurses teach health practices to clients and other health care providers, and frequently supervise the work of nursing assistants and practical nurses. RNs also administer medications and perform treatments. Nurses work in a variety of settings, including hospitals, long-term care, schools, industry, clinics, and patients' homes. With advanced education, a nurse may work as a manager, educator, public health nurse, clinical specialist, or independently as a nurse practitioner.

Course of Study

CGCC is a member of the Oregon Consortium for Nursing Education (OCNE) and offers a competency-based curriculum jointly developed by nursing faculty from the eleven OCNE member community colleges and Oregon Health and Science University (OHSU). The core competencies address the need for nurses to be skilled in clinical judgment and critical thinking; evidence-based practice; relationship-centered care; interdisciplinary collaboration; assisting individuals and families in self-care practices for promotion of health and management of chronic and acute illness; end-of-life care; and teaching, delegation, leadership and supervision of caregivers. Acceptance into the CGCC program allows for non-competitive admission to OHSU School of Nursing.

The OCNE curriculum is designed as a four-year course of study. The first year is devoted to prerequisite/preparatory courses required for application and/or admission to the limited entry Nursing Program (the completion of the prerequisite/preparatory courses may take longer than one academic year). Application and admission to the Nursing Program and successful completion of the second and third years leads to an Associate of Applied Science (AAS) Nursing degree offered by CGCC. This degree provides the educational eligibility for NCLEX-RN licensure testing. CGCC graduates who pass the NCLEX-RN exam have the option to continue the fourth year of the OCNE curriculum at OHSU, which leads to a Bachelor of Science degree, with a major in Nursing (BS,N). This can be done either in a face-to-face program at the Portland OHSU campus or the RN/BS Virtual program (the OHSU bachelor's requirement of statistics may be completed at CGCC but 15 credits of upper division non-nursing courses must be completed through other four year colleges or universities).

The CGCC Nursing Program is approved by the Oregon State Board of Nursing (OSBN), 17938 SW Upper Boones Ferry Rd., Portland, OR, 971-673-0685, www.oregon.gov/OSBN.

Entry Requirements

Program admission occurs once per year. Deadline for submitting program application material is February 15, 2022, for fall term 2022 admission (see program website for more information and application packet). Transcripts showing satisfactory completion of the math and Anatomy & Physiology I prerequisites and at least 22 other credits of the prerequisite/preparatory courses (minimum of 30 credits) must be in the Student Services Office by the application deadline to be considered eligible. All prerequisite/preparatory courses must have been taken with a letter grade and completed with a "C" or better. For information and admission instructions, contact the Student Services Office at (541) 506-6000, option 2 or online at cgcc.edu.

Consortium partner schools will use shared standards in a point system and a set of core criteria for evaluation and selection of candidates to the consortium curriculum, but selection process, acceptance decisions, and admissions will occur at individual schools. Application to the Nursing program requires a minimum GPA of 3.0 for all completed prerequisite/preparatory courses. To be admitted into nursing courses students must complete all required prerequisite and preparatory courses (minimum 45 credits) and be accepted into the Nursing program.

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 urine drug screen, a criminal history background and sex offender check, current CPR BLS Provider card which does not expire during the two years of the Nursing program. Information regarding these requirements will be distributed in a mandatory orientation in June after acceptance. Students unable to meet these requirements and/or submit documentation of completion to the Nursing department within the designated time frames will have their acceptance into the Nursing program rescinded. 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.

Internet and email access is an integral part of all nursing courses and access to a computer (at home or at the college) will be required on a daily basis. Nursing students attend classes at The Dalles Campus and clinical practicum in the Columbia Gorge area and will need reliable transportation.

Legal Limitations

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 past five years. The OSBN may deny licensure to or place on probation applicants with convictions for certain crimes. 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 Dean regarding concerns with any of these questions.

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 Program Student Handbook. The college reserves the right to retain and progress only those students who satisfy these requirements; any student who does not may be dismissed from the Nursing program. Students must complete both years of the curriculum in sequence and satisfy graduation requirements to earn the Associate of Applied Science (AAS) Degree in Nursing. In order to continue in the Nursing program and progress to the next term, the students must earn a "C" grade or higher in all required nursing courses each term.

Graduation Requirements

The graduation requirements outlined in this catalog apply only to nursing students admitted to the program during the 2021-2022 academic year. The program of study, graduation requirements, and course are under constant review by the Consortium and CGCC Nursing faculty and are subject to revision. Students contemplating admission in a later year may have different requirements and must obtain the advising guide or catalog for that year. If required courses are graded only on a pass/no pass basis, a grade of "P" for these courses indicate a student earned the equivalent of a "C" or better grade. Students must complete all courses on the advising guide (nursing and non-nursing) with a grade of "C" or better to receive their degree and meet the educational requirements to apply to take the NCLEX-RN.

Associate of Applied Science

Nursing

94 credits

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 Student Support Services Coordinator 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.

Program Outcomes

Students who complete this degree will be able to:

- ✕ Base personal and professional actions on a set of shared core nursing values, including social justice, caring, advocacy, protection from harm, respect for self and others, collegiality, and ethical behavior; notice, interpret, respond and reflect on ethical dilemmas using ethical principles and frameworks as a guideline.
- ✕ Develop insight through reflection, self-analysis, and self-care.
- ✕ Engage in intentional learning, developing self-awareness of learning and effects on client care, seeking new, relevant knowledge and skills.
- ✕ Demonstrate leadership in nursing and health care to meet client needs, improve the health care system, and facilitate community problem solving.
- ✕ Collaborate as part of a health care team, receiving, using and giving constructive feedback.
- ✕ Practice within, utilize, and contribute to the broader health care system.
- ✕ Practice relationship-centered care, based on empathy and caring, deep understanding of the care experience, and mutual trust and respect for the autonomy of the client.
- ✕ Communicate effectively and therapeutically, with attention to elements of cultural influences, and using appropriate modalities and technologies.
- ✕ Make sound clinical judgments through noticing, interpreting and responding, using best available evidence, frameworks and systems to organize data and knowledge; accurately perform skills while maintaining patient and personal safety.
- ✕ Locate, evaluate, and use the best available evidence.

Prerequisites

- ✕ BI 211 Principles of Biology ^
- ✕ BI 231 Human Anatomy & Physiology I**^
- ✕ BI 232 Human Anatomy & Physiology II**^
- ✕ BI 233 Human Anatomy & Physiology III**^
- ✕ BI 234 Microbiology**^
- ✕ FN 225 Nutrition
- ✕ MTH 95 Intermediate Algebra or higher (excluding MTH 98)*
- ✕ PSY 201A General Psychology
- ✕ PSY 215 Human Development
- ✕ WR 121 English Composition
- WR 122 Argumentative Writing

Electives:

Any college-level (100 or 200 numbered) transferable non-studio Humanities, Social Science, or Natural Science electives. Students may need to take elective credits in order to meet the minimum of 45 credits required

Course Completion and GPA Requirement by end of spring term in year of application:

Completion of a minimum of 45 quarter college credits of courses from the prerequisite list must be completed by the end of spring term in the year of application. Application to the Nursing Program requires a minimum GPA of 3.0 for all completed prerequisite/preparatory courses. If a course has been taken more than once, the most recent grade received will be the course considered.

* Credits need to have been taken within the past seven years.

^ Virtual labs are not accepted for lab science courses.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	Foundations of Nursing: Health Promotion NRS 110, 9 cr	Pathophysiological Processes I NRS 232, 3 cr	Intermediate Algebra (or higher) MTH 95, 4 cr		16 Credits
	Winter	Foundations of Nursing in Chronic Illness I NRS 111, 6 cr	Clinical Pharmacology I NRS 230, 3 cr	Pathophysiological Processes II NRS 233, 3 cr	General Education Elective ² 4 cr	16 Credits
	Spring	Foundations of Nursing in Acute Care I NRS 112, 6 cr	Clinical Pharmacology II NRS 231, 3 cr	General Education Elective ² 4 cr	Technical and Professional Writing WR 227, 4 cr	17 Credits
Year Two	Fall	Nursing in Chronic Illness II & End-of-Life Care NRS 221, 9 cr	General Education Elective ² 4 cr	Nursing Program Elective ³ 3 cr		16 Credits
	Winter	Nursing in Acute Care II & End-of-Life Care NRS 222, 9 cr	General Education Elective ² 4 cr	Nursing Program Elective ³ 3 cr		16 Credits
	Spring	Integrative Practicum NRS 224, 9 cr	Nursing Program Elective ³ 4 cr			13 Credits

¹ MTH 95 or higher (excluding MTH 98) or any course with a prerequisite of MTH 65 or higher.

² General Education Electives: Students must earn a minimum of 16 credits of approved General Education. The 16 credits must include at least one course with a minimum of three credits from each of the following three discipline areas: Arts & Letters; Social Sciences; Natural science.

³ Nursing program electives are any general education elective.

Credit Summary

Requirements	Credits
Nursing (NRS)	60
Nursing Program Electives	10
General Education Electives	16
Math (MTH)	4
Writing (WR)	4

STUDENT SUCCESS STORY: ELIZABETH HINATSU

“You get out of it what you put into it,” Elizabeth Hinatsu says. If that is true, then she must have put a lot in.

Elizabeth’s family moved to The Dalles from Wenatchee, Washington, when she was four. She began taking classes at CGCC in 2003. “I was a homeschool kid—back when it wasn’t cool,” she says. “I started at CGCC when I was 16.”



photo credit: Brian Goldfain

In 2009, at age 22, she graduated from CGCC with her Associate of Applied Science in Nursing, but that was the fifth credential she received from the school, having already earned three degrees—an Associate of Arts Oregon Transfer, Associate of Science, and Associate of General Studies—and her LPN nursing certificate.

But her original goal wasn’t nursing. “I was a music major,” she says. Then, a science elective she took changed her mind and made her consider nursing. “I was taking biology from a pretty amazing teacher at CGCC, and he actually suggested it. I looked at him and thought he was crazy.”

He wasn’t the only one who thought Elizabeth would make a good nurse. “About one month later my mom suggested nursing to me, too. And I thought she was crazy. At Christmas time the same year, I was on the phone with an uncle I only ever met once, and he suggested it too! I told him I didn’t think it was for me. I didn’t understand why everyone was suggesting it. Then right before the new year, I was helping my mom at her friend’s house. My mom’s friend’s mother-in-law suggested nursing to me, too. By that time I had already started to think about it. I changed my major that winter term and it was one of the best choices I’ve ever made!”

Even as a teenager, when she talked about science Elizabeth’s eyes lit up. When she was given an assignment for history class and could write about any topic she chose in the given time period—the middle ages—she chose to write about plagues and infectious diseases. She talked about mitosis and cytokinesis with the fervor others reserve for sports or their favorite rock band. And given any opportunity, she would turn the conversation to science and medicine.

Longtime friend and CGCC nursing instructor Diana Bailey says “I have had the unique opportunity as ‘the nosy neighbor across the street’ to watch Elizabeth grow up into a very intelligent, caring, and generous young lady. I saw that ‘Beth’ had the qualities and drive to become a great nurse. What has been most rewarding to me was to see the young girl I knew become what many knew she could be. I am honored and proud to have been her CGCC nursing instructor and mentor and now to be her peer and friend.”

After graduating and sitting for her state nursing exam, Elizabeth went to work at Mid-Columbia Medical Center. “I started on MedSurg, then went to Tele/ICU,” she says. Now, she works at MCMC’s ER. “For me, it was the perfect transition.”

Although she’s been a nurse for almost eleven years, working in an emergency setting during the pandemic has been taxing. “The pandemic has made an already very hard job even harder,” she says. But, she gives a lot of credit to the local medical community for weathering the storm and for seeking lessons within the tragedy that will have a positive impact long-term. “I think it’s pretty amazing how our hospital and others who help us have pulled together and managed to make everything work. I also think it brought to light a lot of things in the healthcare industry that need to be reevaluated. During this pandemic fear and anxiety has been at an all-time high. I think the most important thing we can learn from it is: be respectful of each other. Be gentle and kind to each other. We don’t know where the other person has been or is going.”

When she’s not at work, Elizabeth loves traveling and exploration. Her husband, photographer Brian Goldfain, shares those interests. “Thankfully I married a man who loves to just jump in the car and drive. We have found some pretty beautiful places that way,” she says. “I like to craft as well. My new obsession is embroidery. I also read quite a bit.”

And her advice to new nurses? “Be gentle with yourself. The job is hard. Learn to leave work at work. It’s much easier said than done, but learn to work that emotional muscle. It’s ok to cry! Find another nurse to be able to talk to. Sometimes you just need to talk your day out. Always carry tape, alcohol swabs, flashlight, and scissors. That will fix almost any nursing problem. And drink water!”

So what does the future hold for this accomplished and adventurous woman? “I know for sure I want to travel more. 2020 didn’t really let me do that. I want to continue growing in my job and learn new skills. In nursing, there’s always something new to learn. I love being a nurse. It is what I was meant to do!”

Learn more about the Nursing program on pages 64-67

Engineering, Manufacturing, & Industry

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

Career Pathway Certificate

Electro-Mechanical Technology (43 credits)

Certificates

Advanced Manufacturing Technology (43 credits)
Manufacturing (16 credits)
Aviation Maintenance Technology (96 credits)
Basic Construction (18 credits)
Construction Technology (33 credits)
Professional Small Unmanned
Aircraft Systems (19 credits)

Associate of Applied Science Degrees

Aviation Maintenance Technology (104 credits)
Electro-Mechanical Technology (99 credits)

Transfer

AAS: Electro-Mechanical Technology (99 credits)

Career Information

For more info, visit the State of Oregon Employment Department's
resources page at www.qualityinfo.org/jc and search for keywords

Keywords

Aeronautics
Aerospace
Aviation
Construction
Electrical and Electronic Engineering Technician
Equipment Installers
Fabrication
Federal Aviation Administration
Industrial Machinery
Manufacturing
Mechanical Engineering Technician
Millwright
Unmanned Aircraft Systems (UAS)
Unmanned Aircraft Vehicles (UAV)
Welding

Keywords

Aeronautics
Aerospace
Aviation
Electrical and Electronic Engineering Technician
Mechanical

University Transfer

Oregon Institute of Technology
(Oregon Tech)
www.oit.edu
Embry Riddle Aeronautical University
<http://erau.edu>

Certificate

Advanced Manufacturing Technology

43 credits

Career Description

Students earning this certificate learn a broad range of skills including the operation of welders and welding common joints, practical fabrication of product, and quality control in the production of items for sale. Jobs can include metal fabricators and assemblers; cutting, punching and press machine operators; lathe and turning machine operators; welders; cutters, solderers and brazers; grinding and polishing workers; computer-controlled tool operators and programmers.

Course of Study

The 43 credit Advanced Manufacturing Technology certificate expands on the instruction provided in the 16 credit Manufacturing certificate, and all credits in the Manufacturing certificate are included and count toward completion of the Advanced Manufacturing Technology certificate. The program is designed to prepare students for entry-level employment in a manufacturing environment. The certificate provides instruction in a wide variety of welding and manufacturing processes, including SMAW, GMAW, GTAW (commonly called Stick, Mig, and Tig), as well as blueprint reading and quality control.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Produce welds to AWS D1.2, 1.2 and 1.6 standard in fillet and grooves using GMAW, SMAW and GTAW processes.
- ✕ Demonstrate knowledge of basic CNC operations and G Code.
- ✕ Manufacture product from conceptualization to reality through research and development.
- ✕ Use critical thinking and problem-solving skills to create more efficient systems of manufacturing.
- ✕ Apply basic metallurgical concepts and basic materials science as they pertain to metals, creating better production results in manufacturing processes.
- ✕ Demonstrate knowledge of necessary mathematical concepts as they apply to manufacturing.

Prerequisites

Successful completion of MTH 20 or equivalent placement test scores. Placement into WR 90, RD 90.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One Year Program	Fall	Welding Technology I MFG 195, 3 cr	Manufacturing Processes MFG 150, 3 cr	Blueprint Reading MFG 155, 3 cr	Quantitative Math MTH 98, 4 cr		13 Credits
	Winter	Fabrication Processes 1 MFG 151, 3 cr	Integrated Manufacturing 1 MFG 156, 3 cr	Aluminum GTAW/TIG Welding MFG 280, 3 cr	Aluminum GTAW/TIG Fabrication Processes 1 MFG 281, 3 cr	Stainless Steel GTAW/TIG Welding MFG 285, 3 cr	15 Credits
	Spring	Fabrication Processes 2 MFG 152, 3 cr	Integrated Manufacturing 2 MFG 157, 3 cr	Aluminum GTAW/TIG Fabrication Processes 2 MFG 282, 3 cr	Stainless Steel GTAW/TIG Fabrication 1 MFG 286, 3 cr	Stainless Steel GTAW/TIG Fabrication 2 MFG 287, 3 cr	15 Credits

Credit Summary

Requirements	Credits
Manufacturing (MFG)	39
Mathematics (MTH)	4

Certificate Manufacturing

16 credits

Career Description

The Manufacturing Certificate is designed to prepare students for entry-level welding employment in a manufacturing environment. Career opportunities include entry level jobs in cutting parts, blueprint reading and fitting, tacking, production welding, repair welding and fabrication.

Course of Study

The Manufacturing Certificate is designed to prepare students for entry-level welding employment in a manufacturing environment. The certificate provides instruction in a wide variety of welding processes including SMAW, GMAW, GTAW (commonly called Stick, Mig and Tig) as well as blueprint reading and manufacturing processes, including quality control.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Interpret technical drawings to determine product manufacturing specifications.
- ✕ Apply safe practices in an industrial environment around machinery, power tools and chemicals.
- ✕ Operate welding equipment and tools to produce products to required specifications.
- ✕ Utilize computer software to produce blueprints and welding annotations.

Prerequisites

MTH 20 or equivalent placement assessment scores; Placement into RD 90 and WR 90

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Two Terms	Fall	Welding Technology I MFG 195, 3 cr	Manufacturing Processes MFG 150, 3 cr	Blueprint Reading MFG 155, 3 cr	Quantitative Math MTH 98, 4 cr	13 Credits
	Winter	Aluminum GTAW/TIG Welding MFG 280, 3 cr				3 Credits

Credit Summary

Requirements	Credits
Manufacturing (MFG)	12
Math (MTH)	4

STUDENT SUCCESS STORY: COLBY WILLIAMSON

In 2019, like many recent college graduates, Colby Williamson was having trouble finding a job. “I got a 4 year bachelor’s degree in environmental engineering at the University of Delaware,” Williamson says. “After graduation from UD I was having trouble finding jobs so I spent the summer travelling around at which point I realized that working on wind turbines was the perfect job for me. The only issue was that I didn’t have the qualifications to be a wind turbine technician and so it was back to school.”



Williamson, a Delaware native, had never lived anywhere else before he drove across the country to come to CGCC. His choice wasn’t arbitrary, or without consideration. His evaluation led him to CGCC’s Electro-Mechanical Technology (EM-Tech) program. “After some research online for good programs and narrowing it down based on location, there were a few that stood out to me,” he says.

“But, it was after speaking with (EM-Tech program head) Jim Pytel on the phone that I decided to attend CGCC. Not only was Jim well acquainted with and connected in the wind industry but he seemed passionate about educating future technicians. I was also impressed by the hands-on/lab-centric nature of the program and the extensive resources at the college. This includes the climbing tower, the mechanics lab (which has the inner

workings of an old turbine nacelle), and CGCC’s thorough collection of lab equipment—from motor control, plc, and hydraulics equipment to a large assortment of electronics equipment such as Digital multimeters, oscilloscopes and function generators, to name a few. The job prospects and hiring rate of past students was another huge draw to this program.”

Pytel’s leadership extended outside the classroom as well. “My new job is an entry-level position with GE working on the Shepherds Flat Wind Farm. I will be starting out as a wind turbine mechanic and will have the opportunity to rise through the levels of turbine technician as time goes on. I will be starting off performing general maintenance on the turbines under the mentorship of higher level technicians. The site manager at Shepherd’s Flat is Tyrel Quantrell, a former CGCC student, and it was through Jim Pytel that we were able to connect and set up the interview process. Jim was indispensable in the job search process and I am very thankful for his support as well as my other instructors Tom Lieurance and Chris Spengler.”

Besides classroom instruction from the three EM-Tech instructors, Williamson says he has “really enjoyed the hands-on nature of this program. Unfortunately, that was abruptly interrupted by the COVID-19 lockdown, but I enjoyed all the lab time that we did have. Working in the mechanics lab and with the motor control and hydraulics equipment were some of my favorites. I also enjoy woodworking and have recently taken up chain-saw carving which has been a great outlet during quarantine.”

In addition to woodworking, Williamson enjoys spending time outdoors, which is another reason he chose CGCC, and he spent much of his free time while in school enjoying “the unique beauty and extensive natural resources of the Gorge. I spend most of my free time exploring around and enjoying all of the amazing places that the PNW has to offer.”

Williamson’s love of the outdoors was something his parents taught him. “Not only did both of my parents instill an immense love and appreciation for enjoying and protecting the natural world around us, but they

loved being active outdoors and working with their hands. Whether it was woodworking, odd jobs around the house, fishing or coaching me and my brother’s little league teams my dad was always an enthusiastic teacher/mentor and I learned a lot of what I love from him.”

“My dad tragically passed away in July 2020 after an 8-year battle with Parkinson’s disease. He was a huge influence in my life and still is to this day. It is largely because of him that I am pursuing this career path. My mom has also been extremely supportive of anything I’ve wanted to try throughout my life and I owe her just about everything. She is the strongest person I know, especially through my dad’s illness, and I really admire and look up to her. She is an avid gardener, biker and runner and also a big reason why I love the outdoors and working with my hands. I have been extremely lucky to have had the support of two amazing parents and I wouldn’t be here without either one.”

His advice to new students is that “two years goes by quick. If you’re able to, try lots of different things while it’s available to you. Take advantage of all the classes and resources offered. I wish that I had gotten more involved with the school and tried some more clubs and classes outside of my major. Due to COVID-19 and being home (Delaware) to help with my dad I lost track of time and didn’t get around to a lot of that. But, the college offers a lot of cool classes such as welding and music classes that I think I would have liked a lot.”

And where does Williamson see himself in five years? “I think I will probably still be working on wind turbines. Becoming a wind turbine technician has been my main goal for so long now I think I’m just going to enjoy it for a while. But, I’m always open to new experiences and trying new things so who knows what five years will bring.”

Learn more about the Electro-Mechanical Technology program on pages 80-83

Certificate

Aviation Maintenance Technology

96 credits

Career Description

The Aviation Maintenance Technology certificate prepares students to test for the Federal Aviation Administration A&P (Airframe and Powerplant) mechanic license. The FAA license opens the door to mechanic jobs across the aviation industry, from commercial airlines like Delta and United to smaller regional airports.

Course of Study

The Aviation Maintenance Technology certificate prepares students in FAA required skills including basic electricity, aircraft inspections, airframe structures, hydraulic and pneumatic power systems, and instrument systems. The AMT certificate is fully contained in the AMT Associate of Applied Science degree and, as such, all coursework in the certificate may be applied to the completion of the AAS degree.

Program Outcomes

Students who successfully complete this degree will be able to:

- ✧ Service, maintain, troubleshoot and repair airplanes and rotorcraft.
- ✧ Perform proficient, entry-level aviation maintenance skills.
- ✧ Apply knowledge of FAA regulations and industry standards.
- ✧ Think critically, problem solve, and communicate effectively.
- ✧ Apply math and physics principles in solving problems associated with aviation maintenance.
- ✧ Work effectively in a team and/or group setting.
- ✧ Sit for the Federal Aviation Administration (FAA) certification exams (written, oral and practical) for the airframe and powerplant (A&P) airman certificate.

Prerequisites

Successful completion of MTH 65, RD 115, and WR 115, or equivalent placement test scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	English Composition WR 121, 4 cr	Psychology and Human Relations PSY 101, 4 cr	Math in Society MTH 105, 4 cr (or higher)		12 Credits
	Winter	Aviation Maintenance: General 101 AMT 191, 6 cr	Aviation Maintenance: General 102 AMT 192, 6 cr	Aviation Maintenance: General 103 AMT 193, 6 cr	Aviation Maintenance: General 104A AMT 194A, 3 cr	21 Credits
	Spring	Aviation Maintenance: General 104B AMT 194B, 3 cr	Aviation Maintenance: General 105 AMT 195, 6 cr	Aviation Maintenance: Airframe 1 AMT 261, 6 cr	Aviation Maintenance: Airframe 2 AMT 262, 6 cr	21 Credits
	Summer	Aviation Maintenance: Airframe 3 AMT 263, 6 cr	Aviation Maintenance: Airframe 4 AMT 264, 6 cr	Aviation Maintenance: Powerplant 1 AMT 271, 6 cr	Aviation Maintenance: Airframe Return to Service AMT 281, 3 cr	21 Credits
Year Two	Fall	Aviation Maintenance: Powerplant 2 AMT 272, 6 cr	Aviation Maintenance: Powerplant 3 AMT 273, 6 cr	Aviation Maintenance: Powerplant 4 AMT 274, 6 cr	Aviation Maintenance: Powerplant Return to Service AMT 282, 3 cr	21 Credits

Credit Summary

Requirements	Credits
Aviation Maintenance (AMT)	84
Mathematics (MTH)	4
Psychology (PSY)	4
Writing (WR)	4

NOTICE: Offer of the Aviation Maintenance Technology AAS and 2-year certificate is pending Federal Aviation Administration approval. Columbia Gorge Community College is making every effort to obtain approval and begin the program January 2022.

Associate of Applied Science

Aviation Maintenance Technology

104 credits

Career Description

The Aviation Maintenance Technology (AMT) Associate of Applied Science (AAS) gives students a competitive advantage in the aviation labor market. It, like the AMT certificate, prepares students to test for the Federal Aviation Administration A&P (Airframe and Powerplant) mechanic license, but provides a credential that students can later build on by continuing their education to earn a Bachelor's degree. Students with an FAA A&P license may find employment as mechanics in the aviation industry with commercial airlines or at small regional airports.

Course of Study

The Aviation Maintenance Technology AAS degree prepares students in the same FAA required skills as the AMT certificate, but provides students a competitive advantage in the aviation industry workforce. The additional general education courses will transfer to four-year universities and enable students to continue their education to earn their Bachelor's or even Master's degrees. The AMT certificate is fully contained in the AMT AAS degree and, as such, all coursework in the certificate may be applied to the completion of the AAS degree.

Program Outcomes

Students who successfully complete this degree will be able to:

- ✕ Service, maintain, troubleshoot and repair airplanes and rotorcraft.
- ✕ Perform proficient, entry-level aviation maintenance skills.
- ✕ Apply knowledge of FAA regulations and industry standards.
- ✕ Apply math and physics principles in solving problems associated with aviation maintenance.
- ✕ Communicate effectively verbally and in writing.
- ✕ Use critical thinking and problem solving skills to identify and resolve aviation maintenance issues.
- ✕ Work effectively in a team and/or group setting.
- ✕ Sit for the Federal Aviation Administration (FAA) certification exams (written, oral and practical) for the airframe and powerplant (A&P) airman certificate.

Prerequisites

Successful completion of MTH 65, RD 115, and WR 115, or equivalent placement test scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	English Composition WR 121, 4 cr	Psychology and Human Relations PSY 101, 4 cr	Math in Society MTH 105, 4 cr (or higher)		12 Credits
	Winter	Aviation Maintenance: General 101 AMT 191, 6 cr	Aviation Maintenance: General 102 AMT 192, 6 cr	Aviation Maintenance: General 103 AMT 193, 6 cr	Aviation Maintenance: General 104A AMT 194A, 3 cr	21 Credits
	Spring	Aviation Maintenance: General 104B AMT 194B, 3 cr	Aviation Maintenance: General 105 AMT 195, 6 cr	Aviation Maintenance: Airframe 1 AMT 261, 6 cr	Aviation Maintenance: Airframe 2 AMT 262, 6 cr	21 Credits
	Summer	Aviation Maintenance: Airframe 3 AMT 263, 6 cr	Aviation Maintenance: Airframe 4 AMT 264, 6 cr	Aviation Maintenance: Powerplant 1 AMT 271, 6 cr	Aviation Maintenance: Airframe Return to Service AMT 281, 3 cr	21 Credits
Year Two	Fall	Aviation Maintenance: Powerplant 2 AMT 272, 6 cr	Aviation Maintenance: Powerplant 3 AMT 273, 6 cr	Aviation Maintenance: Powerplant 4 AMT 274, 6 cr	Aviation Maintenance: Powerplant Return to Service AMT 282, 3 cr	21 Credits
	Winter	General Education Elective: Arts & Letters 4 cr	General Education Elective (from any Gen Ed discipline area) 4 cr			8 Credits

Credit Summary

Requirements	Credits
Aviation Maintenance (AMT)	84
Mathematics (MTH)	4
Psychology (PSY)	4
Writing (WR)	4
General Education Electives	8

NOTICE: Offer of the Aviation Maintenance Technology AAS and 2-year certificate is pending Federal Aviation Administration approval. Columbia Gorge Community College is making every effort to obtain approval and begin the program January 2022.

Certificate Basic Construction

18 credits

Career Description

The Basic Construction certificate is designed to train students in entry-level skills needed for employment in residential construction. The certificate provides foundational training in the use of building materials and essential carpentry skills. Students have the opportunity to develop confidence working in a jobsite-like environment using safe workplace practices. Employment in entry-level positions can be found in small and large construction companies, performing jobs such as residential remodeling and new home building. Employers are looking to hire candidates that have a strong grasp of the fundamental skills: reading drawings, taking measurements, calculating materials and amounts, cutting and shaping lumber/materials and forming foundations. In addition, they want employees that have the ability to work efficiently as part of a crew and demonstrate safe work habits. The Basic Construction certificate curriculum emphasizes the development of these skills and abilities through hands-on, practical experience and problem-based learning, just as students/workers will encounter on the job.

Course of Study

The Basic Construction certificate can serve as a first step for students interested in pursuing a college credential and can put them on a path for earning more advanced technical certificates. This certificate's 18 credits are fully contained in the more advanced 33 credit Construction Technology certificate.

Program Outcomes

Students who successfully complete this degree will be able to:

- ✕ Use standard terminology when identifying tools, materials and hardware associated with the construction field.
- ✕ Demonstrate the safe and proper use and care of basic construction tools.
- ✕ Perform fundamental construction techniques properly, including foundations and framing.
- ✕ Apply safe work habits at all times.

Prerequisites

Successful completion of MTH 60 or MTH 98, RD 90, and WR 90, or equivalent placement test scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Two-Terms	Fall	Tools and Safety CT 101, 3 cr	Footings and Foundations CT 102, 3 cr	Building Materials and Methods CT 103, 3 cr	Floor Framing CT 104, 3 cr	12 Credits
	Winter	Walls and Ceiling Framing CT 105, 3 cr	Roof Framing CT 106, 3 cr			6 Credits

Credit Summary

Requirements	Credits
Construction Technology (CT)	18

Career Description

Students who successfully complete the Construction Technology certificate will be prepared to meet a variety of contractor needs across the construction trades. Graduates will have the skills and abilities to competitively seek employment as a general carpenter in small and large construction companies. Throughout the 33 credit program, students will have the opportunity to work with many specialty tools and materials, gaining knowledge and skills related to: structural timbers, stick framing, roof framing, labor estimation, installation of lap siding, architectural roofing as well as interior/exterior finishes. Finally, the program introduces students to communication and teamwork skills that employers are seeking in better qualified employees: project leadership skills, ability to communicate/collaborate with clients, and the ability to work cooperatively and efficiently as a member of a team/crew. The program emphasizes hands-on, practical experience and problem-based learning, just as students/workers will encounter on the job.

Course of Study

The 33 credit Construction Technology certificate expands on the instruction provided in the 18 credit Basic Construction certificate, and all coursework in the Basic Construction certificate is included in and applies toward the completion of the Construction Technology certificate. The program's emphasis is on preparing students in the foundational skills of the construction industry.

Program Outcomes

Students who successfully complete this degree will be able to:

- ✕ Explain terms and nomenclature pertaining to the tools, materials and hardware associated with the construction field.
- ✕ Demonstrate the safe and proper use and care of basic construction tools.
- ✕ Perform fundamental construction techniques properly, including foundations, carpentry, basic plumbing and electrical.
- ✕ Apply safe work habits at all times.

Certificate Construction Technology 33 credits

Prerequisites

Successful completion of MTH 60 or MTH 98, RD 90, and WR 90, or equivalent placement test scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One Year Certificate	Fall	Tools and Safety CT 101, 3 cr	Footings and Foundations CT 102, 3 cr	Building Materials and Methods CT 103, 3 cr	Floor Framing CT 104, 3 cr	12 Credits
	Winter	Walls and Ceiling Framing CT 105, 3 cr	Roof Framing CT 106, 3 cr	Electrical Wiring Basics CT 110, 3 cr	Plumbing Basics CT 111, 3 cr	12 Credits
	Spring	Basic Stair Construction CT 112, 3 cr	Building Decks and Porches CT 113, 3 cr	Windows and Interior Doors CT 114, 3 cr		9 Credits

Credit Summary

Requirements	Credits
Construction (CT)	33

Career Pathway Certificate

Electro-Mechanical Technology

43 credits

Career Description

The Electro-Mechanical 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. Electro-mechanical 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

Electro-mechanical 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 electro-mechanical technology fields. This industry seeks employees with skills in electrical engineering, electronics, mechanics, and motor controls. The Electro-Mechanical Technology career pathway certificate is fully contained in the Associate of Applied Science: Electro-Mechanical Technology degree, and, as such, all coursework in the certificate may be applied to completion of the AAS degree. Dual-credit alignment exists at Hood River Valley High School for MEC 123.

Students must also meet general certificate requirements.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Qualify for employment in the electro-mechanical field as entry-level operators.
- ✕ Assist technicians with the repair, servicing, and manufacturing of electro-mechanical systems by applying basic knowledge of electrical, electronic, mechanical, and hydraulic/pneumatic concepts.
- ✕ Communicate effectively both at the individual level and within team settings.
- ✕ Qualify for employment in the high-tech field as electronics technicians.

Prerequisites

MTH 65 completed with a grade of "B" or better. WR 115, RD 115.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

One-Year Certificate	Fall	DC Circuits EET 111, 5 cr	Industrial Mechanical Systems MEC 123, 5 cr	Industrial Safety and OSHA 10 SAF 188, 2 cr	English Composition WR 121, 4 cr	16 Credits
	Winter	AC Circuits EET 112, 5 cr	Embedded Computing EET 170, 3 cr	Fluid Power & Electrical Control of Fluid Power Systems MEC 120, 5 cr	Job Finding Skills CG 209, 1 cr	14 Credits
	Spring	AC Power EET 113, 5 cr	Motor Control EET 141, 5 cr	Mechatronic Systems in Advanced Manufacturing MEC 124, 3 cr		13 Credits

Credit Summary

Requirements	Credits
Electronics Engineering Technology (EET)	23
Mechanical Systems (MEC)	13
College Guidance & Success (CG)	1
Safety (SAF)	2
Writing (WR)	4

Associate of Applied Science

Electro-Mechanical Technology

99 credits

Career Description

The Electro-Mechanical Technology (EM-Tech) 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. Electro-mechanical 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

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

Students interested in transferring to Oregon Institute of Technology or Embry Riddle Aeronautical University may start their studies at Columbia Gorge Community College (CGCC). Upon completion of their AAS degree in EM-Tech, students can transfer to one of these partner universities and complete a degree in a related engineering field. Students interested in this option are recommended to meet with a CGCC academic advisor and an advisor from their planned transfer institution after their first year of study at CGCC.

Program Outcomes

Upon successful completion of this degree, students will be able to:

- ✕ Qualify for employment in the electro-mechanical field as technicians.
- ✕ Service/repair electro-mechanical systems and assist engineers with the design of electro-mechanical systems by applying knowledge of electrical, electronics, mechanical, control systems and hydraulic/pneumatic concepts.
- ✕ Apply basic operations management practices and principles in an advanced manufacturing environment.
- ✕ Control computer-driven devices through programming in the C language.

Prerequisites

MTH 65 completed with a grade of “B” or better. WR 115, RD 115.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Year One	Fall	DC Circuits EET 111, 5 cr	Industrial Mechanical Systems MEC 123, 5 cr	Technical Math MTH 110, 4 cr (or higher)	Industrial Safety and OSHA 10 SAF 188, 2 cr		16 Credits
	Winter	AC Circuits EET 112, 5 cr	Embedded Computing EET 170, 3 cr	Fluid Power & Electrical Control of Fluid Power Systems MEC 120, 5 cr	Job Finding Skills CG 209, 1 cr	English Composition WR 121, 4 cr	18 Credits
	Spring	AC Power EET 113, 5 cr	Motor Control EET 141, 5 cr	Mechatronic Systems in Advanced Manufacturing MEC 124, 3 cr	General Education Elective 4 cr		17 Credits
Year Two	Fall	Digital Electronics 1: Programmable Logic Devices EET 251, 5 cr	Semiconductor Devices and Circuits EET 221, 5 cr	Power Generation RET 223, 5 cr	General Education Elective 4 cr		19 Credits
	Winter	Programmable Logic Controllers EET 219, 3 cr	Operational Amplifier Circuits EET 222, 5 cr	Digital Electronics 2: Programmable Logic Devices EET 252, 5 cr	General Education Elective 4 cr		17 Credits
	Spring	Microcontroller Systems EET 242, 5 cr	Electronic Control Systems EET 273, 3 cr	General Education Elective 4 cr			12 Credits

Credit Summary

Requirements	Credits
Electronics Engineering Technology (EET)	54
Mechanical Systems (MEC)	13
Renewable Energy Technology (RET)	5
College Guidance & Success (CG)	1
General Education Electives	16
Mathematics (MTH)	4
Safety (SAF)	2
Writing (WR)	4

Certificate

Professional Small Unmanned Aircraft Systems

19 credits

Career Description

The Unmanned Aircraft Systems (UAS) Professional certificate is designed to prepare students for jobs that include the operation of a UAS to collect relevant data and photographs to inform an industry. These industries could include, agriculture, firefighting, public safety and many more. Career opportunities could be: UAS Operator, Flight Operations Manager, UAS Instructor, or Flight Test Operator to name a few.

Course of Study

The Unmanned Aircraft Systems (UAS) Professional certificate addresses the fundamentals of UAS operation, including design, applications and FAA regulations. Photogrammetry and infrared cameras will be introduced and their relevance in real-world situations. Individuals who complete the certificate are prepared to sit for the part 107 Remote Pilot exam, Pix4D certification, and the Association of Unmanned Vehicle Systems International (AUVSI) Trusted Operator Program certification, levels 1-3.

Program Outcomes

Upon successful completion of this certificate, students will be able to:

- ✕ Demonstrate knowledge of UAS systems and the laws and regulations governing airspace and safety.
- ✕ Demonstrate and execute tasks necessary to complete UAS operations and missions.
- ✕ Exemplify a high standard of ethical and professional behavior.
- ✕ Pass AUVSI Trusted Operator Program (TOP) certification exams 1 and 2.

Prerequisites

Successful completion of RD 115, WR 115, and MTH 65 or higher; or equivalent placement assessment scores.

Suggested Course Sequence

Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

Three Terms	Fall	UAS Flight Training UAS 100, 3 cr	Introduction to Unmanned Aircraft Systems UAS 101, 4 cr	7 Credits
	Winter	Small Unmanned Aircraft Aerial Photogrammetry UAS 102, 4 cr		4 Credits
	Spring	Small Unmanned Aircraft Systems for Public Safety UAS 103, 4 cr	UAS Management UAS 210, 4 cr	8 Credits

Credit Summary

Requirements	Credits
Unmanned Aircraft Systems (UAS)	19



Concentration Awards

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.

Creative Writing Concentration Award

Faculty mentor: Leigh Hancock; lhancock@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 two Creative Writing courses from the list below for a total of eight credits	
WR 240 Creative Writing—Nonfiction	4
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
WR 248 Advanced Creative Writing—Nonfiction	4
Choose a minimum of one 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

Gender Studies Concentration Award

Faculty mentor: Mandy Webster; mwebster@cgcc.edu

To earn a Concentration Award in Gender Studies, students must successfully complete a minimum of 16 credits:

Course Number/Name.....	Credits
Required (4 credits)	
WGS 101 Women’s and Gender Studies	4
Choose a minimum of three 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 225 History of Women, Sex, and the Family	4
SOC 218 Sociology of Gender	4
WGS 201 Intercultural Gender Studies	4
WGS 202 Activism and Social Change	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 three 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 two 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
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





**COLUMBIA GORGE
COMMUNITY COLLEGE**

COURSE DESCRIPTIONS

Courses are listed alphabetically, and each course description includes the course title, number of credits earned upon successful completion, course content overview, and prerequisite, co-requisite, or recommended prerequisite courses.

Courses (by Discipline)

Within the directory, courses are listed alphabetically by the abbreviation (course number) of their subject.

Lower Division Collegiate Courses

ART	Art	91-92
ATH	Anthropology	92
BA	Business Administration (BA 104 and BA 188 are not LDC)	92-93
BI	Biology	93-94
CG	College Guidance & Success	95-96
CH	Chemistry	96
CHN	Chinese	96
CIS	Computer Information Systems	96
COMM	Communication Studies	96-97
CS	Computer Science	97
EC	Economics	98
ED	Education	99-100
ENG	English	101
ESR	Environmental Studies	101
FN	Food and Nutrition	101
G	Geology	102
GS	General Science	102
HE	Health Education	102
HEC	Consumer and Family Studies (only HEC 202 & HEC 226 are LDC)	102
HPE	Health and Physical Education	102
HST	History	102-103
LIB	Library	103
MTH	Mathematics*	104-105
MUS	Music	106
PE	Physical Education	107-108
PHL	Philosophy	108
PS	Political Science	108
PSY	Psychology	108-109
RD	Reading*	109
SOC	Sociology	109-110
SPA	Spanish	110
TA	Theater Arts	110
WR	Writing*	111-112
WGS	Women's and Gender Studies	112

* A course number below 100 within any subject area indicates a support course.

Support Courses

(Support courses are generally not transferable.)

ALC	Alternative Learning Center	90
-----	-----------------------------	----

Career and Technical Education Courses

AMT	Aviation Maintenance	90-91
BA	Business Administration (only BA 104 and BA 188 are CTE)	92
CAS	Computer Application Systems	94-95
CT	Construction Technology	97-98
ECE	Early Childhood Education	98-99
EET	Electronic Engineering Technology	100
EMS	Emergency Medical Services	100
HEC	Consumer and Family Studies (only HEC 201 is CTE)	102
MA	Medical Assisting	103
MEC	Mechanical Systems	103-104
MFG	Manufacturing	104
MLT	Medical Laboratory Technology	104
MP	Medical Professions	104
MUC	Professional Music	105
NRS	Nursing	106-107
NUR	Nursing Assistant	107
OS	Office Systems	107
RET	Renewable Energy Technology	109
SAF	Safety	109
UAS	Unmanned Aircraft Systems	110-111
WT	Web Technologies	111

ALC | Alternative Learning Center

ALC 51 Foundations of Reading and Writing Lab, 1 Cr.

Improves reading and writing skills such as, but not limited to: grammar, punctuation, essay writing, critical thinking, text analysis, text response, and college success skills. Utilizes computer software, textbooks/workbooks, and tutoring to support students through 30 hours of individualized faculty-led learning, student-centered learning. May be taken three times for credit. Prerequisite: Placement into WR 90, RD 90. Audit available.

AMT | Aviation Maintenance

AMT191Aviation Maintenance:General101, 6 Cr.

Introduces aircraft cleaning, corrosion control, materials, and aircraft hardware. Covers the selection of appropriate cleaning chemicals and processes. Describes the identification, selection, and installation of aircraft hardware, fluid lines, and fittings. Examines the performance of aircraft processes such as heat treating and hardness testing. Prerequisites: MTH 65 or equivalent placement test scores, placement into RD 90 and WR 90 or higher. Audit available.

AMT192Aviation Maintenance:General102, 6 Cr.

Examines the government's involvement in aviation maintenance, and FAA regulations regarding aviation maintenance and approved training programs. Emphasizes the use of maintenance publications, maintenance forms and records, and technicians' privileges and limitations. Addresses aircraft weight and balance procedures and associated record keeping, aircraft drawings and ground operations and servicing. Prerequisite: AMT 191. Audit available.

AMT 193 Aviation Maintenance: General 103, 6 Cr.

Examines the theory and application of basic DC and AC electrical concepts, definitions, and laws. Introduces passive electrical components, electrical sources, schematic symbols, and electrical wiring diagrams. Explains the methods of safe and accurate measurement of DC and AC electrical quantities using basic electrical test equipment. Provides troubleshooting defective components, observing the characteristics of electrical components in test circuits, and wiring circuits from schematic diagrams. Prerequisites: AMT 192. Audit available.

AMT 194A Aviation Maintenance: General 104A, 3 Cr.

Explores airframe electrical components, including the inspection, service and repair of alternating and direct current electrical systems. Examines the application of electrical principles used in sensing, indicating and control of airframe systems. Prerequisites: AMT 193. Audit available.

AMT 194B Aviation Maintenance: General 104B, 3 Cr.

Explores engine electrical components, including

the inspection, service and repair of alternating and direct current electrical systems. Examines the application of electrical principles used in sensing, indicating and control of powerplant systems. Prerequisite/concurrent: AMT 194A. Audit available.

AMT 195 Aviation Maintenance: General 105, 6 Cr. Examines the use of mechanical and electronic systems in sensing, communicating, and displaying information. Explores solid state and digital devices, sensors, and special circuits used in aircraft instrumentation systems, fuel systems and fire protection systems. Analyzes the methods used in testing, inspecting, and troubleshooting those systems. Prerequisites: AMT 194 or (AMT 194A and AMT 194B). Audit available.

AMT 261 Aviation Maintenance: Airframe 1, 6 Cr. Details ice and rain control systems and associated warning systems. Examines the fundamentals of installation, operation and maintenance of airborne communication and navigation instruments, and auto flight systems. Introduces methods of assembly and rigging commonly used in preparing aircraft for a safe test flight. Provides welding fundamentals in relation to aircraft repair. Prerequisites: AMT 195. Audit available.

AMT 262 Aviation Maintenance: Airframe 2, 6 Cr. Examines the inspection and repair of aircraft landing gear and hydraulic and pneumatic system components. Introduces various airframe systems, specifically position and warning systems. Prerequisites: AMT 261. Audit available.

AMT 263 Aviation Maintenance: Airframe 3, 6 Cr. Introduces sheet metal, its properties, and uses in fabrication of structural and nonstructural components of aerospace vehicles. Addresses inspection techniques along with fabrication and repair processes for bending, cutting, forming, drilling, and riveting aluminum sheet metal parts. Prerequisites: AMT 262. Audit available.

AMT 264 Aviation Maintenance: Airframe 4, 6 Cr. Examines the theory and techniques used in the fabrication, inspection, repair, and finishing of bonded structures, plastics, wood structures, fabric covering, honeycomb structures, and advanced composite structures. Details the environmental control systems (head, air conditioning, pressurization, oxygen). Prerequisites: AMT 263. Audit available.

AMT 271 Aviation Maintenance: Powerplant 1, 6 Cr. Introduces the theory of operation and construction of the internal combustion engine. Examines the combustion processes, design rationale, cooling and lubrication of internal combustion of reciprocating engines. Prerequisite: AMT 195. Audit available.

AMT 272 Aviation Maintenance: Powerplant 2, 6 Cr. Examines the disassembly, assembly, inspection and repair of aircraft turbine engines. Emphasizes the use of technical data, appropriate tools and inspection devices along with special safety procedures related to the servicing, operation and repair of turbine engines. Addresses turbine driven auxiliary power units. Prerequisites: AMT 271. Audit available.

AMT 273 Aviation Maintenance: Powerplant 3, 6 Cr. Covers reciprocating and turbine engine ignition system theories and overhaul practices, as well as the relationships of the complete ignition system to the powerplant and its operation. Covers proper inspection of the entire engine installation, including exhaust systems, airflow, and cooling systems. Prerequisites: AMT 272. Audit available.

AMT 274 Aviation Maintenance: Powerplant 4, 6 Cr. Introduces the many methods of fuel metering used to move air and fuel into and through an engine in a ratio producing safe and efficient engine operation under widely varying conditions. Examines proper inspection of the entire engine installation, including exhaust and lubrication systems, propellers and unducted fans. Prerequisites: AMT 273. Audit available.

AMT 281 Aviation Maintenance: Airframe Return to Service, 3 Cr. Provides diversified projects, supervised field experiences and FAA examination review for Airframe production. Prerequisite: AMT 264. Audit available.

AMT 282 Aviation Maintenance: Powerplant Return to Service, 3 Cr. Provides diversified projects, supervised field experiences and FAA examination review for Powerplant operations. Prerequisite: AMT 274. Audit available.

ART | Art

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 211 Modern Art History - 19th Century Art in Europe & America, 4 Cr. Examines the visual arts of the 19th century in Europe and America. Explores the beginnings of the modern world and societies focusing on the effects of societal changes to gain insight into our modern world. Surveys 19th century historical art movements and styles, including: Neoclassicism, Realism, Post-Impressionism, Art Nouveau, and Symbolism. 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 art works and 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. Surveys 20th century modern movements, such as: Expressionism, Cubism, Futurism, Minimalism and Photorealism. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ART 230 Drawing I, 3 Cr. Covers basic perceptual drawing techniques and tools as well as the understanding of the language of drawing in historical and contemporary contexts. Develops critical skills for sighting, measuring, designing and constructing in drawing. Audit available.

ART 232 Drawing II - Studio, 3 Cr. Deepens basic drawing skills explored in ART 230 to encourage the development of individual style. Reinforces the conceptual framework for critical analysis along with basic art theory. May be taken two times for credit. Prerequisite: ART 230. Audit available.

ART 252 Ceramics I, 3 Cr. Introduces ceramic processes, techniques and concepts through demonstrations and hands-on studio experience. Develops strategies for creative problem solving in the creation of original work. Establishes critical skills necessary to evaluate personal and formal ceramic works, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. Explores historical and contemporary issues related to materials and form. Audit available.

ART 254 Ceramics II - Studio, 3 Cr. Provides semi-directed studio time to deepen understanding of basic ceramics processes, techniques and concepts introduced in ART 252. Encourages the development of individual style, character and self-identity while strengthening the ability to self-critique. May be taken two times for credit. Prerequisite: ART 252. Audit available.

ART 269 Printmaking I, 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. Audit available.

ART 271 Printmaking II - Studio, 3 Cr. Continues the exploration of printmaking processes, techniques, and concepts. Emphasizes the development and practice of skills and knowledge attained in ART 269, encouraging the development of individual style. Furthers creative problem solving by utilizing more

complex printmaking processes. May be taken two times for credit. Prerequisite: ART 269. Audit available.

ART 280 Painting Basics, 3 Cr. Introduces basic perceptual painting techniques and tools as well as the understanding of the language of painting in historical and contemporary contexts. Draws on the rich cultural diversity that exists in the field as a vehicle for developing personal self-expression. Develops critical skills for composing and synchronizing both tonal and color temperature scales to achieve a successful painting. Audit available.

ART 286 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. Audit available.

ART 287 Watercolor II - Studio, 3 Cr. Explores more advanced studio watercolor painting techniques, materials, and concepts to encourage the development of individual style. Reinforces the conceptual framework for critical analysis along with basic art theory. May be taken two times for credit. Prerequisite: ART 286. Audit available.

ATH | Anthropology

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.

BA | Business Administration

BA 101 Introduction to Business, 4 Cr. Examines business operations in the local, national, and global marketplace. Studies the integration of the various functional areas of business such as management, finance, accounting, marketing, human resources, production, information technology, investments and other areas of general business interest. Introduces evolution from entrepreneurial origins to mature corporations. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

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.

BA 111 Introduction to Accounting & Finance, 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. Explores 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 150 Introduction to Entrepreneurship, 4 Cr. Introduces the managerial practices of successful entrepreneurship in all types of organizations. Evaluates the business skills, leadership skills, traits, and commitment necessary to successfully operate an entrepreneurial venture. Reviews the challenges and rewards of entrepreneurship. Examines entrepreneurial businesses in the United States and their impact on the economy. Considers recent trends in social entrepreneurship. Prerequisites: RD 115, WR 115 and MTH 20 or equivalent placement test scores. Audit available.

BA 177 Payroll Accounting, 3 Cr. Covers fundamental skills and basic knowledge in the area of business payroll; personnel record keeping; calculation of gross pay using various methods; calculation of Social Security and Medicare taxes; calculation of federal and state income and unemployment taxes; journalizing and posting payroll entries; and completing various federal and state forms. Prerequisites: BA 111 or BA 211. Recommended: BA 104. 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 teamwork, and communication with a diverse customer population. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

BA 205 Business Communication, 4 Cr. Examines the legal and ethical collection, organization, and presentation of business information. Develops research skills using library and Internet resources. Creates effective communications utilizing word processing, spreadsheet, and graphics applications. Introduces techniques for efficient report writing, persuasive presentation, and writing instructions and productive e-mails within a business context. Recommended: WR 121; BA 131 or CAS 133; BA 101. Prerequisites: 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, WR 121,

and BA 131 or CAS 133. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

BA 207 Introduction to E-Commerce, 4 Cr. Introduces the technology and history of electronic commerce and its uses as a medium from informational websites to full online retail systems. Examines the concepts, vocabulary, and procedures associated with electronic commerce. Presents concepts and skills for the strategic use of electronic commerce and related information technology. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

BA 208 Business Ethics, 4 Cr. Reviews historical and contemporary ethical theories and issues that arise in several aspects of business, such as, management, use of computers, marketing, accounting, and doing business in an international setting. Includes the social responsibilities of corporations, the rights of workers, truth in advertising, the environmental impact of doing business, affirmative action in hiring, sexual harassment in the workplace, respect for cultural differences, and the responsibilities of the individual in the corporate setting. Provides a study of important ethical theories which will be used in analyzing the morality of selected controversial business cases and situations. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 115 or equivalent placement test scores. Audit available.

BA 211 Principles of Accounting I, 4 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. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

BA 212 Principles of Accounting II, 2 Cr. Introduces statement of cash flows and financial statement analysis and continues the presentation of fundamental accounting issues begun in BA 211. Prerequisite: BA 211. Audit available.

BA 213 Managerial Accounting, 4 Cr. Examines 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 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 225 Introduction to Entrepreneurship Law, 4 Cr. Examines the legal and regulatory landscape for the successful entrepreneur. Includes topics in business formation, agency relationships, intellectual property, employment law, antitrust regulation, and dispute resolution. 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 Quickbooks for Business, 3 Cr. Introduces double-entry, fully-integrated computerized general ledgers software. Includes general ledger, accounts receivable, accounts payable, payroll, fixed assets, bank reconciliations, inventory, and Financial Statement Analysis. Prerequisites: BA 111 or BA 211, Recommended: BA 104, CAS 133. 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 Managing Entrepreneurial Ventures, 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. Student is responsible for arranging field experience site by start of term. 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.

BA 296 Entrepreneurship Capstone - Year Two, 2 Cr. Synthesizes the two years of study into developing an entrepreneurial venture and managing an ongoing small business. Prepares students to seek financing with an organized portfolio of work suitable for discussion with investors and other outside interested parties. Prerequisites: Completion of 60 credits of required coursework for Entrepreneurship/Small Business Management degree or instructor permission. Audit available.

BI | Biology

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 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 MTH 98 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 60 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. Includes inheritance, the genetic code, modern and classical genetics. 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 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.

CAS | Computer Application Systems

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 108 Beginning Photoshop, 3 Cr. Introduces image editing features of Adobe Photoshop to create and modify computer-based graphics. Introduces image layering techniques. Prerequisites: RD 90 or equivalent placement test scores. Recommended prerequisite/corequisite: CAS 101. 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 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 103W. 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; placement into RD 90 and WR 90. Recommended: CAS 103W 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 134 Introduction to Google Drive, 3 Cr. Introduces the basic features of Google Drive and the associated programs: Sheets, Docs, and Slides. Also, introduces file management, file sharing, and multi-user collaborative work on a document. Recommended: RD 115, WR 115 and CAS 121. 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. Introduces the basics of Pivot Tables, Pivot Charts, and Solver. 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.

CAS181 Web Content Management, 3 Cr. Covers the process of planning and managing a website project through all the different stages: requirements, design, implementation, deployment and maintenance. Reviews maintaining, controlling, changing and reassembling the content on a webpage. Prerequisites: RD 90 or equivalent placement test scores. Recommended: CAS 206. Audit available.

CAS 208 Intermediate Photoshop, 4 Cr. Covers the use of advanced image editing features of Adobe Photoshop to create and modify computer-based graphics. Includes typographic design, compositing, and preparing files for export to the Web. Prerequisite: CAS 108. 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 103W 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 230 Design Principles, 3 Cr. Develops familiarity with print and web design processes, including: basic design principles, color theory, typeface categories, current trends, and file management. Examines the differences between and the application of print and web design principles. Mac or PC format accepted. Recommended: CAS 108 and CAS 133. 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 and current technology to further develop professional software skills. Prerequisite: CAS 216, CAS 140, and CAS 170. Recommended: CAS 109, and CAS 231. Audit available.

CAS 270 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.

CG | College Guidance & Success

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 notetaking, 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. Explores careers and what it takes to succeed in them using a variety of personal inventories. Develops a plan for next steps in career exploration. Audit available.

CG 140B Career and Life Planning, 2 Cr. Provides the tools needed to make informed career decisions. Assesses skills, values, interests, personality, obstacles, and approaches to decision making. Develops skills for researching career and major information. Prerequisites: Placement into WR 115 and RD 115. Audit available.

CG 209 Job Finding Skills, 1 Cr. Explores a broad range of job search techniques, including: building a job network, compiling appropriate information for job applications, targeting cover letters and resumes, and responding to 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.

CH | Chemistry

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 general chemistry, focusing on the following topics: Matter, Measurement, Problem Solving, Atoms, Elements, Molecules, Compounds, Chemical Equations, Chemical Quantities, Aqueous Reactions, Gases, Thermochemistry, and the Quantum-Mechanical Model of the Atom. This is the first course in a sequence that is designed for students who have had no previous training in chemistry. Entering students are expected to have a working knowledge of high school algebra, logarithms, and scientific notation. Prerequisite/Concurrent: MTH 95 or equivalent placement test scores, WR 121. Audit available.

CH 122 General Chemistry II, 5 Cr. Explores general chemistry, focusing on the following topics: Periodic Properties of the Elements, Chemical Bonding, Liquids, Solids and Intermolecular Forces, Solutions, Chemical Kinetics, and Chemical Equilibrium. This is the second course in a sequence that is designed for students who have had no previous training in chemistry. Entering students are expected to have a working knowledge of high school algebra, logarithms, and scientific notation. Prerequisite: CH 121. Audit available.

CH 123 General Chemistry III, 5 Cr. Explores general chemistry, focusing on the following topics: Acids & Bases, Aqueous Ionic Equilibrium, Free Energy & Thermodynamics, Electrochemistry, Radioactivity & Nuclear Chemistry, and Organic Chemistry. This is the third course in a sequence that is designed for students who have had no previous training in chemistry. Entering students are expected to have a working knowledge of high school algebra, logarithms, and scientific notation. 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.

CHN | Chinese

CHN 101 First Year Chinese, 5 Cr. Emphasizes effective communication skills in both written and spoken Mandarin Chinese. Provides an understanding of practices of native Chinese culture. Helps beginners with language proficiency as well as cultural awareness. The first term in a three-

term sequence. Prerequisite/concurrent: RD 115, WR 115 or equivalent placement test scores. Audit available.

CHN 102 First Year Chinese, 5 Cr. Emphasizes effective communication skills in both written and spoken Mandarin Chinese. Builds on language skills introduced in CHN 101. Provides an understanding of practices of native Chinese culture. Helps beginners with language proficiency as well as cultural awareness. The second term in a three-term sequence. Prerequisite: CHN 101. Audit available.

CHN 103 First Year Chinese, 5 Cr. Emphasizes effective communication skills in both written and spoken Mandarin Chinese. Builds on language skills introduced in CHN 101 and 102. Provides an understanding of practices of native Chinese culture. Helps beginners with language proficiency as well as cultural awareness. The third term of a three-term sequence. Prerequisite: CHN 102. Audit available.

CIS | Computer Information Systems

CIS 120 Computer Concepts I, 4 Cr. Introduces computing fundamentals from older, mature technologies through recent and emerging technologies. Utilizes Open Educational Resources (OER) and key applications, such as word processing, spread sheet, database, and presentation software, to solve realistic problems. Explores the benefits and risks of the online environment. Recommended: placement into WR 115, RD 115 and MTH 20; basic computer skills equivalent to CAS 133 or BA 131. Audit available.

CIS 121 Computer Concepts II, 4 Cr. Covers evaluation, selection and application of computer technology to solve practical problems in database design, web page design, networking and programming. Addresses ethical issues associated with technology. Prerequisite: CIS 120. Audit available.

CIS 122 Software Design, 4 Cr. Covers software design as part of the software development life cycle. Includes problem solving, basic logic constructs, testing programs, and modular programming. Provides examples of well-designed software projects. Recommended: CIS 120 or CAS 133 or BA 131. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

COMM | Communications

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 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.

CS | Computer Science

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 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 161. Audit available.

CT | Construction Technology

CT 101 Tools and Shop Safety, 3 Cr. Explores hand tools and power tools used in the construction trades. Identifies common tools and how to select the correct tool for the task. Introduces ladders and scaffolding and their safe use. Covers common fall hazards - how to recognize and control them to protect yourself. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 102 Footings and Foundations, 3 Cr. Introduces the construction of wood and concrete foundations. Explores determining property lines, setting building corners and establishing grades and elevations. Provides hands-on experience in the building of concrete footings and foundation wall forms. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 103 Building Materials and Methods, 3 Cr. Introduces function and performance characteristics of basic building materials and components. Addresses methods and sequences in the construction process. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 104 Floor Framing, 3 Cr. Introduces basic floor framing systems and principles used in construction. Includes floor system install on foundations using current building construction methods. Explores floor leveling, sill plate installation, and joist and beam layout. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 105 Wall and Ceiling Framing, 3 Cr. Introduces wall framing methods and principles currently used in construction and following Oregon building codes. Includes wall layout and assembly of studs, corners, partitions and openings. Addresses the calculation of material quantities and the application of related building codes. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 106 Roof Framing, 3 Cr. Introduces the theory and practice of roof framing. Includes calculations to determine rafter lengths for slopes and spans. Addresses erecting and installing trusses and techniques for rafter installation. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 110 Electrical Wiring Basics, 3 Cr. Provides basic knowledge of electrical wiring and AC and DC circuits. Introduces electrical codes, ordinances, print reading and electricity fundamentals. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 111 Plumbing Basics, 3 Cr. Explores basic skills needed to assist with installation and repair of plumbing systems. Introduces plumbing plans and drawings, measuring for plumbing materials and safe operation of plumbing tools. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 112 Basic Stair Construction, 3 Cr. Explores the rise and run ratio for stair construction. Includes material estimation and installation of both open and closed interior staircases. Emphasizes the relevant building codes in stair construction. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 113 Building Decks and Porches, 3 Cr. Introduces the methods and materials used for proper site preparation in deck and porch installations. Outlines the steps followed in the construction of a deck or porch. Covers the identification of defects that impact safety in wood and composite decks and porches. Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

CT 114 Windows and Interior Doors, 3 Cr. Introduces the various types of windows, skylights, and interior doors available and their proper use. Provides instructions for installation. Includes procedures for installing weather-stripping and locksets.

Prerequisites: MTH 60 or MTH 98, RD 90, WR 90 or equivalent placement test scores. Audit Available.

EC | Economics

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 60. 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 60. 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 60 and EC 201. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ECE | Early Childhood Education

ECE 101 Exploring the ECE Field, 1 Cr. Explores the diverse field of Early Childhood Education through site visits and interviews with professionals working in a variety of positions and settings. Expands knowledge of ECE professionals' workday including common challenges and rewards. Audit available.

ECE 120 Introduction to Early Childhood Education, 3 Cr. Introduces practitioners to the major tenets of the Early Childhood Education profession with emphasis on: historical influences, fundamental principles, current issues, careers, program models and approaches, and ethical and professional standards in accordance with the National Association for the Education of Young Children. Prerequisites: RD 90, WR 90 or equivalent placement test scores. Recommended: CAS 103W or equivalent computer skills. Audit available.

ECE 121 Guidance & Classroom Management: Birth to Age 8, 3 Cr. Covers guidance techniques and classroom management strategies for individual and groups of young children that are grounded in developmentally

appropriate practices which support pro-social behaviors for children birth to age eight. Examines early childhood guidance principles, theories and research with an emphasis on intentional teaching practices, including supportive interactions and environmental design for children birth to age 8. Prerequisites: RD 90, WR 90 or equivalent placement test scores. Audit available.

ECE 122 Environments & Curriculum: Birth to Age 8, 4 Cr. Explores the teacher's role in facilitating play in early childhood. Covers effective teaching practices that support diverse learners. Focuses on developing meaningful and challenging curriculum and incorporating developmentally and culturally appropriate pedagogy to design physical, social, and temporal environments for children birth to age 8. Prerequisites: RD 90, WR 90 or equivalent placement test scores. Audit available.

ECE 124 Anti-Bias Practices, 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. Prerequisites: RD 90, WR 90 or equivalent placement test scores. Audit available.

ECE 126 Early Childhood Development: Birth to Age 8, 3 Cr. Covers the principles of theory and development for children from birth through eight years of age, and emphasizes the physical, cognitive, social-emotional, and linguistic domains of child development. Explores how child development and learning processes occur within multiple contexts. Focuses on environmental and instructional practices that support development. Prerequisites: RD 90 and WR 90. Recommended: CAS 103W or equivalent computer skills. 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 program. Prerequisites: RD 90 and WR 90 or equivalent placement test scores; ECE 101, ECE 120. Prerequisite/concurrent: HE 113.

ECE 130B Practicum Seminar 1, 1 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, 1 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, 2 Cr. Develops basic intermediate level skills to work with children birth through eight years 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. Develops skills in working with children in a group setting using developmentally appropriate methods. Prerequisites: CG 101, HE 113, HEC 201, ECE 101, ECE 120, ECE 121, ECE 122, ECE 124, ECE 126, ECE 130A, ECE 200; Prerequisite/concurrent: ECE 221; Corequisite: ECE 130B.

ECE 135 Practicum 2, 2 Cr. Develops basic intermediate level skills to work with children birth through eight years 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. Develops skills in working with children in a group setting using developmentally appropriate methods. Prerequisites: ECE 130B, ECE 134, ECE 234, ECE 235, ECE 236, HE 262. Prerequisite/concurrent: HEC 202. Corequisite: ECE 130C.

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 solution to possible barriers and issues for children of varying ages (2 years to school age) and abilities. Audit available.

ECE 200 Professionalism & Advocacy, 3 Cr. Examines the characteristics of early childhood education as a profession, including key competencies, roles and responsibilities, current issues and trends. Focuses on use of the NAEYC Code of Ethics to guide daily practices and decision-making. Prepares students to become advocates for children, families, self and the profession. Prerequisites: RD 90, WR 90 or equivalent placement test scores; ECE 120. Audit available.

ECE 221 Observation, Documentation & Assessment, 3 Cr. Examines techniques for observing and recording behavior and keeping records as used in the care and education of children birth to age eight. 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: RD 90, WR 90 or equivalent placement test scores. Recommended prerequisite/concurrent: ECE 130B, ECE 134. Audit available.

ECE 222 Resilience & Wellness for Educators, 3 Cr. Supports educators' ability to positively adapt in the face of adverse circumstances by teaching positive skills, strategies, and routines that enable them to live happy, fulfilling, and successful lives while enhancing their love of the profession. Covers the identification, justification, and application of resilience and wellness practices necessary to become an effective educator of young children. Prerequisites: RD 90 and WR 90 or equivalent placement test scores. Audit available.

ECE 223 Supporting Dual Language Learners: Birth to Age 8, 3 Cr. Focuses on the language development of children who are dual language learners (DLLs), ages birth-to-eight years, with attention on all children developing oral and written language abilities in their home language(s) and in English. Connects assessment and instruction in order to identify effective instructional techniques and strategies that promote early language and literacy learning for the DLL child. Emphasizes family and community connections in the fostering of language

and literacy learning. Prerequisite/concurrent: RD 115, WR 115 or equivalent placement test scores. Audit available.

ECE 232 S.T.E.A.M.: Birth to Age 8, 3 Cr. Develops the knowledge and skills necessary for creating inclusive environments and curricular activities. Provides training in the use of observation and assessment to scaffold young children's understanding of science, technology, engineering, art, and mathematics. Emphasizes using a variety of tools and methods to support, document, and extend children's learning. Prerequisites: RD 115, WR 115 or equivalent placement test scores. Audit available.

ECE 234 Inclusion of Children with Special Needs, 3 Cr. Examines history and laws related to special education in the United States. Covers disabilities and delays for children ages birth to eight, screening and assessment tools, the IFSP and IEP process, and advocating with families to access necessary special education services. Explores strategies for creating inclusive early learning environments. Prerequisite/concurrent: RD 115, WR 115 or equivalent placement test scores. Audit available.

ECE 235 Art, Music & Movement: Birth to Age 8, 3 Cr. Studies the development of exploration, play, and creative expression in the areas of art, music, and movement, focusing on young children ages birth to 8. Addresses the concepts of age and developmental appropriateness when designing activities. Includes hands-on experience with activities that inform the use of techniques, strategies, and materials with young children in the classroom. Explores strategies for intervention and support for exceptional children and English language learners. Draws strong connections between classroom activities and expectations and the NAEYC standards. Prerequisites: RD 115, WR 115 or equivalent placement test scores. 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 of a variety of language and literacy development activities with young children. Prerequisites: RD 115, WR 115 or equivalent placement test scores. Audit available.

ECE 237 Trauma-Informed Care and Education: Birth to Age 8, 3 Cr. Develops knowledge and skills that support the learning and development of young children, birth to age 8, who have been adversely impacted by trauma. Explores types and symptoms of trauma and emphasizes trauma-informed practices that can be applied in the child's home and school setting. Identifies available resources and recognized strategies for working collaboratively with families and other professionals. Prerequisites: RD 115 and WR 115 or equivalent placement test scores. Audit available.

ECE 238 Administration of ECE 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. Prerequisites: ECE 126 or HEC 226. Prerequisite/Concurrent: RD 115 and WR 115. Recommended: experience working with children in groups. Audit available.

ED | Education

ED 101 Teachers Make a Difference: Exploring the K-5 Classroom, 1 Cr. Explores the modern teaching profession and the benefits associated with being an elementary school teacher in the 21st century. Provides real-life classroom experience, bringing students into K-5 instructional settings with professional teachers. Expands knowledge of a teacher's workday and basic strategies. Audit available.

ED 216 Purpose, Structure, & Function of Education in a Democracy, 3 Cr. Introduces the historical, social, philosophical, political, legal and economic foundation of education in Oregon, the United States, and other countries in order to provide a framework from which to analyze contemporary educational and environmental issues in various schools, communities, and workplaces. Recommended: ED 101. Prerequisite/concurrent: WR 121. Audit available.

ED 219 Civil Rights & Multicultural Issues in Educational Settings, 3 Cr. Examines multiculturalism in the context of personal and professional interaction with students, schools, communities, and workplaces. Explores the diversity of learning cultures (e.g., urban, suburban, rural) as well as the diversity of learners that exist within those different cultures. Provides an opportunity to reflect upon one's own culture and how it may influence personal learning and teaching. Recommended: ED 101. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ED 293 Elementary Educator Practicum, 1 Cr. Provides opportunities to observe and work with school teachers in K-5 classrooms to gain first-hand experience in the culture of schools and strategies for teaching and learning. Applies previous learning to a classroom setting. Explores required professional dispositions, skills and knowledge to become a teacher. Prerequisites: ED 101, ED 216 and 219, HEC 202 and 226. Corequisite: ED 294.

ED 294 Education Practicum Seminar, 2 Cr. Connects observed classroom practices and student learning with previous programmatic coursework and research. Explores current educational issues and themes and their application in the K-5 classroom.

Begins to formalize the concepts and expression of a professional teaching statement. Prerequisites: ED 101, 216 and 219, HEC 202 and 226. Corequisite: ED 293.

EET | Electronic Engineering Technology

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. Prerequisites: MTH 65 (B or better), WR 115 and RD 115 or higher; or equivalent placement test scores. 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 Motor Control, 5 Cr. Examines electromagnetism and motor theory, circuit protection elements (fuses and circuit breakers), control transformers, electromechanical and solid state switches, ladder logic, control relays, contactors, overload elements, manual motor starters, 2 and 3 wire motor starters, motor starters with jogging, friction brakes, reversing motor starters with interlocks, reduced voltage starters, timers, motor drives, and programmable logic controllers (PLCs). Students will build, test, and troubleshoot practical motor control circuits using industrial components on a motor control trainer board. Prerequisites: EET 112. Audit available.

EET 170 Embedded Computing, 3 Cr. Explores complex computing environments where computers, operating systems, programming languages and network connections integrate. Includes projects involving programming, troubleshooting and system analysis. Prerequisites: WR 115 and MTH 65 or higher; RD 115; or equivalent placement test scores. Audit available.

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.

EMS | Emergency Medical Services

EMS 105 EMT Part I, 6 Cr. Introduces the role of the Emergency Medical Technician (EMT) at the novice level. Develops the necessary understanding of human anatomy and physiology, as well as knowledge of relevant medical terminology. Provides training in the identification and use of EMT equipment, the assessment of patient status and development of a patient plan, the use of appropriate interventions, and professional and interpersonal communication in the prehospital setting. Explores the use of evidence-based practices in the EMT field, and provides an introduction to the legal and ethical issues that may be encountered by the novice EMT. This is Part 1 of the 2-part Oregon EMT series. Course sequence requires a mandatory orientation, and passing a criminal background check and drug screen. Prerequisites: WR 115, RD 90, MTH 60 or equivalent placement test scores; current HCP CPR card. Audit available.

EMS 106 EMT Part II, 6 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 special 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 passing criminal background check and drug screen before placement into mandatory clinical observation in hospital emergency department and ambulance ride-along experience. Prerequisite: 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. For those who are usually the first person at the scene of trauma or medical emergencies including law enforcement, fire department personnel, etc. Knowledge and skills are developed 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.

ENG | English

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 201 Shakespeare's Early Works, 4 Cr. Provides a sampling of Shakespeare's contributions to the three primary genres of early modern theater with a focus on the early comedies, tragedies, histories, and non-dramatic poetry. Introduces the study of Shakespeare's dramatic techniques, character development, historical and cultural setting, and language. Explores interpretations of Shakespeare's works by contemporary filmmakers. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

ENG 202 Shakespeare's Later Works, 4 Cr. Provides a sampling of Shakespeare's contributions to the three primary genres of early modern theater with a focus on the later comedies, tragedies, histories, and non-dramatic poetry. Introduces the study of Shakespeare's dramatic techniques, character development, historical and cultural setting, and language. Explores interpretations of Shakespeare's works by contemporary filmmakers. Prerequisite: MTH 20 or equivalent placement test scores. 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 across-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.

ESR | Environmental Studies

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.

FN | Foods & Nutrition

FN 225 Nutrition, 4 Cr. Introduces components of an adequate diet, nutrient availability and utilization. Analyze dietary intake and compare 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. Prerequisite: WR 121 or higher; BI 101 or BI 211. Audit available.

G | Geology

G 184 Global Climate Change, 4 Cr. Explores the various aspects of the Earth's climate system. Includes the interactions between the atmosphere, hydrosphere, biosphere, cryosphere and lithosphere as well as how the climate system has varied overtime (past present and future) and efforts to mitigate and adapt to these changes. Includes weekly lab. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

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.

GS | General Science

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.

HE | Health Education

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.

HEC | Consumer & Family Studies

HEC 201 Family-Teacher Partnerships and Community Connections, 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. Prerequisites: RD 90, WR 90 or equivalent placement test scores. Audit available.

HEC 202 Contemporary Families in the US, 3 Cr. Introduces the meaning and role of "family" in the United States through the study of historic, contemporary and personal applications. Explores how diversity (age, race, ethnicity, sex, gender, social class, sexual

orientation) is relevant in family structure and processes. Prerequisite/concurrent: WR 121. Audit available.

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.

HPE | Health & Physical Education

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.

HST | History

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 110 World History I: Ancient to Medieval, 4 Cr. Covers the beginnings of civilization to the medieval period. Includes the ancient Near East, Egypt, India, China, Greece, Rome, and early medieval Europe. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 111 World History II: Medieval to Modern, 4 Cr. Covers the Medieval period to the Early modern period. Includes the Middle East, India, China, Europe and the Americas. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

HST 112 World History III: Early Modern to Present, 4 Cr. Covers the Early modern period to the present. Includes the Middle East, India, China, Europe and the Americas. 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 218 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, and the historical roots of contemporary issues that emphasize American Indians as a vital part of the shared history 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.

LIB | Library

LIB 101 Library Research and Information Retrieval Strategies, 1 Cr. Introduces the research process and

essential research skills. Develops critical thinking strategies. Teaches identification of research topics, planning and carrying out the research process, and to identify and cite preferred sources of credible information. Audit available.

MA | 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. Prerequisites: WR 115, RD 115, MTH 20 or equivalent placement test scores. Corequisite: MA 118.

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.

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. Corequisite: MA 124.

MA 124 Medical Office Clinical Procedures Lab, 2 Cr. Practice and demonstrate proficiency in the procedures listed under MA 123. 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. Prerequisites: MP 111; BI 122 or BI 233.

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. Corequisite: MA 270.

MA 136 Medications, 2 Cr. Introduces drug therapy with emphasis on safety and classifications of common drugs and their actions, appropriate drug uses, therapeutic effects, adverse effects and contraindications. Correlates nutritional deficits with common diseases. Reviews common prescription abbreviations, forms of medications and drug regulations. Prerequisites: MP 111; MTH 60 or MTH 98.

MA 180 Coding and Reimbursement, 2 Cr. Introduces CPT, ICD and HCPCS coding and reimbursement systems for physician offices and medical clinics. Prerequisite/concurrent: MP 111.

MA 270 Clinical Practicum, 6 Cr. Practice administrative skills and clinical skills in a medical clinic/physician office setting. Prerequisites: HE 113; Department permission required.

MEC | Mechanical Systems

MEC 120 Fluid Power and Electrical Control of Fluid Power Systems, 5 Cr. Introduces the basic principles of hydraulics and pneumatics and applies these principles to build, maintain and troubleshoot industrial hydraulic and pneumatics circuits. Covers theory, generation, storage, transmission, and usage of hydraulic and pneumatics energy, pressure, and flow. Introduces hydraulic and pneumatics schematics and circuits as well as identification and operation of basic hydraulic and pneumatics components. Introduces basic ladder logic and PLCs to automate, control and modify an electrically controlled hydraulic and pneumatics system with solenoid-operated directional control valves. Includes a 3-hour per week laboratory session. Prerequisite: MTH 65. Audit available.

MEC 123 Industrial Mechanical Systems, 5 Cr. Covers a broad exposure to industrial mechanical systems, including power transmission components, fasteners, tool lubrication and rigging. Develops a working knowledge of operation, assembly/disassembly, specifying and troubleshooting of various industrial components and practices. Prerequisites: RD 115, WR 115 and MTH 20 or equivalent placement test scores. Audit available.

MEC 124 Mechatronic Systems in Advanced Manufacturing, 3 Cr. Introduces the concepts, terms, and application of advanced manufacturing principles and practices and explores the role of mechatronic systems in the manufacturing process. Includes operations

management, industry standards, basic heating and refrigeration, and maintenance. Explores applications of robots, computers, and control systems in a manufacturing environment. Prerequisites: WR 115 and MTH 65 or higher; RD 115; or equivalent placement test scores. Audit available.

MFG | Manufacturing

MFG 150 Manufacturing Processes, 3 Cr. Introduces basic manufacturing processes used in industry. Expands on joints learned in MFG 195 to out of position welding joints. Emphasizes weld quality, joint quality and measurement tolerances for welding processes used in industry. Introduces additional tools used in welding trades. Prerequisite/concurrent: MFG 195. Audit available.

MFG 151 Fabrication Processes 1, 3 Cr. Builds on fabrication principles started in MFG 150 and adds Pos 4 welding on mild steel in groove and fillet fitments. Focuses on scientific principles that effect weld outcomes and how those principles can be used by welders to ensure quality weld and fabrication outcomes. Teaches use of Oxy-Fuel cutting equipment. Prerequisites: MFG 150. Audit available.

MFG 152 Fabrication Processes 2, 3 Cr. Introduces common remanufacturing principles as well as basic material science as it applies to welding and weld processes in the manufacturing environment. Covers in depth material handling and processing for mild steel welding projects as well as mark up and annotation for large project work. Teaches skills a welding floor foreman would routinely use. Prerequisites: MFG 150. Audit available.

MFG 155 Blueprint Reading, 3 Cr. Introduces reading and creating basic technical drawings. Explores fabricating from drawings to industry specification and tolerances, creating and drawing parts in computer software, and integrating with CNC part generation and computer aided blueprint design. Prerequisite/concurrent: MFG 195. Audit available.

MFG 156 Integrated Manufacturing 1, 3 Cr. Integrates the use of the 3 axis CNC, blueprints and manufacturing processes in the design and production of products. Introduces tolerances and quality control procedures, as well as backwards design principles and orthographic projection. Prerequisite: MFG 155. Audit available.

MFG 157 Integrated Manufacturing 2, 3 Cr. Covers the creation of multi-part assemblies and the process of welding them together to specification. Builds on the precision measuring and quality control tolerance checks introduced in MFG 156. Discusses the integration of efficiencies and lean manufacturing principles in the everyday operations of a manufacturing business. Teaches how to build fixtures that accurately and repeatedly create product to tolerance. Prerequisites MFG 156. Audit available.

MFG 195 Welding Technology 1, 3 Cr. Introduces the operation of equipment and tools used in standard welding and manufacturing shops. Identifies procedures, practices and skills used by welders including commonly used welding machines and the equipment used to cut and finish material. Audit available.

MFG 280 Aluminum GTAW/TIG Welding, 3 Cr. Introduces students to the use of GTAW/TIG equipment on aluminum alloys, and the methods and techniques for welding on them. Explores different electrical waveforms and frequencies needed for joint, pipe and butt weldment as well as covering prep of materials, consumables and tungsten. Prerequisites: MFG 195, MFG 150. Audit available.

MFG 281 Aluminum GTAW/TIG Fabrication Processes 1, 3 Cr. Builds on the knowledge of MFG 280 by beginning structural code welding practice and deepening knowledge of GTAW AC processes as they pertain to welding aluminum and alloys. Provides experience creating multipart assemblies as in a production manufacturing environment. Corequisites: MFG 280. Audit available.

MFG 282 Aluminum GTAW/TIG Fabrication Processes 2, 3 Cr. Builds on MFG 281 by continuing structural code practice, adding in pipe and tube welding techniques in aluminum, and creating pressure vessels in out of position weldments. Provides understanding of warp and how to account for warp in building multi-part assemblies, as well as sanitary / clean practices for welding aluminum. Prerequisite: MFG 281. Audit available.

MFG 285 Stainless Steel GTAW/TIG Welding, 3 Cr. Introduces the use of GTAW/TIG equipment on stainless steel alloys, and the methods and techniques for welding on them. Explores different techniques and special shielding gas requirements for pipe, fillet and butt weldment as well as covering prep of materials, consumables and tungsten. Prerequisites: MFG 195, MFG 150. Audit available.

MFG 286 Stainless Steel GTAW/TIG Fabrication 1, 3 Cr. Builds on the skills learned in MFG 285 by introducing welding to AWS code for stainless steel alloys. Introduces fabrication of stainless steel assemblies and the different procedural and prep changes for different stainless steel alloys. Presents AWS tolerances in color and purity in stainless steel welding, and experiments with a range of outcomes and how they differ both practically and chemically. Prerequisites: MFG 285. Audit available.

MFG 287 Stainless Steel GTAW/TIG Fabrication 2, 3 Cr. Builds on MFG 286, introducing Position 3 AWS D1.6 structural code destructive testing as well as working with welding and preparing tube/pipe and pressure vessels. Provides critical skills to handle warp

as well as sanitary/food grade stainless steel welding processes. Corequisites: MFG 286. Audit available.

MLT | Medical Laboratory Technology

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.

MP | Medical Professions

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: WR 115, RD 115, 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.

MTH | Mathematics

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 98 Quantitative Math, 4 Cr. Covers applied number sense, applied algebraic reasoning and modeling, graphical sense, measurement, and statistical reasoning. Explores how to appropriately communicate mathematical arguments that are supported by quantitative evidence using words, graphs, numbers, and algebra. Prerequisites: placement into RD 90 and WR 90; MTH 20 or equivalent placement test scores. Audit available.

MTH 105 Math in Society, 4 Cr. Explores applications of mathematics in society including quantitative techniques in personal and public finance, basic probability and statistics for understanding risk and uncertainty, and concepts and applications of formal logic to argumentation and persuasion. Investigates a variety of mathematical problem-solving techniques and provides a sampling of more advanced mathematics or mathematics-related topics. Integrates technology where appropriate. Prerequisites: MTH 65 or MTH 98 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

MTH 110 Technical Math, 4 Cr. Explores mathematics used in the study of technical and industrial systems including basic algebra, engineering notation, unit conversion and dimensional analysis, function notation, exponential and logarithmic functions, sinusoidal functions, and complex numbers in polar, rectangular, and phasor forms. Scientific calculator required. Recommended: concurrent enrollment in EET 111. Prerequisite: MTH 65 or equivalent placement test scores. 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 111L Foundations of College Algebra, 1 Cr. Focuses on the foundational skills, concepts, and communication needed to be successful in MTH 111 College Algebra. Provides appropriate support in algebra, functions, problem solving, graphing, technology, and study skills in an interactive setting. Co-requisite: MTH 111.

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 211 Foundations of Elementary Mathematics I, 4 Cr. Prepares prospective elementary teachers to teach math by strengthening their mathematical background. Explores the following topics: problem solving, sets, whole numbers, number theory, and fractions. First term of a three-term math sequence. Prerequisites: MTH 95 or MTH 98 or higher or equivalent placement test scores; Prerequisite/concurrent: WR 121. Audit available.

MTH 212 Foundations of Elementary Mathematics II, 4 Cr. Continues to prepare prospective elementary teachers to teach math by strengthening their mathematical background. Explores the following topics: operations involving fractions, decimals, ratio, proportion, percent, integers, also an introduction to statistics and probability. Second term of a three-term sequence. Prerequisites: MTH 211. Audit available.

MTH 213 Foundations of Elementary Mathematics III, 4 Cr. Continues to prepare prospective elementary teachers to teach math by strengthening their mathematical background. Explores the following topics: problem solving using Algebra, use of the coordinate plane, functions, geometry and measurement. Third term of a three-term math sequence. Prerequisites: MTH 212. 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 or MTH 98 or equivalent placement test scores. 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 anti-derivatives and integrals, definite and improper integrals, and applications including direct application of integration and solving basic differential equations. Graphing calculator required, TI-89 or other CAS calculator recommended. Prerequisites: MTH 251 and its prerequisite requirements. Audit available.

MTH 253 Calculus III, 5 Cr. Includes infinite sequences and series, Taylor series and applications, equations of lines and planes in three dimensions, vectors in 3D, and differentiation and integration of vector valued functions with applications. Graphing calculator required; TI-89 or access to CAS recommended. Prerequisites: MTH 252 and its prerequisite requirements. Audit available.

MUC | Professional Music

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, original sound synthesis, online media sourcing, for the composer/arranger, web, film or video game designer. Includes fundamentals in Midi, sequencing, sampling, basic signal processing, and digital image, text and sound processing. Covers practical production skills using state of the art digital technology, achieving broadcast quality results. Students create original material during lab sessions. Prerequisites: MUC 123. Audit available.

MUS | Music

MUS 105 Music Appreciation, 3 Cr. Establishes an introduction to understanding symphonic, chamber and solo instrumental and vocal genres from pre-renaissance through the contemporary music of our time. Prerequisites/concurrent: WR 115 or equivalent placement test scores. Audit available.

MUS108 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.

NRS | Nursing

NRS 110 Foundations of Nursing – Health Promotion, 9 Cr. Introduces the learner to the framework of the Oregon Consortium for Nursing Education (OCNE) curriculum. Emphasizes health promotion across the life span and includes learning about self-health as well as patient health practices. Promotes accessing research evidence about healthy lifestyle patterns and risk factors for disease/illness; applying growth and development theory; interviewing patients in a culturally sensitive manner; working as members of a multidisciplinary team giving and receiving feedback about performance; and using reflective thinking about their practice as nursing students. Studies populations including: children, adults, older adults, and the family experiencing a normal pregnancy. Includes classroom and clinical learning experiences. The clinical portion of the course includes practice with therapeutic communication skills and selected core nursing skills. Prerequisites: formal admission into the CGCC AAS Nursing Program.

NRS 111 Foundations of Nursing in Chronic Illness I, 6 Cr. Introduces assessment and common interventions (including technical procedures) for patients with chronic illnesses common across the life span in major multiple ethnic groups. Explores the patient's and family's "lived experience" of the condition. Includes use of clinical practice guidelines and research evidence to guide clinical judgments in care of individuals with chronic conditions. Explores multidisciplinary team roles and responsibilities in the context of delivering safe, high quality health care to individuals with chronic conditions (includes practical and legal aspects of delegation). Examines cultural, ethical, legal and health care delivery issues through case scenarios and clinical practice. Case exemplars include children with asthma, adolescents with a mood disorder, adults with type 2 diabetes, and older adults with dementia. Includes classroom and clinical learning experiences. Prerequisites: NRS 110, NRS 232.

NRS 112 Foundations of Nursing in Acute Care I, 6 Cr. Introduces the learner to assessment and common interventions (including relevant technical procedures) for care of patients across the life span who require acute care, including normal childbirth. Considers disease/illness trajectories and their translation into clinical practice guidelines and/or standard procedures in relation to their impact on providing culturally sensitive, patient-centered care. Includes classroom and clinical learning experiences. Prerequisites: NRS 111, NRS 230, NRS 233.

NRS 221 Nursing in Chronic Illness II and End-of-Life Care, 9 Cr. Builds on NRS 111 Foundations of Nursing in Chronic Illness I. Expands the student's knowledge related to family care giving, symptom management and end of life concepts. Focuses on these concepts as a basis for nursing interventions with patients and families. Explores ethical issues related to advocacy, self-determination, and autonomy. Develops complex skills associated with the assessment and management of concurrent illnesses and conditions within the context of patient and family preferences and needs. Explores skills related to enhancing communication and collaboration as a member of an interprofessional team and across health care settings. Exemplars include patients with chronic mental illness and addictions as well as other chronic conditions and disabilities affecting functional status and family relationships. Includes classroom and clinical learning experiences. Prerequisites: Completion of first year of the OCNE Nursing curriculum or admission by advanced placement.

NRS 222 Nursing in Acute Care II and End-of-Life Care, 9 Cr. Builds on NRS 112 Foundations of Nursing in Acute Care I, focusing on more complex and/or unstable patient care conditions, some of which may result in

death, and require strong noticing and rapid decision making skills. Uses evidence base to support appropriate focused assessments, and effective, efficient nursing interventions. Integrates life span and developmental factors, cultural variables, and legal aspects of care to frame the ethical decision-making employed in patient choices for treatment or palliative care for disorders with an acute trajectory. Utilizes case scenarios that incorporate prioritizing care needs, delegation and supervision, and family and patient teaching for either discharge planning or end-of-life care. Exemplars include acute conditions affecting multiple body systems. Includes classroom and clinical learning experiences. Prerequisite: NRS 221.

NRS 224 Integrative Practicum, 9 Cr. Formalizes the clinical judgments, knowledge and skills necessary in safe, registered nurse practice. Provides Faculty/Clinical Teaching Associate/Student Triad Model context that allows the student to experience the nursing role in a selected setting, balancing demands of professional nursing and lifelong learner. Incorporates analysis and reflection throughout the clinical experience to provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework. Includes seminar, self-directed study and clinical experience. Prerequisites: NRS 221, NRS 222.

NRS 230 Clinical Pharmacology I, 3 Cr. Introduces the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout the lifespan. Includes the foundational concepts of principles of pharmacology, nonopioid analgesics, and antibiotics, as well as additional classes of drugs. Promotes clinical decision-making in the context of nursing regarding using current, reliable sources of information, understanding of pharmacokinetics and pharmacodynamics, developmental physiologic considerations, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. Studies drugs by therapeutic or pharmacological class using an organized framework. Prerequisite/concurrent: NRS 110.

NRS 231 Clinical Pharmacology II, 3 Cr. Continues to provide the theoretical background that enables students to provide safe and effective nursing care related to drugs and natural products to persons throughout the lifespan. Promotes selected clinical decision-making in the context of nursing regarding using current, reliable sources of information, monitoring and evaluating the

effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. Addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I. Prerequisite: NRS 230.

NRS 232 Pathophysiological Processes I, 3 Cr. Introduces pathophysiological processes that contribute to many different disease states across the lifespan and human responses to those processes. Includes the foundational concepts of cellular adaption, injury, and death; inflammation and tissue healing; fluid and electrolyte imbalances; and physiologic response to stressors and pain, as well as additional pathophysiological processes. Promotes selective clinical decision-making in the context of nursing regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused nursing assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. Includes modules covering oxygen transport; blood vessels and blood pressure; and the pathophysiology of the endocrine, respiratory and musculoskeletal body systems. Prerequisite/concurrent: NRS 110.

NRS 233 Pathophysiological Processes II, 3 Cr. Continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. Builds on content presented in foundational modules to promote selective clinical decision-making in the context of nursing regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused nursing assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. Includes modules covering acid-base imbalances; neoplasia principles; immune and autoimmune disorders; and the pathophysiology of the cardiac, gastrointestinal, renal and bladder, neurological, neuropsychologic, and reproductive body systems. Prerequisite: NRS 232.

NUR | Nursing Assistant

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.

OS | Office Systems

OS 131 10-Key for Business, 1 Cr. Develops 10-Key skills by touch with an emphasis on speed and accuracy. Helps prepare the student for office environments where 10-Key skills are needed. Prerequisite: MTH 20 or equivalent placement test scores. Audit available.

OS 220 Business Editing, 4 Cr. Develops skills necessary for proofreading, editing, formatting, and writing memos, letters and email. Emphasis on punctuation, capitalization, spelling, grammar, and word use. Recommended: WR 115 or equivalent placement test scores. Prerequisites: CAS 216, CAS 121 or instructor permission. Audit available.

OS 240 Filing and Records Management, 4 Cr. Introduces records and information management. Develops skills for indexing, coding, and cross-referencing documents to be filed. Includes requisitions and charge-outs, records transfer, and various filing systems. Addresses ethical considerations. 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.

OS280F Cooperative Education: Administrative Assistant, 1-5 Cr. Provides field experience for the administrative assistant student. Student is responsible for arranging field experience site by start of term. Recommended: RD 115, WR 115. Prerequisites: Satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission. Prerequisite/concurrent: OS 280G. 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. Recommended: RD 115, WR 115. Prerequisites: Satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission. Prerequisite/concurrent: OS 280F. Audit available.

PE | Physical Education

PE 181A Weight Training, 1 Cr. Stresses the proper guidelines, principles and techniques of weight lifting and the development of muscular strength and endurance. Introduces the development of individual weight training programs that allow for body and strength differences, including weight training etiquette and safety. Each student will progress at a rate commensurate with his or her abilities. Audit available.

PE 181D Circuit Interval Training, 1 Cr. Improves aerobic, anaerobic and strength conditioning through interval training. Includes the use of free weights and/or other equipment and functional fitness training. Covers key muscle groups. Each student will progress at a rate commensurate with his or her abilities. Audit available.

PE 182D MindBody Fitness, 1 Cr. Explores whole body empowerment to increase energy and boost strength and fitness with fun tunes and dynamic exercises. Emphasizes elements of Yoga, Functional Fitness to build strength in core, shoulders, legs and back. Incorporates both isometric holds and functional dynamic exercises that challenge and tone. Audit available.

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 182Y Indoor Cycle Training, 1 Cr. Introduces structured group cycling. Promotes improved cardiorespiratory conditioning, muscle strength and endurance, flexibility and body composition. Promotes active energy through fun, inspiring music and cycling movement. Audit available.

PE 183N Racquet Sports, 1 Cr. Introduces one or more racquet sports. Emphasizes rules, equipment, techniques and strategy for both singles and doubles play. Develops fun recreational skills and strategies for maintaining lifelong health and fitness. Audit available.

PE 183P Basic Arnis, 1 Cr. Introduces the Filipino martial art arnis. Covers basic strikes, blocks, and disarms with a single stick and live hand, double stick, and unarmed. Presents critical distance, positioning, dexterity and targeting drills and combinations including 6 and 10 count patterns, single sinawali, and double sinawali. Audit available.

PE 183Q Kajukenbo, 1 Cr. Introduces Hawaiian mixed martial art kajukenbo. Covers basic hand techniques and kicks, grappling takedowns, escapes, and submissions, self-defense, and extension weapon training. Presents critical distance, positioning, dexterity, agility, conditioning, timing, and targeting drills. 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 185K Ultimate Disc, 1 Cr. Provides instruction in skills, drills and game play for the game of Ultimate Disc. Covers rules, strategy team play as well as concepts of team organization. Each student provides appropriate sport clothing for activity – sport shoes or rubber cleats required. Audit available.

PE 185L Dance, 1 Cr. Introduces traditional and popular dance forms and styles from a selection of countries and cultures. Examines and practices dance movement. Develops fun recreational skills and strategies for maintaining lifelong health and fitness. Audit available.

PHL | Philosophy

PHL 201 Introduction to Philosophy: Philosophical Problems, 4 Cr. Examines the seminal thinkers from both the Western and Eastern traditions of philosophy through a survey approach to the history of ideas. Develops reasoning skills in order to think critically and recognize that philosophy is everywhere. Prerequisites: MTH 20, or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PHL 202 Introduction to Philosophy: Elementary Ethics, 4 Cr. Investigates two basic questions of human existence: What is the best way for people to live, and what does it mean to be a good person? Introduces the three main fields of ethics: meta-ethics, normative ethics and applied ethics sources for thinking that helps determine right and wrong conduct. 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.

PS | Political Science

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.

PSY | Psychology

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 General Psychology, 4 Cr. Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in scientific re-search, 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. PSY 201A and 202A are not sequential and may be taken in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

PSY 202A General Psychology, 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. PSY 201A and 202A are not sequential and may be taken in any order. 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.

RD | Reading

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.

RET | Renewable Energy Technology

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. Audit available.

SAF | Safety

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.

SOC | Sociology

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. Explores social status differences within the context of social structure and culture. Explains how inequalities and privilege play out through social status and are reinforced through both culture and social structure. Includes statuses such as: race, gender, ethnicity, sexual orientation, and age. 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. Includes topics in 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, 4 Cr. Explores the relationship between culture, social structure, and religion, through a comparative and cross-cultural

examination of religious beliefs, practices, and organization. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. 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.

SPA | Spanish

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. First term of a three-term sequence in First Year Spanish. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. 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. Prerequisites: Completion of SPA 101 or instructor permission; MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. 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. Prerequisites: Completion of SPA 102 or instructor permission; MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. 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. Prerequisites: SPA 103 or instructor permission. 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. Prerequisites: SPA 201 or instructor permission. 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. Prerequisites: SPA 202 or instructor permission. Audit available.

TA | Theater Arts

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.

TA141 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 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. Audit 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. Audit 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. Audit 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. Audit required. 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.

UAS | Unmanned Aircraft Systems

UAS 100 UAS Flight Training, 3 Cr. Introduces beginning and intermediate flight training for Unmanned Aircraft Systems (UAS). Provides FAR 107 training, preparing the student to take the FAA Remote Pilot License Exam. Covers beginning and intermediate flight training to site for the AUVSI TOP Level 1 and TOP Level 2 certifications exams. Prerequisites: MTH 20, RD 90, WR 90 or equivalent placement test scores. Audit available.

UAS 101 Introduction to Unmanned Aircraft Systems, 4 Cr. Introduces the fundamentals of Unmanned Aircraft Systems (UAS), including their history and developing role in the modern aviation industry. Includes UAS applications, UAS systems, human factors, UAS design, power system, communication systems, FAA regulations, public policies and the future potential of the UAS. Prerequisites: MTH 65 or higher, WR 115, RD 115. Audit available.

UAS 102 Small Unmanned Aircraft Systems: Aerial Photogrammetry, 4 Cr. Introduces the fundamentals of photogrammetry with sUAS (drones), including concepts, real-world examples, navigation, best practices, data acquisition, mission assessment, data processing and map delivery. Recommended: COMM 111. Prerequisites: UAS 101. Audit available.

UAS 103 Small Unmanned Aircraft Systems for Public Safety, 4 Cr. Introduces the fundamentals in the use of sUAS to support public safety operations. Includes: search and rescue, law enforcement and fire operations. Integrates lectures, discussions and practical assignments facilitated by topical industry experts. Prepares individuals to handle infrared sUAV camera's and understand the practical application within each topic. Recommended: COMM 111. Prerequisites: UAS 101. Audit available.

UAS 210 UAS Management, 4 Cr. Provides an introduction to managing an enterprise (an organization with an

aviation department) sUAS Operation from the Business perspective. Explores operational requirements of the sUAS, concepts of operation, data processing software, current rules and regulations, governing owning and operating a sUAS program in the United States, and concerns surrounding sUAS safety, security and privacy issues. Provides skills specifically designed for the adult professional. Prerequisites: MTH 20, RD 90, WR 90 or equivalent placement test scores. Audit available.

WT | Web Technologies

WT 101 Introduction to Web Design & Development, 1 Cr. Explores the different roles, skill sets, jobs, and tools associated with the website development and design industry. Introduces the Web Design Assistant & Development program, including course options, software, and basic web terminology, as well as the uploading of pages to a server using File Transfer Protocol (FTP) and equipment requirements. Recommended: CAS 133 or equivalent file management and word processing experience. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

WT 102 Social Media Marketing, 3Cr. Examines social media platforms, tools and strategies. Covers social media policy, legal considerations and community etiquette. Recommended: WR 115, RD 115. Audit available.

WT 105 Writing for the Web, 3 Cr. Examines elements of effective online writing and digital content design. Develops skills in grammar and proofreading. Introduces search engine optimization techniques, accessibility, copyright laws and open resources. Recommended: RD 115, WR 115. Audit available.

WT 106 Intro to HTML for Designers, 2 Cr. Introduces beginning HTML (Hypertext Markup Language) for designers of web pages. Includes codes and tags, FTP (file transfer protocol), and validating HTML codes using industry standards. Introduces elements of web design including story boarding, color palettes, fonts, and layout. Introduces web site organization and navigation via internal and external links. Compares and contrasts hosting services, including cost, technical support, and additional services such as PHP, JavaScript, shopping carts, and SEO. Recommended: CAS 133. Audit available.

WT 180 Search Engine Optimization, 2 Cr. Examines search engine basics, on and off-site optimization and analytics. Develops skills and techniques for Search Engine Optimization (SEO). Introduces Search Engine Optimization strategy and research techniques to stay current on industry SEO standards. Recommended WT 101. Audit available.

WT 181 Digital Marketing Strategies, 3 Cr. Examines digital marketing tools and tactics. Explores search engine optimization, analytics, and relationship marketing. Covers research techniques for staying current with industry standards. Recommended: RD 115, WR 115. Audit available.

WT 200 Web Trends, 1Cr. Identifies trends in web design and development, and explores limitations and opportunities for developing web applications on tablets and mobile devices such as cell phones. Explores the history of web design, the migration from static text pages to multimedia and cloud computing, and how different browsers and devices render web pages and content. Recommended: CAS 133 or equivalent file management and word processing experience. Prerequisite: WT 101. Audit Available.

WT 206 Web Design with HTML, 4 Cr. Introduces Hypertext Markup Language (HTML) using HTML5 standards. Presents the foundation for future web design course work and career opportunities: hand coding of basic HTML; links, lists, tables, and forms; web graphics and colors; accessibility; best practices; and an introduction to Cascading Style Sheets (CSS). Includes creating a multi-page website and uploading the site using File Transfer Protocol (FTP). Recommended: CAS 133. Audit available.

WT 213 Cascading Style Sheets, 4 Cr. Introduces the use of external Cascading Stylesheets (CSS) to format web pages that comply with industry and accessibility standards, work in multiple browsers, and adapt to a variety of screen display sizes. Includes established CSS terminology as well as CSS3 innovations, applying graceful degradation and progressive enhancement to provide improved aesthetics and usability for the web user. Prerequisites: WR 115, RD 115 or equivalent placement test scores; WT 106 or WT 206. Audit available.

WT 215 JavaScript and jQuery, 4 Cr. Introduces JavaScript for writing client-side scripts for creating dynamic (interactive) web pages. Explores ways to make a web site come alive with a variety of interactive effects such as displaying and hiding text or images, filling out form fields automatically, and creating interactive maps or calendar. Uses jQuery, an extensive, feature-rich library to make JavaScript more accessible to the novice web designer. Prerequisite: WT 213. Audit available.

WT 225 Database Theory and MySQL, 4 Cr. Develops an understanding of relational database concepts and terminology, database design concepts and Structured Query Language (SQL). Introduces the use of languages and technology used to integrate data within a web site. Prerequisites: WR 115, RD 115 or equivalent placement test scores; WT 213. Audit available.

WT 235 Graphic Design, 4 Cr. Provides an overview of practical and effective graphic design processes. Develops

skills in digital illustration, page layout, image-scanning, image manipulation, digital printing processes and photography. Prerequisites: CAS 230. Audit available.

WR | Writing

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 Argumentative Writing, 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 240 Creative Writing - Nonfiction, 4 Cr. Focuses on writing short creative nonfiction for class discussion and analysis in a workshop setting. Includes study and writing of personal narrative, memoir, nature and travel writing, and literary journalism. Explores the works of established writers for forms, techniques and styles as a context for the production of creative nonfiction for class discussion and analysis. Prerequisite/concurrent: WR121. 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.

WR 248 Advanced Creative Writing - Nonfiction, 4 Cr. Extends the introduction of creative nonfiction and the writing of it using creative techniques. Includes study and writing of personal narrative, memoir, nature and travel writing, satire and literary journalism. Explores the works of established writers for forms, techniques and styles as a context for the production of creative nonfiction for class discussion and analysis. Prerequisites: WR 240. Audit available.

WGS | Women's and Gender Studies

WGS 101 Women's and Gender Studies, 4 Cr. Examines the diverse gender-related experiences, status, and contributions of people across the gender spectrum in the United States, both current and historically since the early 1900s. Covers social construction of gender, race, sexualities, intersectionality, work, religion, class, violence, and health. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR121. Audit available.

WGS 201 Intercultural Gender Studies, 4 Cr. Examines the power structures related to women, men, and across the gender spectrum in developing countries, using foundational understandings of patriarchy, oppression, gender bias, and the social construction of gender. Explores intersectionality and 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 power dynamics across societies. 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: WGS 101. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

WGS 202 Activism and Social Change, 4 Cr. Examines how people in society work to empower their communities and to improve the conditions of their lives. Explores ways that feminist theoretical perspectives 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 citizens, able to analyze societal issues from a variety of perspectives. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR121. Audit available.



COLUMBIA GORGE
COMMUNITY COLLEGE

Student Information

This section outlines the process for becoming a student, services for students, and for the community. Topics include tuition, fees, enrollment expectations, admissions policies, campus services, advising, financial aid, bookstore, child care, community education, Gorge Literacy, course delivery methods, and student policies.

Become a CGCC student!

To contact Student Services: (541) 506-6011, option 2

1

Admissions

Required step



Apply for admission
www.cgcc.edu/admissions

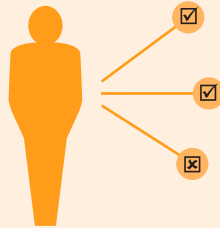
This process will create your MyCGCC login information. Log into MyCGCC to access student email and other features at www.cgcc.edu/mycgcc.

2

Orientation

Required step

Go to <https://welcome.cgcc.edu>:



The online orientation includes information and videos to help students learn what to expect at CGCC.

3

Advising

Required step



Make an appointment:

An Advisor will answer questions, use multiple measures or transcripts to determine course placements, and set up an educational plan. New students must meet with an advisor to be cleared to register.

4

Register & Attend

Required steps

Attend/log in to classes:



Students must attend in-person classes or log in to online classes to avoid the possibility of being dropped as a “no show.” See the full No Show policy on page 117.

Financial Aid

Optional step

Complete one of the following:



- ☐ Free Application for Federal Student Aid (FAFSA)
www.fafsa.gov
- ☐ Oregon Student Aid Application (ORSAA)
www.oregonstudentaid.gov

Questions? Contact the CGCC Financial Aid Office financialaid@cgcc.edu

Admissions & Enrollment

www.cgcc.edu/StudentServices/admissions

CGCC adheres to the following standards for admission and enrollment for credit classes:

- ✘ Students 18 or more years of age who can benefit from the variety of instructional programs offered at CGCC are eligible to apply without restriction. Students under 18 and those applying to special or limited-entry programs, or for Community-Education/non-credit courses must follow the additional rules set forth by those programs and outlined in this section and/or any related special application materials.
- ✘ There is no fee for admission to the college. Some limited-entry programs may have an application fee.
- ✘ A high school diploma or GED® is encouraged, but not required for admission, though it may be required for some financial aid opportunities, or for limited-entry and other special programs.
- ✘ New, degree-seeking students enrolling in credit courses for the first time must complete the admissions process. Admissions are completed online, or a paper admissions form is available by request.
- ✘ New students seeking a certificate or degree may need to complete a placement assessment or provide a transcript from a previous college.
- ✘ 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.
- ✘ All credit students must meet with an academic advisor prior to registration to obtain registration permission, known as a "Clear to Register."
- ✘ Students who are seeking accommodations to assist with learning may call Student Services to schedule an appointment with the Student Support Services Coordinator prior to the start of their first term, or at any time thereafter.

Age Restrictions and Other Considerations

Students under 18 and those applying to programs such as Pre-College, ESOL, GED®, and limited-entry programs have additional requirements, as follows.

Students under 18

Students 16-17 years of age who have satisfactorily completed a secondary school curriculum or who hold a GED® are eligible for unrestricted admission. Students of this age who have not satisfactorily completed a secondary school curriculum or who hold a GED® are eligible for admission if they provide a signed Release from Compulsory Attendance from the Educational Service District.

Students under 16 years of age must file an Under-16 Admissions form, provide a signed Release from Compulsory Attendance from the Educational Service District or proof of graduation from their resident high school, and submit a current secondary school transcript unless they are admitted as part of an articulated agreement (e.g. Running Start, Expanded Options, College Now, Early College). After review of the Under 16 Admissions form and other documentation as required, students under the age of 16 may be admitted if:

- ✘ participation will not likely create a health or safety risk for any person or be in violation of federal or state statutes or regulations;
 - ✘ the student has the ability to benefit from college-level instruction;
 - ✘ another, more age-appropriate instructional resource is not available; and
 - ✘ the student demonstrates the ability to perform academically at the college level
- Additionally, students under 16 must:
- ✘ Score into a minimum of Writing 121 and Math 95 on the college placement assessment.
 - ✘ Schedule an interview with the Vice President of Student Services or designee and a parent or legal guardian at the time of application.

- ✘ Attend a required meeting between the student, their parent or guardian, and an academic advisor. At this meeting, an appropriate schedule of classes will be arranged to align with the student's desired educational goals. The advisor will enable the student's ability to register for classes.
- ✘ Complete the online New Student Orientation.

Pre-College, GED® and ESOL

Students age 18 and over who score into Pre-College classes on the placement assessment are admitted to the college in a manner identical to regular credit students, and follow the same rules and restrictions.

Students age 18 and over are eligible to enter GED® preparation classes without restriction. They sign up for the orientation by contacting the Pre-College department.

Students who are 16 or 17 years of age who wish to pursue a GED® need a Release from Compulsory Attendance form signed by the Educational Service District in which they reside.

Students under 16 are not eligible for GED®.

The English for Speakers of Other Languages (ESOL) program is open to persons 16 or older.

Limited Entry Programs

Some instructional programs have special admissions standards and may be subject to strict application deadlines, procedures and related fees. The application and materials related to each limited-entry program will list specific entry requirements. Additionally, special admissions requirements are listed in this catalog with other information for the program. In general, the following applies to limited-entry programs:

- ✘ 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 Dean of Students or the Registrar.

- ✕ Several programs at CGCC require students to complete practical experience of field training at a medical or other facility. 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.

Admissions and Enrollment in Community Education (non-credit) Classes

Separate admission to the college is not required for most CGCC community education (non-credit) classes. Students may register in person or over the phone, and they must provide basic biographical data (name, date of birth, mailing address and contact phone number) to register if they do not already have a student account at CGCC. This information will be used to create a student account so that the student may be enrolled in community education courses. A student account is required even for classes with no charge.

The enrollment requirements for community education classes are set by the instructor, and may vary depending on the scope and purpose of the class. The course description for each class will list any special admissions requirements, and exceptions to the requirements are made on a case-by-case basis by the instructor, in conjunction with college policy and safety guidelines set by any and all appropriate agencies.

Additionally:

- ✕ Details on the requirements for each course, including fees, class dates, and times are published in the quarterly Class Schedule in which the class appears, or on the CGCC website.
- ✕ Payment for community education classes is required at the time of registration. Non-payment will result in the student being automatically dropped from the class. Although an attempt will be made to contact the student and resolve the dropped registration, each student is responsible for registration and payment.
- ✕ In the event of a cancellation by the instructor or the college, the student will be refunded. Credit/debit card payments will be reversed, and payments to the college by cash or check will be refunded by check mailed to the student.

- ✕ An attempt will be made to contact the student if a class is cancelled, or if the time, date, or location of the class changes, but the college holds no liability if the student cannot be contacted and the college has acted in good faith.

Registration

Credit Classes

Credit class registration is online through the student's account. Registration information for classes, including the day, time, and location of each, is published in the quarterly Class Schedule. Prerequisites and course descriptions can be found on the Course Content and Outcome Guides (CCOGs) on CGCC's website. Students' ability to register for credit classes is not activated until they meet with an academic advisor. For assistance, contact Student Services.

Community Education Classes (Non-Credit)

Registration for Community Education classes is available by phone or through Student Services in person.

Priority Registration

CGCC offers priority registration based on the number of credits successfully completed at CGCC. It does not include courses attempted or graded F, W, I, AU or NP, transfer credits or classes currently in progress.

In compliance with House Bill 2565, CGCC offers priority registration to veterans, active or reserve service members, and dependents receiving VA education benefits, in advance of their official registration period each term.

Adding/Dropping a Class and Late Registration

Students may make changes in their course schedule through the end of the first week of the term. The changes should be approved by an advisor. Course additions made after the first week must have instructor approval, and may not be available for all courses. 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.

Students who fail to drop within the refund period 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 the quarterly Class Schedule.

If extenuating circumstances have prevented a student from adhering to a deadline, the student may appeal to have their course dropped or charges be reversed. More information on this process can be obtained in the student handbook, and students should consult an academic advisor if they have questions.

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, I, or NP.

Delivery Methods

Classes may be delivered through a variety of methods, including face-to-face, online, hybrid, or through Zoom.

Face-to-face classes are conducted on campus, or at a designated off-campus location, as specified in the course listing in the Class Schedule.

Online and hybrid classes are conducted via the Internet, using a course management system called Moodle. These classes are accessed through MyCGCC at 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 during the term. As with a traditional on-campus class, your

coursework (assignments, tests, forum discussions) will have due dates. Online classes are entirely online. Hybrid classes combine face-to-face classes with online content.

Some other classes may be offered online through Zoom. Zoom is a free, downloadable tool that allows students and instructors to communicate in a video conference format. Zoom classes may include additional resources offered via Moodle or other online methods.

Students register for remote learning classes using the MyCGCC system online, the same as any other credit class. All students, even those taking online or hybrid classes only, must meet with an advisor every term to be cleared to register.

All credit remote learning courses are transcribed exactly as their traditional on-ground counterparts. Any grade received in a remote learning 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.

Special accommodations can be made for qualified individuals taking remote learning courses. Please contact the Student Support Services Coordinator at (541) 506-6046.

Students must log in within the FIRST THREE DAYS of the term and show some activity by Wednesday of the first week. Instructors may no-show students as early as the first class, and students who do not log in are still liable for charges on their account. Instructors may "no show" a student who does not attend or log in, but they are not required to. **Students should not assume that not logging in will mean they will be automatically dropped from an online class.**

Wait Lists

If a class is full, students have the option to be waitlisted. 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 waitlist 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, though instructors have the option to no-show students as early as the first class. For online classes, the student must log in and show activity by the first Wednesday 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 second and eighth 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 will be assigned by the instructor.

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

* Drop and withdrawal dates vary for classes fewer than eight weeks in length. Contact Student Services for specific dates for those classes.

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 cancellations. 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 financial aid purposes. For academic purposes, a 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 syllabus: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully 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 syllabus: 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 syllabus: 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 syllabus.

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 syllabus 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—Nonsatisfactory 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 requirements 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 an "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.

AU—Audit

The AU 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 AU mark, a student must obtain permission from the course's instructor and notify Student Services prior to the published drop deadlines.

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

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, a student 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 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 highest 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 awarded as follows:

Grade	Points Awarded Per Credit
A	4
B	3
C	2
D	1
F	0
P, NP, SC, NSC, I, W, AUD	Not included in grade point computation

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

Grade Changes

If a student believes that there has been a mistake in a grade, the instructor should be contacted within 14 calendar days of the final course grades being posted. If a grade dispute cannot be resolved with the instructor, the student has (within 14 calendar days following the meeting with the instructor) recourse through the student grade appeal procedure. More details on this process may be found in the CGCC student handbook located on the CGCC website. 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

There are three levels: "Good Standing," "Academic Warning," and "Academic Probation."

Good Standing

To be considered to be in good academic standing, a student must:

- ✕ Earn a Grade Point Average (GPA) of 2.0 or higher each term, and
- ✕ Successfully complete 2/3 (66.67%) of completed credits each term.

Academic Warning

When a certificate or degree seeking student falls below one or more of the requirements for "good standing" for one term, the student 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, the student is placed on academic probation and a hold will be placed on the student's ability to register. The student is sent a letter that outlines the following requirements that must be met in order for the registration hold to be lifted. The student must:

- ✕ 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 student's ability to register is reestablished. However, in order for the student to be given approval to register for the following term the student must:

- ✕ Schedule and attend a mid-term advising appointment
- ✕ Submit a mid-term progress report form including each credit class the student is enrolled in
- ✕ Per the mid-term progress report(s), demonstrate Satisfactory Academic Progress
- ✕ If the student is found to be making Satisfactory Academic Progress, the hold on the student's 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, the student will be notified of suspension 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 student's transcript

After one term passes, the student may re-enroll and start an academic record in good standing, as if no academic warnings existed. The notation of suspension on the student's transcript, 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

Honor Roll

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

Honor's List: 3.30-3.49

Vice President's List: 3.50-3.74

President's List: 3.75-4.00

Cumulative average is awarded upon graduation.

CGCC will recognize honor credentials during a ceremony conducted in the month of May. Students will be invited to participate in 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.

*CGCC received independent accreditation in fall 2013. All prior coursework and degree completion was conferred under the accreditation of Portland Community College, and thereafter 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.

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 a regular request for official transcripts. A financial 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.

Graduation

www.cgcc.edu/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 eight 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. 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, and published on the web. Graduating students will receive diplomas by mail three to four weeks after the completion of their degree or certificate to the address of record for the student.

Credit Transfer

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.

All records submitted, filed and accumulated in the Registrar's Office become the property of the college.

Credit Substitution

Students have the right to petition for the substitution of course work to meet degree and/or certificate requirements. No student may 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 of Oregon's Higher Education Coordinating Commission 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 vice-president of Instructional Services.

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 percent 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.”

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

Only college credit CGCC students may request a non-traditional credit evaluation. 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), and other non-accredited training programs. Each evaluation requires a non-refundable \$10 fee prior to evaluation. All documentation and the Non-Traditional Credit form must be submitted with fee. Information on how the test scores convert to credit is located on the transfer credit webpage. Click on non-traditional credit.

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 an 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.

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. Students must complete a Request for Awarding Military Credit form.

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.

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.

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 2021-2022 year. Tuition and fees are subject to change without prior notice.

In-State Tuition* \$112/credit

Out-of-State Tuition* \$243/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 Class Schedule 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. \$50 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. \$20 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 Class Schedule with each course's listing. Tuition and fees must be paid at the time of registration or the student will be dropped.

Discounts and Waivers

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 Option 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 a rate of tuition not to exceed the in-state rate 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 Oregon while attending a school located in 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 Oregon while attending a school located in 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 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 or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence).

Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

Title 38 United States Code Section 3679(e) School Compliance

CGCC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.

2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

CGCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapters 31 or 33.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33 (Post-9/11 G.I. Bill®) benefits.

Charges, Drop Deadlines, & Refunds

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 Class Schedule.

Drop Deadlines For Community Education Classes

Non-Credit classes may be dropped in person at Student Services or over the phone with a Student Services representative. Students must drop prior to the first class meeting to qualify for refund. Students may be dropped for non-payment.

Refund Requests Within the Drop Period

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

Payments

Payment Due Dates

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 or Employer 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.

Paying with 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.

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.

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 preparation, 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, be cleared 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 students reach the mid-point of their academic program they will be required to meet with an 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 the student's 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 explore work readiness resources 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, option 2.

Career Counseling Services

www.cgcc.edu/careercenter

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

Transfer Advising Services

www.cgcc.edu/transfer

Advisors can help students decide on a college, university, or apprenticeship. They can also assist students in applying for admission and scholarships, dual enrollment with CGCC's partner universities and colleges, and provide additional 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 each 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 the 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 Student Support Services Coordinator at (541) 506-6011, option 2.
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.

CGCC Marketplace (formerly Bookstore)

www.cgcc.edu/bookstore

bookstore@cgcc.edu

(541) 506-6061

The CGCC Marketplace, formerly the Bookstore, is located in Building 2 on The Dalles campus, and is dedicated to serving the academic needs of the college and the community at large. Everyone is welcome here! We supply textbooks, used books, college apparel, and more.

While books and supplies are not included in tuition costs, eligible students may charge these purchases against their financial aid.

Please contact us at bookstore@cgcc.edu to arrange pick-ups in Hood River. Please allow at least two business days for order processing.

Online Marketplace

Textbooks, class supplies, and CGCC apparel and accessories are also available online at <https://www.cgccbooks.com>.

Return Policy

The CGCC Marketplace accepts returns of undamaged, unworn, unwashed or defective new merchandise purchased online or in-store within 14 days of purchase with receipt. New books must remain in original condition including in-tact shrink wrap where applicable. Used books and final sale items cannot be returned or exchanged. All refunds will be credited to a student account.

Please visit www.cgcc.edu/bookstore or email bookstore@cgcc.edu with any questions.

Buy-Back

Students may sell used books in good saleable condition back to the bookstore for 50% of the current retail price credited to their account.

The Marketplace will accept book buy-backs at any time, so long as the books are still in use at the college.

Cash Refund

CGCC Marketplace is unable to accommodate cash refunds for returns or buy-backs. Credit will be issued to the student's account, and applied toward the existing balance. If no balance remains or the student is no longer enrolled, a check will be issued by the Business Office.

Child Care Partners

<http://cgcc.edu/childcare>

Child Care Partners is a Child Care Resource and Referral program serving Gilliam, Hood River, Sherman, Wasco and Wheeler counties. It provides high quality training and professional development to the region's early learning and education workforce. Through highly qualified quality improvement specialists, early learning and education professionals receive coaching, mentoring, support and technical assistance. These specialists are also qualified Early Childhood Education trainers, and their partnership and collaboration with Columbia Gorge Community College creates a seamless pathway for continued professional development and higher education in ways that meet the needs of our early learning workforce. Child Care Partners works to develop strong relationships and trust with early learning professionals in the region and offers relationship-based professional development.

Child Partners offers free quality referrals for students who are seeking child care. Through a local database of child care settings, preschools and school-age programs, Child Care Partners provides parents with individualized referrals to meet their child care needs.

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 Class Schedule. 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 each organization. For more information, call (541) 506-6031.

ESOL (English for Speakers of Other Languages)

The ESOL program offers a variety of classes focusing on improving students' ability to read, write, speak and listen in English. While lower level classes focus on everyday English which would help students navigate in an English speaking environment, advanced classes can be more academic. Advanced ESOL classes offer a pathway into Pre-college classes and into credit bearing classes.

Food Service

The Hook is CGCC's campus cafe on The Dalles Campus. Students may gather between classes in the Cafe where hot and cold food and drinks are available. Food and drinks are also available in vending machines in most campus buildings, including the Hood River site. Check <https://www.cgcc.edu/thehook> for current hours.

Gorge Literacy

www.cgcc.edu/literacy

gorgeliteracy@cgcc.edu

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.

Pre-College Programs

Pre-College classes are often the first step in a student's educational journey. While Pre-college classes primarily serve students pursuing their High School Equivalency (GED), anyone can take Pre-college classes who would like to improve their knowledge of math, science, social studies and language arts. Pre-college offers a low-cost alternative to credit bearing classes. The Pre-College program helps students identify and create realistic life goals that are supported by Pre-College staff throughout the student's experience. 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 from Pre-College into credit bearing classes.

Pre-College Program offers classes to help students:

- ✕ Prepare for or improve scores on college placement tests
- ✕ Develop the skills necessary to pass the GED® Exam
- ✕ Develop reading comprehension skills and strategies
- ✕ Renew or increase math skills
- ✕ Develop writing composition and grammar skills
- ✕ Take the first step towards starting college or a better career and a family sustaining wage job

Publications

Annual Safety and Security Report

www.cgcc.edu/safety

In compliance with the Federal Campus Crime Awareness and Campus Security Act of 1999 (Clery Act), the college publishes an Annual Safety & Security Report. The report covers crime awareness and campus public safety. The report is available by October 1st for the prior calendar year and an electronic copy may be obtained from the college's website. Paper copies are available upon request.

College Catalog

www.cgcc.edu/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 catalog is available from the Student Services Office on campus as well as other designated sites, and online.

Class Schedule

www.cgcc.edu/schedule

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 from Student Services in The Dalles, from the front desk in Hood River, and online.

Student Handbook

<https://www.cgcc.edu/sites/default/files/student-services/Student-Handbook.pdf>

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. 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.

Small Business Development Center

<https://bizcenter.org/centers/columbia-gorge-sbdc/>

Small Business is big business here in the Columbia Gorge. The Small Business Development Center (SBDC) is available to help Gorge small business owners achieve their goals in operating a successful business. Whatever the client's needs may be, the SBDC provides assistance that is relevant and responsive.

SBDC advisers have experience running small businesses and understand the challenges small business owners may be facing. The SBDC at CGCC is

part of a statewide network and has access to resources that will help clients overcome each hardship and achieve their dreams as a small business owner. The advising is confidential and free.

Columbia Gorge Community College's Small Business Development Center offers:

- ✕ Business plan development
- ✕ Capital access and loan application packaging
- ✕ Marketing plan strategies
- ✕ Hiring and managing your team
- ✕ Navigating the business regulatory process
- ✕ Managing cash flow challenges
- ✕ Custom training and curriculum development

Whether you're an entrepreneur with a great idea or a seasoned business owner, SBDC staff will listen to your needs and help find successful solutions to achieve your goals for success. Contact the SBDC at (541) 506-6121.

Student Organizations

www.cgcc.edu/student-life

Involvement in student organizations enhances students' overall educational experience. At CGCC, there are a variety of clubs and organizations available to students. Being involved gives students opportunities for leadership positions, community service, volunteering, planning events and more. These opportunities help students develop skills and experience to build their resume and scholarship applications.

Current Student Organizations include Associated Student Government of CGCC, Alpha Sigma Xi Chapter of Phi Theta Kappa International Honor Society, Delta Energy Club, Gender-Sexuality Alliance Club, Juntos Club, CGCC Mathematical Society, CGCC Music Society and the Student Nurse Association.

The Associated Student Government of CGCC 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.

Alpha Sigma Xi Chapter is CGCC's division of Phi

Theta Kappa. Phi Theta Kappa is the official honor society of the two-year college, promoting 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 chapter at CGCC has been recognized at the local, regional and international level for excellence. Visit www.ptk.org for more information.

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

The Gender-Sexuality Alliance club's purpose is to create 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 Gender-Sexuality Alliance will also work with any LGBT-inclusive/safe high school clubs in the community, creating outreach to any and all incoming college students.

The Juntos Club is a group of Hispanic students and allies who are working "Juntos/Together" to reach their academic and career goals. The members strive to educate themselves about higher education opportunities and share that information with families in the wider community.

The CGCC Mathematical Society is a group of students who have an interest in mathematics. Interests include practicing mathematics, discussing mathematical ideas, philosophies and mathematical appreciation.

The purpose of the Columbia Gorge 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. Its goal is to provide a comfortable environment for all members to express themselves through music.

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, addresses issues specific to community based nursing, and provides a link to state and national nursing organizations.

Students are encouraged to contact Student Life at (541) 506-6013 about getting involved in student organizations at CGCC. For a complete list of clubs and organizations, please visit www.cgcc.edu/student-life.

Testing Services

www.cgcc.edu/placement-assessment

testing@cgcc.edu

Placement Assessment

CGCC uses Next Generation Accuplacer, a basic skills placement assessment tool, to determine 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 may complete placement assessment before registering for classes. Students who have completed more than 24 credits at an accredited institution, or are high school graduates whose Smarter Balanced (SBAC) scores qualify, are eligible to have the placement assessment waived. In addition, students who recently completed the GED® exam may be eligible to have placement waived.

Placement assessment is free. To schedule an assessment, contact Student Services at (541) 506-6011, option 2, or email the testing proctor at the email address listed above.

GED® Testing

Columbia Gorge Community College is an authorized GED® testing center. Appointments to test are made online at www.MyGED.com. There are four tests paid at the time a student signs up to take a test. The time needed for each of the four GED® tests varies from 75 to 155 minutes. Students age 16-17 must submit a Release from Compulsory Education prior to testing. 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.

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, option 2 to schedule a test.

Tutoring

Knowledgeable, professional tutors and faculty are available and ready to assist students with individual instruction and guidance. The college offers free tutoring to all students for math, science, and writing. Hours for all tutoring services are posted the first week of each term, and a copy of the tutoring schedule is available online, in Student Services, in Instructional Services, and in the Library.

Students seeking tutoring assistance for courses outside of math, science and writing should contact their course instructor. All faculty have office hours or contact information, which is identified on the syllabus for each course.

Students are encouraged to seek help early. Students who find themselves struggling and uncertain should not wait until the end of the term when time is short and options limited. Student success is important to college tutoring staff and faculty. They are available and willing to guide students in their studies.

Unable to find the tutoring schedule or make a connection with the appropriate faculty? Contact (541) 506-6081 for assistance.

Transportation

Bus Service

Limited public transportation is available in the mid-Columbia region through a variety of paid services. The following references are provided as a guide for the public, and do not represent direct endorsement of the services listed:

In The Dalles, public transportation is offered by The Link in The Dalles by calling (541) 296-7595 at least 24 hours in advance. The service is door-to-door and fares apply.

Columbia Area Transit (CAT) has fixed route bus services between CGCC's Hood River and The Dalles campuses Monday-Friday. The complete schedule is available online by visiting <https://www.ridecatbus.org/>. For information, call CAT at (541) 386-4202.

Mt Adams Transportation Services will offer fixed route bus services from White Salmon to Hood River and Goldendale to The Dalles in August 2018. Check their online schedule at: <https://www.klickitatcounty.org/363/Mount-Adams-Transportation-Service-MATS> or call (509) 493-3068.

For more information about all regional transportation services, go to: <http://www.gorgetranslink.com/>

Green commuting

Students are encouraged to engage in "green" and economical transportation options, such as ridesharing/carpooling, bicycling, or walking to campus, when possible.

Campus Parking & Accessibility

Parking

There is no fee or permit required for on-campus parking at either of the CGCC campuses during regular business hours. Residents of Chinook Hall must display their parking pass in the window of their vehicles when parked on campus overnight. 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 two lots near Buildings 1 and 4, three lots near Buildings 2 and 3, and one lot at Building 10.

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

Parking for students in Hood River is available in the lot directly adjacent to the building.

Accessibility

Accessible parking is available to all buildings on both campuses. Consult the map on page 151 for accessible routes from parking to each building at The Dalles

Campus. Hood River has one building and one parking lot, which is accessible.

Accessible parking spaces are marked in each lot that has them. Only vehicles displaying a state-issued disabled license plate or sticker may park in these designated locations.

Parking Lot Safety

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

Lost and Found

Inquire after lost items in Student Services in The Dalles, or at the front desk in Hood River. If you find an item, you may turn it in to any CGCC staff member.

Library and Learning Commons

www.cgcc.edu/library

The library provides access to vital learning and technology resources. The welcoming space includes seven study rooms and a wide variety of resources including print, eBooks, and research database collections curated to meet the academic needs of the institution and students.

In the interests of wonder, curiosity, and excitement CGCC's library acts as a refuge for intellectual exploration and esoteric adventure. We acknowledge that--through reading, creative expression, and days lost with a nose in a book--one's educational journey can expand beyond their degree program. With this in mind, our librarians curate a diverse collection of materials for students, faculty, staff, and the community to explore. Hidden wonders await around every corner.

Furthermore, CGCC library is a member of the SAGE library consortium with access to over 70 state-

wide libraries from which students may borrow. This consortium allows our students to access a wide range of content from across both the state and the nation using our Inter-Library Loan process.

Locations and Access

The Dalles Campus Library

Located on the second floor of Building 1, the CGCC Library is equipped with an array of technologies including multiple computers, media viewing/listening stations, a copier, printer, and scanner, as well as laptops and Chromebooks for checkout. The Writing Desk and Math tutoring facilities are located in the Library and Learning Commons, so we provide a one stop location for academic support services while students attend CGCC.

Hood River Information Commons

Library services in Hood River include computers and media equipment to provide access to online research databases and audio visual materials. CGCC Hood River is staffed by a librarian on Tuesdays and Wednesdays from 9 am – 4 pm.

Off-Campus Access

The library's electronic resources are automatically available off-campus to registered students and staff. Users may get a physical card from the library if they choose, but this is not necessary to use the databases. To gain access, students can sign in to the library page with the username CGCC_ and fill in the blank with their 7-digit student ID number. Their PIN is the last four digits of their telephone number. Staff can contact the library for their barcode information, and students can request a password reset if problems arise.

Services to Non-Students

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 library at (541) 506-6081 for assistance.

The LLC also offers a wide range of support services for teaching including overseeing the course conversion processes, helping facilitate technological access for students and faculty, as well as offering direct in class lectures, and videos that describe research expectations and library services.

Services for 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 Hood River or drop them at any branch of the Wasco or Hood River county libraries. For more information contact the library at (541) 506-6081.

Fees and Fines

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 Holds

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 and Printing

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

The Library provides printing services at both campuses. Students will be provided with a certain number of prints per term that they can access for free with our print management software. Once this number has been exceeded, students can purchase print cards that allow for further printing at the price of 10 cents for black and white and 30 cents for color prints.

Contact Us

In person: The Dalles Campus, Room 1.250

By phone: (541) 506-6081

By email: library@cgcc.edu

Programs for High School Students

www.cgcc.edu/hs-programs

College Now

College Now is a dual credit 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 Take College Now Classes?

Aside from getting students 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:	\$448
State University:	\$2500
Private College:	\$3500
College Now:	\$56

The program is designed for Junior and Seniors but it is up to the high schools to determine who qualifies for these classes. Students should talk to their high school counselors regarding opportunities available to them through College Now.

Dual-Credit Programs

These concurrent enrollment programs are designed for the high school student to take college-level courses while in high school. The courses are listed in the CGCC quarterly schedule. CGCC collaborates with both Washington and Oregon public high schools as well as home school and charter school programs. The Early College Program is typically funded by the high schools through Expanded Options (Oregon) and Running Start (Washington) funding, but families can inquire about this program outside of this funding. Please see the college's website or call Student Services for more information.

All students must meet with a CGCC advisor prior to registration. Early College is a great way for students to get a head start on college coursework while still in high school.

Additional Options

CGCC offers several accelerated learning services for high school students. The following options are available:

Credit by Exam

There are several nationally approved testing programs, listed below, that CGCC accepts for credit through our non-traditional credit process (see page 121 for more information). Depending on the test, some fees are paid by and supported at the high schools. Anyone can participate. The scores can be used for college credit. The guidelines of how these are accepted are determined by each college or university. Please see the college's webpage regarding non-traditional credit.

- ✕ Advanced Placement(AP)
- ✕ College Level Exam Program (CLEP)
- ✕ International Baccalaureate (IB)

Financial Aid

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
- ✕ Office of Student Access and Completion (OSAC) scholarships
- ✕ Private grants/scholarships
- ✕ Veterans' educational benefits

The amount of aid awarded is subject to eligibility, availability of funding, and date the application is completed. For questions, email the financial aid department at 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, which is available October 1 of the year prior to your attendance.

The process can take from 8-12 weeks from start to finish. The earlier you apply, the better your chances of obtaining funds that are in limited supply. You can file your FAFSA online at <https://studentaid.ed.gov/sa/fafsa> OR using the MyStudentAid app.

Checking Progress

Students can check the progress of their CGCC FAFSA Application by logging into their student portal at our website. Go to: cgcc.edu/MyCGCC, then log into your portal. The Document section will have requested documents that need to be submitted. The Financial Aid section will have your award offer. For questions, please email us at: financialaid@cgcc.edu.

How to Apply

The 2021-22 award year began summer term 2021. If you have not yet filed, do so as soon as possible. When filing your Free Application for Federal Student Aid (FAFSA), use CGCC's school code (041519) to apply for Federal Financial Aid at CGCC. The application for 2022-23 was made available on Oct. 1, 2021. 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.

The ORSAA (Oregon Student Aid Application) is an alternative to the FAFSA for undocumented Oregon students, including students who have DACA (Deferred Action for Childhood Arrivals) status. The ORSAA opens in October each year. Do NOT complete the ORSAA if you are a U. S. citizen or an eligible non-citizen with an Alien Registration number. For more information, go to <http://oregonstudentaid.gov>.

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 federal 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”) cumulative 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 along with a plan to be successful. 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 to 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.

Scholarships

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

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 twelve (12) students who submit a complete application packet and meet the eligibility requirements.

Financial Aid Eligible Programs

To qualify for financial aid, a student 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. This list is subject to change as programs are developed or phased out.

Eligible Programs

Transfer degrees

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

Associate of Applied Science degrees

- ✕ AAS: Accounting
- ✕ AAS: Administrative Assistant
- ✕ AAS: Administrative Office Professional
- ✕ AAS: Early Childhood Education
- ✕ AAS: Electro-Mechanical Technology
- ✕ AAS: Entrepreneurship/Small Business Management
- ✕ AAS: Nursing (OCNE)

Certificates

- ✕ Accounting/Bookkeeping
- ✕ Administrative Assistant
- ✕ Entrepreneurship
- ✕ Medical Assisting
- ✕ Web Design Assistant
- ✕ Web Development Assistant

Limited Eligibility Programs

While completing prerequisites for a program that has a competitive/point based admissions process, a student has limited or no financial aid eligibility. The student's options include: 1) complete the AGS, AAOT, or AS degree while taking prerequisites; 2) complete 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 the student's lifetime.

- ✕ Medical Assisting
- ✕ Nursing

Ineligible Programs

If a student is enrolled in an ineligible program, they cannot receive federal or state financial aid, including loans. They may qualify for private alternative educational loans depending on the lender they choose.

- ✕ Career Pathways Certificate Programs.**
- ✕ Less-than-one-year Certificate programs not approved by the State of Oregon or the US Department of Education.
- ✕ Non-Credit/Continuing Education Programs, including Courses Leading to Certification in Health Occupations (EMT Part I and Part II, Nursing Assistant I, 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

** 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 the student's intention to complete the Associate degree, then they are enrolled in an eligible program. The program the student lists with the College should be the appropriate AAS program.

Important Financial Aid Websites

www.cgcc.edu/financial-aid

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)

www.studentaid.ed.gov

Department of Education website that offers information about Federal student aid

<https://studentloans.gov>

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

www.nsls.ed.gov

Information on student loan and grant amounts, loan balances, and lender contact information

www.oregonstudentaid.gov

Office of Student Access and Completion. Private listing of nearly 400 private scholarships and grants

Financial Aid Calendar

2021-2022 Award Year	Summer 2021	Fall 2021	Winter 2022	Spring 2022
Term Dates	6/21/21- 9/3/21	9/27/21-12/10/21	1/10/22- 3/25/22	4/4/22- 6/17/22
Registration Deadline for FA (Must be registered by this date to avoid aid cancellation prior to start of each term)	6/16/21	9/9/21	12/15/21	3/30/22
First day to purchase books with financial aid at CGCC Bookstore (after 1:00 pm)	6/17/21	9/20/21	1/3/22	3/31/22
Last Day to Drop with Refund	6/25/21	10/1/21	1/14/22	4/8/22
1st Disbursement Payment All grants, scholarships and loans EXCEPT Single Term Loan Borrowers: 1st Payment	7/2/21	10/8/21	1/21/22	4/15/22
30-Day Loan Delay 1st time, 1st Term Borrowers only	7/22/21	10/28/21	2/8/22	5/3/22
Mid-Term Disbursement Single Term Loan Borrowers: 2nd Payment	7/28/21	11/3/21	2/19/22	5/14/22
Last Day to Withdraw	8/13/21	11/19/21	3/4/22	5/27/22
Loan Application Deadline	8/27/20	12/2/20	3/10/21	6/2/21
Full Award Earned (60% date) Must attend through this date	8/4/21	11/10/21	2/23/22	5/19/22

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. Students who do not wish to have any of the information listed below released by the College must complete a directory information hold form. 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 Vice-President of Student Services or the Registrar, 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.

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:

- Inspect and review the student's education records;
- 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;

- 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;
- 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
- Obtain a copy of the college policy with regard to student education records.

Questions about these policies can be directed to the Registrar in Student Services, (541) 506-6025.

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

<https://www.cgcc.edu/student-right>

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 a student may be interested in reviewing include:

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

Social Security Disclosure

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

Providing a Social Security number means that the student consents to use of the number in the manner described. The following statement is posted annually in the Catalog and permanently online.

OAR 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 Oregon Higher Education Coordinating Commission (HECC), 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.

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. The steps will vary slightly depending on whether the grievance is related to instruction, student services/student life, or business/fiscal matters. Procedures are located in the student handbook or online.

Other Policies

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. Use of the following substances is restricted or banned on campus: tobacco, marijuana, alcohol, any illegal drug, or any legal prescription drug for which the user/possessor does not have a valid prescription. Violation of this policy will result in disciplinary action and students may also be subject to criminal prosecution and/or civil liability.

Tobacco

No tobacco or tobacco-containing product may be used on campus, or in any vehicle owned, leased, or rented by the college. This includes chewing, smoking, vaping or any other method of consumption.

Alcohol*

Alcohol misuse or abuse interferes with the College’s educational mission and shows a lack of respect for one’s self, for others within the College community, and for the community at large. Therefore, consumption of alcohol, and possession of open containers of alcohol, is prohibited on campus properties or in any vehicle owned, leased, or rented by the college. Possession of alcohol by a minor under 21, even in a closed container, violates Oregon state law and is not allowed on campus property or in any campus vehicle.

The following acts by students are prohibited by this policy when they occur on campus, at a CGCC-sponsored event, at a CGCC-sanctioned activity, or while acting as a representative of CGCC:

- ✕ It is unlawful, and therefore violates this policy, for any student under the age of 21 to possess or consume alcohol.
- ✕ Columbia Gorge Community College prohibits operation of equipment or vehicles while under the influence of alcohol.
- ✕ Columbia Gorge Community College prohibits inappropriate behavior that is a direct result of alcohol consumption. Any student publicly intoxicated will be in violation of this policy.

- ✕ The distribution of alcohol without a permit is unlawful and thus a violation of college policy. Any possession of alcohol in plain view or unattended and unsecured alcohol shall be considered distribution in violation of this policy. Alcohol left unattended and unsecured or in plain view may be confiscated. The college prohibits the possession of items that provide for common distribution of alcohol on or in college property and buildings located on the college's campus. Examples include, but are not limited to, kegs, pony kegs, party balls, and other forms of common supply. Such items may be confiscated by the college.

*Permission for certain legal alcohol use may be approved by the Office of the President.

Marijuana

No marijuana or marijuana-containing product may be used on campus, or in any vehicle owned, leased, or rented by the college. This includes eating, smoking, vaping or any other method of consumption.

Illicit Drugs, or Non-Prescription Use of Drugs
(Including Prescriptions Used in an Unauthorized Manner)

Columbia Gorge Community College prohibits the use, possession, distribution, sale, manufacture, and delivery of illegal drugs, including the misuse of prescription medications, by members of its community. Illegal drugs, including prescription drugs for which the person does not have a valid prescription, and any drug prohibited by federal law, including marijuana, are subject to confiscation. Possession or use of a prescription drug by a person who does not have a valid prescription is also prohibited.

Drug Paraphernalia

Columbia Gorge Community College also prohibits the possession, sale, and distribution of drug paraphernalia. These items are strictly prohibited and are subject to confiscation. Violation of this policy will result in disciplinary action and students may also be subject to criminal prosecution and/or civil liability.

Impaired Behavior

Columbia Gorge Community College also prohibits behavior that is a direct result of drug consumption,

use, or abuse. Any student found to be impaired by the use of drugs will be in violation of college policy. Information regarding a student's violation of the College's drug and alcohol policies may be released to that student's parent, if the student is under the age of 21.

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 Executive Director of Infrastructure.



Live On Campus!

Did you know CGCC now has on-campus housing for students? Skip the commute!

In summer 2021, CGCC completed a brand new residence hall on our campus in The Dalles.

Student rooms are two-bedroom units with a bathroom and living/study room, and can be shared by up to four students. Some one-bedroom units are also available for Resident Advisors.

The residence hall also features a shared kitchen, quiet study area, and lounge.

Learn more at cgcc.edu/housing



COLUMBIA GORGE
COMMUNITY COLLEGE

ADDENDA & INDEX

In this section, you will find useful information such as staff names, faculty names and academic credentials, college contact information, campus maps, the academic calendar, and the index.

Leadership & Staff

Board of Education

The CGCC Board of Education consists of seven members who are elected from the community. Three seats are reserved for Hood River County and four seats are reserved for Wasco County.

Board Chairperson

Jonathan Fost (Wasco County)

Hood River County

Tim Arbogast (Vice Chairperson)
Robin Feuerbacher
Yesenia Sánchez Oates

Wasco County

Lucille Begay
Kim Morgan
Nathanael Stice

Administration

Dr. Marta Yera Cronin | President

Dr. Lorelle Davies | Vice-President of Finance

Danny Dehaze | Executive Director of Infrastructure

Michael Espinoza | Vice-President of Student Services

Dr. Jarett Gilbert | Vice-President of Instructional Services

Axel Hernandez | Director of Financial Aid

Courtney Judah | Executive Director of Institutional Effectiveness

Susan Lewis | Director of Curriculum & Academic Assessment

Mary Martin | Registrar

Dylan McManus | Dean of Library and Learning Commons

Nancey Patten | Director of Childcare Resource and Referral

Wendy Patton | Executive Director of the Foundation

Dan Piper | Director of Facilities Services

Greg Price | Director of the Small Business Development Center

Tiffany Prince | Director of Housing and Student Life

Rebecca Schwartz | Dean of General Education

Dan Spatz | Director of Community Relations and Capital Projects

Michael Taphouse | Dean of Students

Kate Wurster | Dean of Career and Technical Education and Pre-College

Staff**Blanca Auger** | Student Support Services Specialist**Jose Balcazar** | SBDC Advisor**Ted Barrus** | Facilities Services Technician**James Beedie** | Instructional Assistant - Math Tutor**Amanda Bernal** | Infrastructure Administrative Assistant**Mavi Bonfil** | Facilities Services Technician**Sara Brown** | Facilities Services Technician**Ryan Brusco** | Academic Advisor**Aaron Churchwell** | Information Systems and Security Manager**Teresa Cummings-Weir** | Pre-College Coordinator, Title 1B Program Manager**Shayna Dahl** | Student Services Support Coordinator**Josiah Dean** | SBDC Advisor**Martin Fiegenbaum** | Accounting Specialist**Matt Fitzpatrick** | Pre-College Pathways and Transition Advisor**Lily Garcia** | Child Care Partners Administrative Assistant**Alyssa Gnall** | Bookstore Manager**Jessica Griffin Conner** | Marketing and Communications Coordinator**Ana Gonzalez** | ESOL Instructional Assistant**Brian Gross** | Facilities Services Technician**Tammy Huffman** | Food Services Manager**Nicole Hughes** | Student Services Support Specialist**Angela Jones** | AHA Coordinator**Anne Kelly** | Pre-College Outreach and Student Support Advisor**Elizabeth Knudsen** | Pre-College Specialist**Samantha Layna** | Child Care Partners Training Coordinator**Helen Maltese** | Instructional Services Administrative Coordinator—Hood River**Jessica Marino** | Bookstore Specialist**Katy Martin** | Nursing and Health Occupations Administrative Assistant**Brenda Massie** | Child Care Partners Quality Improvement Specialist**Rose Mays** | SBDC Advisor**Todd Meislahn** | SBDC Advisor**Traci Miller** | Career Advisor—Title 1B, Adult Dislocated Worker Program**Jonathan Neptune** | Instructional Services Manager**Noemi Ochoa** | Child Care Partners Training and Technical Assistance Coordinator**Inocente Olivan** | Facilities Services Manager**Erin Parsons** | Child Care Partners Preschool Promise Navigator**Gary Powers** | Facilities Services Technician**Schlee Pulido** | Professional Support Technician**Katherine Raymond** | STEP Specialist**Mike Scroggs** | Career Advisor—Title 1B, Adult Dislocated Worker Program**Tori Stanek** | Digital Access and Public Services Librarian**Elizabeth Van Hout** | Computer Technician II**Kathy Viemeister** | Library Coordinator**Sara Viemeister** | Financial Aid Coordinator**Sara Wade** | Curriculum and Assessment Administrative Assistant**Ronald Watrus** | Computer Support Technician**Kelly Wiley** | Pre-College Instructional Assistant**Ann Willis** | Manager of Payroll and Benefits**Joyce Zrelak** | Accounting Specialist

Faculty

Adams, Mark | Business & Entrepreneurship

B.A., Economics, Vanderbilt University, TN
M.B.A., Indiana University, IN

Adams, Therese | Emergency Medical Services, Health Education

Paramedic Certificate, Clackamas Community College, OR

Anderson, Elizabeth | Art | Arts & Humanities

Department Chair

B.F.A. Fine Arts (Graphic Design), Pacific Northwest College of Art, OR
Professional Artist

Andree, Edward | Biology

B.S. Health Sciences, Northern Illinois University, IL
M.S. Physical Therapy, Northern Illinois University, IL

Bailey, Diana | Nursing

A.A.S. Nursing, Portland, Community College, OR
B.S. Biology, Pacific University, Forest Grove, OR
M.S.N., Walden University, MD

Belmore, Julie | English for Speakers of Other Languages

B.A. History, Lewis and Clark College, OR
M.A. Teaching English to Speakers of Other Languages, Portland State University, OR

Berry, Leslie | Anthropology

B.A. Anthropology, Humboldt State University, CA
M.A. Equivalence in Anthropology, California State University at Hayward, CA
M.A. Education/Instructional Technology, San Jose State University, CA

Booth, Kristen | Pre-College, Writing

B.A. English, Washington State University, WA
M.A. English, Portland State University, OR

Brackenbury, Franceina | College Guidance, Reading

B.A. Criminal Justice, Eastern Washington University, WA
M.Ed. Interdisciplinary Studies, Education Curriculum with a Secondary Education Option, (Teaching Certification), Montana State University, MT

Brown, Bruce | Mathematics

B.S. Mathematics, Missouri Southern State University
M.A. Education, San Diego State University

Brown, Catherine | English for Speakers of Other Languages

B.S. Teaching, University of Michigan, Ann Arbor, Michigan
M.Ed. Curriculum & Instruction

Burke, Andrew | Computer Science

A.G.S., Columbia Gorge Community College, The Dalles, OR
B.S. Information Technology, Oregon Institute of Technology, Klamath Falls, OR

Burton, Julie | Biology, Environmental Science

B.S. Microbiology, Weber State University, UT
Certificate of Graphic Design, University of California at Santa Cruz, CA
Post-Baccalaureate in Secondary Education, Arizona State University, AZ
M.S. Natural Science, Arizona State University, AZ

Byers, Annette | Mathematics

B.A. Psychology, University of Puget Sound, WA
Standard Oregon Teacher's Certificate, Portland State University, OR
M.S. Education, Eastern Oregon University, OR

Carmicheal, Andrew | English for Speakers of Other Languages, Pre-College | ESOL and Pre-College Department Chairperson

B.A. English/Creative Writing, University of Memphis, TN
M.A. Linguistics with Language Teaching Specialization, University of Oregon, OR

Changar, Daniel | Computer Applications & Web Technologies

A.S. General Studies, St. Louis Community College, MO
B.A. Management with an Emphasis in Marketing, Webster University, MO

Chrisman, Andrea | Physical Education

RYT-200 Certificate, Africa Yoga Project, NBO

Copp, John | History, Political Science

B.S. History and Astrophysics, Michigan State University, MI
M.A. History, Portland State University, OR
Certificate: W. Averell Harriman Institute for Advanced Study of the Soviet Union, NY
M.Phil. Political Science, Columbia University, NY
Ph.D. Political Science, Columbia University, NY

Cucuel, Julie | Early Childhood Education

A.G.S. Early Childhood, Northland Pioneer College, AZ
A.A.S. Northland Pioneer College, AZ
B.A. Elementary Education, Northern Arizona University, AZ
Oregon Elementary Educator Teaching License
Arizona Structured English Immersion Endorsement (ELL)
M.A. Educational Leadership, Northern Arizona University, AZ
Principal Certification, CO

Cunningham, Courtney | Early Childhood Education, Education Pathways, English for Speakers of Other Languages

B.A. Speech and Theatre Arts, Western Carolina University, NC
 M.A. TESOL, Western Carolina University, NC
 Ed.D. Curriculum and Instruction, Education Technology concentration, University of South Carolina, SC

Davis, Mike | Business & Entrepreneurship, Unmanned Aircraft Systems

B.S. Electrical Engineering, Oregon Institute of Technology, OR
 LL.M. Master of Law, University of Kansas, KS

Despain, Bryan | Aviation Maintenance Technology

Airframe & Power Plant License, Colorado Aero Tech, CO
 B.A. Aviation Business Administration, Embry-Riddle Aeronautical University, FL

Evans, John | Mathematics

B.S. Physics, Washington State University, WA
 M.S. Mathematics, Washington State University, WA

Finnerty, Margaret | Business & Entrepreneurship

B.A. Economics, University of Massachusetts, MA
 J.D. Law, University of Oregon, OR

Gebhardt, Gretchen | Geology, General Science

B.A. Geology, State University of New York at Geneseo, NY
 M.S. Geology (Geohydrology), Portland State University, OR

Goe, Katharine | Nursing

A.A.S. Nursing, Clark College, WA
 B.A. English Literature, Colby College, ME
 B.S. Nursing, Oregon Health & Science University, OR
 M.S. Nursing, Grand Canyon University, AZ

Hancock, Leigh | English, Writing | Writing, Reading, Literature, Foreign Language, & Communications Department Chairperson

B.A. English Literature, Reed College, OR
 M.F.A. Fiction Writing, University of Virginia, VA

Hanlon-Wilde, Jennifer | English, Writing

B.A. Psychology, American University, Washington, D.C.
 M.S. Nursing, MGH Institute of Health Professions, MA
 M.A. English, Portland State University, OR

Harrington, Janette | Pre-College

B.S. Secondary Education, Southern Oregon University, OR
 M.S. Special Education (Handicap Learner), Portland State University, OR

Harter, Maureen | Nursing

A.S. Nursing, Purdue University, IN
 B.S. Nursing, Purdue University, IN

Herrada Nance, Jessie | English, Writing

B.A. English and Communication Studies, St. Mary's University, TX
 M.A. English Language and Literature/Letters, Texas State University, TX
 Ph.D. English Language and Literature/Letters, University of Oregon, OR

Hill, Cassie | Nursing Assistant

A.A.S. Nursing, Columbia Gorge Community College, OR

Hoffman, P.K. | Art

B.S. Fine Arts, University of Oregon, OR
 Post Graduate Teaching Assistantship, University of Iowa, IA
 Professional Artist

Holdiman, Amanda | Food and Nutrition

B.A. Sociology & Women's Studies, Mills College, CA
 M.S. Food as Medicine Everyday, National University of Natural Medicine, OR

Houck, Andrew | Medical Professions

B.S. Biology, Virginia Tech University, VA
 M.Div. Counseling, University of Spiritual Healing and Sufism, CA
 DC Chiropractic Medicine, University of Western States, OR

Hughitt, Bill | Computer Applications & Web Technologies, Early Childhood Education

B.S. Business (Finance), Portland State University, OR
 M.S. Elementary Education, Portland State University, OR

Hughitt, Linda | Computer Applications & Web Technologies

B.S. Elementary Education (Early Childhood Education), Portland State University, OR
 M.S. Elementary Education (Reading Endorsement), Portland State University, OR
 K-12 Technology Integration Certification, University of Florida, FL

Huszar, Silvia | Spanish

B.S. Chemical Engineering, Universidad del Valle, Colombia
 Specialization in Marketing Management, Universidad Libre, Colombia
 M.A.T. Education, Western Oregon University, OR
 Native Spanish Speaker

Jablonski, Katy | English, Writing

B.A. English, University of Colorado, CO
 M.S. Curriculum & Instruction, Portland State University, OR
 National Board Certified Teacher English Language Arts/Adolescence & Young Adulthood
 M.A. English, Bread Loaf School of English, Middlebury College, VT

Jaeger, Linnea | English for Speakers of Other Languages

B.A. Communication, Gonzaga University, WA
M.A. Education, University of Portland, OR
Oregon Secondary Language Arts Teaching License and ELL Certification
Washington Secondary Language Arts Teaching License and ELL K-12 Certification

Kabakov, Joel | Music

B.A. Music, University of California at Berkeley, CA
M.A. Music Composition, California State University at Northridge, CA
Ph.D. Music, Harvard University, MA

Kamrar, Jenn | Reading, Writing

B.A. English, The Evergreen State College, WA
M.A.T. English Composition and Rhetoric, The Evergreen State College, WA

Kane, Kristen | Psychology

B.A. English, University of Toronto, Canada
M.A. Psychology, Antioch University, WA

Kaser, Thomas | Writing

B.A. Journalism, University of Michigan, MI
M.A. English, University of Hawaii, HI

Kempff, Raymond | Philosophy

B.A. Literature, Washington State University, WA
M.A. Philosophy, Southern Illinois University at Carbondale, IL

Kovacich, Robert | Chemistry | Science Department Chairperson

B.S. Education (Chemistry), Kutztown University, PA
M.S. Chemistry, Oregon State University, OR

Krummel, M.J. (Zip) | Psychology | Social Sciences Department Chairperson

B.S. Education, Oregon State University, OR
M.Ed. Education, Oregon State University, OR
M.S. Counseling, Portland State University, OR
Ph.D. Counseling, Portland State University, OR
Ed.D. Special Education, Portland State University, OR

Lee, David | Unmanned Aircraft Systems

B.S. Political Science, Oregon State University, OR
M.A. Applied Theology/Interfaith Pastoral Counseling, Marylhurst University, OR

Lieurance, Thomas | Renewable Energy Technology

A.A.S. Electronics, Spokane Community College, WA

Losee, Tricia | Pre-College

B.A. Business Administration, Eastern Oregon University, OR

Martinez, Christina | Sociology

B.A. Sociology, California State University, CA
M.A. Sociology, California State University, CA

McCabe, David | Unmanned Aircraft Systems

B.S. Finance, DePaul University, IL
M.B.A Management & Strategy, Real Estate Investment, Northwestern University, IL
FAA Part 107 Remote Pilot drone license

McKeon, Sascha | Biology

B.S. Biology, Biomolecular Science, Chapman University, CA
Ph.D. Biomedical Science, State University of New York, Albany, New York

Meislahn, Todd | Business & Entrepreneurship | Interim Career & Technical Education Co-Chair

B.S. Music and Business & Administrative Studies, Lewis & Clark College, OR

Merickel, Abigail | Art

B.A. English and Spanish, University of Colorado, CO
Certificate in English as a Second Language, University of Colorado, CO
M.F.A. Painting and Printmaking, Accademia di Belle Arti, Italy
M.A.T. Teaching, George Fox University, OR
Professional Artist

Mickels, Ashley | Early Childhood Education

A.A.S. Early Childhood Education, Portland Community College
B.S. Early Childhood Education, Eastern Oregon University

Miller, Emilie | Biology

B.A. Neuroscience and Biology, Macalester College, MN
Ph.D. Neuroscience, Oregon Health & Science University, OR

Morse, Patricia (Pam) | Mathematics | Mathematics Department Chairperson

B.S. Applied Mathematics, University of Georgia, GA
B.S. Computer Science, University of Georgia, GA
M.S. Math Education, East Stroudsburg University, PA
Pennsylvania Secondary Education Teaching License
Oregon Secondary Education Teaching License

Olson, Siri | Computer Applications & Web Technologies

A.A.S. Accounting, Portland Community College, OR
B.S. Business Management, University of Phoenix, AZ
M.B.A., Western Governor's University, UT

Ontiveros, Tina | Writing

A.A. Oregon Transfer, Columbia Gorge Community College, OR
B.A. English Literature and Writing, Marylhurst University, OR
M.F.A. Creative Writing, Goddard College, VT

Pentz, Miriam | Medical Assisting

Medical Assisting Certificate, Columbia Gorge Community College, OR
A.G.S., Columbia Gorge Community College, OR

Pytel, James | Electro-Mechanical Technology | Career & Technical Education Co-Chair

B.S. Electrical Engineering, Clarkson University, NY
M.A. Computer Resource and Information Management, Webster University, MO

Saito, Lorie | Nursing

B.S. Nursing, San Diego State University
M.S. Nursing, California State University
F.N.P. Family Nurse Practitioner's License, Indiana State University

Shope, Debra | Early Childhood Education

A.S. General Studies, Clark College, WA
 B.S. Psychology, Washington State University, WA
 M.A. Human Development, Pacific Oaks College, WA

Shwiff, Stephen | Business & Entrepreneurship, History

B.A. History/Classics, University of Texas at Austin, TX
 M.A. Liberal Studies, Southern Methodist University, TX
 M.A. History, University of Texas at San Antonio, TX
 J.D. Law, Southern Methodist University, TX

Spengler, Christopher | Electro-Mechanical Technology

A.A.S. Renewable Energy Technology, Columbia Gorge Community College
 B.S. Diesel Power Technology, Oregon Institute of Technology

Stafford, Karen | Early Childhood Education

B.A. Sociology, Bucknell University, PA
 M.Ed. Early Childhood Curriculum and Instruction, Lesley University, MA

Towell, Kristie | English, Writing

B.A. English, Lewis and Clark College, OR
 M.A. English (Medieval Literature), Portland State University, OR
 M.A.T. Secondary Language Arts, Lewis and Clark College, OR

Uto, Diane | Communications

B.A. Journalism, University of Oregon, OR
 M.A. International Studies, University of Oregon, OR
 M.A. Speech Communications, Portland State University, OR

Wagenblast, David | Economics

B.S. Agricultural Engineering Technology, Oregon State University, OR
 M.S. Agricultural and Resource Economics, International Marketing, Oregon State University, OR

Ware, Andrea | Computer Applications & Web Technologies, English, Writing

A.G.S. General Studies (Horticulture), Mt. Hood Community College, OR
 B.S. Liberal Studies, Eastern Oregon University, OR
 M.A. English, Morehead State University, KY

Webster, Mandy | Women's Studies, Writing

Reading Specialist, Portland State University, OR
 B.A. English Literature, University of Colorado Boulder, CO
 M.A. Education, University of Colorado Boulder, CO
 M.A. English, National University, CA

Wells-Clark, Robert | Welding

B.A. Political Science, University of Oregon, OR
 M.A.T. Education, Lewis and Clark College, OR

White, Lori | Nursing

B.S. Nursing, Walla Walla University, WA
 M.S. Nursing, Walden University, MN

Whitner, Sara | Nursing

B.S. Nursing, Cleveland State University, OH
 M.S. Nursing, University of Pennsylvania, PA

Wolman, Abel | Mathematics

B.A. Mathematics, Johns Hopkins University, MD
 M.A. Mathematics, Johns Hopkins University, MD
 Ph.D. Mathematics, Johns Hopkins University, MD

Wood, Glenn | Construction Technology

A.G.S., Columbia Gorge Community College, OR
 CTE Teaching Certificate, WA
 Certified Carpenter/Cabinet Maker, Seattle Central Community College, WA

Ziegner, Luis | English for Speakers of Other Languages

B.A. Spanish Translation/Management, Brigham Young University, UT

Index

A grade | 117

AAOT—Associate of Arts Oregon Transfer degree | 16;
financial aid eligibility, 131-132; general education
electives, 14-15; general program requirements, 12-13;
requests for substitutions, 120

AAOT core transfer map | 17

AAOT Oregon Transfer Module | 18

AAOT transfer pathway, Elementary Educator | 19

AAS degrees (Associate of Applied Science) | 24; financial
aid eligibility, 131-132; general education electives, 14-
15; general program requirements, 12-13; requests for
substitutions, 120

AAS: Accounting, 30-31; financial aid eligibility, 131-132;
general education electives, 14-15; general program
requirements, 12-13; requests for substitutions, 120;
suggested course sequence, 31; general requirements
for all AAS degrees, 24

AAS: Administrative Assistant | 46-47; financial aid
eligibility, 131-132; general education electives, 14-15;
general program requirements, 12-13; requests for
substitutions, 120; suggested course sequence, 47;
general requirements for all AAS degrees, 24

AAS: Administrative Office Professional | 48-49; financial
aid eligibility, 131-132; general education electives, 14-
15; general program requirements, 12-13; requests for
substitutions, 120; suggested course sequence, 49;
general requirements for all AAS degrees, 24

AAS: Aviation Maintenance Technology | 76-77; financial
aid eligibility, 131-132; general education electives, 14-
15; general program requirements, 12-13; requests for
substitutions, 120; suggested course sequence, 77;
general requirements for all AAS degrees, 24

AAS: Early Childhood Education | 58-59; financial aid
eligibility, 131-132; general education electives, 14-15;
general program requirements, 12-13; requests for
substitutions, 120; suggested course sequence, 59;
general requirements for all AAS degrees, 24

AAS: Electro-Mechanical Technology | 82-83; financial aid
eligibility, 131-132; general education electives, 14-15;
general program requirements, 12-13; requests for
substitutions, 120; suggested course sequence, 83;
general requirements for all AAS degrees, 24

AAS: Entrepreneurship/Small Business | 34-35; financial
aid eligibility, 131-132; general education electives, 14-
15; general program requirements, 12-13; requests for
substitutions, 120; suggested course sequence, 35;
general requirements for all AAS degrees, 24

AAS: Nursing | 64-67; financial aid eligibility, 131-132;
general education electives, 14-15; general program
requirements, 12-13; requests for substitutions, 120;
suggested course sequence, 67; general requirements
for all AAS degrees, 24

about CGCC | 4

academic advising | 124

academic calendar | 152

academic credit | substitution, 120; transfer, 120; non-
traditional, 121;

academic disciplines (about) | 14

academic probation | 119

academic suspension | 119

academic warning | 119

accessibility of parking | 128

Accounting/Bookkeeping certificate | 28-29; financial aid
eligibility, 131-132; general education electives, 14-15;
general program requirements, 12-13; requests for
substitutions, 120; suggested course sequence, 29

accounting degree | see AAS: Accounting

accreditation | 8; of Medical Assisting program, 62-63; on
transcripts, 120; for credit substitution, 120;

Accuplacer (placement assessment) | 127

adding a class | 116

addresses (college) | 150

administration | 138

Administrative Assistant certificate | 44-45; financial aid
eligibility, 131-132; general education electives, 14-15;
general program requirements, 12-13; requests for
substitutions, 120; suggested course sequence, 45

administrative assistant degrees | see AAS: Administrative
Assistant and AAS: Administrative Office
Professional

admissions | for credit classes, 115; for community
education classes, 116; to English for Speakers of
Other Languages courses, 115; to GED® preparation
classes, 115; to limited entry programs, 115, to
pre-college classes, 115; process overview, 114; for
students under 18, 115; to medical assisting program,
62, to nursing program, 64-65

Advanced EMT Part I and Part II | 61; financial aid
eligibility of, 132

Advanced Manufacturing Technology certificate | 70-71;
financial aid eligibility, 131-132; general education
electives, 14-15; general program requirements, 12-13;
requests for substitutions, 120; suggested course
sequence, 71

Advanced Placement scores (AP) | for credit, 121; for high
school students, 130

agency or employer billing | 124

AGS—Associate of General Studies degree | 23; credit
substitutions, 120; financial aid eligibility, 131;
general education electives, 14-15; general program
requirements, 12-13

ALC | see alternative learning center

alcohol on campus policy | 134-135

Alpha Sigma Xi—Phi Theta Kappa chapter | 127

alternative learning center course descriptions | 90

AMT | see aviation maintenance

animals on campus policy | 135

annual safety and security report | 126

anthropology course descriptions | 92

AP | see advanced placement

- ART | see art
- art course descriptions | 91-92
- arts & letters (general education electives) | 14
- AS—Associate of Science degree | 22; credit substitutions, 120; financial aid eligibility, 131; general education electives, 14-15; general program requirements, 12-13
- ASG/ASGCGCC—see Associated Student Government
- ASOT: Business degree | 20; credit substitutions, 120; financial aid eligibility, 131; general education electives, 14-15; general program requirements, 12-13
- ASOT: Computer Science degree | 21; credit substitutions, 120; financial aid eligibility, 131; general education electives, 14-15; general program requirements, 12-13
- associate degree comprehensive requirement limits | 12
- Associate of Applied Science degree | general requirements, 24; degrees list, see AAS degrees
- Associate of Arts Oregon Transfer | see AAOT
- Associate of General Studies | see AGS
- Associate of Science | see AS
- Associate of Science Oregon Transfer: Business | see ASOT: Business
- Associate of Science Oregon Transfer: Computer Science | see ASOT: Computer Science
- Associated Student Government | 127
- ATH | see anthropology
- attendance | 116; release from compulsory for under-18 or pre-college admissions, 115;
- AU—audit grade mark | 118
- audit | 118; for Oregon senior option, 122;
- aviation maintenance course descriptions | 90-91
- Aviation Maintenance Technology certificate | 74-75; financial aid eligibility, 131-132; general education electives, 14-15; general program requirements, 12-13; requests for substitutions, 120; suggested course sequence, 75
- Aviation Maintenance Technology degree | see AAS:
- Aviation Maintenance Technology
- B grade | 117
- BA | see business administration
- Basic Computer Skills career pathway certificate | 37, financial aid eligibility, 132; general education electives, 14-15; general program requirements, 12-13
- Basic Construction certificate | 78, 131; general education electives, 14-15; general program requirements, 12-13; requests for substitutions, 120
- BI see biology
- biology course descriptions | 93-94
- Board of Education | 138; college governance by, 5
- bookstore (see marketplace)
- Buckley Amendment | see FERPA
- bus service | 128
- business administration course descriptions | 92-93
- business & entrepreneurship career and degree information | 26
- C grade | 117
- calendar | 152
- campus | accessibility and parking, 128; addresses and phone numbers, 150; locations and buildings, 5; map (The Dalles), 151
- canceled classes | 117
- career and technical education course list | 90
- career counseling services | 124
- career information maps | business & entrepreneurship, 26; computer applications & web technologies, 37; education & human services, 52; engineering, manufacturing & industry, 69; nursing & healthcare, 60
- career pathway certificates | general education electives for, 14-15; financial aid eligibility for, 132; general requirements of, 13; Basic Computer Skills, 37; Digital Marketing Assistant, 38; Electro-Mechanical Technology, 70-71; Entry-Level Accounting Clerk, 39; Entry-Level Administrative Assistant, 39; Medical Office Professional, 40; Office Assistant, 41; Spreadsheet Support, 42; Word Processing Support, 43
- CAS | see Computer Application Systems
- catalog | about, 126; efficacy of (as applicable to academic requirements), 13
- certificate requirements | career pathway certificates, 13; less-than-one-year certificates, 12-13; one-year certificates, 12
- certificates, one-year and less-than-one-year | general education electives of, 14-15; general program requirements for, 12-13; Accounting/Bookkeeping, 28-29; Administrative Assistant, 44-45; Advanced Manufacturing, 70-71; Construction Technology, 79; Early Childhood Education Curriculum, 56-57; Early Childhood Education Fundamentals, 54-55; Entrepreneurship, 32-33; Manufacturing, 72; Medical Assisting, 62-63; Professional Small Unmanned Aircraft Systems, 75; Web Design Assistant, 50; Web Development Assistant, 51,
- certificates, career pathways | see career pathway certificates
- CG | see college guidance & success
- CGCC Foundation | about, 6; scholarships from | 130, paying with scholarships, 124
- CGCC Mathematical Society (student organization) | 127
- CH | see chemistry
- challenging a course for credit | 120-121
- charges | for library items lost or damaged, 129; on student accounts, 123
- chemistry course descriptions | 96
- Child Care Partners | 125
- Chinese course descriptions | 96
- CHN | see Chinese
- CIS | see computer information systems
- civil rights, student programs, activities, and services

- ul style="list-style-type: none; padding-left: 0;">
- contact, equal opportunity and non-discrimination | 8
- class schedule | 126
- CLEP (College Level Examination Program) | 121; receiving non-traditional credif for, 130
- college addresses and phone numbers | 150
- college guidance & success course descriptions | 95-96
- College Level Examination Program | see CLEP
- College Now | 129; as an option for students under 18, 115;
- Columbia Gorge Music Society (student organization) | 127
- COMM | see communications
- commencement ceremony | 120
- communication statement | 133
- communications course descriptions | 96-97
- community education (non-credit) classes | about, 125-126; admission to and enrollment in, 116; drop deadlines for, 123; payment for, 123; registration for, 116; tuition & fees, 122
- computer application systems course descriptions | 94-95
- computer information systems course descriptions | 96
- computer proficiency statement | 13
- computer science course descriptions | 97
- computer applications and web technologies career and degree information | 36
- concentration awards | 86-87
- construction technology certificates | see Basic Construction certificate and Construction Technology certificate
- Construction Technology certificate | 79; general education electives, 14-15; general program requirements, 12-13; requests for substitutions, 120
- construction technology course descriptions | 97-98
- consumer and family studies course descriptions | 102
- copying and printing (library) | 129
- core learning outcomes (see institutional learning outcomes)
- core transfer map | 17
- course prerequisites, general for all programs | 12-13
- course challenge for credit | 120-121
- course delivery methods | 116-117
- course list by discipline | 90
- course loads | 117
- course repetition | grading of, 119; as applied to a degree or certificate, 12-13
- creative writing concentration award | 86
- credit classes | admissions, 115; charges applied to account, 123; adding or dropping, 116; delivery methods of, 116-117; drop deadlines of, 124; high school students—programs for, 129-130; payment due dates for, 123, refunds for, 123; registration for, 116; suspension from for academic SAP failure, 119; tuition and fees for, 121-122
- credit | challenge for, 120; from exam or other (AP, CLEP, IB), 121; from independent study, 120; from military service, 121; non-traditional, 121; substitution of, 120; transfer of, 120
- CS | see computer science
- CT | see construction technology
- cultural literacy electives list | 15
- customized training | 126
- D grade | 117-118
- degree partnership program | 25
- degrees | AAS: general requirements of, 24; Accounting, 30-31; AAS: Administrative Assistant, 46-47; AAS: Administrative Office Professional, 48-49; AAS: Aviation Maintenance Technology, 76-77; AAS: Early Childhood Education, 58-59; AAS: Electro-Mechanical Technology, 82-83; AAS: Entrepreneurship/Business Management, 34-35; AAS: Nursing, 64-67; Associate of Arts Oregon Transfer, 16; Associate of Arts Oregon Transfer Elementary Educator, 19; Associate of General Studies, 23; Associate of Science, 22; Associate of Science Oregon Transfer—Business, 20; Associate of Science Oregon Transfer—Computer Science, 21
- Delta Energy Club (student organization) | 127
- Digital Marketing Assistant career pathway certificate | 38; general education electives of, 14-15; general program requirements for, 13; financial aid eligibility for, 132
- directory information | 133
- disabilities, services for students | 125; parking for, 128
- disclosure statements and policies| of student records and directory information, 133; of social security number | 133-134
- discounts and waivers | 122
- dropping a class | general info, 116; deadlines for, 123
- drug awareness program | 135
- drug policies | 134-135
- Early Childhood Education AAS degree | see AAS: Early Childhood Education
- Early Childhood Education Curriculum certificate | 56-57; general education electives of, 14-15; general program requirements for, 12-13, education programs overview, 53
- Early Childhood Education Fundamentals certificate | 54-55; general education electives of, 14-15; general program requirements for, 12-13, education programs overview, 53
- early childhood education | course descriptions, 98-99; program overview, 53
- Early College program | 130; admission to, 115;
- EC | see economics
- ECE | see early childhood education
- economics course descriptions | 98
- ED—See education
- education course descriptions | 99-100
- education and human services career and degree information | 52

- educational philosophy statements | 11
- educational programs, Title II coordinator contact, equal opportunity and non-discrimination | 8
- educational records policy | 133
- educational tax credits, deductions and savings plans | 124
- EET | see electronic engineering technology
- Electro-Mechanical Technology Associate of Applied Science degree | see AAS: Electro-Mechanical Technology
- Electro-Mechanical Technology career pathway certificate | 80-81; general education electives of, 14-15; general program requirements for, 12-13
- Electro-Mechanical Technology degree | see AAS: Electro-Mechanical Technology
- electronic engineering technology course descriptions | 100
- Elementary Educator AAOT transfer pathway | 19
- eligibility | for financial aid, 130; of programs, 131-132
- emergency medical services course descriptions | 100
- employment contact, equal opportunity and non-discrimination | 8
- EMS | see emergency medical services
- EMT Intermediate (EMT-I) | 61; financial aid eligibility of, 132
- EMT Part I and Part II | 61; financial aid eligibility of, 132
- ENG | see English
- engineering, manufacturing, & industry career and degree information | 69
- English course descriptions | 101
- English for Speakers of Other Languages courses | 126; admission to, 115
- enrollment | policies for students, 115-116; minimum for class cancellation, 117, for senior option students, 122; holds on due to past due accounts, 123
- Entrepreneurship certificate | 32-33; general education electives of, 14-15; general program requirements for, 13; financial aid eligibility of, 131
- Entry-Level Accounting Clerk career pathway certificate | 27; general education electives of, 14-15; general program requirements for, 13; financial aid eligibility for, 132
- Entry-Level Administrative Assistant career pathway certificate | 39, general education electives of, 14-15; general program requirements for, 13; financial aid eligibility for, 132
- environmental studies course descriptions | 101
- equal opportunity and non-discrimination | 8
- ESL | see English for Speakers of Other Languages
- ESOL | see English for Speakers of Other Languages
- ESR | see environmental studies
- F grade | 118
- faculty directory | 140-143
- Family Education Rights and Privacy Act | see FERPA
- fees | 121-122
- FERPA | 143; as applies to sanctuary campus, 4
- financial aid | 130-132; calendar, 132, eligibility for, 130, eligibility of programs, 131-132; gorge scholars program, 131; receiving award notification, 130; satisfactory academic progress, 131; scholarships, 131; Title IV refunds, 131; types available, 130; withdrawal and return to Title IV, 131
- FN | see food and nutrition
- food and nutrition course descriptions | 101
- food service | 126
- Foundation | see CGCC Foundation
- G | see geology
- GED® | 126; admission to preparation classes, 115; testing, 127
- Gender-Sexuality Alliance (student organization) | 127
- gender studies concentration award | 86
- general education electives | 14-15
- general education philosophy statement | 11
- general program requirements | 12-13
- general science course descriptions | 102
- geology course descriptions | 102
- good standing, SAP definition | 119
- Gorge Literacy program | 126
- Gorge Scholars program | 131
- grades | changes, 119; definitions, 117-118; grade point averages, 119; requesting audit or pass/no pass, 118-119, SAP requirements for academic progress, 119, SAP requirements for financial aid, 131
- grade mode form | for audit or pass/no pass grading option, 118; for Oregon senior option, 122
- grade point average | 119
- graduation | from CGCC, 120; proof of for high school students and under-16 admissions, 115
- grievance procedure | 134; for equal opportunity and non-discrimination complaints, 8
- GS | see general science
- handbook, student | see student handbook
- HE | see health education
- health and physical education course descriptions | 102
- health education course descriptions | 102
- health occupations certification (courses leading to) | 61
- nursing and healthcare occupations degree and career information | 61
- HEC | see consumer and family studies
- high school students | admission of, 115; programs for, 129-130; Gorge Scholars, 131
- Hispanic-Serving Institution (HSI) designation | 4
- history | course descriptions, 102-103; of CGCC, 4
- honor's list | 119
- honor roll | 119;
- honor society Phi Theta Kappa—Alpha Sigma Xi chapter,

127		
Hood River site about, 5; information commons and library services, 129	marijuana policy 134-135	no-shows 117
HPE see health and physical education	mark definitions 118	NP—no pass grade 118
HSI see Hispanic-Serving Institution	marketplace (formerly bookstore) 125	NRS see nursing assistant
HST see history	Mathematical Society (student organization) 127	NSC—nonsatisfactory completion grade mark 118
hybrid classes and other delivery methods, 116; fees for, 121-122	mathematics course descriptions 104-105	NS—no show grade mark 118
IB see International Baccalaureate	MEC see mechanical systems	NUR see nursing
I—incomplete grade mark 118	mechanical systems course descriptions 103-104	nursing assistant course descriptions, 107, nursing assistant 1 course, 61
impaired behavior on campus policy 135	media studies concentration award 87	Nursing AAS see AAS: Nursing
independent study credit 120	Medical Assisting certificate 62-63; financial aid eligibility of, 131; general education electives of, 14-15; general program requirements for, 12	nursing course descriptions, 106-107; financial aid eligibility of, 131; student association, 127
installment plan for payment 123-124	medical assisting course descriptions 103	nursing and healthcare career and degree information 60
institutional learning outcomes 11	medical laboratory technology course descriptions 104	Office Assistant career pathway certificate 41, general education electives of, 14-15; general program requirements for, 13; financial aid eligibility for, 132
International Baccalaureate (IB) 121; credit by exam, 130	Medical Office Professional career pathway certificate 40, general education electives of, 14-15; general program requirements for, 13; financial aid eligibility for, 132	office systems course descriptions 107
Juntos Club (student organization) 127	medical professions course descriptions 104	one-year certificates (general requirements) 12
late registration 116	MFG see manufacturing	online classes as a delivery method 116-117
Latin American studies concentration award 87	military service credit 121	Oregon senior option tuition waiver 122
leadership list 138	minimum requirements for associate degrees 12	Oregon transfer module 18
less-than-one-year certificates (general requirements) 12-13	mission 2	OS see office systems
LIB see library	MLT see medical laboratory technology	OTM— see Oregon transfer module
library course descriptions, 103; information, 128-129	modality see course delivery methods	overdue items (library) 135
limited eligibility programs, admission to, 115-116; receiving financial aid for, 132	MP see medical professions	P—pass grade 118
lost and found 128	MTH see mathematics	parking on campus 128
lower-division collegiate course list 90	MUC see professional music	pass/no-pass grade request 118
MA see medical assisting	MUS see music	past due accounts 123
Manufacturing certificate 72; financial aid eligibility, 131-132; general education electives, 14-15; general program requirements, 12-13; requests for substitutions, 120	music course descriptions 106	payments 123-124
manufacturing course descriptions 104	Music Society (student organization) 127	PE see physical education
map, The Dalles Campus 151	non-accredited institutions, coursework at 121	Phi Theta Kappa honor society 127
	non-credit courses see community education	philosophy course descriptions 108
	non-traditional credit 121	PHL see philosophy
	Northwest studies concentration award 87	phlebotomy 61

- phone numbers (college) | 150
- physical education course descriptions | 107-108
- placement assessment | 127
- policies | for admissions, 115-116; for animals on campus, 135; for equal opportunity and non-discrimination, 8; for financial aid, 131; for student records, 133-134, regarding drugs and alcohol, 134-135; for return of items purchased from the marketplace (bookstore), 125; veterans access, choice and accountability act, 122
- political science course descriptions | 108
- pre-college | about program, 126; admission to, 115
- president's list | 119
- president's welcome | 3
- printing services (library) | 129
- priority registration | 116
- professional music course descriptions | 105
- Professional Small Unmanned Aircraft Systems certificate | 84; general education electives of, 14-15; general program requirements for, 13
- PS | see political science
- PSY | see psychology
- psychology course descriptions | 108-109
- publications | 126
- R—repeated grade mark | 118
- RD | see reading
- reading course descriptions | 109
- receiving a degree | 120
- refund requests | 123
- registration | cancelled classes, 117; course loads, 117; for credit classes, 116; for community education classes, 116; late, 116; no-shows, 117; priority, 116; wait lists for, 117; withdrawal, 117
- remote learning classes as a delivery method | 116-117
- renewable energy technology course descriptions | 109
- repeated courses | 119, as a grade mark, 118
- RET | see renewable energy technology
- returning from academic suspension | 119
- SAF | see safety
- safety and security report, annual | 126
- safety course descriptions | 109
- sanctuary campus | 4
- SAP—satisfactory academic progress | academic, 119; for financial aid, 131
- SBDC | see Small Business Development Center
- schedule | see class schedule
- scholarships | 131; paying for classes with, 124
- SC—satisfactory completion grade mark | 118
- Section 504 coordinator contact, equal opportunity and non-discrimination | 8
- Small Business Development Center | 126-127
- SOC | see sociology
- social security number disclosure statement | 133
- sociology course descriptions | 109-110
- Solomon Amendment disclosure | 133
- SPA | see Spanish
- Spanish course descriptions | 110
- spreadsheet support career pathway certificate | 42, general education electives of, 14-15; general program requirements for, 13; financial aid eligibility for, 132
- staff list | 138-139
- strategic priorities | 2
- student government | 127
- student handbook | 126
- Student Nurse Association (student organization) | 127
- student organizations | 127
- student profile | 6
- student success stories | 7
- student records policies | 133
- student rights & responsibilities | 134
- student right-to-know | 133
- students with disabilities, services for | 125
- substitution of credit | 120
- support course list | 90
- TA | see theater arts
- tax | credits, 124; deductibility of Foundation donations, 4
- test proctoring | 128
- testing services | 127-128
- The Dalles campus | about, 5; library, 128; map, 152
- theater arts course descriptions | 110
- three-to-four credit conversion | 13
- Title IV Refunds and financial aid | 131
- Title IX coordinator contact, equal opportunity and non-discrimination | 8
- tobacco policy | 134
- transcripts | 120
- transfer advising services | 125
- transfer of credit | 120
- transportation | 128
- tuition | 121-122; for gorge scholars, 131; payment installment plan, 123-124; waiver for dependents of fallen and disabled service members, 124; other waivers, 122
- tutoring | 128
- UAS | see unmanned aircraft systems
- Unmanned Aircraft Systems certificate | see Professional Small Unmanned Aircraft Systems
- unmanned aircraft systems course descriptions | 110-111
- values | 2
- veterans | benefits, 121; access, choice and accountability act of 2014, 122-123; discounts for fallen and disabled service members, 122; financial aid for, 130;

military service credit, 121; paying with benefits, 124;
registration priority, 116

vice-president's list | 119

vision | 2

W—withdrawal grade mark | 118

wait lists | 117

Web Design Assistant certificate | 50; financial aid
eligibility of, 131, general education electives of, 14-15;
general program requirements for, 12

Web Development Assistant certificate | 51; financial aid
eligibility of, 131, general education electives of, 14-15;
general program requirements for, 12

web technologies course descriptions | 111

WGS | see women's and gender studies

withdrawal | 117; drop deadline for, 123; impact on financial
aid | 131

women's and gender studies course descriptions | 112

word processing support career pathway certificate | 43;
general education electives of, 14-15; general program
requirements for, 13; financial aid eligibility for, 132

WR | see writing

writing course descriptions | 111-112

WT | see web technologies

Zoom | as a delivery method, 116-117

College Phone Numbers

Business Office/Payments. (541) 506-6057

Child Care Partners. (541) 506-6131

Instructional Services. (541) 506-6031

Library. (541) 506-6081

Marketplace (formerly Bookstore). (541) 506-6061

Pre-College Programs (GED®, ESOL). (541) 506-6041

Small Business Development
Center (SBDC). (541) 506-6121

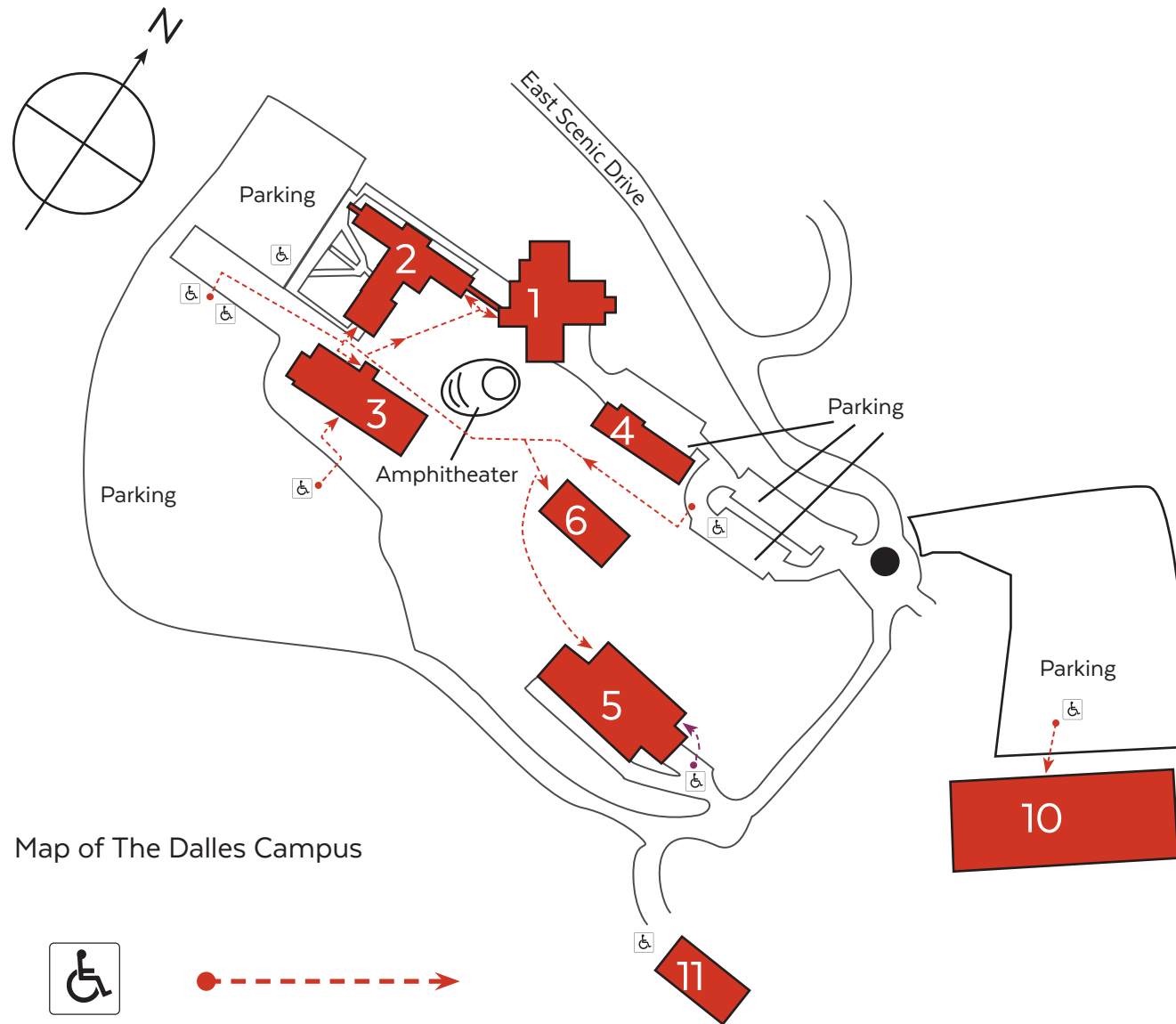
Student Services (Advising, Financial Aid, Placement
Testing, & Registration). (541) 506-6011, Option 2
Assistance. 711 Relay

All Other Offices. (541) 506-6000

College Addresses

The Dalles Campus
400 East Scenic Drive
The Dalles, OR 97058

Hood River Center
1730 College Way
Hood River, OR 97031



Map of The Dalles Campus

**Building 1**

Classrooms
Facilities Services
GED®/Pre-College
The Hook (CGCC cafe)
Library and Learning Commons
Nursing Simulation Lab
Student Life

Building 2 (Heath Hall)

Cashier
Child Care Partners
Columbia Gorge ESD
DEQ
Marketplace (formerly Bookstore)
OSU Extension Service
Small Business Development Center

Building 3 (Health & Sciences Building)

Biology Labs
Chemistry Labs
Classrooms
Information Technology Department
Instructional Services
Student Services

Building 4

Art

Building 5

Columbia Gorge Regional Skill Center

Building 6

Student Residence Hall

Building 10

(Fort Dalles Readiness and CGCC
Workforce Center)
Classrooms
Em-Tech and Welding Labs

Building 11

EM-Tech Labs

Calendar

2021

May 2021
 Summer and fall term registration begins May 17

June 2021
 Summer classes begin June 21 (Monday)
 Last day to drop summer classes with tuition refund* June 25 (Friday, week 1)
 Summer late fees begin June 28 (Monday, week 2)

July 2021
 Independence Day Holiday (College Closed). July 5 (Monday)

August 2021
 Last day to withdraw from summer classes* August 13 (Friday, week 8)

September 2021
 Summer term ends September 3 (Friday)
 Labor Day Holiday (College Closed) September 6 (Monday)
 Summer term grades submitted (no later than noon) September 7 (Monday)
 Summer grades available online September 8 (Wednesday)
 Faculty In-Service September 20 (Monday)
 Fall classes begin September 27 (Monday)

October 2021
 Last day to drop fall classes with tuition refund* October 1 (Friday, week 1)
 Fall late fees begin October 4 (Monday, week 2)

November 2021
 Veterans Day Holiday (College Closed). November 11 (Thursday)
 Winter term registration begins November 15 (Monday)
 Last day to withdraw from fall classes* November 19 (Friday, week 8)
 Thanksgiving Holiday (College Closed). November 25, 26 (Thursday & Friday)

December 2021
 Fall term ends December 10 (Friday)
 Final grades submitted (no later than noon). December 13 (Monday)
 Fall grades available online December 15 (Wednesday)
 Winter Holiday (College Closed). December 23-January 2

2022

January 2022
 Winter classes begin January 10 (Monday)
 Last day to drop winter classes with tuition refund* January 14 (Friday, week 1)
 Martin Luther King Jr. Holiday
 & National Day of Service (College Closed). January 17 (Monday)
 Winter late fees begin January 18 (Monday, week 2)

February 2022
 Spring term registration begins February 21 (Monday)

March 2022
 Last day to withdraw from winter classes* March 4 (Friday)
 Winter term ends March 25 (Friday)
 Final grades submitted (no later than noon) March 28 (Monday)
 Winter grades available online March 30 (Wednesday)
 Spring Break (College Services Open). March 28-April 1

April 2022
 Spring classes begin April 4 (Monday)
 Last day to drop spring classes with tuition refund* April 8 (Friday, week 1)
 Faculty in-service April 8 (Friday week 1)
 Spring late fees begin April 11 (Monday, week 2)

May 2022
 Last day to withdraw from spring classes* May 27 (Friday, week 8)
 Memorial Day Holiday (College Closed) May 30 (Monday)

June 2022
 Graduation & Commencement for Class of 2022 June 17 (Friday)
 Spring term ends June 17 (Friday)
 Final grades submitted (no later than noon). June 20 (Monday)
 Spring grades available online June 22 (Wednesday)

* Equivalent timelines apply to classes shorter than 11 weeks. Consult your class schedule for specific dates.