



# Columbia Gorge Community College

*building dreams, transforming lives*



# CATALOG

2013-2014





Columbia Gorge Community College  
*building dreams, transforming lives*

2013-2014

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Featured Student Artist  
Jessica Roden

Living on the Edge  
7" x 10"  
Monoprint

ART 270: Printmaking  
Instructor: A. Merickel



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## MISSION

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

## VISION

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

## VALUES

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

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**INSPIRATION**

There can be no great accomplishment without risk.

Neil Armstrong  
1930-2012

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

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Catalog design & production: Jessica Griffin Conner



2013 α 2014

# PRESIDENT'S WELCOME



Dr. Frank K. Toda  
CGCC President

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**O**ur dreams are formed when we're young. Sometimes, we can make them happen. Sometimes, we give up. Often, the difference between achieving our dreams and giving up is whether or not we get help, and whether or not an opportunity is available. The journey to achieving your dreams has many twists and turns. My journey did.

When I was a kid, I loved the Mickey Mouse Club, and my favorite Mousketeer was Annette Funicello. I wrote Annette letter after letter. She didn't respond, and I got discouraged. One day, I decided the letter I was writing to her would be my last. Then, something amazing happened: I got a letter back. Annette apologized for not writing back sooner, and she said she knew I had written many letters. She encouraged me to keep writing to her, so I did. Over the next few years, we corresponded regularly. She was always encouraging and told me to go for my dreams, to never give up.

My senior year in high school, I applied to colleges, as many young people do. But I knew that finding a way to pay for college would be difficult. My parents weren't rich. They were fruit and garden farmers in Dallesport, Washington.. Anyone who's ever farmed or known a farmer will know how difficult it is to keep your family afloat on that income. And so it was with us. The year I wanted to go to college

was a very bad crop year and my parents told me that going to college would be unlikely.


Annette wrote to me, asking how school was going, and where I was planning to go to college. I was straight with her. "I don't think I am going to go to college. I can't afford it, and my parents can't afford it. I'm going to go get a job and work for a while, and I'll see if I can get enough money together to go to college later." I was trying to be upbeat, but deep in my heart, I could feel the dream of going to college slipping away from me. I would become a farmer or a worker in the fruit canning plant, and follow in my parents' footsteps. There's nothing wrong with that. It's a noble profession to work the land, to grow food. It's respectable, and I would be proud to do it. But there was still this piece of my heart that wanted something else—something I could only get with a college education.

Annette wrote back that I should never give up hope. And then, a few weeks later, I got a call from the University of Portland. An anonymous donor had paid for a year of college for me. This donor made my dream possible, and I went off to school. I've always believed Annette Funicello was that anonymous donor. She believed in me, and gave me an opportunity to prove myself. My life would have been so much different if I had not received that help. Not just any help, but the right help at the right time. Annette taught me that we are all links in the chain of humanity ... forged by our experiences, our hopes, our dreams. She taught me that we are all connected, and that we all matter.

Here at Columbia Gorge Community College, we're inspired to help students in the areas we serve achieve their own college dreams. To make that possible, we've introduced the Gorge Scholars program. Through Gorge Scholars, any student who graduates from one of our CGCC Partner High Schools with at least a 3.5 GPA will be eligible to apply for up to two years of free tuition. CGCC has always been affordable, costing much less than going straight to a 4-year college, and now for students who qualify, it is even more affordable.

We encourage all high school students in our service area to investigate the Gorge Scholars program. If you have gone through a homeschool program, please contact CGCC for special details. The program will continue to be funded and expanded in future years, as we intend to make it a permanent fixture of Columbia Gorge Community College's outreach to our high school partners.

Another dream of the Columbia Gorge Community College family has been to achieve independent accreditation. This fall, we received our independent accreditation through the Northwest Commission on Colleges and Universities. For the first time in our 36 year history, CGCC will operate independently of Portland Community College. While we thank PCC for all the amazing support they have given us over the years, we are excited to be able to stand on our own. This independence will allow us to tailor our programs and services to meet the needs of current and future students, to work with our industry and community partners, and to provide a better transition between high schools and 4-year colleges. We thank all those, in our college family, in the community, and our



Achieving  
your dreams  
is often an  
uphill battle,  
but no one  
has to do it  
alone.

students—current and former, for making this happen. It was a tough seven year journey, but we finally made it, because we never gave up.

In 2011, we began building a Readiness Center on The Dalles Campus with help from the Oregon Military Department. This building will house labs for our Renewable Energy Technology program, more smart classrooms, and a space for large gatherings that we have never had available before. This dream will come true in December, when the completed building is open for use. We could not have done it alone.

And finally, our work still continues on the Columbia Gorge Regional Center of Innovation, a concept initiated by CGCC to provide a central hub for community partners, local business, industry, students, and local residents to communicate and help shape the economic future of our area. We are putting the power for regional economic innovation back into the hands of the people who live and work here. This collaborative effort will be shaped by many, and will shape things for many more.

The lesson to take from this, our dreams and our journeys, is that achieving your dreams is often an uphill battle, but no one has to do it alone. We all need help from time to time. Getting the right help, at the right time, can mean the difference between seeing your dreams come true and giving up.

Columbia Gorge Community College exists for one reason only: YOU! You are our dream. We only exist so that you can succeed. We aren't in the business of making a profit. We are in the business of providing our students with an opportunity to make their dreams come true, to enrich their lives. That is why we live by our motto "building dreams, transforming lives, and strengthening the community." We help you build your dreams, so that you can transform your life, and together, we make our community stronger.

~ FKT

# CGCC CORE THEMES

Columbia Gorge Community College has adopted the new standards of the Northwest Commission on Colleges and Universities. The standards include the identification of Core Themes to measure how well the Mission of the College is being met. The Mission Statement of the College is: "Columbia Gorge Community College builds dreams and transforms lives by providing lifelong educational programs that strengthen our community." A campus and community committee identified the following three themes:

## Building Dreams

### Core Theme: Opportunities

CGCC offers diverse environments and opportunities by:

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

## Transforming Lives

### Core Theme: Education

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

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

## Strengthen our Communities

### Core Theme: Partnerships

CGCC links college and community by:

- ❑ Cultivating productive business and industry relationships
- ❑ Creating, maintaining, and growing academic partnerships
- ❑ Cultivating productive relationships between governmental entities and community
- ❑ Creating, maintaining and growing community relationships



# GENERAL INFORMATION

## About Us

Columbia Gorge Community College (CGCC) has been serving the educational needs of the Columbia River Gorge for 36 years. As the community expands and grows, so does the college. We align our programs and services with the careers, educational standards, and transfer requirements of our area and the State of Oregon. We provide a bridge from local area high schools to jobs, or to 4-year colleges and universities. We serve students of all ages, from first-time college students who have just graduated from high school, to those coming back to school to update their skills after a career in another field. We are mission-driven, and we strive every day to fulfill our mission of “building dreams and transforming lives by providing lifelong educational programs that strengthen our community.” Our vision is to become the first option of choice for education and training services in the communities we serve, and our actions are guided by those principles.

## Our History

In fall term of 1977, the Wasco Area Education Service District was established and granted the right by the Oregon Legislative Assembly to provide educational resources to serve the needs of Gorge Residents. The College was renamed Treaty Oak Education Center, and operated in leased facilities in downtown The Dalles for 16 years. In 1989 voters in the service district changed the designation from a service district to a community college and the name was changed from Treaty Oak to the current name. In 2001, citizens in Wasco and Hood River counties voted to be annexed into the college service district.

In 1993 Wasco County voters approved a bond measure to establish a permanent campus in The Dalles, and in 2001 voters in Wasco and Hood River counties approved annexing Hood River County into the college district. In 2004, Wasco and Hood River voters passed a capital construction bond measure to match funds designated by the Oregon Legislature for capital improvements. These funds were used at The Dalles campus to build a new health sciences building, deconstruct several older buildings, renovate remaining buildings, and create a small amphitheater in the center of the campus. The measure also provided funds to purchase property in Hood River to build a campus and move out of leased space. All of these new facilities were completed in 2008. With funding from the

Department of Community Colleges and Workforce Development, an Interim Renewable Energy Technology (RET) Lab Building with shop areas and high bay space was constructed.

Today the college serves about 5,000 students annually from all over the Mid-Columbia region. Columbia Gorge Community College was granted Candidate for Accreditation status by NWCCU in July, 2008, and was granted independent accreditation in August of 2013.

## Accreditation Statement

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

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

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

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

Northwest Commission on Colleges and Universities  
8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052  
425-558-4224  
[www.nwccu.org](http://www.nwccu.org)

## CGCC Foundation

The Columbia Gorge Community College Foundation is a non-profit citizen corporation dedicated to fund-raising and friend-raising for the College. The Foundation solicits individual and business support for College projects, including scholarships and opportunity grants to benefit new and returning Columbia Gorge Community College students. For more information about the Foundation, call the Resource Development Office at (541) 506-6111.

## Who Are Our Students?

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

## Our Staff, Faculty, and Administrators

Columbia Gorge Community College is governed by a Board of Education consisting of seven community members. Our President is Dr. Frank K. Toda, who is assisted by an Executive Leadership Team consisting of the heads of all departments. For fall 2012, 16 faculty members were full-time and 94 were part-time. For staff, 72 were full-time and 20 were part-time. A full listing of all our Board members, administrators, staff, and faculty—including faculty credentials—is included in the Staff and Faculty Directory section of this book.

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 compete in a competitive workplace.

### **Recognition**

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

### **Our Locations and Facilities**

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

Hood River—Indian Creek Campus  
1730 College Way  
Hood River, OR 97031  
541-308-8211

### **The District**

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

### **The Dalles Campus**

CGCC's main campus site is at 400 East Scenic Drive, The Dalles, a beautiful site at the southern edge of town on the highest point, overlooking the Columbia River Gorge. The Gorge, formed by the Columbia River, extends more than 70 miles, is the only break in the length of the Cascade Mountain Range and has a worldwide reputation for its myriad of recreational opportunities. The Dalles, Oregon, a community of over 11,000 people, sits near the east end of the Columbia Gorge National Scenic Area on the Columbia River. A hub of activity in the Mid-Columbia area, The Dalles is 85 miles east of Portland; 35 miles south of Goldendale, Washington; 131 miles north of Bend; and 21 miles east of Hood River. The Dalles and nearby areas offer outstanding windsurfing, scenic hiking and horseback riding trails, skiing, white water rafting, excellent fishing and boating, unique cultural experiences, and

numerous historical museums that provide enjoyment to meet anyone's taste.

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

### **Hood River—Indian Creek Campus**

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

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

In addition, some College courses, contracted trainings, and other special programs are offered at locations throughout the district. See the quarterly Schedule of Classes for specific locations.

### **Equal Opportunity**

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

Persons having questions about equal opportunity and nondiscrimination should contact:

#### **Employment:**

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

#### **Educational Program:**

Lori Ufford  
Chief Academic and Student Affairs Officer  
Office: Rm. 2.103  
541-506-6025

#### **Student Programs, Activities, and Services:**

Lori Ufford  
Chief Academic and Student Affairs Officer  
Office: Rm. 3.223  
541-506-6025

#### **Civil Rights**

Title II Coordinator:  
Lori Ufford  
Chief Academic and Student Affairs Officer  
Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058  
Office: Rm 3.223  
541-506-6025

#### **Title IX Coordinator:**

Lori Ufford  
Chief Academic and Student Affairs Officer  
Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058  
Office: Rm 3.223  
541-506-6025

#### **Section 504 Coordinator:**

Shayna Dahl  
Advisor, Disability Services  
Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058  
Office: Rm 3.224  
541-506-6046

#### **Employees:**

Robb Van Cleave  
Chief Operations Officer  
Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058  
Office: Rm 3.224  
541-506-6151



# STUDENT PROFILE

Columbia Gorge Community College served 4190 students in the 2012-2013 academic year in both credit and non-credit coursework. This demographic data represents all students for the 2012-2013 year.

## Demographics:

Male . . . . .	39%
Female . . . . .	61%

## Residency:

Wasco County . . . . .	42.0%
Hood River County . . . . .	31.9%
Other Oregon . . . . .	6.5%
Washington State . . . . .	19.7%

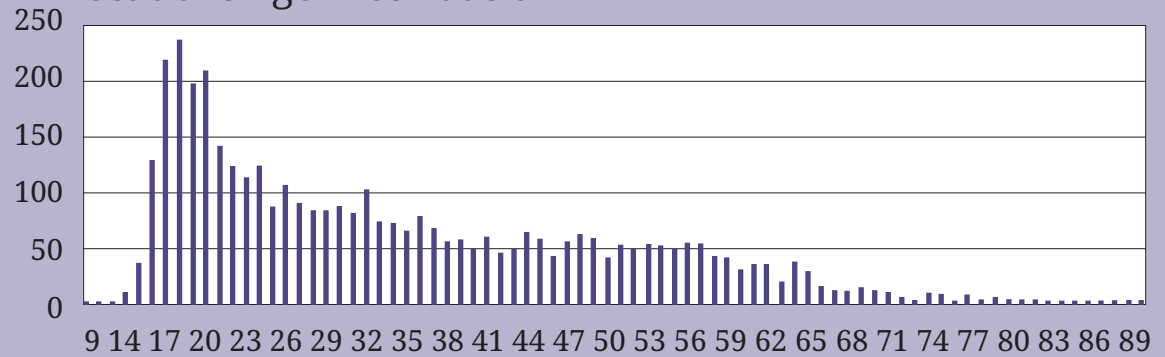
## Race/Ethnicity\*

White/Caucasian . . . . .	75%
Hispanic . . . . .	20.2%
Asian . . . . .	0.9%
Black/African American . . . . .	0.6%
Native American/Alaska Native . . . . .	1.3%
Hawaiian/other Pacific Islander . . . . .	0.5%
Two or more races . . . . .	1.5%

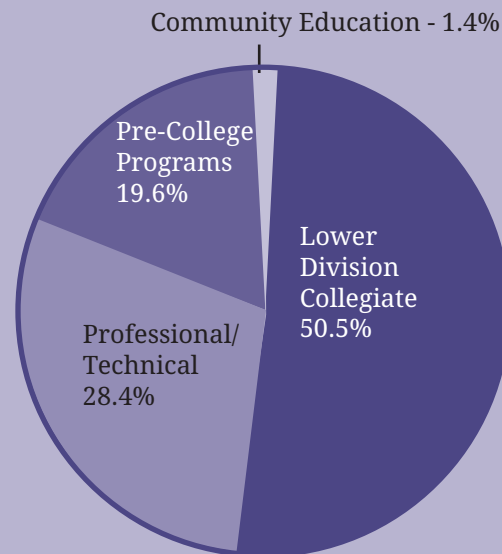
\*based on those who self-reported

Note: All data current as of March 21, 2013.

## Student Age Distribution



## Enrollment



### Lower Division Collegiate classes include:

Arts & Humanities classes (e.g. Art, Communications, English, Foreign Languages, Music, Philosophy, Theater Arts, & Writing)

Social Science classes (e.g. Anthropology, Economics, History, Political Science, Psychology, & Sociology)

Mathematics & Science classes (Biology, Chemistry, Environmental Science, General Science, Geology, Mathematics, & Physics)

### Professional/Technical classes include:

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

### Pre-College Programs include:

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

### Community Education includes:

Non-credit continuing education programs & classes



Columbia Gorge Community College  
*building dreams, transforming lives*

2013-2014

# ADMISSIONS, TUITION & ENROLLMENT

Featured Student Artist  
Jordin Olin

A Third World  
7" x 10" Monotype

ART 270: Printmaking  
Instructor: A. Merickel



2

# WHAT'S IN SECTION 2?

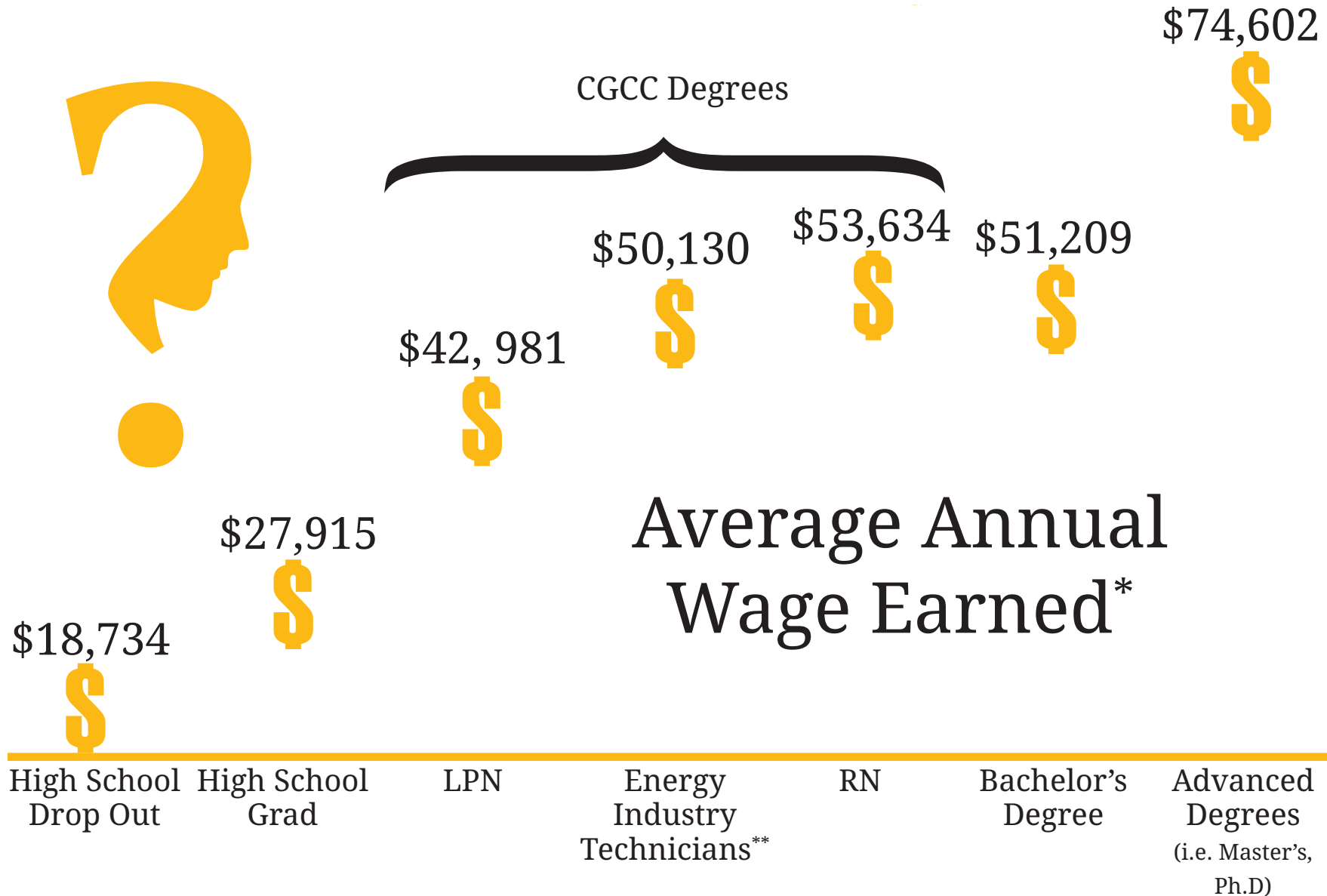
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# IS COLLEGE A GOOD INVESTMENT?



\*Wage estimates and averages drawn from Oregon Bureau of Labor and Industries "Prevailing Wage" <http://www.oregon.gov/boli/WHD/PWR/Pages/index.aspx>; Bureau of Labor Statistics <http://www.bls.gov/home.htm>; "Oregon Salary and Wage Estimates" <http://salaries-by-city.findthedata.org/d/a/Oregon>; and Salary.com <http://salaries.com>.  
 \*\*Wind turbine technicians are still a relatively new job description, so the Department of Labor has not released specific salaries for that job. Wages shown are annual average for technicians in other industrial and engineering settings, Bureau of Labor Statistics, [http://www.bls.gov/green/wind\\_energy/](http://www.bls.gov/green/wind_energy/)

**START  
HERE**



**1**

**Complete CGCC Admissions Form**  
Available in Student Services and online  
[www.cgcc.us/admissions](http://www.cgcc.us/admissions)

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

**2**

**Apply for Financial Aid (Optional Step)**  
Apply at [www.fafsa.gov](http://www.fafsa.gov). Check your student email account to finish required paperwork.

**Aplica para la ayuda financiera (paso opcional)**

Aplica para ayuda federal en [www.fafsa.gov](http://www.fafsa.gov). Después de aplicar, revise su correo electrónico de estudiante de CGCC para completar los documentos requeridos.

**DON'T NEED FINANCIAL AID?  
SKIP TO STEP 3**

Hiking and biking on wooded trails



**Register and Pay Tuition**

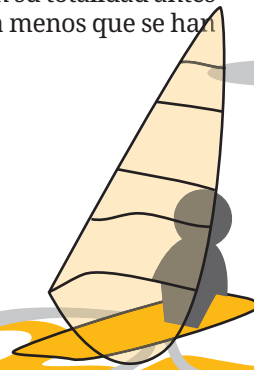
You must register online. If you do not have Internet access, you may use computers on campus. Tuition and fees must be paid in full by the first Friday of the term, unless other arrangements have been made.

**Registre para sus clases y paga**

Usted debe registrarse en línea. Si usted no tiene el acceso de Internet, usted puede usar computadoras en el campus. La matrícula y los honorarios deben ser pagados en su totalidad antes del primer viernes del término a menos que se han hecho otros arreglos.

**5**

Windsurfing in the Gorge!



**6**

**Purchase Textbooks**

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

**Compra libros**

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

3

**Take the Placement Assessment**

Your selection of classes is based on the results of a free placement assessment. Call Student Services to sign up.

**Tome el asesoramiento de colocación**

El asesoramiento es gratis y su selección de clases es basada en los resultados.

Mt. Hood  
highest peak  
in Oregon  
11,250 ft

**THE PATH TO  
BECOMING A STUDENT**

4

**Attend Group Advising**

Meet other new students, prepare to register, and learn about resources available to you. Sign up with Student Services!

**Asista al Grupo Aconsejador**

Encuentre a otros estudiantes nuevos, dispóngase a registrarse y aprenderle sobre recursos disponibles. ¡Inscribirse con Servicios de Estudiante!

300  
days of sun in  
The Dalles,  
144 in Hood  
River



7

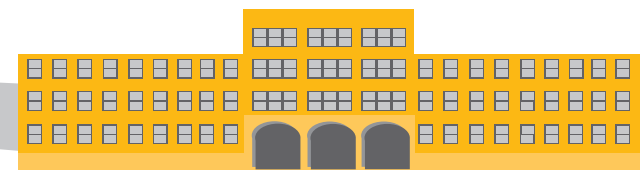
**Create a Moodle Account and/or Attend Class**

Students are expected to attend **all** class meetings of their courses, beginning with the first class. For online and hybrid courses, students **must** create a Moodle account before the first day of the term to access the online content of the class. Please review the attendance and grading policy for more information.

**Cree una cuenta de Moodle y/o Asista a clase**

Es esperado que estudiantes asistan a todas las sesiones de clase de sus cursos, empezando con la primera clase. Para cursos en línea y híbridos, los estudiantes deben crear una cuenta de Moodle antes del primer día del término para tener acceso al curso. Por favor examine la política de clasificación y asistencia para más información.

**WELCOME TO CGCC!**





# ADMISSIONS, TUITION, & ENROLLMENT

## ADMISSIONS

### Admissions to Credit Classes

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

### Enrollment Standards

- Degree seeking students enrolling in credit courses at Columbia Gorge Community College for the first time will be expected to complete the admissions process.
- Students, new to college, enrolling for a certificate, degree, or diploma will complete an assessment of their basic skills and a group advising session designed specifically for new students before they register.
- All students are strongly encouraged to use the services of Academic Advising.
- 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 course and programs, as required.
- Student enrollment in overlapping courses will be at the discretion of the relevant instructor(s).

### Open Enrollment Admissions

To be admitted to the College a student must complete an application for admission. Full time students under the age of 18 must provide a release from compulsory attendance signed or proof of graduation by their resident high

school. Students under 18 years of age who have successfully completed a secondary school curriculum or who hold a GED also are eligible for enrollment. Prior to registering, admitted students are required to take the placement examination or receive an advisor override to waive the exam based on appropriate college level course work. In addition, admitted students must attend an orientation/advising session prior to registration.

All new students are required to fill out an admissions form. An admissions form is available in Student Services, or online at:

[cgcc.us/StudentServices/admissions](http://cgcc.us/StudentServices/admissions)

New students are encouraged to start the admissions process well in advance of registration.

### Limited Entry Program Admissions

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

exams, or to be hired for some professional positions. Also, some programs require proof of immunizations, passing a physical exam, and a drug screen before coursework can begin. contact a program advisor for more information.

### Admission of Students Under Age 16

Students attending a secondary school registered with the state that are under the age of 16 not enrolled as part of an articulated agreement, or have not graduated from high school and wish to enroll in credit classes, will be required to file an Underage Enrollment form and submit a current academic transcript. Students under the age of 16 are subject to the rules and regulations of CGCC, as stated in the catalog and the student handbook.

The following are the requirements for this type of admission:

- 1) Take the Placement Assessment. Scoring into a minimum of Writing 115, Reading 115 and Math 60 is required.
- 2) Schedule an interview with the Chief Academic and Student Affairs Officer, or appointed designee, and a parent at the time of application.
- 3) After review of the Under 16 Enrollment Form and other documentation as required, students under the age of 16 may be admitted if:
  - a) participation will not likely create a health or safety risk for any person or be in violation of federal or state statutes or regulations;
  - b) the student has the ability to benefit from college-level instruction;
  - c) another, more age-appropriate, instructional resource is not available; and
  - d) the student demonstrates the ability to perform academically at the college level

- 4) Meet with an Academic Advisor. Both the student and a parent are required to attend, prior to registering for classes. At this meeting an appropriate schedule of classes will be arranged to align with the desired educational goals and enable the ability to register online for classes.

## REGISTRATION & ENROLLMENT

### Determination of Residency

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

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

Permanent residents of the United States, immigrants, refugees, or nonimmigrant visa

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

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

Columbia Gorge Community College maintains one address for all students. This address is presumed to be the student's permanent address and will be used to determine residency status for tuition purposes. Student records will be updated with the most recent address given on one of the following forms: Admissions Application, Financial Aid Application, Registration Form, or Student Information Change Form.

### Registration

CGCC offers online registration for students taking credit classes and some non-credit classes. Specific registration information and procedures are in the Quarterly Schedule of Classes which is mailed to all residents of the Mid-Columbia region, and is available at The Dalles campus, the Hood River-Indian Creek campus, and online. Those living outside of the region may request a schedule be mailed to them. Students' ability to register is not activated until they meet with an Academic Advisor. You can verify your activation status by accessing your Program Planner via the MyCGCC link.

Instructions for online registration are available at [www.cgcc.us](http://www.cgcc.us) or in the Quarterly Schedule of Classes. For assistance, contact Student Services.

### Registration Tips

CGCC offers courses in The Dalles and Hood River. Check the course name and location (TDC or HRC) in the Quarterly Schedule of Classes or in the online registration system to determine if you have selected the correct course and the correct location. You are personally responsible for dropping or withdrawing any class for which you are registered. Even if you do not attend class, you are responsible for dropping or withdrawing. Please call Student Services for assistance.

### Adding/Dropping a class/Late Registration

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

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

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

### Withdrawal

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

Faculty may institutionally withdraw registered students from a class if they do not attend the first class session unless prior

# ADMISSIONS, TUITION, & ENROLLMENT

## GRADING

### Grade Definitions

#### A—Superior

- ❑ Honor grade indicating excellence.
- ❑ Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course hand out: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resource fully with abstract ideas, superior mastery of pertinent skills, and excellent attendance.
- ❑ Probable success in a field relating to the subject or probable continued success in sequential courses.

#### B—Above average

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

#### c—Average

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

#### D—Substandard but receiving credit

- ❑ Substandard grade indicating the Student has met only minimum requirements as outlined by the Instructor in the course handout.
- ❑ Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, irregular attendance, insufficient evidence of ability to make advisable the enrollment in sequential courses.
- ❑ Does not satisfy requirements for entry into courses where prerequisites are specified.

#### F—Failure

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

#### P—Pass

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

#### NP—No Pass

- ❑ A grade of NP represents unsatisfactory achievement which would have been

arrangements have been made. This can be done through the first Thursday of the term. For online classes, the student must login the first day of the term and show some activity during the first week of the term. To avoid being dropped, student should attend all classes or make prior arrangements with their instructors. Students will be responsible for the associated tuition and fees related to the withdrawn course.

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

#### Attendance

Students are expected to attend all classes in which they are enrolled. Repeated absences will affect a student’s grade. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdraw process via MyCGCC. 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 that earn an “F” or “NP.”

#### 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.

#### Course Loads

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



graded D or lower under the traditional grading system.

- The NP grade is disregarded in the computation of the grade point average.
- Faculty must record the last date attended for students that earn an NP.
- This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course's term.

## Mark Definitions

### SC—Satisfactory completion

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

### NSC—Not satisfactory completion

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

### I—Incomplete

- At the time final course grades are recorded, the instructor may, with the consent of the student, record an "I" mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress.
- This shall only be done by signed written agreement with a requesting student and a copy shall be left on file with the division administrative staff.
- Such written agreements shall describe the missing requirement, the basis for the requirement's evaluation, the effect on the final grade computation and the completion date (within one year) for that requirement.
- If no replacement grade for an "I" mark shall have been provided by the course Instructor within one calendar year, the "I" mark shall automatically be changed to and "F" or "NP" depending on the grade system option (chosen by the student) in effect at the time the "I" mark was originally recorded.

- This mark does not entitle the student to repeat a course without paying tuition.
- It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

### W—Withdrawal

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

### AUD—Audit

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

### NS—No Show

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

### R—Repeated

- This mark may be used only by Registration. See "Repeated courses."

### Requesting an Audit or Pass/No Pass Grading Option

#### Audit Grade Request

To request to audit a course, a student must submit a completed grade mode form to Student Services by noon on Friday of the first week of the term. Students must have the Instructors permission. Forms are located online or at Student Services.

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

#### Pass/No Pass Grade Request

To request the Pass/No Pass grade option, you must submit a completed grade mode form to Student Services by the appropriate deadline. Students must have the Instructors permission. Not all classes have this option.

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

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

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

For more information, visit Student Services on either campus or call 541-506-6011 or 541-308-8211.

#### Grading Miscellany

##### Repeated courses

All grades earned will appear on the transcript. The most recent grade earned 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 and the credit hours earned. However, financial aid will only pay for a student to repeat a course in selected circumstances. Check with the financial aid office for details.

##### computing Grade Point Averages

Grade points are computed on the basis of four points for each credit of "A", three points for each credit of "B", two points for each credit of "C," one point for each credit of "D," and zero points

# ADMISSIONS, TUITION, & ENROLLMENT

for each credit of “F”. Grades of “P” and “NP” and grades of “SC”, “NCS,” “I,” “W,” “CIP”, and “AUD” are disregarded in the computation of the grade point average. The grade point average is the quotient of total points divided by total credits in which “A”, “B”, “C”, “D”, and “F” are received.

## Grade Changes

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

## HONORS

### Honor Roll

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

Honor’s List: 3.30-3.49

Dean’s List: 3.50-3.74

President’s List: 3.75-4.00

cumulative average awarded upon graduation.

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

## 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.

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 <http://cgcc.us/transfer-credits>. There is no charge for the first 3 official transcripts. A hold on a student’s account will prevent transcript requests from being fulfilled. All records submitted, filed and accumulated in the Registrar’s Office become the property of the College.

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

## GRADUATION

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

The College will grant two year degrees, one year certificates, and less than one year certificates upon completion of requirements for the student’s declared program of study, taking into consideration credits earned at other institutions of higher education, regardless of whether the student applied to receive the degree or certificate. Opting out of an institutional award requires completing the

appropriate request form with an Academic Advisor. Multiple credentials may be institutionally awarded within a student’s program of study.

For all other degrees and certificates earned a student must complete an application to participate in graduation within one year of completing applicable course work.

For details regarding this standard, consult a representative at one of our student service offices.

\*Grandfather clause for final nine credits: CGCC/PCC courses taken in the 2012-13 academic year may be used to meet residency requirement.

### 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 summer) are eligible to participate. To participate in the ceremony students are required to RSVP. Information regarding ceremony details will be distributed in early spring to student CGCC email accounts. Graduating students will receive diplomas by mail 6-8 weeks after the completion of their degree or certificate to the address of record for the student.

## OTHER ACADEMIC CREDITS

### Independent Study

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

## Non-Traditional Credit

- You must have an established transcript (one college credit) at GCCC before non-traditional credit can be awarded.
- A maximum of 45 credits of non-traditional credit (this includes AP, CLEP, IB and Military, non-accredited coursework) 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.
- Not submitting the required fee prior to request, or not submitting required documents and transcripts/scores simultaneously, will cause a significant delay in the processing of non-traditional credit.

## Non-Traditional Credit Evaluation

You must be a current credit CGCC student to request a non-traditional transfer credit evaluation.

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

## Military Service Credit

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

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

## Advanced Placement Scores

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 fee were received. The evaluator will determine which Advanced Placement Program examinations are accepted for credits as well as what score is acceptable to receive credits.

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

## College Level Examination Program

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 send scores to The Registrar's office, along with a Non-Traditional Credit Form

## International Baccalaureate (IB)

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

## Course Work at Non-Accredited Institutions

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

Students must furnish detailed training records, course outlines and whenever possible, transcripts. Individual departments will evaluate and assign CGCC equivalencies. A

maximum of 45 credit hours may be assigned through this process. Only those subject areas taught by CGCC will be considered. Contact the Student Services Office for details. Course work evaluated from non-accredited institutions is not generally acceptable in meeting the requirements for an Associate of Arts Oregon Transfer (AAOT) degree.

## Course Challenge for Competency

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

## 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.

1. 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.
2. Challenge credit may not be used to meet the 30 quarter hour residency requirement or count towards financial aid award status.
3. Students may take the challenge exam for a given course only once.
4. 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).
5. The department may issue a letter grade or "Pass" for successful completion of a challenge.
6. No more than 25% of required degree or certificate credits can be met through course challenge.



# ADMISSIONS, TUITION, & ENROLLMENT

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.

## Substitution of Credit

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

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

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

All substitutions must meet state guidelines for each degree or certificate as established by the state (CCWD) degree/certificate rules. The Registrar's office provides institutional approval for substitution decisions based on accreditation standards, government regulations and degree outcomes.

## Transfer of College-Level Credit

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

1. Courses must be at 100 or 200 level. 300 level coursework may be accepted if equivalent to the required prerequisites for a program.
2. 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.

3. Transfer GPAs are not included in the overall GPA on CGCC transcripts.
4. 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.

A student must be a current credit CGCC student to request a transfer credit evaluation. Requests can be made after CGCC has received official transcripts from the institutions the student attended previously; the evaluation cannot be requested until we have received the student's official transcripts.

## ADMISSION TO OTHER PROGRAMS

### Pre-College Classes

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

### GED Preparation Classes

Students under 18 wanting to enter GED preparation classes must provide a Release From Compulsory Attendance signed by their resident high school.

Home schooled students need a Release From Compulsory Attendance signed by the appropriate Educational Service District.

Students age 18 and over who wish to enter GED preparation classes sign up for those classes with the GED department. Current class dates and times are available in each Quarterly Schedule of Classes.

### English For Speakers of Other Languages

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

### Community Education Classes (Non-Credit, Adult Continuing Education)

Separate admission to the College is not required for most CGCC Community Education classes. Most Community Education classes have no age restriction to admission, though some individual classes do have age restrictions. Details on the requirements for each course are published in the Quarterly Schedule of Classes in which the class appears, or on the CGCC website.

CGCC offers online registration for Community Education classes. Specific registration information and procedures are in the Quarterly Schedule of Classes which is mailed to all residents of the Mid-Columbia region, and is available at The Dalles Campus, the Hood River-Indian Creek Campus, and online. Those living outside of the region may request a schedule be mailed to them, and are encouraged to view the online version of the schedule.

Current class dates and times are available in each Quarterly Schedule of Classes.



# ACADEMIC POLICIES

## Satisfactory Academic Progress

Levels of Academic Standing

### Good Standing

Students are expected to meet this minimum level of academic progress.

1. Maintain a cumulative Grade Point Average (GPA) of 2.0 or higher
2. Successfully complete 2/3 (66.67%) of attempted credits each term

### Academic Warning

This is the level occurring the term after you do not meet standards.

- You will receive an email notifying you of your Academic Warning status.
- Read this email carefully and follow directions to access resources.

Good Standing can be regained the following term if standards are met.

### Academic Probation

This level is reached after a term on Academic Warning if you fail again to meet the standards.

- A hold will be placed on your account preventing you from registering for the next term.
- You will receive an email notifying you of your Academic Probation status.
- You will be instructed to work with your Academic Advisor to develop an Academic Plan. This may include a requirement to participate in a college success class, workshop or other support service.
- You must work with your instructors to obtain a mid-term progress report that will be shared with your advisor.

Good Standing can be regained the following term if standards are met.

### Academic Suspension

Academic Suspension occurs if you fail to meet standards for a third term in a row.

- If you have already enrolled in classes for the next term, you will be automatically dropped.
- You will receive an email and written letter notifying you of your Academic Suspension status.
- You will be suspended from CGCC for one term.
- If you wish to return to CGCC you must meet with the Director of Advising and Career Services to initiate the reentry process.

# TUITION AND FEES

## Tuition

Tuition and fee rates listed below are for the 2013-2014 academic year. Tuition and fees are subject to change without prior notice.

Type of Tuition	Per Credit
Credit Class Tuition (In-State*)	\$89
Credit Class Tuition (Out-of-State*)	\$225

\*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.

## Fees

Some classes have special fees which must be paid directly to the instructor or to a sponsoring organization. These charges are listed in the Schedule of classes and are paid in addition to any CGCC tuition.

### A definition of fees:

- **Lab Fees:** Lab fees are charged for classes that have supplies and materials used by students each term for specific classes. Varies by course.
- **Program Fees:** Program fees are charged for limited entry programs that have higher operational costs. Varies by program.
- **Service Fees:** Service fees are universal fees charged per credit intended to replace fees such as student activity fees, technology fees, and parking fees. \$12 per credit.

- **Moodle Fees:** This fee covers additional technology costs incurred with online or hybrid classes. \$5 per online or hybrid course.

## Community Education (Non-credit) Classes

Tuition and fees for Community Education Classes are specific to each class and are listed in the Quarterly Schedule of Classes with each course's listing.

## Discounts for District Residents, age 65+

District residents of Hood River County or Wasco County 65 years or older are eligible to receive a 50 percent tuition discount on both credit and adult continuing 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 lab and other class fees. Enrolled students will be notified if the class is full and the tuition discount will not apply. Request a discount at the time of payment or by calling the Business Office at 541-506-6057.

## Oregon Senior Option

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

- Students will complete a Senior Tuition Waiver and Audit Request form 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.

# ADMISSIONS, TUITION, & ENROLLMENT

## **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 DDD 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.

## **Payment Due Dates**

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

- For credit classes, full payment or college-approved financial arrangements must be in place by the first Friday of the term. For students who enroll after that date, payment is due in one week. Students who have financial arrangements that will not cover the full term charges must pay the difference by the due date.
- For non-credit classes, full payment is due at the time of registration. Students who fail to pay for Community Education classes upon registration will be automatically dropped.

## **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).

## **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. If a student's aid is delayed, **for any reason**, the student must pay by the first Friday of the term.

## **Agency Billing**

Arrangements for payment by an agency or company must be approved by the College before the term starts. Once arrangements have been made, the student must take his or her payment authorization to the Business Office, or fax it to 541-506-6052 before the term begins. The student is responsible to ensure that a payment authorization is on file by the payment due date, and for payment of any unpaid charges and late payment penalties.

## **Scholarship Payments**

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

**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 lab fees are non-refundable. No charges will be removed if the student drops after the drop deadline.

**Drop Deadlines For Credit Classes:**

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

**Drop Deadlines For Non-Credit Classes:**

Non-credit classes may be dropped online, in person at Student Services, or over the phone with a Student Services representative. Drop requirements may vary for adult continuing education courses. Drop deadlines are listed in the Quarterly Schedule of Classes.

**Refund Requests Within the Drop Period:**

The Business Office automatically issues refunds to students who drop within the drop period. The refund process 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 lab fees may not be refunded. A Tuition Appeal form for requesting a refund can be obtained from the Student Services office in The Dalles or Hood River. Students submitting a Tuition Appeal form will be asked to provide documentation of circumstances to support their claim. The petition, and all accompanying documentation, must be received by the filing deadline to be considered. Please see the form for more details.

**Educational Tax credits, Deductions and Savings Plans**

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

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

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



# CAMPUS LIFE

Students and staff enjoy refreshments and entertainment at CGCC's 2011 Back To School Party







Columbia Gorge Community College  
*building dreams, transforming lives*

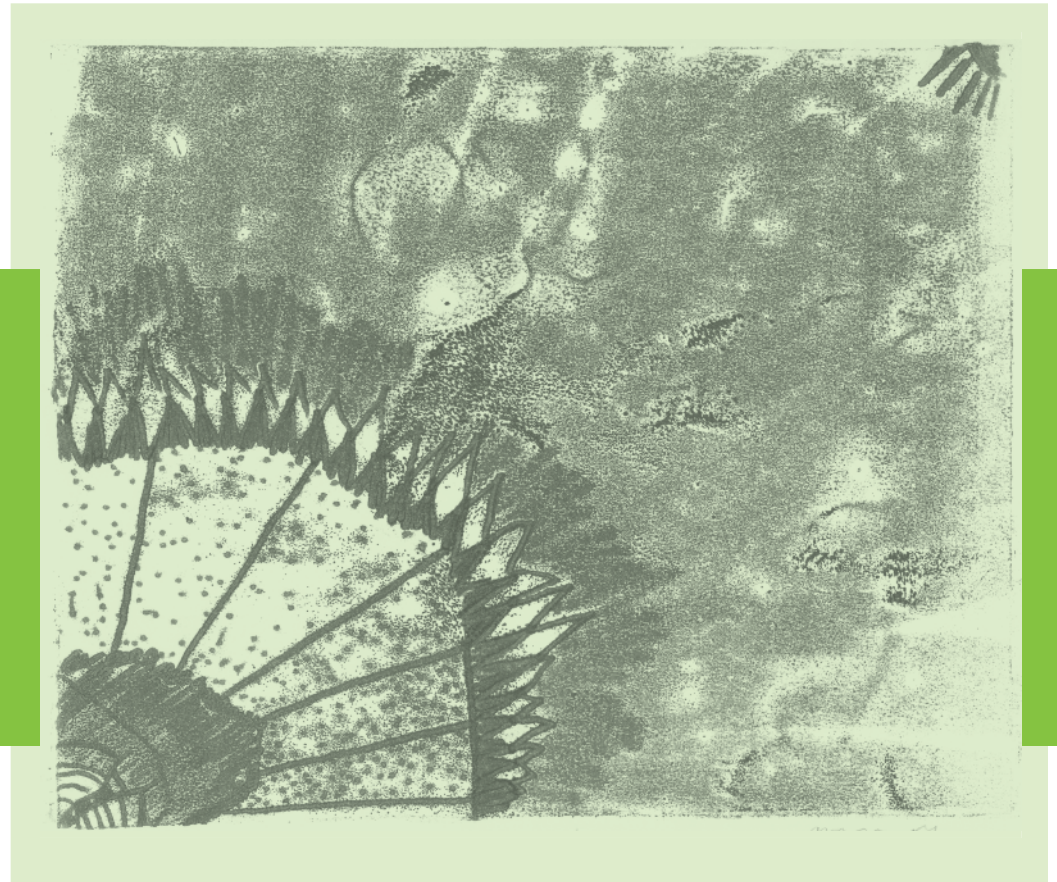
2013-2014

# COLLEGE SERVICES & POLICIES

Featured Student Artist  
Matthew Jellum

Chain Reaction  
8" x 10"  
Monotype

ART 270: Printmaking  
Instructor: A. Merickel



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# COLLEGE SERVICES

## ACADEMIC ADVISING

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

All new students to CGCC are required to attend a Group Advising session, 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 a student's first opportunity for a one-to-one advising session where they discuss goals, create an educational plan that will map out, term by term, the classes needed to meet their goals, and receive the OK to register for subsequent terms. Advisors will also provide information about prerequisites, degree and certificate requirements, transfer credits, academic regulations, career pathways, and college support services.

As a student reaches the mid-point of their academic program they will be required to meet with their academic advisor for an OnTrack 2 advising appointment in order to determine their progress toward completion. Advisors will confirm the student's chosen major and the courses needed to complete their academic

program, and their transfer and career plans. Transfer students will be given transfer requirement deadlines and strategies as they transition to a four-year college or university. Students transitioning into the workforce will be given the opportunity to attend job readiness workshops designed to prepare students as they pursue their career goal.

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

### Career Counseling Services

[cgcc.us/careercenter](http://cgcc.us/careercenter)

Career counseling services are available at The Dalles Campus in the Pathfinder Center, and on the Hood River campus by appointment. Our career counselor can assist students with all aspects of career development.

### Job Search Skill Building and Information

The Pathfinder Center provides assistance with all aspects of the job search, from finding job openings to interview preparation.

### Local Job Listings

Columbia Gorge area employers post job announcements directly on our website. Check regularly for updates.

### Transfer Advising Services

[cgcc.us/transfer](http://cgcc.us/transfer)

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

### College and University Representative Visits

Representatives of Oregon and Washington schools frequently visit CGCC to discuss opportunities and application processes. A representative from Eastern Oregon University is on campus monthly, to meet with current and

prospective EOU students. See the Pathfinder website for dates and contact information

Individual appointments, group workshops and classes are available. Check the website for information or call (541) 506-6024.

### Services for Students with Disabilities

Academic support services for students with disabilities are available at CGCC. Students must provide documentation and are encouraged to request services a minimum of three weeks prior to the beginning of the term to ensure the availability of appropriate and timely services. Accommodations will be determined based on documentation and conversations with each individual student, and may include: interpretive and communication technology assistance, note taking options, reader and scribe services, printed material in audio format and testing accommodations.

Students wishing to request services should:

1. Fill out Disability Resources intake form and obtain current documentation from an appropriate certified professional or physician. Forms and guidelines for documentation are available online and in the Student Services office. All information is kept confidential and will not be released to any person/agency without a student's written permission. If you need assistance, skip to step 2.
2. Call Student Services to schedule an appointment with the Disability Resources Advisor at 541-506-6011 in The Dalles and 541-308-8211 in Hood River.
3. Request accommodations through the online registration system prior to each term.

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



## BOOKSTORE

Students may purchase textbooks, supplies, apparel, and other goods at the CGCC Bookstore, in Building 1 at The Dalles Campus. Books and supplies are not included in tuition costs. However, eligible students may charge textbooks and other supplies to their financial aid. Limited Bookstore services are also available at Hood River—Indian Creek Campus.

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

Please visit the Bookstore web-page for information about hours, booklist, and other important, regularly updated information.

[cgcc.us/businessoffice/bookstore.cfm](http://cgcc.us/businessoffice/bookstore.cfm)

## STUDENT ORGANIZATIONS

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

**Alpha Sigma Xi Chapter of Phi Theta Kappa** is an honor society for two-year colleges that promotes scholarship, leadership, service, and fellowship. Invitations to join are extended to students who have established a minimum GPA of 3.30 after 12 credits of Associate degree coursework. Membership has many benefits, including opportunities for scholarships and leadership training.

The **ASCGCC Student Government** operates under a constitution designed to promote student activities that stimulate the social,

physical, moral and intellectual growth of students. Student Government provides an important link to other students, College staff, and the public through a variety of activities.

**Delta Energy Club** provides learning, leadership, and outreach opportunities in the field of Renewable Energy Technology. All students are welcome to join. For more information, please visit [www.deltaenergyclub.com](http://www.deltaenergyclub.com)

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

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

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

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

## TESTING

### Placement Assessment

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

All students who intend to take credit classes and are attending college for the first time or transferring with fewer than 24 credits earned

from an accredited institution must complete placement assessment before registering for class. If you have completed more than 24 credits at an accredited institution, you may be eligible to have your placement assessment waived by an Academic Advisor.

Placement assessment is free. To schedule an assessment, contact Student Services at 541-506-6011 in The Dalles or 541-308-8211 in Hood River, or email the testing coordinator directly at [testing@cgcc.cc.or.us](mailto:testing@cgcc.cc.or.us)

### GED Testing

Columbia Gorge Community College is an authorized GED testing center. Currently, appointments for testing are made through the Pre-College Services Office at 541-506-6041. Each of the five GED tests requires approximately 90 minutes. A one-time fee is charged for GED testing.

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

GED testing is transitioning, per State of Oregon guidelines, to an online system administered by the Pearson VUE company, as authorized by the State. After January 1, 2014, GED testing will be scheduled through Pearson VUE instead of directly with CGCC. Please contact the Pre-College Services Office for details.

### 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.cc.or.us](mailto:testing@cgcc.cc.or.us) to schedule a test. For hours and requirements, see the website at:

[cgcc.us/testing](http://cgcc.us/testing)



## TUTORING

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

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

In The Dalles, The Writing Desk is located in the Library's "Mt. Adams" room (1.235) in Building. Instructors are available to help you with an essay, term paper, or written research project. Math and Science tutoring is available in the Math and Science Tutoring Center on The Dalles Campus, in room 1.139. To find this room, please go into the Class Act Café, turn left and walk past the food counter.

In Hood River, Writing, Math, and Chemistry tutoring is available in the Information Commons. Register for ALC 56 to receive 1/2 credit FREE for using the tutoring service. Call Student Services at 541.506.6011 for more info, or see listing in the quarterly Schedule of Classes.

## OTHER SERVICES

### Bus Service

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

## COLLEGE SERVICES

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

<http://community.gorge.net/hrctd>, and then selecting the "fixed route" option. For information, call Columbia Area Transit, (541) 386-4202. All services are ADA accessible.

### Campus Parking

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

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

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

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

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

For your safety, we recommend the following steps:

- ✧ Park in one of the lighted parking areas
- ✧ Lock your vehicle and close all windows
- ✧ Never leave items inside your vehicle

- ✧ Never store or hide a spare key in or on your vehicle
- ✧ Engrave accessories inside your vehicle with your driver's license number

### Child Care Referrals

<http://cgcc.us/childcare>

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

### Food Service

The College's Class Act Cafe on The Dalles Campus is open Monday through Friday during the academic year. Students gather between classes in the Cafe where hot and cold foods and drinks are available. Food and drinks are available in vending machines when the Class Act Cafe is closed and at the Hood River—Indian Creek Campus.

### Health Insurance

Students under the age of 65 who are registered for 6 or more credits may purchase student health insurance on a voluntary basis. The application and brochure describing coverage and cost is available in the Student Services Office. Due to changing health care laws at the State and Federal level, this provision is subject to change.

## PUBLICATIONS

### Schedule of Classes

Approximately one to two months prior to the start of each term, a schedule for the upcoming term will be published. The schedule is delivered to households in Wasco, Sherman, and Hood River Counties and parts of Klickitat and Skamania Counties in Washington. Additional copies are available at both campuses, the Hood River Community Education Office, and the Wasco County Public Library. It is also available on the College's website, cgcc.us

### College Catalog

The College publishes a catalog to provide information to the public, including program offerings, course descriptions, admissions and registration guidelines, student services information and college policies. The College Catalog is available from the Student Services Office on campus as well as other designated sites. It can also be viewed on the college website, cgcc.us

### Student Handbook

The Student Handbook describes services and programs available to students, student rights, responsibilities, and conduct, as well as full details of CGCC's grievance policy and procedure. In addition the handbook has an instructional calendar with academic time lines and student events helps students stay organized. The handbook is produced for distribution fall quarter, but available to students throughout the year in Student Services or online. It is revised and printed annually for students. 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.

## STUDENT RECORDS POLICIES

### Disclosure of Student Records and Directory Information

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

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

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

### Educational Records Policy

CGCC follows all applicable state and federal laws, rules and regulations that apply to student

records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their educational records. The student has a right to:

- 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 and with regard to student education records.

Questions about these policies can be directed to the College Registrar at the Student Services Office, 541-506-6011

### Buckley Amendment

The Family Educational Rights and Privacy Act of 1974 (Statute: 20 U.S.C. 1232g; Regulations: 34CFR Part 99) also known as the Buckley Amendment or FERPA is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Certain directory information is excluded from this law and may be disclosed at the discretion of the college. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official

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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 call the Registrar's office, (541) 506-6011.

## **Communication Statement**

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

## **Student Right-to-Know**

Federal law requires Columbia Gorge Community College to notify all students registered in credit programs where they can find certain information about the college. The specific types of information that you may be interested in reviewing include:

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

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

## **Disclosure Statement**

Required for use in collecting social security numbers. See OAR 581-41-460 (2) Department of Community Colleges and Workforce Development. Revised, January 2001.

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

Providing your Social Security number means that you consent to use of the number in the manner described. On the back of the same form, or attached to it, or in the schedule of classes, the following shall appear:

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 by the College to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community College and Workforce Development and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan,

research and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs. OCCURS and the College may also match your Social Security number with records from the following systems:

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

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



## Student Rights & Responsibilities

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

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

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

### Grievance Procedure

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

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

## Equal Opportunity and Non-Discrimination

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

People having questions about equal opportunity and nondiscrimination should contact:

### Employment:

Robb Van Cleave, Chief Operating Officer  
Office: Room 2.422 Phone: 541-506-6151

### Educational Program:

Lori Ufford, Chief Academic and Student Affairs Officer  
Office: Room 3.223 Phone: 541-506-6013

### Student Programs, Activities, and Services:

Lori Ufford, Chief Academic and Student Affairs Officer  
Office: Rm. 3.223 Phone: 541-506-6013

### Freedom from Sexual Discrimination/ Harassment

It is the policy of Columbia Gorge Community College to not discriminate on the basis of sex in its educational programs, activities and employment as required by Title IX of the 1972 Educational Amendments. Students at Columbia Gorge Community College are protected from sex discrimination in all areas, including admission to programs; access to enrollment in courses; access to and use of school facilities, counseling and guidance materials, tests, and practices; vocational education; physical education; competitive athletics; graduation requirements; student rules, regulations and benefits; treatment as a married and/or pregnant student; financial assistance; school sponsored extracurricular activities; aid, benefits and services.

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

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

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

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

### Drug-Free School and Workplace

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

## Drug Awareness Program

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

Annual notice is given to students of the following:

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

## Smoking/Use of Tobacco

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

## Animals on Campus

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



# OTHER PROGRAMS & SERVICES

## Community Education and Adult Continuing Education

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

## Pre-College Programs

Pre-College Programs offer classes to help you:

- Prepare for or improve scores on college placement tests
- Develop reading comprehension skills and strategies
- Renew or increase math skills
- Develop writing composition and grammar skills
- Develop the skills necessary to pass the GED Exam
- Prepare students whose native language is not English in the areas of reading, writing, listening and speaking.

## Gorge Literacy

Gorge Literacy provides free, basic literacy instruction and support to all adults in the Columbia Gorge enabling them to reach their goals and realize their potential in their family, work and community lives. The program trains community volunteers to tutor adults who wish to improve reading, writing, math or English conversation skills.



Services are open to all community members and not limited to CGCC students. Tutors meet with students individually or in small groups. There is no charge, and tutors are available to fit a variety of schedules.

For more information call 541-506-6043

email: [gorgeliteracy@cgcc.cc.or.us](mailto:gorgeliteracy@cgcc.cc.or.us)

website: <http://cgcc.us/literacy>

## Small Business Development Center (SBDC BizCenter)

The Small Business Development Center is a resource for business firms and organizations. A member of the Oregon Small Business Development Center Network, this office has access to resources of the state-wide network of professional counselors and directors. Ongoing business enterprises are supported through individual counseling services and short-term training courses. Services to ongoing business enterprises include detailed financial analysis of business operations, a retailer's institute, access to financing options and the eBiz Center. The Small Business Development Center also provides resources for entrepreneurs wishing to start a business in Oregon. The Small Business Development Center is largely supported by Columbia Gorge Community College and is funded in part through a Cooperative Agreement with the U.S. Small Business Administration and the private sector. Additionally, the Small Business Development Center is financed in part with lottery funds awarded by the Oregon Business Development Department. Call 541-506-6121 for an appointment.

## Small Business Management Program

The Small Business Management Program is open to business owners and managers. The ten-month program provides intensive business counseling and mentoring. It provides an opportunity for established business owners to improve their management skills. Classes available to enrollees include accounting, business planning, cash-flow analysis, financial records and marketing plans. For more information, call 541-506-6121.

## Commercial Kitchen Facility

The Columbia Gorge Community College commercial kitchen is a non-profit shared-use facility. The kitchen is used as a business incubator to pursue the development of companies producing value-added gourmet and emerging specialty foods. Community education classes are also held in the facility. For more information, call (541) 506-6121.

## Customized Training

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

## Road Scholar

(Formerly Elderhostel)

CGCC participates in ROAD SCHOLAR, an international program for participants 55 years of age and older. Courses are taught by CGCC faculty and feature the unique history, culture and beauty of the Columbia River Gorge. Participants are housed in a local motel and meals and group transportation are provided to classes, field trips and other scheduled activities. Call the ROAD SCHOLAR program coordinator for information at (541) 506-6123.

## Rural Clinical Simulation Center

CGCC's Simulation Lab provides students with state of the art, high fidelity clinical experiences in which theory is incorporated into clinical practice. The clinically focused case scenarios provide the opportunity for students to practice nursing clinical judgment at the patient's bedside, and to enhance their skills. Students are also able to practice clinical situations not regularly encountered in rural healthcare settings.



# LIBRARY SERVICES

[www.cgcc.cc.or.us/library/index.cfm](http://www.cgcc.cc.or.us/library/index.cfm)

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

## The Dalles Campus Library

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

## Hood River Information Commons

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

## Off-Campus

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

## Library Instruction

Faculty may arrange for library instruction by contacting the librarian at 541-506-6080 or [jschoppert@cgcc.cc.or.us](mailto:jschoppert@cgcc.cc.or.us).

## Public Patrons:

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

## Fines & Fees

### Overdue Items:

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

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

### Lost or Damaged Items:

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

### Unpaid Bills:

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

## Overdue Materials

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

## Copying Services

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

## Printing Services

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

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

## Contact Us

In person: The Dalles Campus, Room 1.250  
By phone: (541) 506-6081  
By email: [library@cgcc.cc.or.us](mailto:library@cgcc.cc.or.us)

# ONLINE AND HYBRID CLASSES

Online classes take place via the Internet, using a course management system called Moodle. These classes are accessed through the moodle website <http://cgccmoodle.com/>. Only students who are registered for the class can access course material.

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

## Hybrid Classes

Hybrid classes combine live lecture classes with online components. Students meet with instructors in the classroom for some meeting times as well as online via Moodle. Up to 75% of the class time may occur online. It is important to check the course syllabus to see how classroom time and online assignments are blended together.

## Frequently Asked Questions

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

A - You must register for online and hybrid classes the same way you register for any other credit class. At the time of registration, you must create an account in Moodle. Specific registration information and procedures are published in the quarterly schedule of classes which is mailed to all residents of the Mid-Columbia region, and is available at The Dalles Campus, the Hood River-Indian Creek Campus, and online.

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

A - All credit online and hybrid courses offered through will transcript exactly as their traditional

on-ground counterparts do. Any grade received in an online or hybrid course taken for credit will appear on the student’s official transcript. There is no distinction made on an official transcript regarding course content delivery method.

Q - What if I require special services?

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

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

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

Q - What are online courses like at CGCC?

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

Q - Are all CGCC classes available online?

A - Not all classes are available. For a current list of online and hybrid courses, please consult the quarterly schedule of classes.

Q - How much do online and hybrid courses cost?

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

Q - Are distance learning courses “self-paced?”

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

Q - What if I’m registered in the course, but cannot access Moodle?\*

A - If you can access the Moodle main menu screen, but it displays the message “This course is not enrollable at this time” when you try to access individual courses, please email your <http://cgcc.us/directories> and ask them to add you to their Moodle roster. If you have created a Moodle account, but are not able to access or log in to Moodle at all, please contact Ron Watrus at 541-506-6084.

\*Due to changes in CGCC’s website and upgrades to the MyCGCC system, instructions for accessing Moodle may change in 2013-2014 as new technologies are implemented. Please check the Quarterly Schedule of Classes for current instructions on creating and accessing online courses.

# PROGRAMS FOR HIGH SCHOOL STUDENTS

## College Now

College Now (formerly Project Advance) is a program that, through the coordination of Columbia Gorge Community College and local high schools, offers high school students the opportunity to earn transferable college credits while taking certain approved high school classes. By the time they graduate from high school. These students have a head start on their college education.

These courses are designed to award dual credit (high school and post-secondary) for courses taken at the local high school. High school instructors meet college faculty qualifications and students' skills must be appropriate to the college-level work.

Why should I take College Now classes?

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

Community College: \$320

State University: \$2000

Private College: \$3000

College Now: \$44.50

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

## Expanded Options

CGCC partners with local Oregon high schools to provide opportunities for high school students to take regular CGCC courses through the Expanded Options Program (EOP). The EOP was established by the Oregon Legislature in 2005 with the enactment of Senate Bill 300 and modified by the Legislature in 2007 with Senate Bill 23.

Columbia Gorge Community College admits high school juniors and seniors from Oregon State Schools to the Expanded Options program. Credits earned may simultaneously meet high school and college degree requirements.

- Must be 16 years of age
- Currently enrolled in high school
- Meet the high schools criteria for participation

Students must first consult with their high school counselor and meet the high school's criteria. After approval and referral by the authorized high school contact, the student applies to CGCC through the Student Services Office and enrolls in regular CGCC courses.

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

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

## Running Start

Juniors and seniors at Washington high schools can get a head start on their college education through the Running Start Program. The 1992 Washington State Legislature passed a law allowing high school juniors and seniors an opportunity to take college classes at local community colleges which will fulfill high school diploma requirements and earn college credit.

Washington students interested in the Running Start program should contact their high school counselors to obtain general information and to learn what the minimum high school requirements are for participation in the program. Under this program, the high school typically will pay for your tuition for college-level work and you pay for books, fees and transportation.

Get Started:

1. Complete the CGCC placement test to determine eligibility. Students must score into college-level reading and writing.
2. Contact your high school counselor to determine what courses will meet your high school graduation requirements. You and your high school counselor must complete and sign Running Start Enrollment Verification Form.
3. Meet with a CGCC Academic Advisor to discuss your college goals and create an educational plan. Students must complete a Release of Information form to release information to their high school, and must file the form with Student Services at CGCC.
4. Register online for classes and return the Running Start Enrollment Verification Form to Student Services.\*

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



# FINANCIAL AID

## Financial Aid Students

If you filed your Free Application for Federal Student Aid (FAFSA) and completed the required financial aid paperwork by the term application deadline (for summer 4/1/13, for fall 7/1/13, for winter 10/1/13 and for spring 1/2/14), your award letter will be available and your award posted to your student account by the beginning of the term. If your award check exceeds your account balance, you may receive a refund check by mail. If your award is not enough to cover all term charges, you must pay the difference by the first Friday of the term. If your aid is delayed, you will need to pay by this date. Any excess payment will be refunded after the funds have posted to your account.

## Financial Aid at CGCC

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

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

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

The amount of aid awarded is subject to eligibility, availability of funding, and date application is completed. For questions, call (541) 506-6021 or (541) 308-8211.

The first step in applying for federal financial aid is to complete a Free Application for Federal Student Aid (FAFSA). You must file a FAFSA every year. The best time to apply is early January for the following academic year. The earlier you apply, the better your chances of obtaining funds that are in limited supply. You can file your FAFSA online at [www.fafsa.gov](http://www.fafsa.gov).

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

## How to Apply

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

## Eligibility

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

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

## Receiving Award Notification

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

# IMPORTANT FINANCIAL AID WEBSITES

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

[www.fafsa.gov](http://www.fafsa.gov)

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

<https://studentloans.gov>

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

[www.osac.state.or.us](http://www.osac.state.or.us)

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

[www.fastweb.com](http://www.fastweb.com)

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

[www.nsls.ed.gov](http://www.nsls.ed.gov)

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

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

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

# SCHOLARSHIPS

2013-2014 Award Year	Summer 2013	Fall 2013	Winter 2014	Spring 2014
<b>Financial Aid Priority Deadline</b> (Must submit ALL documents to Financial Aid Office by this date to be awarded by start of term)	4/1/2013	7/2/2013	10/1/2013	1/2/2014
<b>Term Dates</b>	6/24/13 – 9/8/13	9/23/13 – 12/15/13	1/6/14 – 3/23/14	3/31/14 – 6/15/14
<b>Last Day to Drop with Refund</b>	6/28/13	9/27/13	1/10/14	4/4/14
<b>1st Disbursement Payment</b> All grants, scholarships and loans EXCEPT Single Term Loan Borrowers: 1st Payment	7/5/13	10/4/13	1/17/14	4/11/14
<b>30-Day Loan Delay</b> 1st time, 1st Term Borrowers only	7/23/13	10/22/13	2/4/14	4/29/14
<b>Mid-Term Disbursement</b> Single Term Loan Borrowers: 2nd Payment	8/1/13	11/4/13	2/13/14	5/8/14
<b>Last Day to Withdraw</b>	8/16/13	11/15/13	2/28/14	5/23/14
<b>Loan Application Deadline</b>	8/28/13	12/4/13	3/12/14	6/4/14
<b>Full Award Earned (60% date)</b> Must attend through this date	8/9/13	11/12/13	2/21/14	5/16/14

## Financial Aid Satisfactory Academic Progress

Federal regulations require that you maintain satisfactory academic progress of a 2.0 (“C”) GPA minimum and successfully complete 67% of attempted credits each term. The Financial Aid Office reviews academic performance each term. If you do not meet the standards of progress, you may be placed on financial aid warning or you may be disqualified from receiving financial aid in the future. If you have extenuating circumstances that prevented you from being successful, you may appeal to be reinstated by completing a Satisfactory Academic Progress Appeal form and document in writing why academic standards were not met. If you withdraw, drop out or stop attending classes, you may be subject to repayment of financial aid funds to CGCC. The full policy is available in hard copy format from the Financial Aid Office or online at <http://cgcc.us/financial-aid/resources>.

## Columbia Gorge Community College Foundation Scholarships

Columbia Gorge Community College Foundation is pleased to offer its students tuition scholarships provided by the Foundation Board and their generous donors. Scholarships are available to any student who is not funded by an outside agency.

Available CGCC Foundation scholarships:

Full-Year Scholarship - Covers three terms

Fall term Scholarship - Fall term only

Winter/Spring Scholarship - Covers winter and spring terms

High School Scholarship - for High School Students

### State, Regional and Private Scholarships

Information on many scholarship opportunities is available on the CGCC website, [www.cgcc.us](http://www.cgcc.us)

### Gorge Scholars

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

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

Full eligibility requirements are available on the CGCC website.

# DEGREE PARTNERSHIPS



Concordia University  
www.cu-portland.edu



Portland State University  
www.pdx.edu



Marylhurst University  
www.marylhurst.edu



Linfield College  
www.linfield.edu

Linfield College



Eastern Oregon University  
www.eou.edu



Columbia Gorge Community College



Oregon State University  
www.oregonstate.edu

Oregon Institute of Technology  
www.oit.edu

**Oregon TECH**



Degree Partnerships provide CGCC students with a unique opportunity for dual enrollment at CGCC and their choice of one of seven colleges and universities throughout Oregon. Students will also have access to services and expertise at both schools, greatly expanding their resources and options.

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

Benefits include:

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

Applications for Degree Partnership are available online at: [cgcc.us/academics/dual-enrollment](http://cgcc.us/academics/dual-enrollment)

For more information on Degree Partnerships, contact Ann Harris at [aharris@cgcc.cc.or.us](mailto:aharris@cgcc.cc.or.us) or 541-506-6024.





Columbia Gorge Community College

*building dreams, transforming lives*

2013-2014

# PROGRAMS OF STUDY

# 4

Featured Student Artist  
Lauren Winters

Strong Heart

8" x 10"

Monotype

ART 270: Printmaking  
Instructor: A. Merickel



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2013 α 2014

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# CGCC EDUCATION PHILOSOPHY STATEMENT

## CGCC EDUCATION PHILOSOPHY STATEMENT

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

## CGCC GENERAL EDUCATION PHILOSOPHY STATEMENT

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

## CORE LEARNING OUTCOMES

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

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

# HAVE YOU SEEN THE SEAL?



that ties our communities together. The river represents the flow of knowledge. The sun shining over the gorge and river is a symbol of warmth, knowledge and a bright future. The oak leaves on the outer circle reflect our origin as Treaty Oak Community College. And the year, 1977, is the year CGCC began as the Wasco Education Service District.

As a part of CGCC's recently obtained status as an independently accredited community college, CGCC now has an official seal. Beginning with 2014 graduates, this seal will appear on CGCC diplomas and official transcripts.

The seal reflects CGCC's past, present and future. The images used in the seal were specifically chosen to evoke a sense of location, history, prestige, pride, and inspiration.

The seal includes a representation of the scenic Columbia River Gorge that forms the backdrop for our communities, and the Columbia River



# GENERAL PROGRAM REQUIREMENTS

Columbia Gorge Community College confers five associate degrees:

- ▣ Associate of Arts Oregon Transfer degree (AAOT)
- ▣ Associate of Science degree (AS)
- ▣ Associate of General Studies degree (AGS)
- ▣ Associate of Science Oregon Transfer degree-Business (ASOT-BUS)
- ▣ Associate of Applied Science degree (AAS)

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

General degree requirements are as follows:

## Course Prerequisites

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

- Reading: Successful completion of RD 115, or equivalent test score, or successful completion of WR121, and
- Writing: Successful completion of WR115, or placement into WR 121, and
- Math: Successful completion of MTH20, or placement into MTH60

In a standard prerequisite course, a “C” grade or better will 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. Basic competency in writing may be waived for students who have one of the following degrees from a U.S. regionally accredited institution: AA, AS, AGS, A.AAS, BA, BS or higher. Other writing requirements specified by the program remain in effect.

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

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

## Associate Degree Comprehensive Requirement limitations:

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

## Certificate Requirements

Certificates are awarded in several programs ranging from 12-108 credits to students who complete the course of study with a minimum 2.0 grade point average. Specific courses required for each certificate program, including any General Education requirements, are listed under their appropriate programs. Requirements for certificates are as follows:

- Credit courses, numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- At least 12 credits must be earned at CGCC, nine of which must apply to the certificate requirements. The final 9 credits must be earned at CGCC.\*
- A maximum of 12 credits of “P” (pass) grades may apply to any one-year certificate. Some certificate requirements may vary and will be listed in that specific certificate.
- No more than 12 credits of Cooperative Education courses may apply to any one-year certificate.
- Only nine credits of 199 and 299 experimental courses apply.

\*Grandfather clause for final nine credits: CGCC/PCC courses taken in the 2012-13 academic year may be used to meet residency requirement.

## Computer Proficiency: A Statement to Students

Students at Columbia Gorge Community College need to be familiar with and capable of using computers and computer software. Both upper division college work and the requirements of the workplace demand such skills. Many CGCC faculty will require students to access class materials on the Internet, or use word processing, e-mail and data bases 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.

### **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 must either be converted to a regular number course or inactivated. While these courses count for graduation, they may not transfer to other institutions.

### **Non-Credit Courses**

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

### **Effective Catalog**

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

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



# GENERAL EDUCATION ELECTIVES FOR AAS, AS, AGS, AAOT, ASOT-BUS

## What are General Education Electives?

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

## What are academic disciplines?

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

Arts and Letters includes the following types of classes: Art (ART), English (ENG), Foreign Language—at CGCC Japanese and Spanish are offered—(JPN or SPA), Music (MUS), Philosophy (PHL), Communication (COMM), Theater Arts (TA), and Writing (WR).

Social Sciences includes the following types of classes: Anthropology (ATH), Consumer and Family Studies (HEC), Economics (EC), History (HST), Political Science (PS), Psychology (PSY), Sociology (SOC), and Women’s Studies (WS).

Science and Mathematics includes the following types of classes: Biology (BI), Chemistry (CH), Computer Information Systems (CIS), Environmental Science (ESR), Geology (G), General Science (GS), Mathematics (MTH), and Physics (PHY).

## Arts and Letters Classes

Course	Title
ART 101	Understanding Architecture
ART 102	Understanding the Visual Arts
ART 206	History of Western Art
ART 211, 212	Modern Art History
ART 231	Drawing
ART 253	Ceramics I
ART 256	Ceramics II
ART 270	Printmaking
ART 281	Painting II
ART 284	Watercolor I
ART 287	Watercolor II
ART 292	Sculpture: Mixed Media
COMM 111	Public Speaking
COMM 140 #	Introduction to Intercultural Communication
COMM 214	Interpersonal Communication: Process and Theory
COMM 215	Small Group Communication: Process and Theory
COMM 228	Mass Communication and Society
COMM 237	Gender and Communication
ENG 104, 105, 106	Introduction to Literature

## Arts and Letters Classes (continued)

Course	Title
ENG 195	Film Studies: Film as Art
ENG 213 #	Latin American Literature
ENG 214	Literature of the Northwest
ENG 222 #	Images of Women in Literature
ENG 237 #	American Working Class Literature
ENG 250 #	Introduction to Folklore and Mythology
ENG 253, 254	American Literature
ENG 260 #	Introduction to Women Writers
ENG 261	Literature of Science Fiction
JPN 101*, 102*, 103*	First Year Japanese
JPN 201, 202, 203	Second Year Japanese
MUS 105	Music Appreciation
MUS 108 #	Music Cultures of the World
MUS 110	Fundamentals of Music
MUS 202	Introduction to Music and its Literature
PHL 197	Manufacturing Reality: Critical Thinking & the Media
PHL 201	Being and Knowing
PHL 202	Ethics
PHL 204	Philosophy of Religion
PHL 210 #	Introduction to Asian Philosophy
PHL 211	Existentialism
SPA 101*, 102*, 103*	First Year Spanish
SPA 201, 202, 203	Second Year Spanish
TA 101	Theater Appreciation
TA 141	Fundamentals of Acting Techniques
WR 241, 242, 243	Creative Writing
WR 244, 245, 246, 247	Advanced Creative Writing
WS 101 #	Women’s Studies

## Social Sciences Classes

Course	Title
ATH 101	Introduction to Physical Anthropology
ATH 102	Introduction to Archaeology and Prehistory
ATH 103	Introduction to Cultural Anthropology
ATH 208 #	Cultural Anthropology: Cultures of the World
ATH 231 #	Native Americans of the Northwest
EC 200, 201, 202	Principles of Economics
HEC 226*	Child Development
HST 101 #, 102 #, 103 #	Western Civilization
HST 104 #	History of the Middle East

\* Does Not Meet Requirements for AAOT or ASOT-BUS

\*\* Does Not Meet Requirements for ASOT-BUS

# Meets Cultural Literacy Requirement



## Social Sciences Classes (continued)

Course	Title
HST 105 #	History of India and South Asia Region
HST 106 #	History of China
HST 201 #, 202 #, 203 #	History of the U.S.
HST 204 #, 205 #	History of Women in the U.S.
HST 218 #	Native American Indian History
HST 225 #	History of Women, Sex & the Family
HST 240 #	Oregon History
HST 270 #	History of Mexico
PS 201, 202	U.S. Government
PS 203	State and Local Government
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 #	Introduction to Psychology I, II
PSY 213	Introduction to Behavioral Neuroscience
PSY 214	Introduction to Personality
PSY 215	Human Development
PSY 216	Social Psychology
PSY 222 #	Family & Intimate Relationships
PSY 231, 232	Human Sexuality
PSY 239	Introduction to Abnormal Psychology
SOC 204 #	Sociology in Everyday Life
SOC 205	Social Change in Societies
SOC 206 #	Social Problems
SOC 213 #	Diversity in the United States
SOC 218 #	Sociology of Gender
SOC 231 #	Sociology of Health and Aging
WS 101 #	Women's Studies
WS 201 #	Women of the World
WS 202 #	Women Working for Change

## Science, Mathematics, and Computer Science Classes

Course	Title
BI 101, 102, 103	Biology
BI 112	Cell Biology for Health Occupations
BI 121, 122	Introduction to Human Anatomy & Physiology I, II
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 104, 105, 106	Allied Health Chemistry I, II, III
CH 221, 222, 223	General Chemistry I, II, III
CIS 120 *, 121 *	Computer Concepts I, II
CIS 122 *	Software Design
ESR 171, 172, 173	Environmental Science

## Science, Mathematics, and Computer Science Classes (continued)

Course	Title
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	Physical Science
MTH 111 **	College Algebra
MTH 112 **	Elementary Functions
MTH 211 **, 212 **, 213 **	Foundations of Elementary Math I, II, III
MTH 243 **, 244 **	Statistics I, II
MTH 251 **, 252 **, 253 **	Calculus I, II, III
PHY 201, 202, 203	General Physics

## Cultural Literacy Classes

Course	Title
ATH 208	Cultural Anthropology: Cultures of the World
ATH 231	Native Americans of the Northwest
COMM 140	Introduction to Intercultural Communication
ENG 213	Latin American Literature
ENG 222	Images of Women in Literature
ENG 237	American Working Class Literature
ENG 250	Introduction to Folklore and Mythology
ENG 260	Introduction to Women Writers
HST 101, 102, 103	Western Civilization
HST 104	History of the Middle East
HST 105	History of India and South Asia Region
HST 106	History of China
HST 201, 202, 203	History of the U.S.
HST 204, 205	History of Women in the U.S.
HST 218	Native American Indian History
HST 225	History of Women, Sex & the Family
HST 240	Oregon History
HST 270	History of Mexico
MUS 108	Music Cultures of the World
PHL 210	Introduction to Asian Philosophy
PS 204	Comparative Political Systems
PS 205	Global Politics: Conflict & Cooperation
PS 211	Peace and Conflict
PS 225	Political Ideologies: Idea Systems
PSY 201A, 202A	Introduction to Psychology I, II
PSY 222	Family & Intimate Relationships
SOC 204	Sociology in Everyday Life
SOC 206	Social Problems
SOC 213	Diversity in the United States
SOC 218	Sociology of Gender
SOC 231	Sociology of Health and Aging
WS 101	Women's Studies
WS 201	Women of the World
WS 202	Women Working for Change

# ASSOCIATE OF ARTS OREGON TRANSFER-90+ CREDITS

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

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

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

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

## Core Requirements

REQUIREMENTS	CREDITS	COURSES WHICH SATISFY REQUIREMENTS
<b>Writing*</b>	<b>8</b>	WR121 and either WR 122 or WR227. A student must have at least 8 credits of Writing;
<b>Math*</b>	<b>4</b>	MTH 111 or higher for which Intermediate Algebra is a prerequisite.
<b>Oral Communications/Rhetoric*</b>	<b>4</b>	COMM 111
<b>Health/Wellness/Fitness*</b>	<b>3</b>	Choose from: HPE 295 or 3 PE courses (1 credit each for a total of 3 credits)
<b>Cultural Literacy*</b>	<b>3</b>	See list of acceptable courses on page 46-47. The course may be from any area and may also count as part of the overall distribution requirement.

\* All courses must be completed with a grade of "C" or "Pass" or better.

## Degree-specific Requirements for AAOT

### Requirements for AAOT degree:

- Associate Degree Comprehensive Requirements Limits, see pages 44-45.
- All courses must be passed with a grade of "C" or better.
- The information Literacy requirement is satisfied by successful completion of the Writing courses.

### General Education Requirements:

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

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

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

### AAOT Elective Credit Requirements:

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

A degree planning worksheet for this degree is available online at:

<http://cgcc.us/advising/guides>

# 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 Degree but does not guarantee that students will be accepted as having completed all lower-division comprehensive and general education requirements for a baccalaureate degree. To be assured of meeting additional requirements at four-year colleges and universities, students should meet with an advisor at CGCC, and at the institution to which they plan to transfer.

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

## Core Requirements

REQUIREMENTS	CREDITS	COURSES WHICH SATISFY REQUIREMENTS
<b>Writing</b>	6	WR 121 with grade "C" or higher, and another lower-division writing course for which WR 121 is a prerequisite
<b>Math</b>	4	MTH 111 or any mathematics course, minimum 4 credits, with Intermediate Algebra as a prerequisite with grade "C" or higher
<b>Personal Health</b>	3	HPE 295
<b>General Education</b>	21	See Electives List on page 44.

## Degree-specific Requirements for AS

### Requirements for AS degree:

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

### General Education Requirements:

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

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

### AS Elective Credit Requirements:

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

A degree planning worksheet for this degree is available online at:

<http://cgcc.us/advising/guides>



# ASSOCIATE OF GENERAL STUDIES-90+ CREDITS

50

2013 α 2014

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

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

A degree planning worksheet for this degree is available online at:

<http://cgcc.us/advising/guides>

## Core Requirements

REQUIREMENTS	CREDITS	COURSES WHICH SATISFY REQUIREMENTS
<b>Writing</b>	4	WR 121 (with a grade "C" or higher) or passing a lower division collegiate writing course for which WR 121 is prerequisite
<b>Math</b>	4	MTH 65 (with grade "C" or higher) or passing a math course for which MTH 65 is a prerequisite
<b>General Education</b>	16	See electives list on page 44.

## Degree-specific Requirements for AGS

### Requirements for General Studies Degree:

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

### General Education Requirements:

Students must earn a minimum of 16 credits of General Education taken from the list of approved courses on pages 46-47. These credits must come from courses taken in the following 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.
- 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 AGS degrees will not be waived.

### Elective Credit Requirements:

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

# ASSOCIATE OF APPLIED SCIENCE

Credit Minimum dependent upon specific field of study

## Core Requirements

The Associate of Applied Science Degree (AAS) is designed for students who complete approved coursework in career and technical programs. This degree may transfer to local colleges and universities. Contact the individual department or desired transfer institution for transfer information.

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

REQUIREMENTS	CREDITS	COURSES WHICH SATISFY REQUIREMENTS
<b>Writing</b>	<b>4</b>	WR 121 (with grade "C" or higher) or passing a lower division collegiate writing course for which WR 121 is prerequisite
<b>Math</b>	<b>4</b>	MTH 65 (with grade "C" or higher) or a course with a prerequisite of MTH 65 or higher
<b>General Education</b>	<b>16</b>	See electives list on pages 46-47

## Degree-specific Requirements for AAS

### Requirements for AAS:

- Associate Degree Comprehensive Requirements Limits, see pages 44-45.
- The final 16 credits that apply to the degree must include at least 8 credits at CGCC that apply to the specific program requirements, excluding courses used solely for the General Ed. requirements. (students may apply to the department chair for waiver of this requirement if they can demonstrate currency in the field.)
- Twenty-four of the credits from CGCC must apply to the specific program requirements excluding courses used solely for the General Education requirements.
- No more than 3 credits of physical education (PE) may be applied.
- All AAS candidates must complete a program of approved course work in the major field. (see the specific program of study pages)

### General Education Requirements:

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

- Arts & Letters
- Social Sciences
- Science, Mathematics, and Computer Science
- The 16 credits must include a least one course with a minimum of three credits from each category. No more than two courses may come from courses required by specific programs.
- Students should consult an advisor for advices on 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.

Associate of Applied Science Degrees Offered At CGCC	
Degree	pages
Accounting	58-59
Administrative Assistant	70-71
Administrative Office Professional	74-75
Early Education and Family Studies	82-83
Management	60-61
Nursing	94-95
Renewable Energy Technology	100-101

# ASSOCIATE OF SCIENCE OREGON TRANSFER: BUSINESS-90+ CREDITS

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

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

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

All courses must be passed with a grade of "C" or better and a cumulative GPA of 2.0.

### University Specific Prerequisites:

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

#### Eastern Oregon University

[www.eou.edu/business/bdm\\_course\\_transfer.htm](http://www.eou.edu/business/bdm_course_transfer.htm)

#### Oregon Institute of Technology

[www.oit.edu/programs/manage](http://www.oit.edu/programs/manage)

#### Oregon State University

<http://www.bus.oregonstate.edu/services/articulationlinks/2010-2011/pcc2010.doc>

#### Portland State University

[www.pdx.edu/sba/transfer-students](http://www.pdx.edu/sba/transfer-students)

#### Southern Oregon University

[www.sou.edu/business/undergrad/index.html](http://www.sou.edu/business/undergrad/index.html)

#### University of Oregon

[http://www2.lcb.uoregon.edu/app\\_aspx/ug.aspx](http://www2.lcb.uoregon.edu/app_aspx/ug.aspx)

#### Western Oregon

[www.wou.edu/las/business/major.php](http://www.wou.edu/las/business/major.php)

## Core Requirements

REQUIREMENTS	CREDITS	COURSES WHICH SATISFY REQUIREMENTS
<b>Writing*</b>	<b>8</b>	WR 121 and either 122 or 227. Must have at least 8 credits of writing.
<b>Math*</b>	<b>12</b>	A minimum of 3 courses MTH 111 or higher for which Intermediate Algebra is a prerequisite. One course must be Statistics
<b>Oral Communications*</b>	<b>3</b>	COMM 111
<b>Computer Applications*</b>	<b>8</b>	BA 131 or CAS 133 or CAS 170 or 171

\* All courses must be completed with a grade of "C" or "Pass" or better.

## Degree-specific Requirements for ASOT-BUS

### Requirements for ASOT-BUS degree:

- Associate Degree Comprehensive Requirements Limits, see pages 44-45.
- Each course must be completed with a "C" or better: BA 101, 131, 211, 212, 213 and 226. BA226 may be replaced by any other faculty-approved 200-level BA course.

### General Education Requirements:

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

- Arts & Letters: complete 3 courses from at least two subject areas.
- Social Sciences: Complete 4 courses from at least two subject areas; 2 courses must be microeconomics and macroeconomics.
- Science: Must complete 4 courses from two subject areas. 3 must be labs in biological or physical sciences.
- Cultural Literacy: Select one course from any course designated as meeting the cultural literacy requirement on pages 46-47. This course can be one of the required discipline studies courses.

### Elective Credit Requirements:

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



# OREGON UNIVERSITY SYSTEM TRANSFER

Today, students take a variety of pathways toward their college degree. Oregon's public universities offer many programs and services to help make transferring seamless for the thousands of students who enter from community colleges and other four-year institutions. It is important to work closely with the academic advisors at Columbia Gorge Community College, the Oregon University System (OUS) institution you hope to enter, and the academic department to which you are transferring to develop and follow a good transfer plan.

## Transfer Admissions Requirements:

First, check on how many transferable credits you have, and on your grade point average (GPA). Transfer students are admitted to an Oregon public university on the basis of meeting an acceptable GPA on a minimum number of transferable credits (see ATLAS information on this page to determine which credits can be transferred). Students who have completed fewer than 12 transferable quarter credits should follow the freshman admissions requirements. Students who have completed 12 or more transferable credits must follow both freshman and transfer admissions requirements. Transfer students who graduated from high school in 1997 or after must complete two terms of a college-level Second Language with an average grade of C- or above, or meet the Freshman Second Language requirements. For more information on Subject Requirements, visit the Oregon University System's online guide to transferring at

<http://www.ous.edu/media/viewbook/1314/index.html>

Transfer students from Oregon's community colleges may also apply if they have successfully completed one of Oregon's "block transfer" degrees: either the Associate of Arts/Oregon Transfer (AAOT) degree, or the Associate of Science/Oregon Transfer in Business (ASOT-BUS). Another option is to transfer after completing the Oregon Transfer Module (OTM).

## Oregon Transfer Module:

The Oregon Transfer Module (OTM) provides a one-year curriculum for students who plan to transfer to a State of Oregon community college or university. The module allows students to complete one year of general education foundation course work that is academically sound and will meet the admission standards of the receiving school. The OTM is not a certificate or degree.

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

## Choosing your courses wisely:

If you are preparing to transfer to an OUS institution, it is important to choose your university coursework wisely and to work with an advisor in selecting courses. General Education Requirements are fulfilled by taking coursework in the liberal arts, usually during freshman and sophomore years. In addition, you must also complete specific requirements in a major field of study, plus electives for a baccalaureate degree. Courses taken in a major area at a community college or four-year college university may or may not meet the Major Requirements of the major at your transfer institution. Before selecting courses for your major field, you should directly contact the appropriate academic department at the university where you plan to transfer. Faculty at the transfer institution can advise you on the courses to take that will fulfill major, elective or prerequisite coursework for your degree.

## Making the connection: Oregon Transfer Days

Are you an Oregon community college student interested in transitioning to a four-year college or university? Admissions representatives from Oregon's public and private four-year universities will tour all seventeen Oregon community colleges in January and February of 2014, to provide information and help students understand their options for transferring to an Oregon four-year college or university. The detailed schedule will be posted on the OUS website at [www.ous.edu](http://www.ous.edu), and will be publicized both online and on campus at CGCC. Look for information in January 2014!

Students should work closely with an academic advisor to ensure selection of appropriate course work. Upon transfer, students may be required to complete additional course work in General Education, or an academic major, that is specific to the receiving institution. Students who transfer prior to the completion of the Oregon Transfer Module will have their courses individually evaluated by the receiving institution.

Overview: Transfer Student Admission Requirements 2013-2014 Entering Class							
TRANSFER ADMISSION	EOU	OIT	OSU*	PSU	SOU	UO*	WOU
Minimum College Hours Required <sup>1</sup>	30	36	36	30	36	36	36
GPA (Residents) <sup>2</sup>	2.25	2.25	2.25	2.25	2.25	2.25	2.25
GPA (Nonresidents) <sup>2</sup>	2.25	2.25	2.25	2.25	2.25	2.50	2.25
Applicant Must Meet Specified Course Requirements <sup>3</sup>	Yes	Yes	Yes	Yes	Yes	Yes	Yes

1 Students with fewer than 12 transferable quarter credits (or 8 semester hours) must meet freshman admission requirements. Students with 12 of the minimum college credits required by the school must meet both freshman and transfer admission requirements.

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

3. Courses required: OSU, PSU, UO, and WOU require one writing course (beginning with WR 121) with at least a C-. UO, OSU, and WOU require college algebra or above with at least a C-, or the equivalent of Math 105. EOU requires successful completion of a minimum of two courses in sciences, social sciences, or humanities; college level writing and math are strongly recommended. OIT transfer applicants must demonstrate readiness for college level mathematics and writing, e.g., by completion of the equivalent of Math 95 Intermediate Algebra or higher and WR 115 Introduction to Writing (or higher) with grades C or above; applicants who do not have an associate's or bachelor's degree must have at least 33 college-level credits that are not in Physical Education. OSU requires the Insight Resume.

\* For admissions to OSU-Cascades, see their website, [wee.osucascades.edu/admissions](http://wee.osucascades.edu/admissions).

# CAREER PATHWAYS

## What is a Career Pathway to Advancement?

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

## How can this information help me?

High school students across the nation are looking to career pathways to identify course work they need to take in order to prepare themselves for entry into the work world. At Columbia Gorge Community College, students are using those same career pathways to identify career opportunities that are supported by the degrees and certificates we offer. The information on this page describes each of the six career pathways and gives you information to help you decide if that career path is right for you. As you look through the CGCC catalog descriptions of degrees and certificates, you will notice the career pathway related to that degree or certificate. By using these tools, you can plan your college experience and academic preparation to target your desired career focus area. By having a plan, you can give purpose to your learning.

## Arts & Communications

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

## Business, Management, Marketing & Technology

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

## Engineering, Manufacturing, & Industry

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

## Health Sciences

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

## Human Services

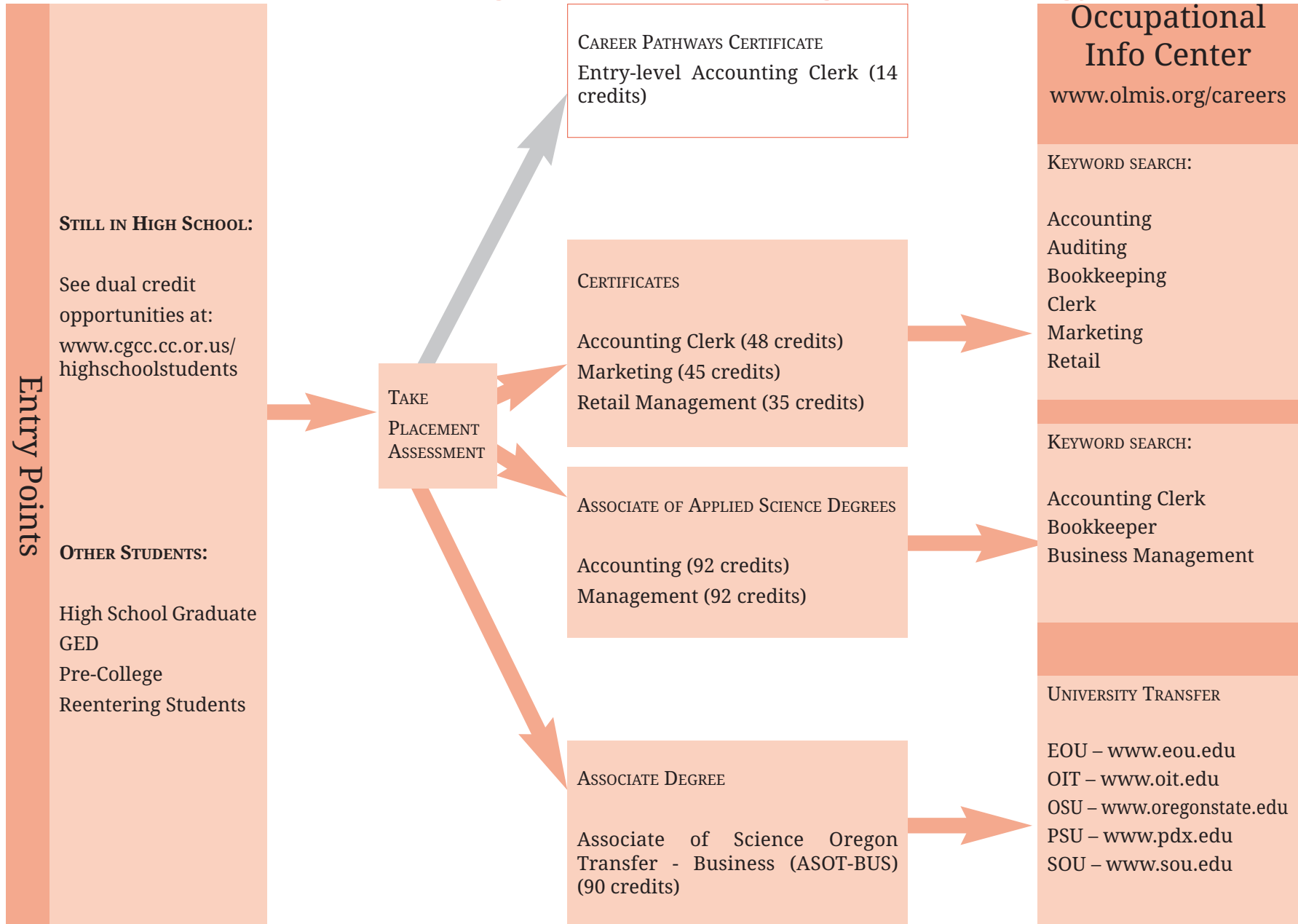
Careers in this category are related to economic, political, and social systems. Do you like to work with people to solve problems? Is it important to you to do something that makes things better for other people? Do you like helping people? Then this career pathway may be for you!

## Natural Resources & Agri-science

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

# CAREER PATHWAYS

## Business, Management, Marketing & Technology





# ACCOUNTING CLERK--48 CREDITS

## CAREER PATHWAY: BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY

56

### Career Description

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

### Program Outcomes

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

### Course of Study

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

Students must also meet general certificate requirements.

### Approved Electives

#### Business Program Electives

Choose a minimum of 3 credits from the following list:

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

#### Accounting Clerk CAS Electives

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

#### Accounting Clerk Economic Electives

Choose a minimum of 4 credits from the following list:

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

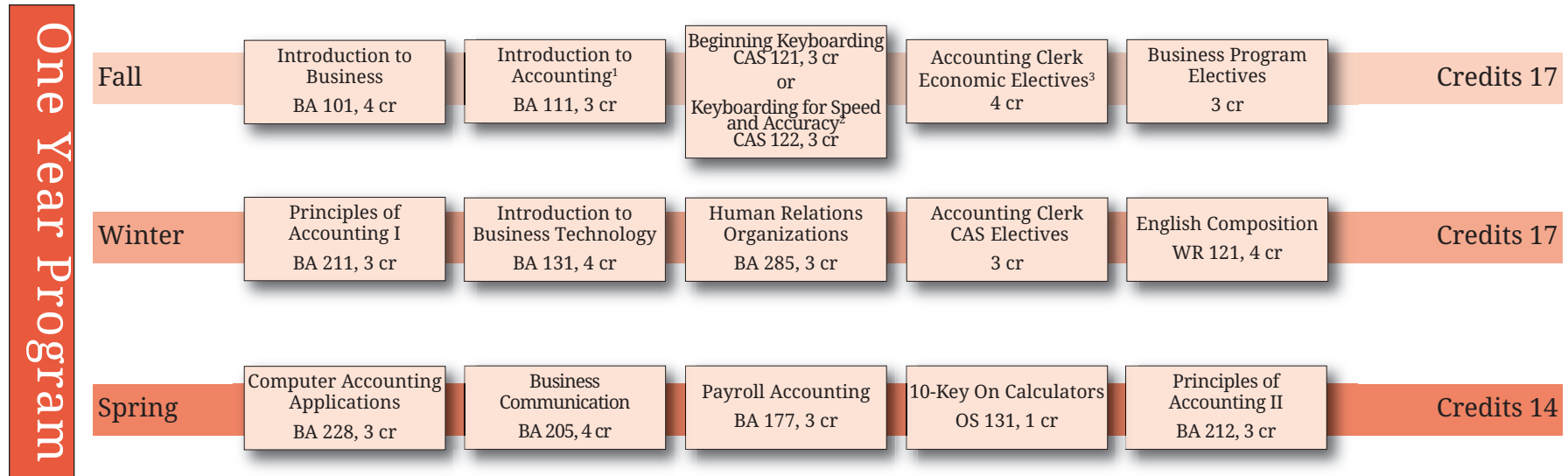
### Credit Summary

BA	30
WR	4
Accounting Clerk Economics Electives	4
CAS	3
Accounting Clerk CAS Electives	3
Business Program Electives	3
OS	1
Credit Total	48

# CAREER & TECHNICAL EDUCATION CERTIFICATE

48 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

**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



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

A degree planning worksheet for this degree is available online at:

<http://www.cgcc.cc.or.us/StudentServices/Careerservice/DegreeWorksheets.cfm>

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

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

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

# ACCOUNTING – 92 CREDITS

## CAREER PATHWAY: BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY

58

### Career Description

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

### Program Outcomes

Students who successfully complete the AAS in Accounting degree will develop skills and knowledge appropriate for entry-level bookkeeping and accounting positions. Upon successful completion of this AAS-Accounting degree, students will be able to:

- Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles.
- Use applicable technology available in accounting practice.
- Communicate effectively with business professionals.
- Practice within the legal, ethical, and economic standards of the business environment.
- Develop and interpret accounting and financial information for decision making.

### Course of Study

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

Students must also meet Associate degree comprehensive requirements and Associate of Applied Science requirements. Students must complete a total of 16 credits of General Education. Some courses specified within the program may be used as General Education.

### Approved Electives

#### Business Program Electives

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

### Credit Summary

BA . . . . .	50
BA Elective . . . . .	11
Remaining General Education . . . . .	8
EC . . . . .	8
CAS . . . . .	6
PHL . . . . .	4
WR . . . . .	4
OS . . . . .	1
Credit Total . . . . .	92



# ASSOCIATE OF APPLIED SCIENCE

92 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

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.

Year One	Fall	Introduction to Accounting <sup>1</sup> BA 111, 3 cr	Introduction to Business BA 101, 4 cr	Beginning Excel CAS 170, 3 cr or Intermediate Excel CAS 171, 3 cr	10-Key On Calculators OS 131, 1 cr	General Education Elective 4 cr	Credits 15
	Winter	Principles of Accounting I BA 211, 3 cr	Introduction to Business Technology BA 131, 4 cr	Human Relations Organizations BA 285, 3 cr	Beginning Word CAS 216, 3 cr or Intermediate Word CAS 217, 3 cr	English Composition WR 121, 4 cr	Credits 17
	Spring	Principles of Accounting II BA 212, 3 cr	Computer Accounting Applications BA 228, 3 cr	Business Law I BA 226, 4 cr	Business Communication BA 205, 4 cr	Payroll Accounting BA 177, 3 cr	Credits 17
Year Two	Fall	Introduction to Investments BA 242, 3 cr	General Education Elective, 4 cr	Business Program Electives 6 cr	Credits 13		
	Winter	Financial Management BA 222, 3 cr	Ethics <sup>2</sup> PHL 202, 4 cr	Principles of Economics: Microeconomics <sup>2</sup> EC 201, 4 cr	Management Fundamentals BA 206, 3 cr	Credits 14	
	Spring	Managerial Accounting BA 213, 4 cr	Income Tax BA 256, 3 cr	Principles of Economics: Macroeconomics <sup>2</sup> EC 202, 4 cr	Business Program Electives 5 cr	Credits 16	

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

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

## notes

# MANAGEMENT – 92 CREDITS

## CAREER PATHWAY: BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY

### Career Description

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

### Program Outcomes

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

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

### Course of Study

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

Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements. Students must complete a total of 16 credits of General Education. Some courses specified within the program may be used as General Education.

### Approved Electives

#### Management Degree Electives

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

\*Complete 12 BA credits before enrolling.

#### Management Support Electives

CAS 109	Beginning Powerpoint . . . . .	1
CAS 111D	Beginning Website Creation: Dreamweaver. . . . .	3
CAS 140	Beginning Access . . . . .	3
CAS 171	Intermediate Excel . . . . .	3
CAS 217	Intermediate Word . . . . .	3
CAS 231	Publisher. . . . .	3
OS 240	Filing and Records Management. . . . .	4

### Credit Summary

BA . . . . .	38
Management Degree Electives . . . . .	15
Remaining General Education. . . . .	12
CAS . . . . .	9
Management Support Electives. . . . .	9
EC . . . . .	4
WR. . . . .	4
OS . . . . .	1
Credit Total. . . . .	92

# ASSOCIATE OF APPLIED SCIENCE

92 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

**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.

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

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

**notes**  
1 Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute a business elective and start the accounting series with BA 211 in the second term.  
2 Could be used as a general education elective.



# MARKETING – 45 CREDITS

## CAREER PATHWAY: BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY

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### Career Description

Persons completing this program are prepared to enter the marketing field at entry-level positions with firms in commerce, industry and merchandising.

### Program Outcomes

- Analyze market situation and evaluate possible marketing solutions in the context of a domestic business setting.
- Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.
- Work effectively in a team or group setting.
- Develop marketing plans including elements of an environmental analysis, strategic marketing analysis, and marketing mix.
- Use computer applications for appropriate marketing analysis, presentations, and reports.
- Practice within the ethical and moral issues of business organizations.

### Course of Study

The emphasis in this program is to provide a basic understanding of the marketing environment of commerce and industry to develop a career in the field. Students must also meet general certificate requirements.

### Approved Electives

Business Program Electives  
Choose a minimum of 6 credits from the following list:

BA 177	Payroll Accounting . . . . .	3
BA 203	Introduction to International Business . .	3
BA 205	Business Communication . . . . .	3
BA 206	Management Fundamentals . . . . .	3
BA 207	Introduction to E-Commerce. . . . .	4
BA 211	Principles of Accounting I . . . . .	3
BA 212	Principles of Accounting II . . . . .	3
BA 213	Managerial Accounting . . . . .	4
BA 215	Basic Cost Accounting . . . . .	3
BA 218	Personal Finance . . . . .	3
BA 222	Financial Management . . . . .	3
BA 224	Human Resource Management . . . . .	3
BA 226	Business Law I . . . . .	4
BA 228	Computer Accounting Applications . . . .	3
BA 242	Introduction to Investments . . . . .	3
BA 250	Small Business Management . . . . .	3
BA 256	Income Tax . . . . .	3
CAS 109	Beginning Powerpoint . . . . .	1
CAS 111D	Beginning Website Creation: Dreamweaver . . . . .	3
CAS 122	Keyboarding for Speed & Accuracy . . . .	3
CAS 123	Production Keyboarding . . . . .	3
CAS 133	Basic Computer Skills/Microsoft Office . .	4
CAS 140	Beginning Access . . . . .	3
CAS 170	Beginning Excel . . . . .	3
CAS 171	Intermediate Excel . . . . .	3
CAS 217	Intermediate Word . . . . .	3
CAS 231	Publisher . . . . .	3
CAS 246	Integrated Computer Projects . . . . .	4
OS 131	10-Key on Calculators . . . . .	1
OS 240	Filing and Records Management . . . . .	4

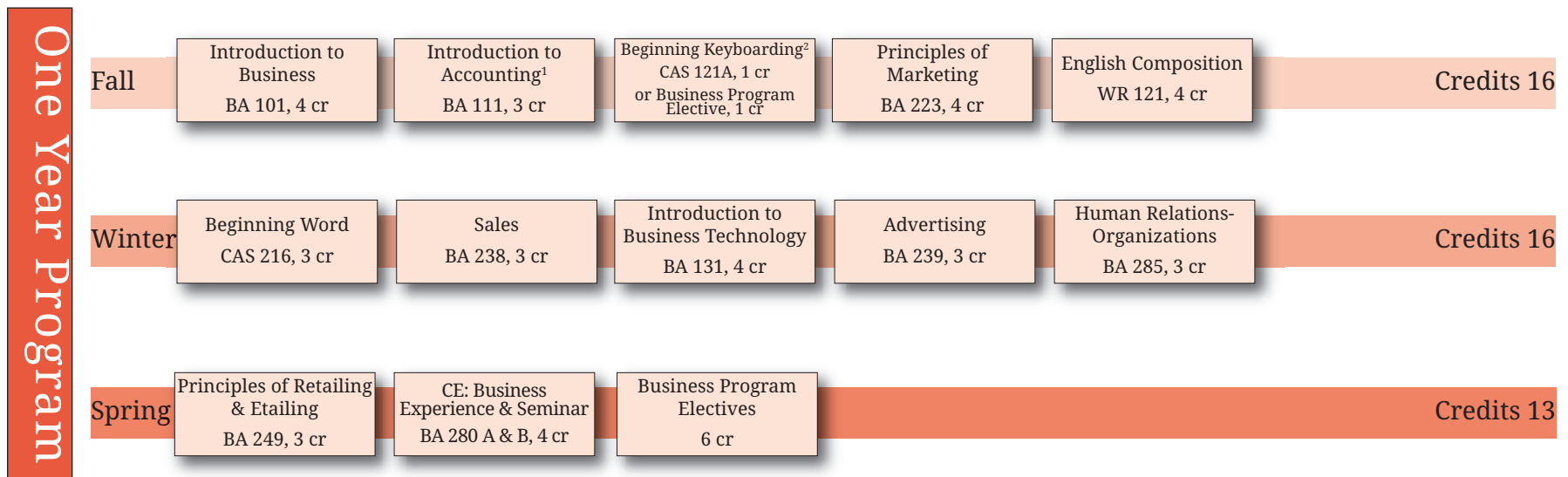
### Credit Summary

BA . . . . .	31
BA Electives . . . . .	6
CAS . . . . .	4
WR . . . . .	4
Credit Total . . . . .	45

# CAREER & TECHNICAL EDUCATION CERTIFICATE

45 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

**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.



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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

## notes

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

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

# RETAIL MANAGEMENT – 35 CREDITS

## CAREER PATHWAY: BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY

### Career Description

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

### Program Outcomes

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

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

### Course of Study

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

Students must also meet general certificate requirements.

### Industry Support

The Retail Management degree is supported by local trade associations in the grocery retail business. The degree is designed for those working in the industry who desire to enhance their current skills and to better prepare for career advancement in this industry. Students seeking employment in the retail sector will also find this degree helpful. Students will take classes in business communication, marketing, management and accounting. The Retail Management Certificate is approved by the Western Association of Food Chains (WAFC) and supported by several major retailers. See this link for a list of major retail members:

[www.wafc.com/links/groceryretailers.htm](http://www.wafc.com/links/groceryretailers.htm)

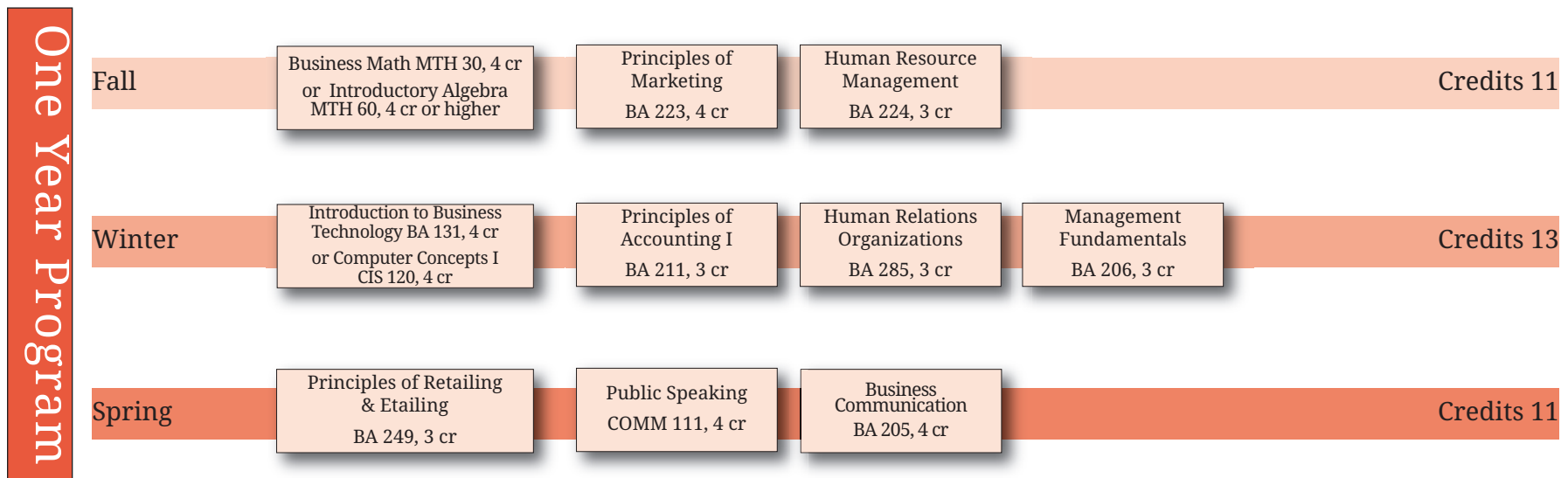
### Credit Summary

BA .....	23
BA/CIS .....	4
COMM .....	4
MTH .....	4
Credit Total .....	35

# CAREER & TECHNICAL EDUCATION CERTIFICATE

35 Credits - Recommended Sequence for Full-Time  
 (Students should see an advisor to customize their educational plans)

**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



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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>



# BUSINESS ADMINISTRATION CAREER PATHWAY CERTIFICATE

Career Pathway Certificates are short-term educational goals geared towards specific areas in Business Administration. These certificates will address the need for a logical pathway of success for students. Students will be able to earn the certificate and then continue on to our existing one-year and two-year programs in a seamless path. These certificates may also lead toward entry-level jobs. Entry requirements include: WR 115, RD 115 and MTH 20 or placement into WR 121, no reading required and MTH 60.

## Entry-Level Accounting Clerk: Career Pathway Certificate 14 credits

Minimum 14 credit hours. Students must also meet certificate requirements. The Entry-Level Accounting Clerk Certificate is a career pathway. All courses in the certificate are contained in the Accounting AAS Degree.

Skills gained in this program can lead to a variety of jobs that support the accounting and finance functions within an organization.

### Coursework

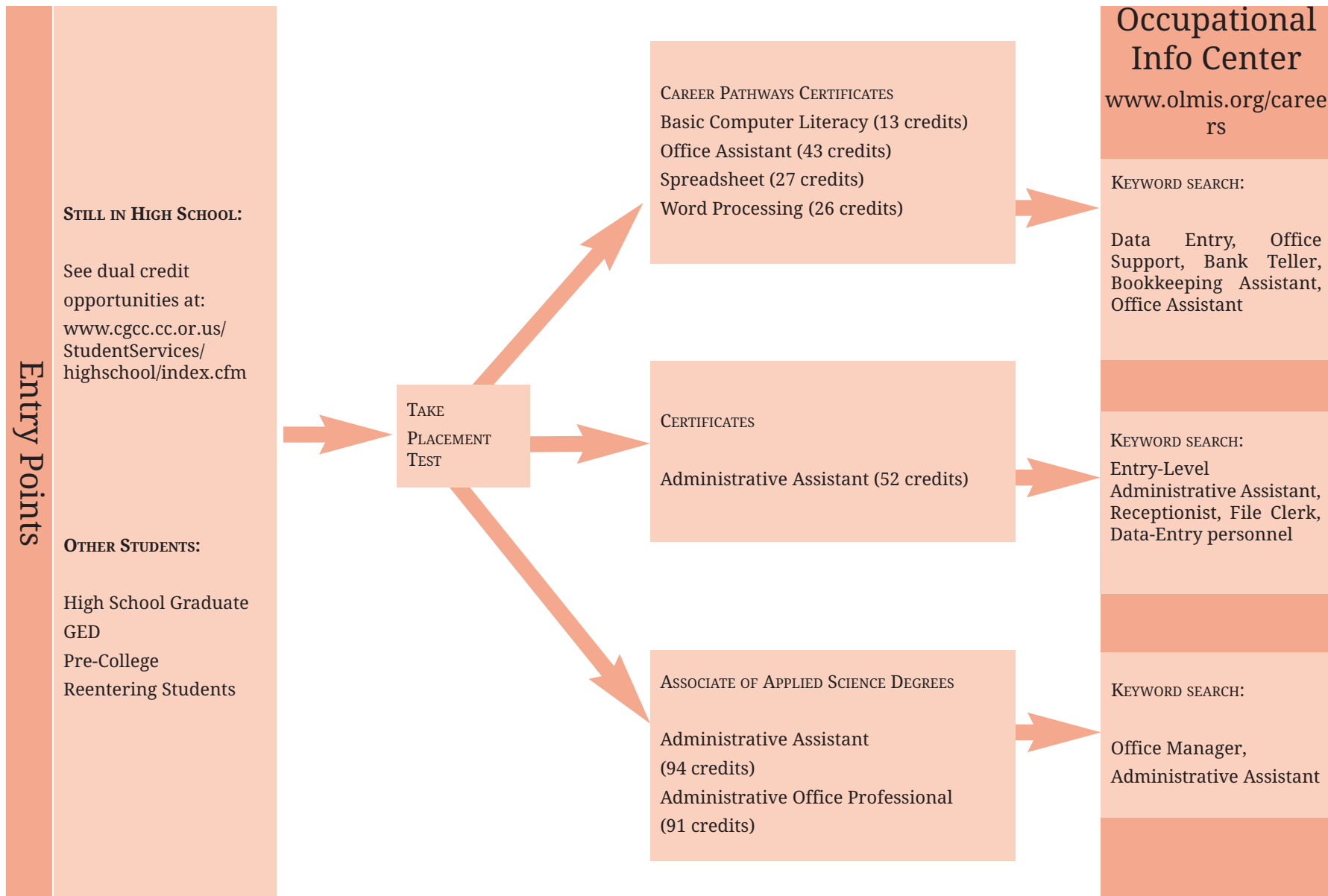
BA 101	Introduction to Business	4 credits
BA 111	Introduction to Accounting	3 credits
BA 131	Introduction to Business Technology	4 credits
BA 228	Computer Accounting Applications	3 credits

## Outcomes

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

# CAREER PATHWAYS

## COMPUTER APPLICATIONS AND OFFICE SYSTEMS (in the business, management, marketing & technology career pathway)



# ADMINISTRATIVE ASSISTANT – 52 CREDITS

## CAREER PATHWAY: BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY

### Approved Electives

#### Administrative Assistant Certificate Electives

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

### Career Description

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

### Program Outcomes

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

### Course of Study

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

Students must also meet general certificate requirements.

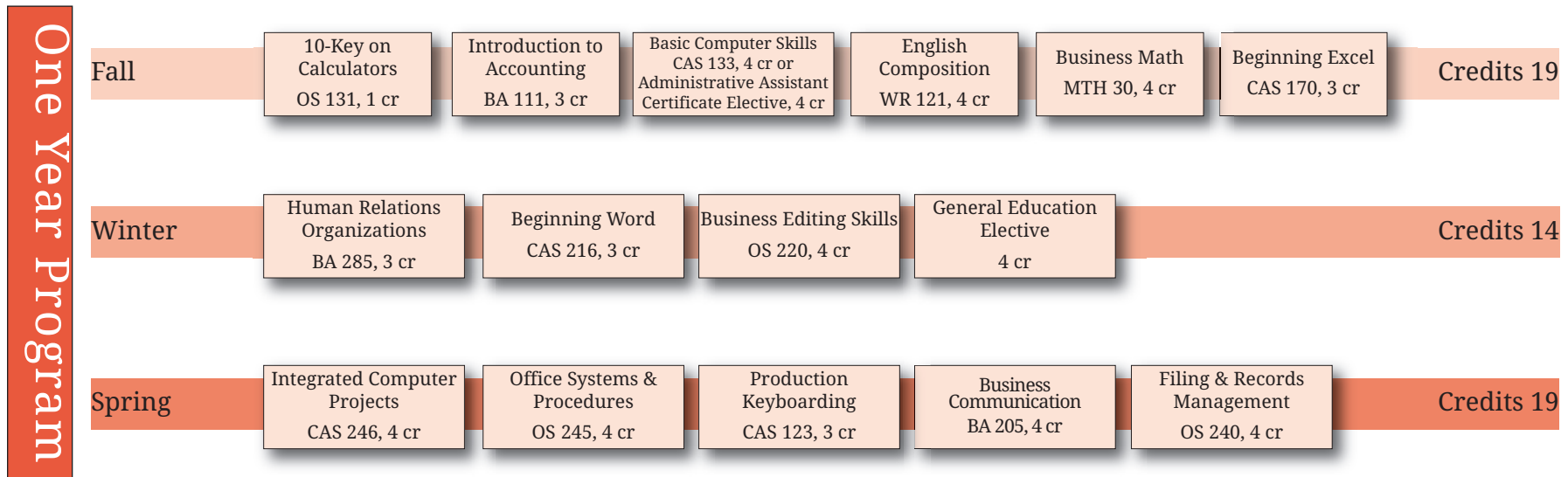
### Credit Summary

CAS .....	13
OS .....	13
BA .....	10
CAS/Administrative Assistant Certificate Electives .....	4
General Education Elective .....	4
MTH. ....	4
WR .....	4
Credit Total .....	52

# CAREER & TECHNICAL EDUCATION CERTIFICATE

52 Credits—Recommended Sequence for Full-Time  
(Students must see an advisor to customize their educational plans)

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



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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>



# ADMINISTRATIVE ASSISTANT – 94 CREDITS

## CAREER PATHWAY: BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY

### 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.

### Program Outcomes

- 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.

### Course of Study

The program emphasis is on use of communications, business software, Internet and emerging technologies. Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements.

### Approved Electives

#### Administrative Assistant Degree Electives

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

#### Administrative Assistant Business Electives

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

### Credit Summary

CAS .....	19
OS .....	18
General Education Electives .....	16
Administrative Assistant Degree Electives.....	13
BA .....	10
Administrative Assistant Business Electives .....	6
CAS/Administrative Assistant Degree Electives. . . .	4
MTH .....	4
WR.....	4
Credit Total.....	94

# ASSOCIATE OF APPLIED SCIENCE

94 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

**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.

Year One	Fall	10-Key on Calculators OS 131, 1 cr	Introduction to Accounting BA 111, 3 cr	Basic Computer Skills CAS 133, 4 cr or Administrative Assistant Degree Elective, 4 cr	English Composition WR 121, 4 cr	Business Math MTH 30, 4 cr	Beginning Excel CAS 170, 3 cr	Credits 19
	Winter	Human Relations Organizations BA 285, 3 cr	Beginning Word CAS 216, 3 cr	Business Editing Skills OS 220, 4 cr	General Education Elective 4 cr			Credits 14
	Spring	Integrated Computer Projects CAS 246, 4 cr	Office Systems & Procedures OS 245, 4 cr	Production Keyboarding CAS 123, 3 cr	Business Communication BA 205, 4 cr	Filing & Records Management OS 240, 4 cr		
Year Two	Fall	General Education Electives 8 cr	Administrative Assistant Business Elective 3 cr					Credits 11
	Winter	Beginning Access CAS 140, 3 cr	Administrative Assistant Degree Electives 6 cr	Administrative Assistant Business Elective 3 cr	General Education Elective 4 cr			Credits 16
	Spring	Intermediate Word CAS 217, 3 cr	CE: Administrative Assistant (unless taken in Year 1) OS 280 F&G, 5 cr	Administrative Assistant Degree Electives 7 cr				

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

# RENEA WHITNEY

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2013 & 2014

Many student stories at Columbia Gorge Community College start with a student who found themselves at a dead end in life, only to discover a door to a new future through education. One of these students whose perseverance, determination, and hard work led her to a brighter future is Renea Whitney. Renea was raised in rural Oregon. As a young girl, she loved camping, crabbing, and hunting with her family. In high school, she excelled in both studies and sports, and served on the Student Council.

Being a star athlete with good grades and who participates in extracurricular activities is often considered the perfect formula for students pursuing a college education after high school. Renea wanted to attend college, but she couldn't afford it. Instead of pursuing her college dreams, which seemed unattainable, she married her high-school sweetheart. Her young marriage changed her trajectory in life for the next few decades.

"As a wife and mother, I did what most women do and put their husbands and

children before their own dreams and aspirations. I took care of my family and followed my husband wherever he



went," she says. They were married 12 years and had a son. After her divorce, Renea raised her son, working a variety of "dead-end jobs" to survive. After her son's college graduation, Renea began to focus on her own future.

Her life of putting others first, of being a wife, mother, and member of her community inspired Renea to pursue an education that will help her help other

people. She started taking classes at CGCC to obtain an Associate of Applied Science: Administrative Assistant, so that she can work in a field where she can help others, such as the state's Department of Human Services.

Being an older student, she was initially a little intimidated over her return to classes. However, she overcame her fears, and as she had been in high school, Renea was still an exemplary

student. "I am very proud of myself for getting straight A's over the last three terms," she notes. Renea's commitment has pushed her to succeed, both in school, and in life.





# CAMPUS LIFE



2013 Graduation Ceremony, The Dalles Campus





# ADMINISTRATIVE OFFICE PROFESSIONAL – 91 CREDITS

## CAREER PATHWAY: BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY

### Career Description

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

### Program Outcomes

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

- Effectively communicate creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others. Collaborate with others to develop and implement company vision, goals, and tasks.
- 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.

### Credit Summary

BA .....	27
CAS .....	26
OS .....	18
General Education .....	16
WR .....	4
Credit Total .....	91

# ASSOCIATE OF APPLIED SCIENCE

91 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

**Prerequisites:** Placement into WR 115 and MTH 20 and keyboarding by touch or CAS 121

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

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

# COMPUTER APPLICATIONS AND OFFICE SYSTEMS CAREER PATHWAYS CERTIFICATES

Career Pathway Certificates are short-term educational goals geared towards specific areas in Computer Applications and Office Systems. These certificates will address the need for a logical pathway of success for students. Students will be able to earn the certificate and then continue on to our existing one-year and two-year programs in a seamless path. These certificates may also lead toward entry-level jobs. Students who want to upgrade their skills in a specific area of Computer Applications and Office Systems may also benefit from these certificates. Entry requirements include: Placement into WR 115 and MTH 20 and keyboarding by touch or CAS 121.

## Basic Computer Literacy: Career Pathway Certificate — 13 credits

Minimum 13 credit hours. The Basic Computer Literacy Certificate is a career pathway certificate. All courses in the certificate are found in the Administrative Assistant AAS Degree.

The Basic Computer Literacy certificate will benefit those who want 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.

### Coursework

Course Number	# Credits
CAS 122	3
CAS 133	4
CAS 170	3
CAS 216	3

\*If a student already has knowledge of basic computer skills they may take any CAS/OS course in addition to the required CAS/OS courses from the Administrative Assistant Certificate.

## Office Assistant: Career Pathway Certificate — 43 credits

Minimum 43 credit hours. The Office Assistant Certificate is a career pathway certificate. All courses in the certificate are found in the Administrative Assistant AAS Degree.

The Office Assistant certificate will benefit those who want to:

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

### Coursework

Course Number	# Credits
BA 205	4
CAS 109	1
CAS 123	3
CAS 140	3
CAS 170 or CAS 171	3
CAS 216	3
CAS 217	3
CAS 246	4
OS 220	4
OS 240	4
OS 245	4
OS 280F	2
OS 280G	1
WR 121 (or higher)	4

## Spreadsheet: Career Pathway Certificate — 27 credits

Minimum 27 credit hours. The Spreadsheet Certificate is a career pathway certificate. All courses in the certificate are found in the Administrative Assistant AAS Degree.

The Spreadsheet certificate will benefit those who want to:

- Be prepared for entry-level jobs in the area of bookkeeping assistant, data entry, office assistant, and bank teller.
- Learn new computer applications and office skills.
- Upgrade existing computer applications and office skills.

### Coursework

Course Number	# Credits
BA 111	3
CAS 122	3
CAS 140	3
CAS 170	3
CAS 171	3
CAS 216 or CAS 217	3
OS 131	1
MTH 30	4
WR 121	4

Full descriptions and requirements for each course are listed in Section 5, Course Descriptions.

## Word Processing: Career Pathway Certificate — 26 credits

Minimum 26 credit hours. The Word Processing Certificate is a career pathway certificate. All courses in the certificate are found in the Administrative Assistant AAS Degree.

The Word Processing certificate will benefit those who want to:

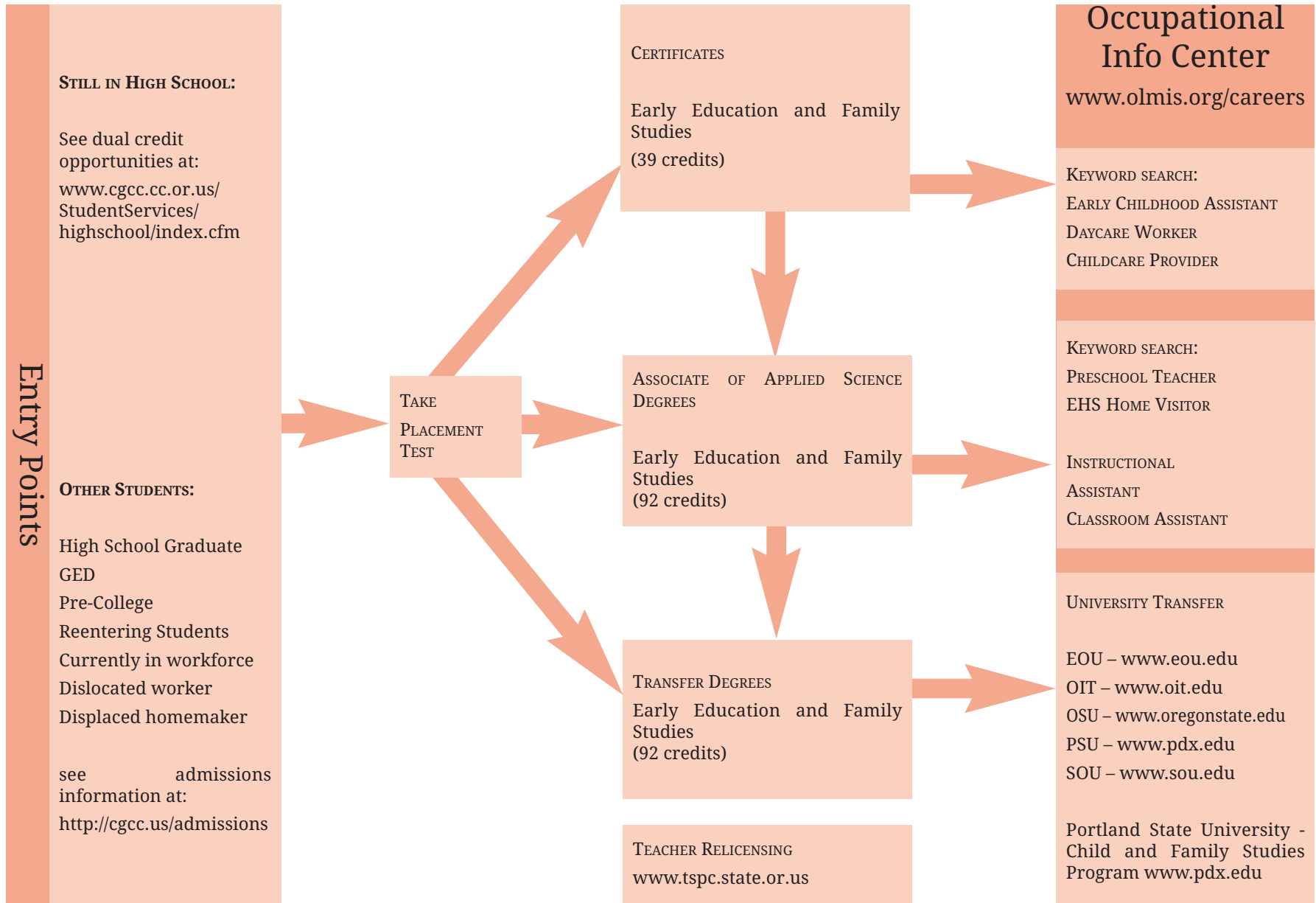
- Be prepared for entry-level jobs in the area of word processor and clerical support;
- Learn new computer applications and office skills.
- Upgrade existing computer applications and office skills.

### Coursework

Course Number	# Credits
CAS 122	3
CAS 123	3
CAS 170	3
CAS 216	3
CAS 217	3
CAS 231	3
OS 220	4
WR 121	4

# CAREER PATHWAYS

## HUMAN SERVICES





# CAMPUS LIFE

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2013 α 2014

Ceramics Class  
in The Dalles



# STUDENT STORIES: GEGE VILLALOBOS

Associate of Applied Science Early Education and Family Studies

Life's struggles delayed, but could not prevent, this mother of a toddler from achieving her dreams.

GeGe Villalobos had a unique childhood. She grew up on a 5,000 acre farm about an hour from Columbia Gorge Community College. She loved ranch life—riding horses on cattle drives, making butter, and canning vegetables. Exposed to animals on the farm, she developed a deep love for them, and her childhood dream was to become a rural veterinarian.

She briefly attended Community College after high school, but a tumultuous domestic relationship interfered with her studies. GeGe ended that relationship and worked a variety of service-sector jobs. She remarried and had a son, and is now very happy.

“I was a stay-at-home mom for two years, but I needed to finish the degree that I started working on many years before,” she said.

After the birth of her own child, she realized she loved to care for children as much as she loved animals. When she decided to come back to college, GeGe enrolled in classes at CGCC working toward a degree in Early Education and Family Studies. The EEFS degree is designed for those who

desire to work with children in classrooms, childcare and child development settings. The knowledge and experience GeGe gained through CGCC classes helped her obtain a position with Mid-Columbia Children's Council as a Childcare Assistant. After graduating with her Associate of Applied Science degree, she would like to apply for an Associate Teacher position.

“I would like to take a short break from college, and then work on my Bachelor's in Education.”



# EARLY EDUCATION & FAMILY STUDIES – 39 CREDITS

## CAREER PATHWAY: HUMAN SERVICES

### Career Description

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

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

### Program Outcomes

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

- Use their understanding of young children's characteristics and needs to create environments that are healthy, respectful, supportive, and challenging for all children.
- Use their understanding of the importance and complex characteristics of children's families and communities to create respectful reciprocal relationships that support and involve all families in their children's development and learning.
- Use observation and documentation, in partnership with families and other professionals, to positively influence children's development and learning.
- Employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children.
- Know and use professional standards related to early childhood practice.

- Identify themselves as collaborative learners who demonstrate reflective perspectives on their work, making decisions that integrate knowledge from professional sources.

### Course of Study

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

Students must also meet general certificate requirements.

### Credit Summary

ECE.....	32
HE.....	4
HEC.....	3
Credit Total.....	39

### Program Requirements

1. An initial advising/information session with an Early Education and Family Studies Program advisor.
2. Students entering into the EEFS Program must demonstrate through transcribed record or by appropriate COMPASS test scores the ability to be placed into WR 115 for certificate course work, and completion of WR 115 for AAS degree classes. Math 20 is a recommended for Environments (ECE 122).

### Criminal Background Check

All CGCC students enrolled in a health care or child care program, including Early Education and Family Studies, with requirements for practical experience of field training may have to pass a Criminal History Check

(CHC) as a condition of their acceptance into a medical or other facility for training.

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

### Exit Requirements

Exit requirements for the early childhood certificate and the AAS degree in Early Education and Family Studies are as follows: Students must receive a "C" grade or better in every required early education class in order to receive a certificate or degree. Students must meet practicum competencies for the certificate and the degree. Students may retake classes in order to meet the grade requirement with the exception of ECE Practicum 1 (ECE 130A, ECE 133); ECE Practicum 2 (ECE 130B, ECE 134); ECE Practicum 3 (ECE 130C, ECE 135); ECE Advanced Practicum 4 (ECE 260A, ECE 264)\*; and ECE Advanced Practicum 5 (ECE 260B, ECE 265)\*; seminar and lab classes. These classes may be re-enrolled in only once after a student receives a grade of less than "C." Department approval is required for any student desiring to attempt any ECE course for the third time.

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

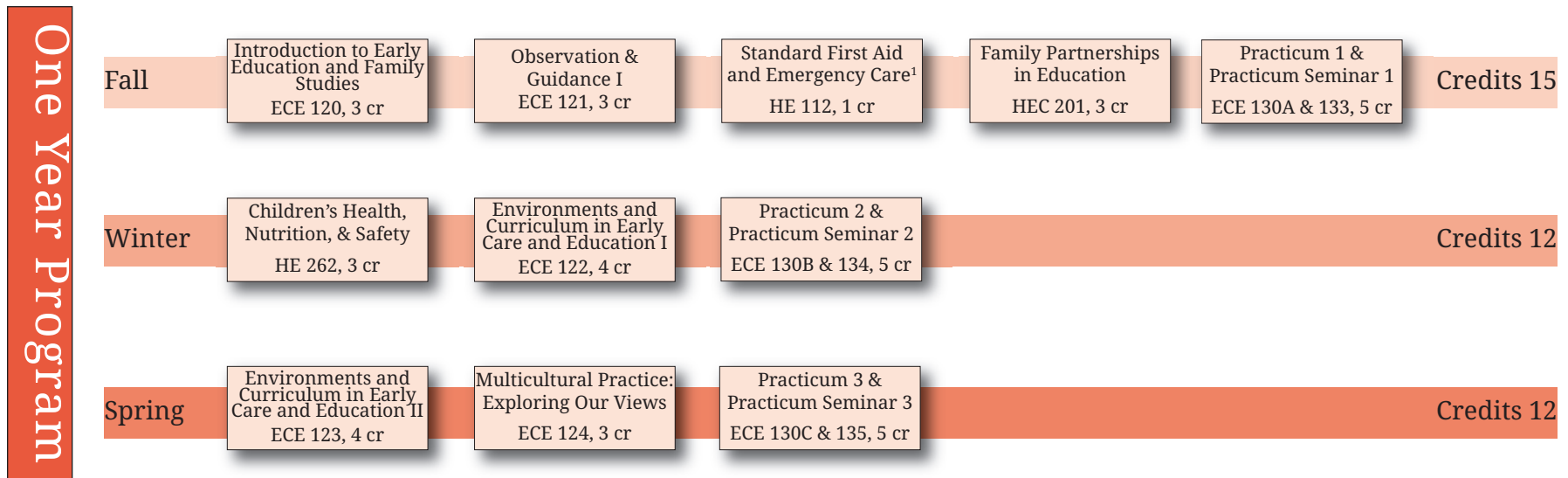
\*Advanced Practicums apply only to the EEFS AAS degree on page 82-83, not to the EEFS Certificate.



# CAREER AND TECHNICAL EDUCATION CERTIFICATE

39 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

**Prerequisites:** Placement into WR 115, MTH 20 recommended for Environments (ECE 122)



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## notes

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

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



# EARLY EDUCATION & FAMILY STUDIES – 92 CREDITS

## CAREER PATHWAY: Human Services

### Career Description

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

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

### Program Outcomes

Students who complete this degree should be able to:

- Use an understanding of young children's characteristics and needs, and of the multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children.
- Apply a recognition of the importance and complex characteristics of children's families and communities to the creation of respectful reciprocal relationships that support and empower families and involve all families in their children's development and learning.
- Use systematic observation, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development and learning.
- Employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children.
- Identify and conduct themselves as members of the early childhood profession.
- Use ethical guidelines and other professional standards related to early childhood practice.
- Identify themselves as continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives on their work,

making informed decisions that integrate knowledge from a variety of sources.

- Act as informed advocates for sound educational practices and policies.

### Course of Study

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

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

### Program Requirements

1. An initial advising/information session with an Early Education and Family Studies Program advisor.
2. Students entering into the EEFS Program must demonstrate through transcripted record or by appropriate COMPASS test scores the ability to be placed into WR 115 for certificate course work, and completion of WR 115 for AAS degree classes. Math 20 is recommended for Environments (ECE 122).

### Criminal Background Check

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

Students who do not pass the CHC will be unable to complete some course requirements and will be ineligible to participate in training at affiliated practicum sites, to sit for licensure or certification exams, or be hired for some professional positions. If you believe that your past history may interfere with

your ability to complete the program of study or to obtain licensure, or certification in your chosen field, you should contact the appropriate state board or program director.

### Credit Summary

ECE	61
General Education Electives	12
HEC	7
Early Education & Family Studies Elective	4
HE	4
WR	4
Credit Total	92

### Program Exit Requirements

See program exit requirements listed on page 78.

### Approved Electives

#### EEFS Degree Electives

BA 177	Payroll Accounting	3
BA 223	Principles of Marketing	3
BA 224	Human Resource Management	3
BA 250	Small Business Management	3
BA 285	Human Relation-Organizations	3
CIS 120	Computer Concepts I	4
ECE 175A	Infant/Toddler Caregiving: Learning and Development	1
ECE 175B	Infant/Toddler Caregiving: Group Care	1
ECE 175C	Infant/Toddler Caregiving: Social/Emotional Growth	1
ECE 175D	Infant/Toddler Caregiving: Family/Provider Relationships	1
ECE 177	Tiny to Tall: Making Mixed Age Groupings Work	1
ECE 179	The Power of Portfolios in Early Education	1
ECE 185	Planning Fun and Meaningful Field Trips for Young Children	1
ECE 235	Music and Movement in Early Childhood Education	3
ECE 238	Administration of Early Childhood Education	3
ESR 171	Environmental Science: Biological Perspectives*	4
ESR 172	Environmental Science: Chemical Perspectives*	4
MTH 211	Foundations of Elementary Math I*	4
PSY 222	Family & Intimate Relationships*	4
WR 122	English Composition	4

Up to 3 credits of Foreign Language

\* Could be used as General Education.

# ASSOCIATE OF APPLIED SCIENCE

92 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

**Prerequisites:** Completion of WR 121, MTH 20 recommended for Environments (ECE122)

Year One	Fall	Introduction to Early Education and Family Studies ECE 120, 3 cr	Observation & Guidance I ECE 121, 3 cr	Family Partnerships in Education HEC 201, 3 cr	Standard First Aid and Emergency Care <sup>1</sup> HE 112, 1 cr	English Composition WR 121, 4 cr	Credits 14
	Winter	Practicum 1 & Practicum 1 Seminar ECE 130A & 133, 5 cr	Children's Health, Nutrition, & Safety HE 262, 3 cr	Environments and Curriculum in Early Care and Education I ECE 122, 4 cr	General Education Elective 4 cr		Credits 16
	Spring	Multicultural Practice: Exploring Our Views ECE 124, 3 cr	Practicum 2 & Practicum 2 Seminar ECE 130B & 134, 5 cr	Environments and Curriculum in Early Care and Education II ECE 123, 4 cr	General Education Elective 4 cr		Credits 16
Year Two	Fall	Practicum 3 & Practicum Seminar 3 ECE 130C & 135, 5 cr	Observation & Guidance II ECE 221, 3 cr	Child Development <sup>2</sup> HEC 226, 4 cr	Multicultural Practices: Curriculum & Implementation ECE 224, 3 cr		Credits 15
	Winter	General Education Elective 4 cr	Language & Literacy Development in ECE ECE 236, 3 cr	Practicum 4 & Advanced Practicum Seminar 1 ECE 260A & 264 7 cr	Children with Special Needs in Early Childhood Education ECE 234, 3 cr		Credits 17
	Spring	The Professional in Early Education & Family Studies ECE 200, 3 cr	Practicum 5 & Advanced Practicum Seminar 2 ECE 260B & 265 7 cr	Early Education & Family Studies Degree Elective 4 cr			Credits 14

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

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

# COURSES LEADING TO CERTIFICATION IN HEALTH OCCUPATIONS

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## **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 certification exams. Licensure by the National Registry and the Oregon Health Division 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.

## **Nursing Assistant 1\***

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

## **Certified Nursing Assistant 2\***

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

## **Medication Aide\***

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

Prerequisites: Current unencumbered certification on the Oregon CNA 1 Registry maintained by the OSBN; Documentation of graduation from an approved basic nursing assistant training program at least six months prior to enrollment in the medication aide training program (copy of certificate of completion); and

documentation from employer of at least six months (either six months fulltime or equivalent part-time hours totaling nine months) paid experience as a nursing assistant. Proof of TB testing per facility requirements and measles vaccination per CDC requirements.

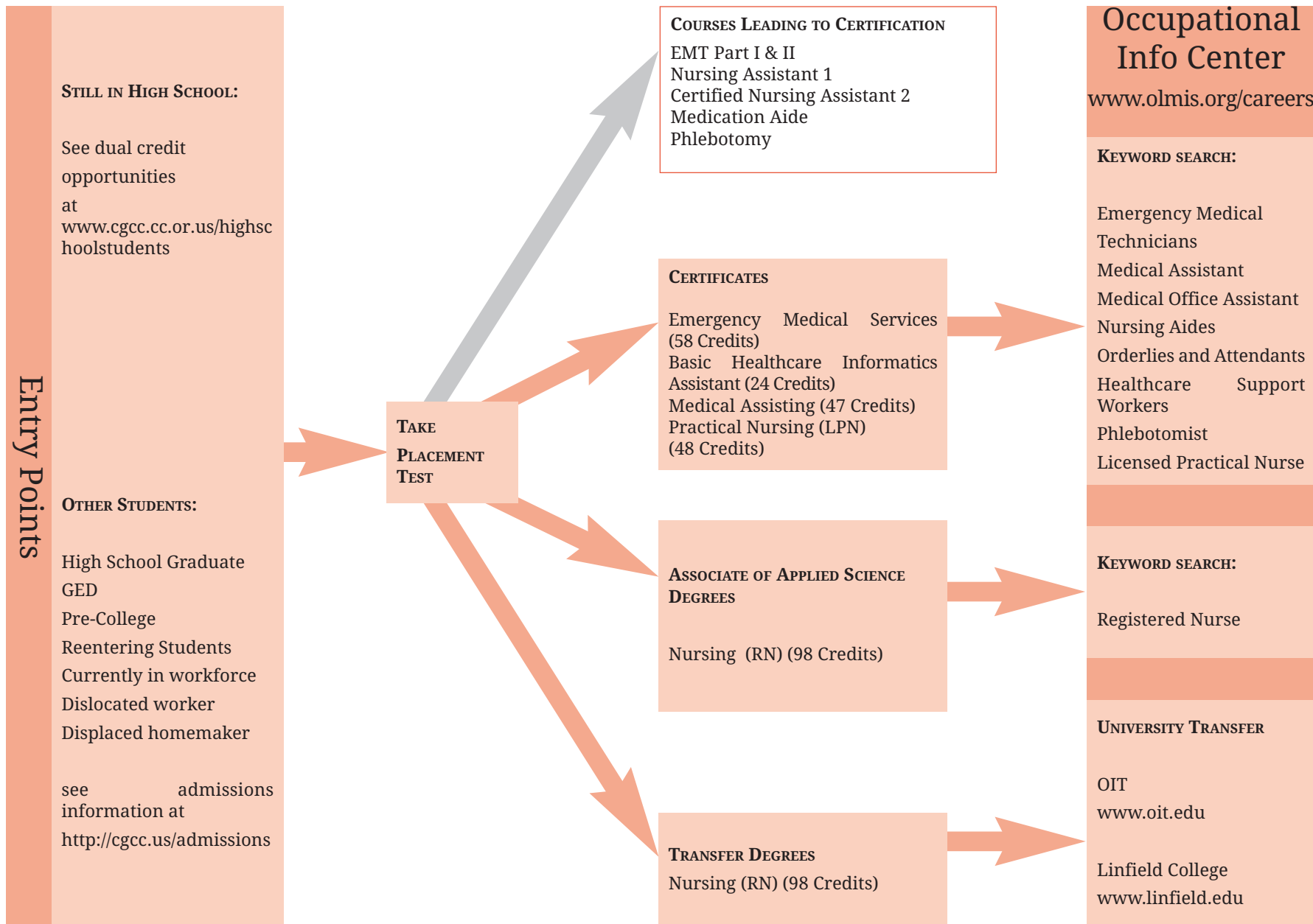
## **Phlebotomy \***

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

**\*These courses are not typically eligible for financial aid.**

# CAREER PATHWAYS

## HEALTH SCIENCES





# BASIC HEALTHCARE INFORMATICS ASSISTANT – 24 CREDITS

## CAREER PATHWAY: HEALTH & HUMAN SERVICES

### Career Description

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

### Course of Study

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

### Program Outcomes

Students who complete this certificate should be able to:

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

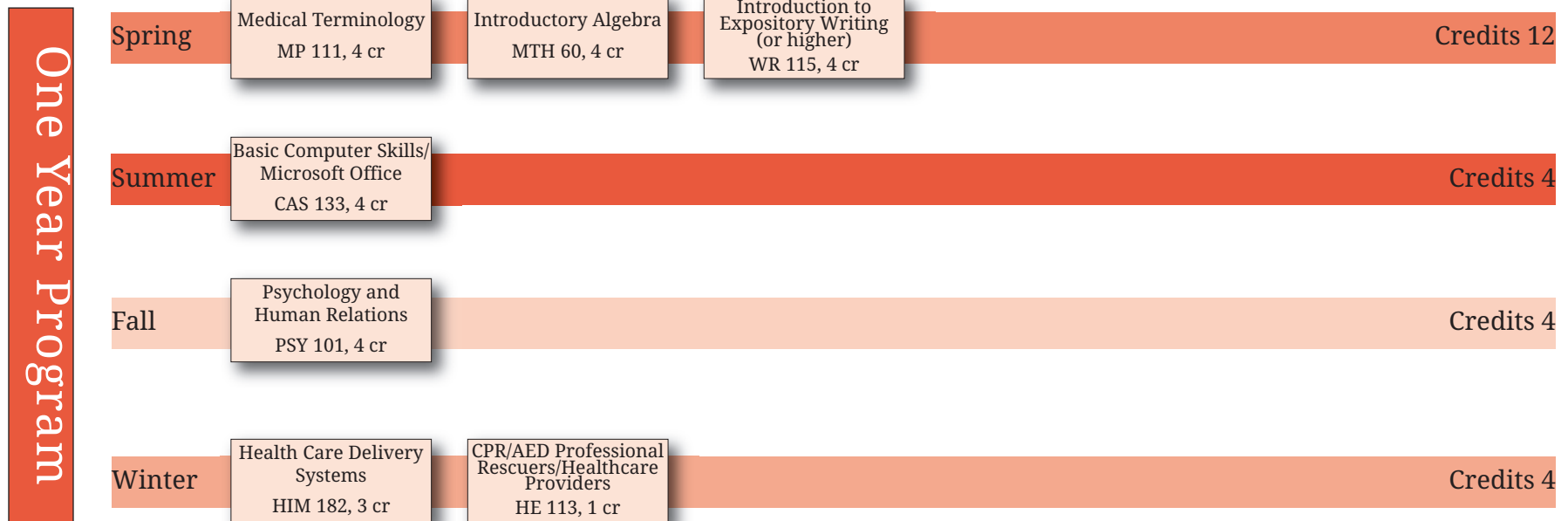
### Credit Summary

HIM .....	3
MP .....	4
HE .....	1
PSY .....	4
CAS .....	4
MTH .....	4
WR .....	4
Total .....	24

# CAREER & TECHNICAL EDUCATION CERTIFICATE

24 Credits—Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

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



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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

# EMERGENCY MEDICAL SERVICES – 58 CREDITS

## CAREER PATHWAY: Health Sciences

### Career Description

The Emergency Medical Services certificate program provides career training for entry-level positions in emergency medical settings. The EMS Program is designed to train and educate emergency medical services professionals to excel in meeting the needs of the community. EMS providers may be employed by ambulance companies, fire departments, police departments, and various other industries requiring emergency medical services. EMS providers respond to medical and trauma emergencies by providing immediate care and transportation to the ill and injured.

### Program Outcomes

- Act in accordance with the ethical and professional medical standards of the entry-level EMT.
- Meet the academic eligibility requirements for taking both cognitive and practical State and National Certification examinations at the EMT level.
- Meet the academic eligibility requirements to enter any Oregon Paramedic AAS degree program.
- Demonstrate communication skills of the medical environment in order to develop and maintain professional client relationships at the EMT level.
- Demonstrate the professional and technical skill set necessary to meet the EMT standard of care in a safe manner under diverse conditions.

### Course of Study

This program combines classroom lectures, hands-on skill labs and appropriate cooperative field experience to provide students with cognitive, psychomotor and affective competence to function as

effective EMTs. Individuals wanting to pursue a career as an EMT and become licensed at the paramedic level can start on that career pathway with the EMS one-year certificate. Although CGCC does not provide paramedic training, first-year courses required for the associate degree in emergency medical services are offered, but not every term. Upon completion, the student is eligible for a one-year certificate in EMS. Students planning to continue to the paramedic level can transfer to another paramedic training institution to receive the associate degree in EMS.

### Prerequisites

Placement test scores within the last three years or transcript with satisfactory course completion.

- Placement into WR 121, or completion of WR 115 with a grade of “C” or better. Placement into MTH 65, or completion of MTH 60 with a grade of “C” or better. Placement into RD 115, or completion of RD 90 with a grade of “C” or better.
- Must have documented results of: TB 2 Step Exam (within 12 months), MMR (measles immunity) if born after 12-31-56, TDAP (within past 10 years), Hepatitis B immunization series started, Varicella (chicken pox) immunity, Influenza (one dose each fall/winter for students receiving placements during the flu season).
- AHA Healthcare Provider BLS (CPR) card current through certification testing. . . . .

### Credit Summary

BI . . . . .	12
COMM . . . . .	3
EMS . . . . .	23
Remaining General Education . . . . .	4
MP . . . . .	4
MTH . . . . .	4
PSY . . . . .	4
WR . . . . .	4
Credit Total . . . . .	58

Applicants must meet all prerequisite requirements prior to acceptance into the program. Satisfactory Criminal History Background check and drug

screening will be mandatory to qualify for clinical rotations and state certification. The cost for Criminal History Background check and drug screening is the responsibility of the applicant/student.

Applicants should be aware that to be eligible to take the NR-EMT exam, they must be 18 years old. In addition, the following questions are asked on the National Registry EMT and/or the Oregon EMT Application:

1. Do you or have you had within the past 10 years, any physical or mental condition that impairs, could impair, or has impaired your ability to perform the duties of an EMT? If you answer yes, explain whether your condition is controlled by medication or other treatment and how your condition treated or untreated, affects your ability to perform the duties of an EMT.
2. Do you or have you used in the last 10 years, any drug or chemical substance for other than legitimate medical purposes that impairs or has impaired your ability to perform the duties of an EMT?
3. Have you been counseled about, diagnosed with, or treated for, a dependency on alcohol or drugs within the last 10 years?
4. Have you ever been arrested, charged with, or convicted of any misdemeanor or felony? (Minor traffic violations need not be reported.)
5. Has an employer or supervising physician taken disciplinary action against you related to your duties as an EMT? (Discipline includes suspension, letter of reprimand, resignation in lieu of termination, a limitation or restriction of scope of practice or dismissal for cause.)
6. Have you been named in a lawsuit alleging medical malpractice or misconduct related to providing medical care?
7. Have you ever been disciplined, denied or revoked by the National Registry of EMTs or any health care certifying/licensing agency?
8. Have you ever surrendered or resigned a health care license or certificate?
9. Have you lived, worked, or attended school outside of Oregon for 60 or more consecutive days in the last 5 years?

#### EMT Part I & II

Students who successfully complete EMT Part I and Part II are eligible to apply and take state and national certification exams. The application process and prerequisites are the same as those listed for the EMS Certificate program. See listing also on page 84.

# CAREER & TECHNICAL EDUCATION CERTIFICATE

58 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

**Prerequisites:** College entry-level competencies in English and computational skills. Completion of: WR 115, RD 90, MTH 60 with “C” or better or placement into: WR 121, RD 115, MTH 65, See additional prerequisites above

Year One	Fall	English Composition WR 121, 4 cr	Introduction to Emergency Medical Services EMS 100, 3 cr	EMT Part I EMS 105, 5 cr	Credits 12	
	Winter	EMT Part II EMS 106, 5 cr	Human Anatomy & Physiology I BI 231, 4 cr	Crisis Intervention EMS 115, 3 cr	Credits 12	
	Spring	General Education Elective 4 cr	Human Anatomy & Physiology II BI 232, 4 cr	Emergency Response Patient Transportation EMS 114, 2 cr	Emergency Response Communication/ Documentation EMS 113, 2 cr	Credits 12
	Summer	Emergency Medical Services Rescue EMS 116, 3 cr	Medical Terminology MP 111, 4 cr	Introductory Algebra MTH 65, 4 cr	Public Speaking COMM 111, 3 cr or higher	Credits 14
Year Two	Fall	Human Anatomy & Physiology III BI 233, 4 cr	Psychology & Human Relations PSY 101, 4 cr or higher		Credits 8	

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

These courses include the EMT I & II, related technical courses and general education electives. Not all certificate classes will be offered every year. See quarterly class schedule for current offerings.



# MEDICAL ASSISTING – 47 CREDITS

## CAREER PATHWAY: HEALTH SCIENCES

### Career Description

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

### Program Requirements

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

### Course of Study

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

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

Students must also meet general certificate requirements.

### Program Outcomes

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

### 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.

### Credit Summary

BI	4
HE	1
MA	32
MLT	3
MP	3
PSY	4
Credit Total	47

### Application & Acceptance

Acceptance into the medical assisting program requires that students meet the Compass placement scores and demonstrate satisfactory English language ability through a written and oral interview assessment. Students also must have documentation of the following prior to the beginning of the third term: satisfactory physical examination, current immunizations, Mantoux Test, evidence of immunity to measles and evidence of initiating the immunization series to Hepatitis B or sign a waiver.

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.

Application documents should be sent to the attention of:

Student Services  
Medical Assisting Program Admissions  
Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058

# CAREER & TECHNICAL EDUCATION CERTIFICATE

47 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

Limited  
Entry  
Program  
Special  
Application  
Required

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

One Year Program	Fall	Introduction to Human Anatomy and Physiology II BI 122, 4 cr	Medical Office Assistant Seminar I MA 112, 1 cr	Medical Office Administration Procedures MA 117, 3 cr	Medical Office Administration Procedures Lab MA 118, 2 cr	Coding & Reimbursement MA 180, 2 cr	Psychology & Human Relations PSY 101, 4 cr	Credits 16
	Winter	Introduction to Health Law & Ethics MA 140, 3 cr	Medical Office Assistant Seminar II MA 122, 1 cr	Medical Office Clinical Procedures MA 123, 3 cr	Medical Office Clinical Procedures Lab MA 124, 2 cr	Introduction to Medical Science MA 131, 5 cr	First Aid & CPR/AED Professional Rescuers/Healthcare Providers HE 113, 1 cr	Credits 15
	Spring	Introduction to Clinical Phlebotomy MA 120, 1 cr	Medical Office Assistant Seminar III MA 132, 1 cr	Medications MA 136, 2 cr	Clinical Practicum MA 270, 6 cr	Medical Office Lab Orientation MLT 100, 3 cr	Introduction to Electronic Health Records MP 150, 3 cr	Credits 16

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

A degree planning worksheet for this degree is available online at:

<http://cgcc.us/advising/guides>

# PRACTICAL NURSING – LPN – 48 CREDITS

## CAREER PATHWAY: HEALTH SCIENCES

### Career Description

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

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

### Course of Study

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

Students must also meet general certificate requirements.

### Program Outcomes

Students who complete this certificate should be able to:

- As Provider of Care: Follow the established standards for practical nursing in the holistic care of clients/patients in healthcare settings.
- As Communicator: Communicate effectively with clients/patients, families and members of the healthcare team.
- As Manager of Care: Prioritize and organize components of nursing care for a minimum acuity level of two to three clients/patients and their families.

- As Member within the Discipline of Nursing: Demonstrate professional values and responsibilities defined by the Standards and Scope of Practice for the Licensed Practical Nurse.

### Program Accreditation

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

### Additional Information

**Application and Acceptance:** Applications for the nursing program are accepted during winter quarter each year for entry the following September. For information and admission instructions, contact the Student Services Office at (541) 506-6011 or online at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us).

**Additional Requirements Prior to First Day of NUR 110 (or term of admittance):** Admitted students must meet/pass the following requirements within designated time frames (any associated costs are at the student’s own expense): 1) a physical exam, 2) immunization validation 3) TB test, 4) a drug screen 5) a criminal background check and sex offender check, 6) current CPR level C certificate. Information regarding these requirements will be distributed in NUR 60. The nursing admission packet describes these requirements in more detail.

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

**Legal Limitations for LPN/RN Licensure:** The Oregon State Board of Nursing (OSBN) asks applicants the following questions on the practical and registered nurse licensure exam applications: 1) Do you have any physical disabilities? 2) Have you had any major physical or mental illness during the past five years? 3) Have you ever been convicted of any criminal offense other than minor traffic violations? Individuals who may have a past history of chemical abuse, felonies, or believe that past history circumstances may interfere with their ability to sit for the licensure examination should contact

the OSBN for recommendations. Applicants may also confer with the Nursing Program Director regarding concerns with any of these questions.

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

**Course of Study: Student Disability Information:** Nursing is a physically and mentally challenging occupation. Education related to this field is designed to prepare students for these challenges. Nursing students must be able to meet all established essential academic and clinical requirements, with or without accommodations, to successfully complete the program. Persons with questions concerning particular qualifications are encouraged to contact the Director of Advising and Career Services at (541) 506-6026 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 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. The college reserves the right to retain and progress only those students who satisfy these requirements in order to continue in the nursing program and progress to the next term. Completion of all first year courses is required to receive the Practical Nursing Certificate. Students must complete both years of the curriculum in sequence and satisfy graduation requirements to earn the Associate of Applied Science Degree in Nursing.

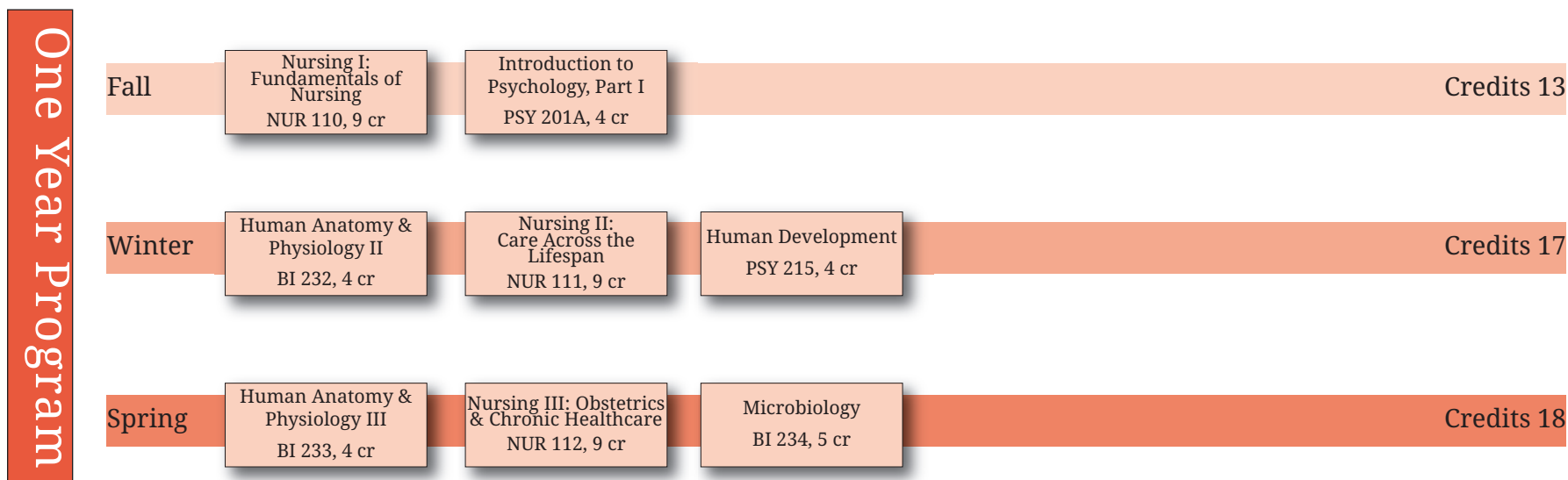
In order to continue in the Nursing Program and progress to the next term, the student must: a) earn a “C” grade or higher in all required nursing courses and b) complete all required first year courses in sequence and in the term designated by the Program (including BI 232, BI 233, PSY 201A, PSY 215,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

# CAREER & TECHNICAL EDUCATION CERTIFICATE

48 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

Limited  
Entry  
Program  
Special  
Application  
Required

**Prerequisites:** Cumulative college G.P.A of 3.0 or greater; completion of the following with a grade of “C” or better within the past five years: MTH 95, WR 121, CH 104, BI 231; if the math and/or writing are older than three years, you must take a college placement test and test into WR 121 and MTH 111. Admitted and wait listed students must complete NUR 60 by Fall Term 2013.



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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>



# NURSING – RN – 98 CREDITS

## CAREER PATHWAY: HEALTH SCIENCES

### Career Description

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

The Associate of Applied Science degree (Nursing Program) requires 98 credits that include 53 credit hours of nursing courses and 45 credits of support courses. Students must meet college graduation requirements including general education, math and English competencies.

### Course of Study

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

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

### Program Outcomes

Students who complete this degree should be able to:

- As Provider of Care: Follow the established standards for registered nursing in the holistic care of clients/patients in healthcare settings.
- As Communicator: Communicate therapeutically with clients/patients and families to promote the achievement of patient outcomes in collaboration with healthcare providers across a continuum of healthcare settings.
- As Manager of Care: Manage, at an entry-level, the healthcare needs for a group of clients/patients and

families at an acuity level appropriate to individual healthcare settings.

- As Member within the Discipline of Nursing: Demonstrate professional values and responsibilities defined by the Standards and Scope of Practice for the Registered Nurse and ANA standards.

### Program Accreditation

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

### Additional Information

**Application and Acceptance:** Applications for the nursing program are accepted during winter quarter each year for entry the following September. Contact the Student Services Office at (541) 506-6011 for information and admission instructions or visit the college website at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us).

**Additional Requirements Prior to First Day of NUR 110 (or term of admittance):** Admitted students must meet/pass the following requirements within designated time frames (any associated costs are at the student's own expense): 1) a physical exam, 2) immunization validation 3) TB test, 4) a drug screen 5) a criminal background check and sex offender check, 6) current CPR level C certificate. Information regarding these requirements will be distributed in NUR 60. The nursing admission packet describes these requirements in more detail.

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

**Legal Limitations for LPN/RN Licensure:** The Oregon State Board of Nursing (OSBN) asks applicants the following questions on the practical and registered nurse licensure exam applications: 1) Do you have any physical disabilities? 2) Have you had any major physical or mental illness during the past five years? 3) Have you ever been convicted of any criminal offense other than minor traffic violations? Individuals who may have a past history of chemical abuse, felonies, or believe that past history circumstances may interfere with their ability to sit for

the licensure examination should contact the OSBN for recommendations. Applicants may also confer with the Nursing Program Director regarding concerns with any of these questions.

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

### Course of Study: Student Disability Information:

Nursing is a physically and mentally challenging occupation. Education related to this field is designed to prepare students for these challenges. Nursing students must be able to meet all established essential academic and clinical requirements with or without accumulation, to successfully complete the program. Persons with questions concerning particular qualifications are encouraged to contact the Director of Advising and Career Services at (541) 506-6026 for information. Students must provide documentation and request services a minimum of two weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

**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. The college reserves the right to retain and progress only those students who satisfy these requirements in order to continue in the nursing program and progress to the next term. Completion of all first year courses is required to receive the Practical Nursing Certificate. Students must complete both years of the curriculum in sequence and satisfy graduation requirements to earn the Associate of Applied Science Degree in Nursing.

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

# ASSOCIATE OF APPLIED SCIENCE

98 Credits - Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

Limited  
Entry  
Program  
Special  
Application  
Required

**Prerequisites:** Cumulative college G.P.A of 3.0 or greater; completion of the following with a grade of "C" or better within the past five years: MTH 95, WR 121, CH 104, BI 231; if the math and/or writing are older than three years, you must take a college placement test and test into WR 121 and MTH 111. Admitted and wait listed students must complete NUR 60 by Fall Term 2013.

Year One	Fall	Nursing I: Fundamentals of Nursing NUR 110, 9 cr	Introduction to Psychology, Part I PSY 201A, 4 cr		Credits 13
	Winter	Nursing II: Care Across the Lifespan NUR 111, 9 cr	Human Anatomy & Physiology II BI 232, 4 cr	Human Development PSY 215, 4 cr	Credits 17
	Spring	Nursing III: Obstetrics & Chronic Healthcare NUR 112, 9 cr	Human Anatomy & Physiology III BI 233, 4 cr	Microbiology BI 234, 5 cr	Credits 18
Year Two	Fall	Nursing IV: Psychiatric & Complex Acute Care NUR 210, 9 cr	Nursing Program Elective* 4 cr	General Education Elective 4 cr	Credits 17
	Winter	Nursing V: Emergent Healthcare NUR 211, 9 cr	Nursing Program Elective* 4 cr	General Education Elective 4 cr	Credits 17
	Spring	Nursing VI: Preceptorship NUR 212, 8 cr	Nursing Program Electives* 8 cr		Credits 16

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

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

2013 α 2014

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# CAREER PATHWAYS

## Engineering, Manufacturing, & Industry

96

2013 α 2014

Entry Points

### STILL IN HIGH SCHOOL:

See dual credit opportunities at:  
[www.cgcc.cc.or.us/StudentServices/highschool/index.cfm](http://www.cgcc.cc.or.us/StudentServices/highschool/index.cfm)

### OTHER STUDENTS:

High School Graduate  
GED  
Pre-College  
Reentering Students  
Currently in workforce  
Dislocated worker  
Displaced homemaker

see admissions information at:  
<http://cgcc.us/admissions>

TAKE  
PLACEMENT  
TEST

### CERTIFICATES

Renewable Energy Technology (53 Credits)

### ASSOCIATE OF APPLIED SCIENCE DEGREES

Renewable Energy Technology (97 Credits)

### TRANSFER DEGREES

University Transfer - OIT  
[www.oit.edu](http://www.oit.edu)

### Occupational Info Center

[www.olmis.org/careers](http://www.olmis.org/careers)

#### KEYWORD SEARCH:

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

#### KEYWORD SEARCH:

Electrical and Electronic Engineering Technician  
Mechanical

NOTE: This is an emerging occupation; labor market data for renewable energy technician is not available. Listed keywords are for related occupations

# STUDENT STORIES: LIZ & MARTINA KOKOS

Associate of Applied Science Renewable Energy Technology

One mother's dedication to her education in renewable energy inspired her daughter to pursue the same field.

After 15 years working in Special Education Elizabeth "Liz" Kokos was ready for a change. After considering her options and what kind of direction she would like to take, Liz returned to school, studying Renewable Energy Technology (RET) at Columbia Gorge Community College. While still a student, she interned at a nearby wind farm.

The internship was a perfect fit for a student in the RET program. "I was able to take my classwork to the field, and my fieldwork to class," she said. This internship led to a full-time position with a utility company

at the same wind farm after she graduated with the two-year Associate of Applied Science in Renewable Energy Technology.

"Somewhere along the line," she says, "there was a Bring Your Daughter to Work Day." Liz brought her daughter, Martina Kokos, with her to the wind farm. Her employer allowed the mother and daughter pair to climb 250 feet up a wind turbine. "The first time they were able to get me up a tower, I was hooked," states Martina.

Soon after, Martina also enrolled in CGCC's in Renewable Energy Technology program. She was invigorated by the coursework: "The

electrical and digital classes challenged me and made me crave more." Martina completed the two-year Associate of Applied Science RET degree and also received a summer internship. She is currently taking advantage of the opportunity to parlay her RET degree into a Bachelor's of Science in Engineering. In the meantime, she is studying

Calculus for fun.

"I am living my life as best as I can," she said. "I take each and every day in stride. I live for today! Yesterday is gone forever, and there is no guarantee about tomorrow. I am reaching for the stars, and no one can tell me the one I want is too far out of reach."

This mother and daughter success story is what we mean by "building dreams, transforming lives."



*Pictured: Left, Martina Kokos and other students work in an RET lab class. Below, Liz Kokos (left) and Martina Kokos (right) at a Gorge-area wind farm.*





# RENEWABLE ENERGY TECHNOLOGY – 53 CREDITS

## CAREER PATHWAY: SCIENCE, ENGINEERING, TECHNOLOGY, & MATH

### Career Description

Students completing this program are prepared to work in fields of renewable energy technology with a focus on wind energy technology. Wind service technicians are responsible for operations, maintenance, and repair of equipment at wind plants. All renewable energy technicians might: 1) operate and maintain equipment, 2) perform mechanical and electrical component repair to correct malfunctions following manufacturing requirements, 3) comply with project environmental health and safety programs, and 4) perform preventative maintenance in accordance with OEM maintenance manuals. While some employers will hire graduates with the certificate of completion, other employers require an AAS degree or additional mechanical experience for entry-level positions. *Preference may be given to veterans and spouses of veterans.*

### Application & Acceptance

This program begins in the fall term only. This is a limited-entry program with space for 36 students with 10 students on an alternate list. A maximum of eight seats will be reserved for transfer students. Applications for the program are accepted on a first-come/first-serve basis in mid-June. Students

must meet all program prerequisites with a grade of “C” or better. The required program prerequisites include: MTH 95, WR 115, RD 115, and CAS 133.

### Course of Study

This program prepares students for employment in renewable energy with a focus on the wind industry. This industry seeks employees with skills in electrical engineering, electronics, and mechanical engineering. The certificate of completion provides a basic level of knowledge in these areas and skills in computer applications, math, and writing. This certificate program has been given the American Wind Energy Association (AWEA) Seal of Approval for 2011. Students must also meet general certificate requirements.

### Program Outcomes

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

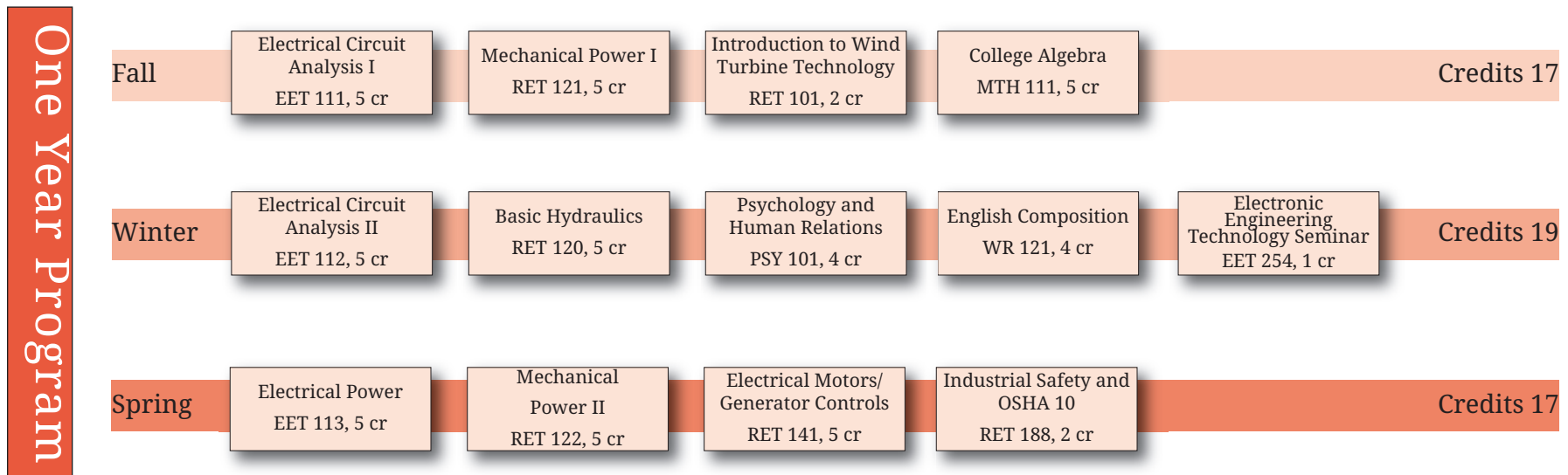
1. Qualify for employment in the renewable energy field as entry-level operators.
2. Assist technicians with repair/servicing/manufacturing of renewable energy systems by applying basic knowledge of electrical, electronics, mechanical, and hydraulics/pneumatics concepts.
3. Communicate effectively both at the individual level and within team settings.
4. Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice.
5. Apply ethical and professional practice within the field of renewable energy.
6. Achieve success in continuing their education towards completion of a two-year AAS degree should that be their goal.

# CAREER & TECHNICAL EDUCATION CERTIFICATE

53 Credits—Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

Limited  
Entry  
Program  
Special  
Application  
Required

**Prerequisites:** Placement into: WR 121, MTH 111 and college level reading on a placement test score within 1 year or successful completion of the prerequisite courses or their immediate prerequisites within 1 year for math and 2 years for writing, and completion of CAS 133 Basic Computer Skills MS Office.



2013 α 2014

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>

# RENEWABLE ENERGY TECHNOLOGY – 97 CREDITS

## CAREER PATHWAY: SCIENCE, ENGINEERING, TECHNOLOGY, & MATH

### Career Description

Students completing this program are prepared to work in fields of renewable energy technology with a focus on wind energy technology. Students may become engineering technicians, hydropower technicians, wind service technicians, or solar technicians. Engineering technicians use electrical and electronic theory—under the direction of engineering staff—to design, build, repair, calibrate, and modify components, circuitry, controls, and machinery. Wind service technicians are responsible for operations, maintenance, and repair of equipment at wind plants. All renewable energy technicians might: 1) operate and maintain equipment, 2) perform mechanical and electrical component repair to correct malfunctions following manufacturing requirements, 3) comply with project environmental health and safety programs, and 4) perform preventative maintenance in accordance with OEM maintenance manuals.

Graduates of the AAS degree may be able to move into mid-range positions as lead workers. Graduates of the AAS degree can apply for admission into engineering and renewable energy BS degree programs. Students should evaluate these programs to ensure industry relevance, affordability, and transferability. While some employers will hire graduates with the certificate of completion, other employers require an AAS degree or additional mechanical experience for entry-level positions. *Preference may be given to veterans and spouses of veterans.*

### Application & Acceptance

This program begins in the fall term only. This is a limited-entry program with space for 36 students with 10 students on an alternate list. A maximum of eight seats will be reserved for transfer students from partner colleges. Applications for the program are accepted on a first-come/first-serve basis in mid-June. Students must meet all program prerequisites with a grade of “C” or better. The required program prerequisites include: MTH 95, WR 115, RD 115, and CAS 133. Students must also have a cumulative GPA of 2.50.

### Course of Study

This program prepares students for employment in a broad range of industries. These include hydro-generation, wind-generation, solar-generation, automated manufacturing, or engineering. The Associate of Applied Science degree provides a basic level of knowledge in these areas and skills in programmable logic controllers, industrial control systems, semiconductors, and higher levels of math and physics. Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements.

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

### Program Outcomes

Students who complete the AAS degree should be able to:

1. Qualify for employment in the renewable energy field as technicians.
2. Service/repair renewable energy systems and assist engineers with the design of renewable systems by applying knowledge of electrical, electronics, mechanical, control systems and hydraulics/pneumatics concepts.
3. Communicate effectively both at the individual level and within team settings.
4. Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice.
5. Apply ethical and professional practice within the field of renewable energy.
6. Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering should that be

their goal.

### Approved Electives

#### RET Electives

CH 100	Everyday Chemistry with Lab . . . . .	4
CH 104	General Chemistry . . . . .	5
CH 105	General Chemistry . . . . .	5
CH 106	General Chemistry . . . . .	5
COMM 215	Small Group Communication: Process & Theory . . . . .	4
EC 200	Introduction to Economics: Introduction Institutions & Philosophies . . . . .	4
EC 201	Principles of Economics: Microeconomics . . . . .	4
EC 202	Principles of Economics: Macroeconomics . . . . .	4
JPN 101	First Year Japanese . . . . .	5
JPN 102	First Year Japanese . . . . .	5
JPN 103	First Year Japanese . . . . .	5
JPN 201	Second Year Japanese . . . . .	5
JPN 202	Second Year Japanese . . . . .	5
JPN 203	Second Year Japanese . . . . .	5
MTH 112	Elementary Functions . . . . .	5
MTH 243	Statistics I . . . . .	4
MTH 251	Calculus 1 . . . . .	5
PHY 201	General Physics . . . . .	4
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
WR 227	Technical Writing . . . . .	4

# ASSOCIATE OF APPLIED SCIENCE

97 Credits—Recommended Sequence for Full-Time  
(Students should see an advisor to customize their educational plans)

Limited  
Entry  
Program  
Special  
Application  
Required

**Prerequisites:** Placement into: WR 121, MTH 111 and college level reading on a placement test score within 1 year or successful completion of the prerequisite courses or their immediate prerequisites within 1 year for math and 2 years for writing and completion of CAS 133 Basic Computer Skills MS Office.

Year One	Fall	Electrical Circuit Analysis I EET 111, 5 cr	Mechanical Power I RET 121, 5 cr	Introduction to Wind Turbine Technology RET 101, 2 cr	College Algebra MTH 111, 5 cr	Credits 17	
	Winter	Electrical Circuit Analysis II EET 112, 5 cr	Basic Hydraulics RET 120, 5 cr	Psychology and Human Relations PSY 101, 4 cr	English Composition WR 121, 4 cr	Electronic Engineering Technology Seminar EET 254, 1 cr	Credits 19
	Spring	Electrical Power EET 113, 5 cr	Mechanical Power II RET 122, 5 cr	Electrical Motors/Generator Controls RET 141, 5 cr	Industrial Safety and OSHA 10 RET 188, 2 cr	Credits 17	
Year Two	Fall	Digital Systems I EET 121, 3 cr	Semiconductor Devices and Circuits EET 221, 5 cr	Adult Fitness PE 182H, 1 cr	RET Elective 4 cr	Beginning Excel CAS 170, 3 cr	Credits 16
	Winter	Digital Systems II EET 122, 4 cr	Operational Amplifier Circuits EET 222, 5 cr	Programmable Controllers RET 119, 3 cr	General Education Elective Arts & Humanities 3 cr	Credits 15	
	Spring	Electronic Control Systems EET 273, 3 cr	Digital Systems III EET 123, 4 cr	Alternate Energy Power Generation RET 102, 1 cr	Power Generation RET 223, 5 cr	Credits 13	

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

A degree planning worksheet for this degree is available online at:  
<http://cgcc.us/advising/guides>



# 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.

## ASIAN STUDIES

Faculty mentor: Yukari Birkett; ybirkett@cgcc.cc.or.us

To earn a Concentration Award in Asian Studies, students must successfully complete a minimum of 23-30 credits from the following two options:

Course Number/Name . . . . . Credits

Required 3 Japanese language courses from the list below (15 credits)

JPN 101 First Year Japanese . . . . .	5
JPN 102 First Year Japanese . . . . .	5
JPN 103 First Year Japanese . . . . .	5
JPN 201 Second Year Japanese . . . . .	5
JPN 202 Second Year Japanese . . . . .	5
JPN 203 Second Year Japanese . . . . .	5

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

### Option A

3 additional Japanese language courses for a total of 30 credits

### Option B

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

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

## CREATIVE WRITING

Faculty mentor: Tim Schell - 541-506-6171; tschell@cgcc.cc.or.us

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

Course Number/Name . . . . . Credits

Required (4 credits)

WR 246 Advanced Creative Writing (Edit & Pub) . . .	4
Choose a minimum of 2 Creative Writing courses from the list below (8 credits)	
WR 241 Creative Writing (Fiction) . . . . .	4
WR 242 Creative Writing (Poetry) . . . . .	4
WR 243 Creative Writing (Scriptwriting) . . . . .	4
WR 244 Advanced Creative Writing (Fiction) . . . . .	4
WR 245 Advanced Creative Writing (Poetry) . . . . .	4
WR 247 Advanced Creative Writing (Scriptwriting) . . . . .	4

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

ENG 104 Introduction to Literature (Fiction) . . . . .	4
ENG 105 Introduction to Literature (Drama) . . . . .	4
ENG 106 Introduction to Literature (Poetry) . . . . .	4

# CONCENTRATION AWARDS

## LATIN AMERICAN STUDIES

Faculty mentor: Silvia Huszar; shuszar@cgcc.cc.or.us

To earn a Concentration Award in Latin American Studies, students must successfully complete a minimum of 20-24 credits from the following two options:

Course Number/Name . . . . . Credits  
 Required 3 Spanish language courses from the list below (12 credits)

- SPA 101 First Year Spanish – First Term . . . . . 4
- SPA 102 First Year Spanish – Second Term . . . . . 4
- SPA 103 First Year Spanish – Third Term . . . . . 4
- SPA 201 Second Year Spanish – First Term . . . . . 4
- SPA 202 Second Year Spanish – Second Term . . . . . 4
- SPA 203 Second Year Spanish – Third Term . . . . . 4

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

### Option A

3 additional Spanish language courses for a total of 24 credits

### Option B

a minimum of 2 courses from the list below for a total of 20 credits

- ATH 235 Survey of Prehistoric Mexico and Central America . . . . . 4
- ENG 213 Latin American Literature . . . . . 4
- HST 270 History of Mexico . . . . . 4

## MEDIA STUDIES

Faculty mentor: Diane Uto; duto@cgcc.cc.or.us

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 Publisher . . . . .   | 3       |
| COMM 228 Mass Communication & Society . . . . .                             | 4       |
| PHL 197 Manufacturing Reality:<br>Critical Thinking and the Media . . . . . | 4       |
| TA 101 Theater Appreciation . . . . .                                       | 4       |
| WR 243 Creative Writing: Script Writing . . . . .                           | 4       |

## NATIVE AMERICAN STUDIES

Faculty mentor: Dr. John Copp; jcopp@cgcc.cc.or.us

To earn a Concentration Award in Native American Studies, students must successfully complete the following 3 courses for 12 credits:

- | Course Number/Name . . . . .                        | Credits |
|---|---------|
| ATH 231 Native Americans of the Northwest . . . . . | 4       |
| ENG 240 Native American Literature . . . . .        | 4       |
| HST 218 Native American History . . . . .           | 4       |

## NORTHWEST STUDIES

Faculty mentor: Dr. John Copp; jcopp@cgcc.cc.or.us

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 Northwest . . . . .       | 4       |
| G 207 Geology of the Pacific Northwest . . . . .    | 3       |
| HST 240 Oregon History . . . . .                    | 4       |
| HST 277 Oregon Trail. . . . .                       | 4       |

## WOMEN'S STUDIES

Faculty mentor: Mandy Webster; mwebster@cgcc.cc.or.us

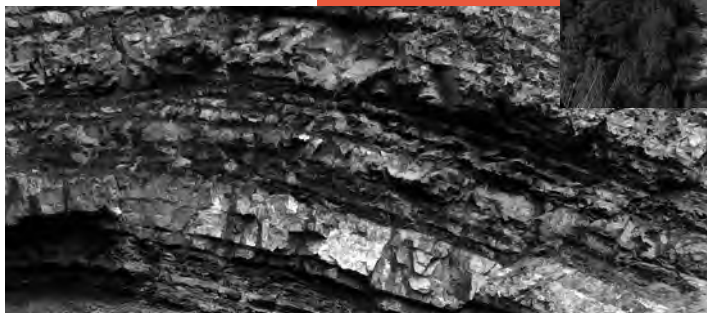
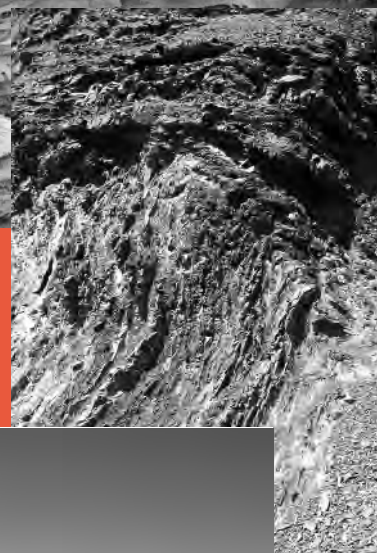
To earn a Concentration Award in Women's Studies, students must successfully complete a minimum of 16 credits:

- | Course Number/Name . . . . .   | Credits |
|--|---------|
| Required (4 credits)   |         |
| WS 101 Women's Studies . . . . .   | 4       |
| Choose a minimum 3 courses from the following list (12 credits)            |         |
| COMM 237 Gender and Communication . . . . .                                | 4       |
| ENG 222 Images of Women in Literature . . . . .                            | 4       |
| ENG 260 Introduction to Women Writers . . . . .                            | 4       |
| HST 204 History of Women in the US:<br>Pre-Colonial to 1877 . . . . .      | 4       |
| HST 205 History of Women in the US:<br>1877 to Present . . . . .           | 4       |
| HST 225 History of Women, Sex, and the Family . . . . .                    | 4       |
| SOC 218 Sociology of Gender . . . . .                                      | 4       |
| WS 201 Women of the World . . . . .  | 4       |
| WS 202 Women Working for Change:<br>History, Theory and Practice . . . . . | 4       |

# CAMPUS LIFE

104

Geology 203  
Field Trip to  
Central Oregon  
and Painted  
Hills



2013 α 2014





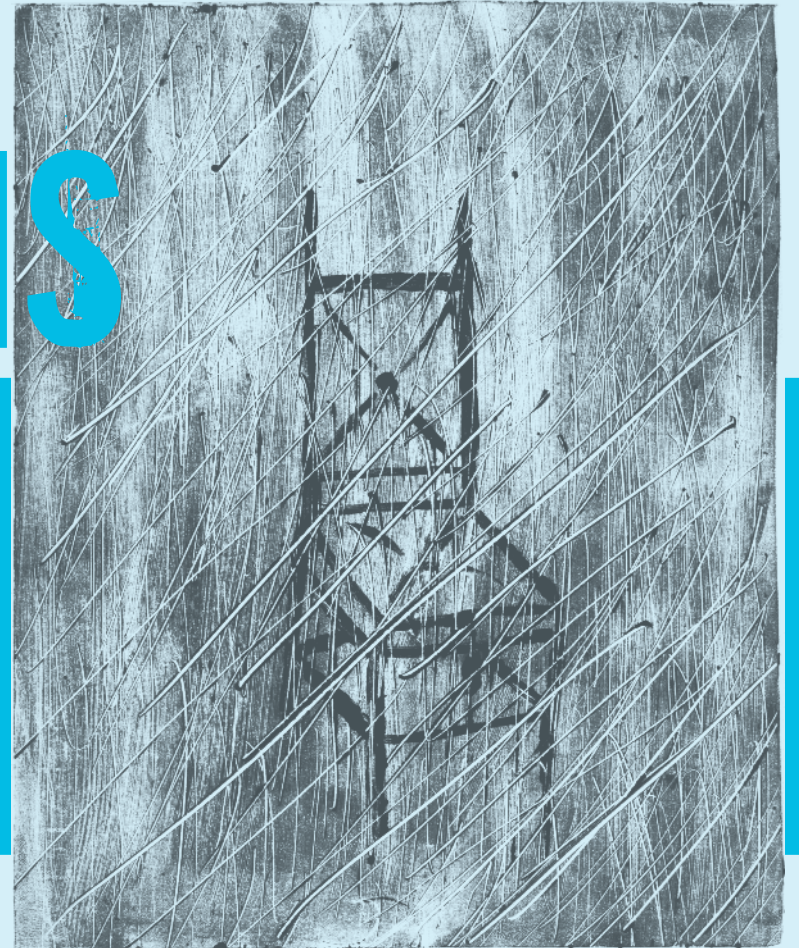
# COURSE DESCRIPTIONS



Featured Student Artist  
Jordan Olin

Rain  
8" x 10"  
Monotype

ART 270: Printmaking  
Instructor: A. Merickel





# WHAT'S IN SECTION 5?

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2013 α 2014

ALC—Alternative Learning Center (Tutoring Center) . . . . .	107	GS—General Science . . . . .	118	PHL—Philosophy . . . . .	123
ART—Art . . . . .	107	HE—Health . . . . .	118	PHY—Physics . . . . .	124
BA—Business Administration . . . . .	108	HEC—Consumer and Family Studies . . . . .	118	PS—Political Science . . . . .	124
BI—Biology . . . . .	109	HPE—Health and Physical Education . . . . .	118	PSY—Psychology . . . . .	124
CAS—Computer Application Systems . . . . .	110	HIM—Health Information Management . . . . .	118	RD—Reading . . . . .	125
CG—College Guidance . . . . .	111	HST—History . . . . .	119	RET—Renewable Energy Technology . . . . .	125
CH—Chemistry . . . . .	112	JPN—Japanese . . . . .	119	SOC—Sociology . . . . .	126
CIS—Computer Information Systems . . . . .	112	LIB—Library . . . . .	120	SPA—Spanish . . . . .	126
COMM—Communication Studies . . . . .	113	MA—Medical Assisting . . . . .	120	TA—Theater Arts . . . . .	126
EC—Economics . . . . .	113	MLT—Medical Laboratory Technology . . . . .	120	WLD—Welding . . . . .	127
ECE—Early Education and Family Studies . . . . .	114	MP—Medical Professions . . . . .	120	WR—Writing . . . . .	127
EET—Electronics Engineering Technology . . . . .	115	MSD—Management and Supervisory Development . . . . .	121	WS—Women's Studies . . . . .	128
EMS—Emergency Medical Services . . . . .	116	MTH—Mathematics . . . . .	121		
ENG—English Literature . . . . .	117	MUC—Professional Music . . . . .	121		
ESR—Environmental Studies . . . . .	117	MUS—Music . . . . .	122		
FN—Foods and Nutrition . . . . .	118	NUR—Nursing . . . . .	122		
G—Geology . . . . .	118	OS—Office Systems . . . . .	123		
		PE—Physical Education . . . . .	123		

## ALTERNATIVE LEARNING CENTER ALC

**ALC 51 English Skills Lab, 1 Cr.** Provides an individualized plan of study to improve English grammar, punctuation, writing, reading, and/or communication skills based on 30 hours of study. Includes tutoring, use of textbooks/workbooks for assignments, and/or computer software and other media. May be taken three times for credit. Prerequisite: Placement into WR 90, RD 90. Audit available.

**ALC 56 Basic Study Skills Lab, 0.50 Cr.** Self-paced, individualized study skills instruction in lab setting. Topics may include note-taking, time management, concentration and memory, reading texts, test taking, self-advocacy and CGCC resources. Audit available.

## ART

**ART 101 Understanding Architecture, 4 Cr.** Introduces aesthetic, historical, and critical issues of architecture. Presents buildings, gardens, fountains, malls and public spaces in terms of experiencing, appreciating and understanding roles of architecture in the urban world and as reflections of human interaction with the sociopolitical and physical environment. The series ART 101 and 102 may be taken in any order. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ART 102 Understanding the Visual Arts, 4 Cr.** Introduces aesthetic, historical, and critical issues of the visual arts. Presents aspects of drawing, painting, sculpture and craft in terms of experiencing, appreciating and understanding their roles in our lives. The series ART 101 and 102 may be taken in any order. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ART 206 History of Western Art, 4 Cr.** Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Focuses on viewing, analyzing and comparing many art forms in an historical context, and covers the Renaissance and Baroque periods, beginning about 1300 CE. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ART 211 Modern Art History - 19th Century Art in Europe & America, 4 Cr.** Explores the beginning of the modern world and modern societies in Europe and the United States. Examines and analyzes the visual arts to reveal some effects of societal changes, and to gain insight into our modern world. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ART 212 Modern Art History - Early 20th Century Art, 4 Cr.** Explores early 20th century revolutions in science and technology, psychology and philosophy. Examines and analyzes the visual arts to reveal some effects of those changes, and to gain insight into our modern world. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ART 231 Drawing, 3 Cr.** Deepens basic perceptual drawing techniques and tools as well as the understanding of the language of drawing in historical and contemporary contexts. Further develops critical skills for sighting, measuring, designing and constructing in drawing. May be taken three times for credit. Audit available.

**ART 253 Ceramics I, 3 Cr.** Explores ceramic processes, techniques and concepts while addressing historical and contemporary issues. Develops and encourages creative problem solving by utilizing various ceramic techniques. Includes critiques, discussions, and ceramic presentations to establish critical skills necessary to evaluate ceramics, explore artistic intent, examine structural solutions, and expand perceptual awareness. This is the first course of a two-course sequence. May be taken three times for credit. Audit available.

**ART 256 Ceramics II, 3 Cr.** Explores advanced ceramic processes. Develops and encourages creative problem solving by utilizing more advance ceramic techniques (i.e. work on and off the potter's wheel, glazes and firing procedures). Refines critical skills necessary to evaluate ceramics through critiques, discussions, and ceramic presentations by exploring artistic intent, examining aesthetic and structural solutions, and expanding perceptual awareness of ceramics. This is the second of a two course sequence. Prerequisite: Art 253. May be taken up to three times for credit. Audit available.

**ART 270 Printmaking, 3 Cr.** Explores printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Develops creative problem solving by utilizing monoprints, relief and basic intaglio processes.

Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. May be taken three times for credit. Audit available.

**ART 281 Painting II, 3 Cr.** Explores ways of seeing and elaborates on basic painting techniques, materials, and concepts while relating to historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Audit available.

**ART 284 Watercolor I, 3 Cr.** Explores basic studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Audit available.

**ART 287 Watercolor II, 3 Cr.** Explores basic and more advanced studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Prerequisite: ART 284 or instructor permission. Audit available.

**ART 292 Sculpture: Mixed Media, 3 Cr.** Explores sculptural form, processes, techniques, and concepts while addressing historical and contemporary issues in sculpture. Develops creative problem solving skills through making sculpture using a variety of mixed media techniques. Establishes critical skills necessary to evaluate sculpture through critiques, discussions, and sculpture presentations by exploring artistic intent, examining aesthetic and structural solutions, and expanding perceptual awareness of sculpture. May be taken three times for credit. Audit available.

## ANTHROPOLOGY ATH

**ATH 101 Introduction to Physical Anthropology, 4 Cr.** Presents physical anthropology and the study of human biological evolution in the context of modern genetics and primate behavior studies. Examines human fossil record, as well as the diversity and commonality of present and past

populations of humankind. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ATH 102 Introduction to Archaeology and Prehistory, 4 Cr.** Introduces methods and techniques used by archaeologists to study the development of human culture. Provides a survey of world prehistory, while emphasizing the development of social complexity and the origins of agriculture that precede both new and old world civilizations. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ATH 103 Introduction to Cultural Anthropology, 4 Cr.** Examines modern human cultures. Analyzes a variety of ethnographic examples from various world societies to understand the diverse aspects of language, technology, economy, social structure, governance, religion, world views and expressive aspects of life. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ATH 208 Cultural Anthropology: Cultures of the World, 4 Cr.** Introduces ethnographic descriptions of a representative sample of the cultural variations among contemporary peoples. Compares various subsistence systems and levels of socio-political integration. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ATH 231 Native Americans of the Northwest, 4 Cr.** An in-depth survey of the native peoples of Oregon, Washington, Alaska, and Southwest Canada. Individual native groups are studied to depict cultural variation within the region. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ATH 235 Survey of Prehistoric Mexico and Central America, 4 Cr.** Study of the development, form and history of pre-Columbian Indian civilizations, surveying the achievements of the Maya, the Aztec and their neighbors. Audit available.

## BUSINESS ADMINISTRATION BA

**BA 101 Introduction to Business, 4 Cr.** Survey course in the field of business including topics such as management, finance accounting, marketing, production, computers, international business, small business, investments and other areas of

general business interest. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 111 Introduction to Accounting, 3 Cr.** Presents double-entry accounting as related to service and merchandising business. Covers accounting cycle, including journalizing, posting to the general ledger, preparation of financial statements, petty cash, bank reconciliations, combined journal, special journals and payroll. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 131 Introduction to Business Technology, 4 Cr.** Covers computer concepts and the use of information technology in business organizations including the use of word processing, spreadsheet, and presentation software. Includes introduction to hardware, software, databases, system development, and tools that businesses use for communication and collaboration. Includes appreciating the value of ethical conduct in a business/computer environment and the impact of technology on industry and society. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**BA 177 Payroll Accounting, 3 Cr.** Learn fundamental skills and basic knowledge in the area of business payroll. The focus of the course is primarily in the following areas: payroll and personnel record keeping, calculation of gross pay using various methods, calculation of Social Security and Medicare taxes, calculation of federal and state income taxes, calculation of federal and state unemployment taxes, journalizing and posting payroll entries, and completing various federal and state forms. Prerequisites: BA 111 or BA 211 or instructor permission. Recommended: MTH 30 and microcomputer experience. Audit available.

**BA 203 Introduction to International Business, 3 Cr.** Explores processes of international trade, whether the company is an importer, exporter, or a multinational firm. Forms a basis for further study and specialization in the international business field. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 205 Business Communication, 4 Cr.** Focuses on using current technology to create, revise, and design business documents: letters, memos, e-mail, reports, minutes, simple instructions, and resumes. Incorporates the use of library and Internet resources to collect information. Includes oral presentations using technology presentation tools.

Recommended: WR 121, BA 131, CAS 133, or computer literacy, BA 101. Prerequisite: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**BA 206 Management Fundamentals, 3 Cr.** Introduces business management theory, including the basic functions of planning, organizing, directing, leading, and controlling as well as factors contributing to change in current management approaches. Recommended: BA 101. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 207 Introduction to E-Commerce, 4 Cr.** Presents concepts and skills for the strategic use of e-commerce and related information technology from three perspectives: business to consumers, business-to-business, and intra-organizational. Examination of e-commerce in altering the structure of entire industries, and how it affects business processes including electronic transactions, supply chains, decision making and organizational performance. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 211 Principles of Accounting I, 3 Cr.** Introduces financial accounting theory, including the accounting cycle, analysis and recording of transactions, and reporting financial information in accordance with generally accepted accounting principles. Recommended: MTH 60 and BA 111. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 212 Principles of Accounting II, 3 Cr.** Continues the presentation of fundamental issues begun in BA 211. Introduces statement of cash flows and financial statement analysis. Prerequisite: WR 115, RD 115, and MTH 20 or equivalent placement test scores; and BA 211. Audit available.

**BA 213 Managerial Accounting, 4 Cr.** Covers accounting information from management perspective for planning, performance evaluation and for decision making purposes. Includes cost concepts, product costing, cost-volume-profit relationships, profit planning, variance analysis, responsibility accounting and capital budgeting. Prerequisite: BA 211. Audit available.

**BA 215 Basic Cost Accounting, 3 Cr.** Covers cost accounting concepts, application, and techniques employed in the accumulation and reporting of manufacturing cost data. Particular attention shall be paid to job order costing, process costing, joint and by-product costing, standard costs, budgeting



and analysis of variances. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores; and BA 211. Audit available.

**BA 218 Personal Finance, 3 Cr.** Studies role of the consumer in our economy, problems of financing family and individual needs, including budgeting, banking relationships, charge accounts, installment buying, insurance, wills, real estate investing and personal taxes. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 222 Financial Management, 3 Cr.** Covers 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. Recommended: BA 212; MTH 60. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 223 Principles of Marketing, 4 Cr.** Provides a general knowledge of marketing emphasizing marketing mix elements and target markets for consumer and industrial products, marketing strategies, customer behavior, market planning and promotion. Recommended: BA 101. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 224 Human Resource Management, 3 Cr.** Attention is given to human behavior, employment, employee development, performance appraisal, wage and salary administration, employment and job rights, discipline and due process, and labor-management relations. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 226 Business Law I, 4 Cr.** Discusses fundamental concepts, principles, and rules of law that apply to business transactions. Includes the function and operation of the courts, business crimes, torts, contract law, intellectual property, the application of the Uniform Commercial Code to business activities and recent developments in business law, such as cyber law and electronic commerce. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 228 Computer Accounting Applications, 3 Cr.** Introduces double-entry, fully-integrated computerized general ledger software. Topics include general ledger, accounts receivable, accounts payable, payroll, fixed assets, bank reconciliations, and inventory. Recommended: BA

111 or BA 211 and CAS 133. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 238 Sales, 3 Cr.** Offers a blend of practicality and theory on industrial, commercial and retail sales. Demonstrates and practices basic sales techniques, explores communication and motivation as they relate to selling and examines the function of sales relative to the total marketing program. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 239 Advertising, 3 Cr.** Covers the basics of planning, creating, using, and placing advertising in the business world. Reviews entire field of advertising as basis for students who select advertising as a career or as an integral part of a marketing program. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 242 Introduction to Investments, 3 Cr.** Study popular investment vehicles—what they are, how they can be utilized and the risk and return possibilities. Emphasizes stocks and bonds, mutual funds, options and real estate. Examines securities exchanges and the functions of the broker. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 244 Introduction to Records Management, 3 Cr.** Offers a study of the life cycle of records on all types of media from creation through disposition. Considers responsibilities of the records manager as they relate to each subsystem of the total records management program and to the needs of all types of organizations. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 249 Principles of Retailing & E-tailing, 3 Cr.** Covers analyzing target market, developing retail marketing mix elements, and reviewing store planning techniques used by retailers. Includes discussions of changing retailing environment and impact of government regulations. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 250 Small Business Management, 3 Cr.** Designed for students and prospective small business owners and managers. It emphasizes the general functions, procedures, and specific subject areas related to initiating, organizing, and operating a successful small business. It specifically prepares the student to develop a business plan for opening a business.

Recommended: BA 101. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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.** Offers relevant field experience in business environments in one of the following areas: bookkeeping, marketing, management, international business, advertising, banking, purchasing, investment, finance and customer services (sales or credit services). Allows exploration of career options. Course may be repeated for credit up to 12 credits. Prerequisite: Completion of 12 BA credits and instructor permission. Required concurrent, one time only: 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.

**BA 285 Human Relations-Organizations, 3 Cr.** Explores interactions in organizations by examining human perceptions, communications, small group dynamics and leadership. Includes dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, and the challenges of globalization. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## BIOLOGY BI

**BI 55 Human Biology, 4 Cr.** Surveys human body systems. Exercises include the identification of structural components of the body as well as investigations in physiology. Designed for students in the Medical Assisting Program. Prerequisites: Good command of the English language and placement into RD 90. Audit available.

**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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BI 102 Biology, 4 Cr.** Presents protein synthesis, cell division, genetics, reproduction and development, and evolution. Designed as a laboratory science course for non-biology majors. The second course of a three-course sequence. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores, and BI 101. Audit available.

**BI 103 Biology, 4 Cr.** Presents the evolutionary relationships among the kingdoms. Includes a comparison of biological systems across kingdoms. Designed as a laboratory science course for non-biology majors. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores, and BI 101. Audit available.

**BI 112 Cell Biology for Health Occupations, 5 Cr.** Includes the study of the scientific method, cellular chemistry, cell structure and function, principles of inheritance, and laboratory skills. Includes topics and skills required to continue to Anatomy & Physiology and Microbiology. Prerequisites: WR 115, RD 115, and MTH 65 or equivalent placement test scores. 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: Placement into WR 121 and MTH 65. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores, and BI 121. Audit available.

**BI 141 Habitats: Life of the Forest, 4 Cr.** Examines structure and function of Oregon forest ecosystems. Covers distribution and interactions of plants, animals, microorganisms, climate and basic geology. Laboratory emphasizes identification and

environmental testing. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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. Laboratory focuses on identification and environmental testing. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BI 143 Habitats: Fresh Water Biology, 4 Cr.** Covers environments of freshwater streams, lakes, and marshes. Includes effects of physical and chemical factors on organisms, along with the organisms, their biological interactions and nutrient cycles. Explores ecological factors of freshwater environments and the effects of human activities on them. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BI 211 Principles of Biology, 5 Cr.** Includes introduction to science, biochemistry, metabolism, the cell, molecular biology, and reproduction. The first course of a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Recommended: High school biology and chemistry within the past seven years. Prerequisites: WR 115 and RD 115 or equivalent placement test scores, and MTH 95 or higher. Prerequisite/Concurrent: CH 100 or higher; or instructor permission. Audit available.

**BI 212 Principles of Biology, 5 Cr.** Includes inheritance, the genetic code, modern and classical genetics, evolution, diversity, and systematics. May include some dissection of plants and animals. The second course in a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 211 and its prerequisite requirements. Audit available.

**BI 213 Principles of Biology, 5 Cr.** Includes plant and animal anatomy and physiology, and individual, population, community and ecosystem ecology. The third course of a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 212 and its prerequisite requirements. Audit available.

**BI 231 Human Anatomy & Physiology I, 4 Cr.** Introduces chemistry, cell, tissues, the integument, skeletal, muscular and nervous systems. It is the first course of a three-course sequence. Includes

lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer based exercises. Prerequisites: WR 115, RD 115 and MTH 65 or equivalent placement test scores, and BI 112 or (BI 211 and BI 212). Audit available.

**BI 232 Human Anatomy & Physiology II, 4 Cr.** Introduces the nervous, endocrine, cardiovascular and immune systems. It is the second course of a three-course sequence. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer based exercises. Prerequisites: BI 231 with a "C" or better and its prerequisite requirements. Audit available.

**BI 233 Human Anatomy & Physiology III, 4 Cr.** Introduces the respiratory, digestive, urinary and reproductive systems, metabolism and fluid and electrolyte balances; embryology and genetics. It is the third course of a three-course sequence. This class includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer based exercises. Prerequisites: BI 232 with a "C" or better and its prerequisite requirements. Audit available.

**BI 234 Microbiology, 5 Cr.** Lecture, recitation, and laboratory cover: bacterial identification, morphology, metabolism and genetics; bacterial, viral, and parasitic relationships with human health and disease; and basic immunology. Laboratory stresses aseptic technique, bacterial identification and physiology using a variety of media, culturing techniques, and staining techniques. Recommended: BI 231. Prerequisite: BI 112 or (BI 211 and BI 212) and their prerequisite requirements. Audit available.

## COMPUTER APPLICATION SYSTEMS CAS

**CAS 103 Introduction to Windows, 1 Cr.** Introduces the Microsoft Windows operating system on Personal Computers. Includes file management, basic word processing, using the mouse with Windows, other Accessories, and some basic features of the Control Panel and System Tools. Recommended: 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. May include independent web-based learning. Audit available.

**CAS 109 Beginning PowerPoint, 1 Cr.** Introduces the basic features of Microsoft PowerPoint, producing multimedia slideshows for presentations to be delivered on a projection system, personal computer, or automated to run independently on a kiosk. Explores informational, educational, business, and personal presentations. Includes animations, transitions, and designs. Recommended: Placement into RD 115 and WR 115. Audit available.

**CAS 110 Introduction to Web Graphics Using Fireworks, 1 Cr.** Introduces the basic features of Adobe Fireworks. Includes basic drawing and photo manipulation tools and creation of graphics for websites. Recommended: CAS 111D or equivalent; placement into RD 115 and WR 115. Audit available.

**CAS 111D Beginning Web Site Creation: Dreamweaver, 3 Cr.** Introduces basic elements of website creation using Adobe Dreamweaver. Includes web terminology, basic HTML, uploading pages to a server (FTP), site management, tables, layout, style sheets (CSS), rollovers, optimizing graphics, and accessibility. Recommended: CAS 133 or equivalent file management and word processing experience; placement into RD 115 and WR 115. Audit available.

**CAS 121 Beginning Keyboarding, 3 Cr.** Introduces alphabetic portion of computer keyboard by touch. Uses the numeric portion of the keyboard. Develops and improves basic keyboarding techniques to increase speed and accuracy. Involves production of basic business and academic documents using a word processor. Recommended: Placement into RD 90 and WR 90 or above. Audit available.

**CAS 121A Beginning Keyboarding, 1 Cr.** Introduces the alphabetic portion of computer keyboard by touch. Develops and improves basic keyboarding techniques. Recommended: Placement into RD 90 and WR 90 or above. Audit available.

**CAS 122 Keyboarding for Speed and Accuracy, 3 Cr.** Develops confidence, endurance, and control for accurate keyboarding while increasing keyboarding speed. Develops ability to proofread documents accurately and efficiently. Keying by touch is essential. Recommended: Placement into RD 90 and WR 90 or above. Audit available.

**CAS 123 Production Keyboarding, 3 Cr.** Develops rapid keyboarding and accurate proofreading of business letters, memos, reports, and tables. Improves and increases speed and accuracy of keyboarding skills. Recommended: Placement into RD 115 and WR 115 or higher, OS 220, and keying 45 wpm by touch. Prerequisite: CAS 216 or instructor permission. Audit available.

**CAS 133 Basic Computer Skills/Microsoft Office, 4 Cr.** Introduces the basic features of Microsoft Office, Windows basics, and file management. Develops familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics. Covers components of the Internet and Computing Core (IC3) program content. Recommended: RD 115 and WR 115. Keyboarding by touch recommended. Audit available.

**CAS 140 Beginning Access, 3 Cr.** Introduces the basic features of Microsoft Access. Covers beginning database management concepts including tables, forms, reports, queries, and basic macros. Stresses a working knowledge of database management vocabulary. Emphasizes efficient use of Access toolbars and menus. Discusses database design issues. Recommended: Placement into RD 115 and WR 115. Audit available.

**CAS 170 Beginning Excel, 3 Cr.** Introduces the basic features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry, and academic environments. Includes entering data; creating formulas; professional formatting; creating charts; creating, sorting, and filtering lists; creating and using templates; and working with functions. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Recommended: Placement into RD 115, WR 115 and MTH 20. Audit available.

**CAS 171 Intermediate Excel, 3 Cr.** Introduces advanced features of Excel to design and create accurate, professional worksheets for use in business and industry. Includes financial, logical, statistical, lookup, and database functions; pivot tables; "what-if" analysis with data tables; importing data; complex graphs; macros; and solver features. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Prerequisite: CAS 170 or instructor permission. Audit available.

**CAS 216 Beginning Word, 3 Cr.** Introduces the basics of Microsoft Word 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; and produce merged copy. Recommended: Placement into RD 115 and WR 115; keyboarding 25 words per minute. Audit available.

**CAS 217 Intermediate Word, 3 Cr.** Introduces intermediate and advanced features of Microsoft Word to enhance documents through special formatting features such as graphic lines and images, Word Art, and clipart; work with headers and footers in multi-page documents; create and format tables; use advanced merge; create documents with newspaper columns; and create and use fill-in forms. Recommended: Placement into RD 115 and WR 115. Prerequisite: CAS 216 or instructor permission. Audit available.

**CAS 231 Publisher, 3 Cr.** Introduces Microsoft Publisher to design and create effective publications that combine text graphics, illustrations, and/or photographs such as announcements, fliers, advertisements, and reports. Covers the processes to create, import, and manipulate text, graphics, and/or templates through program tools and features. Recommended: Placement into RD 115 and WR 115; prior knowledge and use of Windows technology. Audit available.

**CAS 246 Integrated Computer Projects, 4 Cr.** Builds upon previous computer and business knowledge to create individual and group projects using software found in today's workplace. Uses integrated software (i.e. MS Office) and current technology to further develop professional software skills. Prerequisite: CAS 216 and CAS 170 or instructor permission. Recommended: CAS 109, CAS 140, CAS 171, and CAS 217. Audit available.

## COLLEGE GUIDANCE CG

**CG 101 College Survival and Success: Personal Responsibility, 1 Cr.** Provides information and techniques for personal responsibility as a means for creating college success. Introduces developing skills for navigating a culturally diverse learning environment and utilizing college resources and services. First course in a series (CG 101-103). Audit available.

**CG 102 College Survival and Success: Goal Setting, 1 Cr.** Provides information on the role of goal-setting as a means for creating college success.



Continues to develop skills for navigating a culturally diverse learning environment and for utilizing college resources and services. Second course in the series (CG101-103). Prerequisite: CG101. Audit available.

**CG 103 College Survival and Success: Self-Management, 1 Cr.** Focuses on the role of self-management as a means for creating college success. Continues to develop skills for navigating a culturally diverse learning environment and accessing college resources and services. Third course in a series (CG101-103). Prerequisite: CG101. Audit available.

**CG 111A Study Skills for College Learning, 3 Cr.** Provides information, techniques, and strategies helpful in becoming more efficient in studying, note taking, textbook reading, and taking exams. Identify preferred learning style and develop skills in scheduling study time, library research, memory strategies, and critical thinking. Prerequisites: Placement into WR 115 and RD 115. Audit available.

**CG 111C Study Skills for College Learning, 1 Cr.** Introduces information and techniques in note taking, textbook reading, and taking exams. Develop a study schedule. Placement into WR 115 and RD 115

**CG 114 Financial Survival for College Students, 1 Cr.** Provides basic information and strategies to empower individuals to make positive decisions about funding their education and establishing control over their financial lives, leading to financial independence and reduced life stress. Introduces: funding college, budgeting, wise use of credit, controlling debt, basic financial planning, effective financial decision making, and avoiding financial mistakes and pitfalls. Prerequisites: WR 90, RD 90, and MTH 20 or equivalent placement test scores. Audit available.

**CG 130 Today's Careers, 2 Cr.** Exposes a wide range of occupations including educational and skill requirements. Covers ways of gathering information about specific occupations. Includes guest speakers from a variety of careers to further illustrate the realities of the world of work. Audit available.

**CG 140B Career and Life Planning, 2 Cr.** This course provides students with the tools needed to make informed career decisions. Students will assess skills, values, interests, personality, obstacles, and approaches to decision making. The course provides instruction on how to research career information, gain access to information

materials, and methods of exploring careers and majors. Prerequisites: Placement into WR 115 and RD 115. Audit available.

**CG 209 Job Finding Skills, 1 Cr.** Explores broad range of job search techniques, including building a job network, compiling appropriate information for job applications, targeting cover letters and resumes, typical interview questions and techniques. Promotes overall understanding of the job search process. Audit available.

**CG 225 Transfer to a Four Year College, 2 Cr.** Explores the planning of transferring to a four year college. Includes the various processes, requirements, and issues that impact successful transitions. Provides strategies and information critical to academic development and adjustment to the four year college system. Prerequisite: Placement into WR 115 and RD 115. Audit available.

## CHEMISTRY CH

**CH 100 Everyday Chemistry with Lab, 4 Cr.** Introduces chemistry related topics pertaining to everyday life. Includes topics such as renewable energy, clean air and water and global climate change using a relatively nonmathematical approach. Includes atomic/molecular structure, the periodic table, chemical bonding, intermolecular forces, chemical reactions, acids/bases and the social and environmental role of chemistry. Recommended for non-science majors to fulfill the Gen Ed science with lab requirement. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**CH 104 Allied Health Chemistry I, 5 Cr.** Includes general principles of chemistry: atomic structure, mole concept, chemical reactions, stoichiometry, and gas laws. This is the first course of a three course sequence. Designed for students in a health science program, e.g. Nursing, or for a laboratory science elective. Prerequisite: WR 115 and RD 115 or equivalent placement test scores. Prerequisite/Concurrent: MTH 95. Audit available.

**CH 105 Allied Health Chemistry II, 5 Cr.** Includes stoichiometry, gasses, oxidation-reduction, acid-base concepts, equilibrium, physical and chemical properties of solutions, nuclear chemistry, and organic hydrocarbons. This is the second course in a three course sequence. Prerequisite: CH 104 and its prerequisite requirements. Audit available.

**CH 106 Allied Health Chemistry III, 5 Cr.** Includes fundamental principles of organic chemistry and biochemical processes. This is the third course of a three course sequence. Prerequisite: CH 105 and its prerequisite requirements. 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 pre-professional 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: WR 115 and RD 115 or equivalent placement test scores. Prerequisite/concurrent: MTH 111. Audit available.

**CH 222 General Chemistry II, 5 Cr.** Introduces stoichiometry; chemical reactions and equations; thermo-chemistry; physical states of matter including properties of gases, liquids, solids and solutions; an introduction to organic chemistry; and chemical kinetics. This is the second course in a three course sequence. Prerequisite: CH 221. Audit available.

**CH 223 General Chemistry III, 5 Cr.** Introduces acid-base chemistry, ionic equilibria; electrochemistry; nuclear chemistry; thermodynamics; and descriptive chemistry topics. Special topics will be included as time and interest allows. This is the third course in a three course sequence. Prerequisite: CH 222. Audit available.

## COMPUTER INFORMATION SYSTEMS CIS

**CIS 120 Computer Concepts I, 4 Cr.** Introduces computing fundamentals from the past into the future, utilizes key applications to solve practical problems, and explores the benefits and risks of living online. Designed for the student who is already computer literate with the MS Office applications, e-mail and the Internet and focuses on applying this literacy to practical IT applications. Provides a foundation to pursue an IT pathway and helps prepare students for the IC3 certification. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Recommended: basic computer skills equivalent to CAS 133 or BA 131. Audit available.

**CIS 121 Computer Concepts II, 4 Cr.** Evaluate, select and apply computer technology to solve practical problems in database design, web page design, networking and programming. Address ethical issues associated with technology. Prerequisites: CIS 120 or instructor permission; WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**CIS 122 Software Design, 4 Cr.** Covers software design as part of the software development life cycle. Includes basic logic constructs, testing programs, use case descriptions, modularity and an introduction to object design. Provides examples of well-designed software projects. Additional lab hours may be required. Recommended: CIS120 or CAS 133 or BA 131. Prerequisites: WR 115, RD 115, MTH 20 or equivalent placement test scores. Audit available.

**CIS 140D Operating System: Microcomputers, 4 Cr.** Provides the basic concepts of Linux and Windows operating systems. Includes basic operating system functions, file/folder management, disk partitioning and formatting, operating system and application installation, and system configuration. Recommended: CIS 120 or instructor permission. Audit available.

**CIS 145 Microcomputer Hardware and Troubleshooting, 4 Cr.** Students will learn to identify, remove, and install standard components of a PC style microcomputer, including motherboards, CPUs, RAM, hard drives, removable media drives and power supplies. Additional topics include BIOS, CMOS, the boot process, video displays, printers, and home networking. Audit available.

**CIS 179 Data Communication Concepts I, 4 Cr.** Provides basic concepts of data communications, networking and connectivity. Explores hardware, connectivity, signaling, addressing, network topologies, communication protocols, network designs, switching, management, TCP/IP protocols, security and standards with emphasis on the OSI reference model. Prerequisite: CIS 120 or CIS 121 or EET 111 or instructor permission. Audit available.

## COMMUNICATION STUDIES COMM

**COMM 111 Public Speaking, 4 Cr.** Introduction to speechmaking based primarily on a traditional public speaking approach. Aids students in developing theoretical understanding and practical application of oral communication skills. Also includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisites: MTH 20 or equivalent placement test score, and WR 121. Audit available.

**COMM 130 Business and Professional Speech Communication, 4 Cr.** Communication as it relates to business and professional settings. Readings and discussions focus on the climates, settings, philosophies, and practices of organizational communication, including effective business presentations. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**COMM 140 Introduction to Intercultural Communication, 4 Cr.** Explores the nature and impact of different cultures on communication. Includes interactive relationship forms as the basis for global understanding in the classroom, business or travel. Focus on processing messages with accelerating changes in political, economic and immigration patterns through individual cultural perceptions. Understand and communicate with people who are "different." Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. 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. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**COMM 215 Small Group Communication: Process and Theory, 4 Cr.** Problem solving aspects of small group activities. Includes process and task, leadership, verbal and nonverbal messages in the small group, norms and roles, conflict reduction, and decision making. Focuses on theory and

practice. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**COMM 228 Mass Communication and Society, 4 Cr.** Surveys media of mass communication and the effects on society. Introduces the history, development and technological advances of mass communication systems and their subsequent role in society, public discourse and the individual. Includes an analysis of print and broadcast journalism, advertising, public relations, television, film and new media. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit Available.

**COMM 237 Gender and Communication, 4 Cr.** Examines the similarities and differences in male and female communication styles and patterns. Particular attention given to the implications of gender as social construct upon perception, values, stereotypes, language use, nonverbal communication, and power and conflict in human relationships. Discusses influence of mass communication upon shaping and constructing male and female sex roles. Course fulfills block transfer and cultural diversity requirements and is transferable to state four-year colleges and universities. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## ECONOMICS EC

**EC 200 Principles of Economics: Introduction, Institutions & Philosophies, 4 Cr.** Introduces basic economic concepts including; microeconomics, macroeconomics, the history of economic ideas, international trade and a variety of economic issues. Recommend: MTH 95. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**EC 201 Principles of Economics: Microeconomics, 4 Cr.** Introduces the principles of microeconomics. Enhances the ability to recognize and analyze economic problems in the United States. Covers the American microeconomic system, which includes: a familiarization with the basis of the price system and resource allocation; the operation of the firm; market concentration; regulation and antitrust policies. Recommended: MTH 95. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.



**EC 202 Principles of Economics: Macroeconomics, 4 Cr.** Covers the overall economy. Includes the basic reasons for and the problems of recession, inflation, and stagflation; the use of monetary, fiscal, and incomes policies; and other economic management tools. Recommended: MTH 95 and EC 201. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## EARLY EDUCATION & FAMILY STUDIES ECE

**ECE 120 Introduction to Early Education and Family Studies, 3 Cr.** Introductory level child development class integrating the normal growth and developmental patterns of children from conception through age 10 with developmentally appropriate practices. Linkages between development and practice in a variety of settings are covered with particular emphasis on parent (family) – teacher (caregiver) partnerships. Audit available.

**ECE 121 Observation and Guidance I, 3 Cr.** Focuses on age-appropriate guidance and observation techniques for individual children six weeks to six years. Topics include the ongoing dynamics of relationships, how values and belief systems impact guidance decisions, and the linkages between observation and guidance plans for individual children. Audit available.

**ECE 122 Environments and Curriculum in Early Care and Ed I, 4 Cr.** An introduction to an overview of creating physical and social environments and curriculum for children six weeks to six years in home or center-based programs. Course covers theories and relationships between physical and social space, activities, experiences, and materials. Students are introduced to the use of developmentally and culturally appropriate practices in planning, selecting, and evaluating environments and curriculum for young children. Audit available.

**ECE 123 Environments and Curriculum in Early Care and Ed II 4 Cr.** This course explores the use of developmentally and culturally appropriate practices in creating physical and social environments and curriculum for children six weeks to six years in home or center-based programs. Theories of play and early care and education are employed to plan and implement environments and curriculum for children.

Students plan, implement, and evaluate environments and curriculum for young children. Prerequisite: ECE 122. Audit available.

**ECE 124 Multicultural Practices: Exploring Our Views, 3 Cr.** Develops awareness of how personal experiences, belief systems, and values impact work with children and families. Examines the impact of cultural, linguistic, and class identities and histories on inter-relationships in diverse populations. Applies techniques for incorporating other peoples histories, values and belief systems into child-and-family-centered practices. Audit available.

**ECE 130A Practicum Seminar 1, 2 Cr.** Reviews skills necessary for supporting the total development of children, ages 6 weeks to 6 years, focusing on the role of the teacher in implementing a developmental program of early childhood education in two interdependent components: seminar and practicum. Prerequisites: ECE 120, ECE 121. Corequisite: ECE 133

**ECE 130B Practicum Seminar 2, 2 Cr.** Reviews skills necessary for supporting the total development of children, ages 6 weeks to 6 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 3, 2 Cr.** Reviews skills necessary for supporting the total development of children, ages 6 weeks to 6 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 130B. Corequisite: ECE 135

**ECE 133 Practicum 1, 3 Cr.** Covers developing beginning level skills for working with children ages birth – 5 in a group setting. Includes the use of developmentally appropriate methods in recognizing and providing safe, responsive, and sanitary environments; using beginning-level guidance strategies; and acclimating to the field of early education. Prerequisites: ECE 120, ECE 121, WR 90 (or equivalent placement score). Corequisites: ECE 130A. Audit available.

**ECE 134 Practicum 2, 3 Cr.** Covers development of basic intermediate level skills to work with children ages birth – 5 in a group setting. Includes the use of developmentally appropriate methods to support guidance and conflict resolution; schedule and routine planning; fundamental

curriculum development; and environmental modification. Prerequisites: ECE 133, ECE122. Corequisite: ECE 130B. Recommended: HEC 262

**ECE 135 Practicum 3, 3 Cr.** Covers the development of advanced intermediate level skills to work with children ages birth – 5 in a group setting. Includes the use of developmentally and culturally appropriate methods to support guidance and conflict resolution; development, implementation, and evaluation of environments and curriculum; and facilitation of classroom management. Prerequisites: ECE 134, ECE 123. Corequisite: ECE 130C. Recommended: ECE 124, HEC 201.

**ECE 175A Infant/Toddler Caregiving: Learning & Development, 1 Cr.** Covers growth and development: physical, cognitive, and language; ages of infancy and facilitating learning. Audit available.

**ECE 175B Infant/Toddler Caregiving: Group Care, 1 Cr.** Covers group care including: routines, quality, staff relations, environments and welcoming children and families into care. Audit available.

**ECE 175C Infant/Toddler Caregiving: Social/Emotional Growth, 1 Cr.** Covers social-emotional growth and socialization including: development, temperament, responsible care, guidance and discipline, and supporting the needs of infants and toddlers. Audit available.

**ECE 175D Infant/Toddler Caregiving: Family/Provider Relationships, 1 Cr.** Covers family/provider relationships including: establishing partnerships with parents, listening and responding to families' needs, supporting culturally diverse families, culturally sensitive care, conducting business and handling difficult issues. Audit available.

**ECE 177 Tiny to Tall: Making Mixed Age Groupings Work, 1 Cr.** Mixed-age early childhood settings can include children from infancy through elementary school age. This course explores the benefits and addresses the challenges of creating quality environments and programming for children of mixed ages. Audit available.

**ECE 179 The Power of Portfolios in Early Education, 1 Cr.** Portfolios for children in early care and education programs are a powerful way to demonstrate children's skills, learning, development, and culture. Creating meaningful portfolios with children and families includes an

observation plan, an organization system, and accessible technology (digital photography, scanners, etc.). Audit available.

**ECE 185 Planning Fun and Meaningful Field Trips for Young Children, 1 Cr.** Field trips are worth the hassle! Field trips build on child interests and contribute to children's developing knowledge of the world. This course explores the positive benefits of field trips in early childhood programs. Students will explore field trip possibilities, develop field trip protocols and problem-solve common field trip issues. Audit available.

**ECE 187 Cooking with Kids, 1 Cr.** Cooking with kids can do it all! Cooking can help young children learn language and literacy, math, science, cooperation, and healthy eating habits. Learn 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.** When children are exposed to well-planned block play and wood working experiences they create, they build, they construct, and they stay engaged. Bringing block play and wood working to your program will help you facilitate children's development across domains in an engaging context. This course explores the many benefits of block play and wood working experiences for young children. Audit available.

**ECE 200 The Professional in Early Education and Family Studies, 3 Cr.** History, current programs and practices, and future issues of early childhood education. Includes professionalism, historic and current issues, types of programs for young children, parent interaction, job opportunities, ethical/legal issues and community resources. Develops a professional philosophy. Prerequisite: WR 115. Audit available.

**ECE 221 Observation and Guidance II, 3 Cr.** Examines techniques for observing and recording behavior and keeping records as used in the care and education of infants through five-year-olds. Focuses on observation and guidance techniques for groups of children in addressing challenging behaviors and issues in early childhood environments. Covers the caregiver's role in using observation to promote development, including self-development. Prerequisites: WR 115 and ECE 121. Audit available.

**ECE 224 Multicultural Practice: Curriculum & Implementation, 3 Cr.** Develops awareness of cultural and ethnic issues as they relate to the early childhood classroom teacher. Focuses on ethnocentrism, racism and discrimination. Includes techniques for developing multi-cultural, anti-bias curriculum. Prerequisite: ECE 124. Audit available.

**ECE 234 Children with Special Needs in Early Childhood Education, 3 Cr.** Become acquainted with areas of special needs in children from birth through six years of age. Emphasis is on inclusion of children in early childhood settings. Explore services available to children and their families. Child development helpful. Audit available.

**ECE 235 Music and Movement in Early Childhood Education, 3 Cr.** Overview of the development of musical and motor skills in children from birth to age 6, learn and develop a variety of music and movement activities, techniques and materials appropriate for them. Audit available.

**ECE 236 Language and Literacy in Early Childhood Education, 3 Cr.** Overview of language and literacy development in children from infancy to age 6. Design and use a variety of language and literacy development activities with young children. Audit available.

**ECE 238 Administration of Early Childhood Programs, 3 Cr.** Studies various tasks and responsibilities of program administration. Topics include licensing, program planning, organization, financial management, parent and community relationships, and personnel management. Prior ECE course work and experience working with children in groups is highly recommended. Audit available.

**ECE 260A Advanced Practicum Seminar 1, 3 Cr.** Refines skills necessary for supporting the total development of children, ages 6 weeks to 6 years, in a group setting and to integrate child development theory and practice in two interdependent components: seminar and field work experience. Department permission required. Prerequisites: Certificate level courses plus WR 121, HEC 226, ECE 221. Corequisite: ECE 264

**ECE 260B Advanced Practicum Seminar 2, 3 Cr.** Refines skills necessary for supporting the total development of children, ages 6 weeks to 6 years, in a group setting and to integrate child development theory and practice in two interdependent components: seminar and field

work experience. Department permission required. Prerequisites: ECE 260A. Corequisites: ECE 265

**ECE 264 Practicum 4, 4 Cr.** Introduces advanced skills necessary to work with children birth - 5 in a community field placement setting. Includes developmental theory, developmentally and culturally appropriate practices, and individualized methods to support guidance and conflict resolution. Covers the evaluation of environments and curriculum, building family and community relationships, and professionalism. Department permission. Prerequisite: ECE 135, HEC 226, ECE 221, WR 121, HE 112. Corequisites: ECE 260A, ECE 200, ECE 234. Audit available.

**ECE 265 Practicum 5, 4 Cr.** Covers advanced level skills to work with children birth - 5 in a community field placement setting. Includes developmental theory, developmentally and culturally appropriate practices, and individually responsive methods to support guidance and conflict resolution. Covers the development, implementation, and evaluation of environments and curriculum, classroom management, family and community relationships, professional frameworks and resources, and professionalism. Department permission. Prerequisite: ECE 264. Corequisite: ECE 260B. Recommended: ECE 224, ECE 236.

## ELECTRONIC ENGINEERING TECHNOLOGY EET

**EET 111 Electrical Circuit Analysis I, 5 Cr.** Covers International System of Units, engineering notation and prefixes, definitions of current, voltage, resistance, power, work and efficiency. Includes DC circuits: Ohm's and Kirchhoff's Laws; DC resistive networks, Thevenin and Norton equivalent circuits, node voltage and mesh current analysis methods; Includes a 3-hour per week laboratory session. Prerequisite/concurrent: MTH 111. Audit available.

**EET 112 Electrical Circuit Analysis II, 5 Cr.** Covers 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. Prerequisite/concurrent: MTH 112. Audit available.



**EET 113 Electrical Power, 5 Cr.** Covers ac power, series and parallel resonant circuits, Q and selectivity, RL and RC filters, decibels, transfer functions and Bode diagrams, transformers, three phase power distribution, introduction to motors/generators/motor control. Fourier series and transform applied to circuit analysis. Prerequisite: EET 112. Audit available.

**EET 121 Digital Systems I, 3 Cr.** Covers basic electrical concepts, number systems, combinational gates (AND, OR, NOT, NAND, NOR, and XOR), electrical characteristics and internal structures of TTL gates, Boolean algebra, Karnaugh mapping, and use of MSI devices including adders, decoders, encoders, multiplexes and demultiplexers. Includes a 3 hour per week laboratory. Prerequisite/concurrent: MTH 111. Audit available.

**EET 122 Digital Systems II, 4 Cr.** Second course in digital electronics presents sequential circuit elements (latches and D/JK flip-flops) with applications including counters, registers, and shift registers. Sequential network analysis and synthesis are covered including the use of state tables and state diagrams. Introduces sampling and the Nyquist Sampling Theorem including introductory coverage of analog-to-digital converters (ADC) and digital-to-analog converters (DAC). Includes a 3-hour per week laboratory. Prerequisite: EET 121. Audit available.

**EET 123 Digital Systems III, 4 Cr.** Third course in digital electronics continues prior coverage of digital-to-analog converters (DACs) and analog-to-digital converters (ADCs) with additional conversion topologies, a more detailed analysis of the Nyquist sampling theorem, additional coverage of programmable logic devices (PLDs), and the implementation of sequential state machines. Includes a 3 hour per week laboratory. Prerequisite: EET 122. Audit available.

**EET 221 Semiconductor Devices and Circuits, 5 Cr.** Introduction to semiconductor devices. Characteristics and biasing of diodes and transistors. Design and analysis of circuits using diodes, bipolar transistors, and field effect transistors. Application of transistors as amplifiers and switches. A 3-hour per week laboratory includes the application of computer tools in circuit design, evaluation, and analysis. Prerequisite: EET 113, MTH 112. Audit available.

**EET 222 Operational Amplifier Circuits, 5 Cr.** Characteristics and applications of operational amplifiers (op-amps). Design and analysis of op-amp amplifiers, comparators, voltage and current

regulators, summers, integrators, and differentiators. Frequency response of op-amp circuits. Applications of the op-amp in power supplies and control systems. A 3-hour per week laboratory includes project design, evaluation, and documentation. Use of computer tools. Prerequisites: EET 221 Audit available.

**EET 254 Electronic Engineering Technology Seminar, 1 Cr.** Topics covered include information on finding employment in the electronics industry, writing resumes and cover letters, and practice interviewing. Prerequisite: EET 113. 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. Topics include temperature control, DC motor control, and stepper motor control. Lab exercises include temperature control and motor control circuits. Prerequisite: EET 222. Audit available.

## EMERGENCY MEDICAL SERVICES EMS

**EMS 100 Introduction to Emergency Medical Services, 3 Cr.** Covers the roles and responsibilities of the EMT, emergency medical services system, medical-legal considerations, major incident response, hazardous materials awareness, and stress management. Audit available.

**EMS 105 EMT Part I, 5 Cr.** Explores the legal and ethical issues encountered by the Emergency Medical Technician (EMT). Develops an understanding of basic human anatomy and physiology in addition to medical terminology. Introduces the necessary skills to assess patients by focusing on the signs and symptoms related to the respiratory, cardiac and endocrine systems. Course sequence requires passing criminal background check and drug screen. Part 1 of the 2-part Oregon EMT course. Prerequisite: WR 115, RD 90, MTH 20 or equivalent placement test scores; current HCP CPR card.

**EMS 106 EMT Part II, 5 Cr.** Continues EMS 105. Develops the basic knowledge and skills necessary to treat victims of trauma, patients that present with special challenges, and sick and injured pediatrics. Expands knowledge and understanding of 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 113 Emergency Response Communication/Documentation, 2 Cr.** Covers principles of therapeutic communication, verbal, written, and electronic communications in the provision of EMS; documentation of elements of patient assessment, care and transport; communication systems, radio types, reports, codes, and correct techniques. Prerequisite: EMS 105 and EMS 106. Audit available.

**EMS 114 Emergency Response Patient Transportation, 2 Cr.** Covers ambulance operations, laws, maintenance and safety, emergency response driving and route planning. Prerequisite: EMS 105.

**EMS 115 Crisis Intervention, 3 Cr.** Covers intervention in behavioral crises of sudden death, suicide, rape, murder, vehicle accidents, disease, trauma, and child abuse. Includes resources, supporting behavioral patterns and handling emotional stress of the individual as well as coping with emotional conflict within one's self. Audit available.

**EMS 116 Emergency Medical Services Rescue, 3 Cr.** Covers the elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduces techniques and tools of patient extrication, emphasizing application to traffic accidents. Prerequisite: EMS 105.

**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.

## ENGLISH ENG

**ENG 104 Introduction to Literature (Fiction), 4 Cr.** Enhances enjoyment of various forms of fictional prose, increases understanding of the conventions of fiction and various forms of storytelling, and encourages exploration of the diversity of human experience. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. 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. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. 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. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. 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. Analyze ways in which a film may both contribute and react to its time and culture; analyze film through studying the techniques by which it was made; and substantiate observations with examples taken from film tradition and from the film itself. Prerequisite: WR 115 and RD 115 or equivalent placement test scores. 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: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**ENG 214 Literature of the Northwest, 4 Cr.** Studies fictional, factual, and poetic works by Northwest writers from before the arrival of Euro-Americans to the present. Emphasizes relationship between Northwest writing and Northwest social, cultural, and physical environment. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. 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: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**ENG 237 American Working Class Literature, 4 Cr.** Introduces students to literature by and/or about the working class, primarily from an American perspective. Prerequisite: Placement into WR 121. Recommended: ENG 104, ENG 105 and/or ENG 106.

**ENG 250 Introduction to Folklore and Mythology, 4 Cr.** Develops a cross-cultural perspective on myths, mythologies and folklore from around the world. Explores different theories of the cultural meanings and functions of myth, past and present. Introduces various ways of interpreting and experiencing myth and folklore as texts with oral origins. Prerequisite: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**ENG 253 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: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**ENG 254 American Literature from 1865, 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: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**ENG 260 Introduction to Women Writers, 4 Cr.** Explores women's writings and literary theory from diverse places and historical periods. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**ENG 261 Literature of Science Fiction, 4 Cr.** Explores the roots of science fiction as well as classic and modern works of science fiction and speculative literature. Introduces common themes in science fiction, the various ideological underpinnings of science fiction, and the way such literature comments on current issues in society and presents new ideas to society. Prerequisite: WR 115 and RD 115 or equivalent placement test scores. Audit available.

## ENVIRONMENTAL STUDIES ESR

**ESR 140 Introduction to Environmental Sustainability, 4 Cr.** Introduces concepts of environmental sustainability and their applications. May include field trips. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ESR 171 Environmental Science: Biological Perspectives, 4 Cr.** Develops an understanding of environmental topics that are primarily biological in nature. Includes human population issues, matter and energy resources, ecosystems, environmental ethics, and food and land resources. The associated laboratories will illustrate these topics. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115, and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.



## FOODS AND NUTRITION FN

**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. Strong background in life sciences recommended. Prerequisites: WR 121, MTH 60 or higher, and BI 231. Audit available.

## GEOLOGY G

**G 201 Physical Geology, 4 Cr.** Introduces physical geology which deals with minerals, rocks, internal structure of the earth and plate tectonics. Includes weekly lab. Prerequisite: WR 115, RD 115 and MTH 95 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 95 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 95 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 65 or equivalent placement test scores. Audit available.

**G 208 Volcanoes and Their Activity, 3 Cr.** Covers the origin, activity, products, classification and hazards of volcanoes. Prerequisite: WR 115, RD 115 and MTH 65 or equivalent placement test scores. Audit available.

## GENERAL SCIENCE GS

**GS 106 Physical Science (Geology), 4 Cr.** Covers minerals, rocks, volcanism, earthquakes, plate tectonics, erosion and deposition by wind, glaciers and streams, weathering, fossils and geologic history. Includes weekly lab. Prerequisite: WR 115, RD 115 and MTH 65 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 65 or equivalent placement test scores. Audit available.

**GS 108 Physical Science (Oceanography), 4 Cr.** Includes the chemical, biological, physical and geological nature of the oceans. Includes weekly lab. Prerequisite: WR 115, RD 115 and MTH 65 or equivalent placement test scores. Audit available.

## HEALTH HE

**HE 112 Standard First Aid and Emergency Care, 1 Cr.** Describes emergency procedures and techniques of basic life support for adult, child, or infant victims of airway obstruction, respiratory arrest and/or cardiac arrest. Provides education and training in Automated External Defibrillator. Upon successful completion of this course, students may earn an American Red Cross Standard First Aid and CPR/AED Adult/Child and Infant CPR certificate or American Health Association equivalent. Recommend: RD 115 or equivalent placement test scores. Audit available.

**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 infants and young children. Issues examined include childhood illnesses and ailments, nutrition, obesity, stress, safe environment, self-esteem, and general first aid. Audit available.

## CONSUMER AND FAMILY STUDIES HEC

**HEC 201 Family Partnerships in Education, 3 Cr.** The study of influences on children and their families which impact child and family behaviors, values, attitudes, beliefs, and morals. Topics include: parenting patterns; cultural, religious, and socioeconomic influences; peer, school, media impacts; family development, community ecology, special needs children, prejudice, and public policy. Audit available.

**HEC 226 Child Development, 4 Cr.** 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: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

## HEALTH & PHYSICAL EDUCATION HPE

**HPE 295 Health and Fitness for Life, 3 Cr.** Explores the interrelationship of the five components of physical fitness, basic nutrition concepts, and stress management activities to increase individual health and wellness. Includes lab sessions, fitness assessments, and fitness program development. Audit available.

## HEALTH INFORMATION MANAGEMENT HIM

**HIM 182 Health Care Delivery Systems, 3 Cr.** Explains the past, present, and future influences on the delivery of health care. Covers provider organizations and settings in health care, financing of health care, causes and characteristics of health care utilization in the United States, regulation and monitoring of health care systems and ethical issues associated with health care technology. Audit available.

## HISTORY HST

**HST 101 Western Civilization: Ancient to Medieval, 4 Cr.** Studies the ancient civilizations of Mesopotamia, Egypt, Greece and Rome. Covers development of Judeo-Christian beliefs, early Islamic civilization, Byzantine civilization, and early Medieval Europe. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**HST 102 Western Civilization: Medieval to Modern, 4 Cr.** Studies the High Middle Ages and early modern Europe, including the Renaissance, Reformation, Scientific Revolution, Enlightenment, and the French Revolution. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**HST 103 Western Civilization: Modern Europe, 4 Cr.** Studies history of 19th and 20th century Europe, including the Industrial Revolution, nationalism, imperialism, socialism, the Russian Revolution, Nazism, world wars and their aftermath. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**HST 104 History of the Middle East, 4 Cr.** Surveys the Middle East from ancient to modern times. Includes political, diplomatic, economic, social, religious and cultural themes. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**HST 105 History of India and South Asia Region, 4 Cr.** Surveys history of India and the South Asian region. Includes political, diplomatic, economic, social, religious, and cultural themes from pre-history to modern times. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**HST 106 History of China, 4 Cr.** Surveys the history of China. Includes political, diplomatic, economic, social, religious and cultural themes from pre-history to modern times. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**HST 204 History of Women in the U.S.: Pre-Colonial to 1877, 4 Cr.** Examines the lives of women in terms of family relations, religion, culture, sexuality and reproduction, and work roles, as well as educational opportunities and social reform activities. Explores diversity in terms of class, race, ethnicity, legal status, and region. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**HST 205 History of Women in the U.S.: 1877 to Present, 4 Cr.** Examines women's work in maturing industrial economy, women's reform activities, and changing family and social relationships. Explores class, ethnic, racial, and regional diversity. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**HST 218 Native American Indian History, 4 Cr.** Covers history of American Indians in what is now the United States from pre-Columbian times to the present, exploring the cultural diversity among Native peoples, tribal sovereignty, conflicts and accommodations with European Americans, historical roots of contemporary Native American issues and an increased level of awareness of the cultural heritage of the United States. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115, and MTH 20 or equivalent placement test scores. 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: WR115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**HST 277 Oregon Trail, 4 Cr.** Examines Euro-American motivations for westward migration; indigenous peoples; predecessors of the route; trail life; impact on humans and environment; diversity in terms of race, class, ethnicity, gender, and religion. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

## JAPANESE LANGUAGE JPN

**JPN 101 First Year Japanese—First Term, 5 Cr.** Introduces Japanese language and culture. Emphasizes effective communicative skills in written and spoken language. Examines the practice, product and perspective of Japanese culture. The first course of a three-course sequence. Audit available.

**JPN 102 First Year Japanese—Second Term, 5 Cr.** Introduces Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Includes the practice, product and perspective of Japanese



culture. The second course of a three-course sequence. Prerequisite: JPN 101 or instructor permission. Audit available.

**JPN 103 First Year Japanese—Third Term, 5 Cr.** Continues the introduction of Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Expands the practice, product and perspective of Japanese culture. The third course of a three-course sequence. Prerequisite: JPN 102 or instructor permission. Audit available.

**JPN 201 Second Year Japanese—First Term, 5 Cr.** Reviews and continues study of Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Examines new practices, products and perspectives of Japanese culture. The first course of a three-course sequence of second-year Japanese. Prerequisite: JPN 103 or instructor permission. Audit available.

**JPN 202 Second Year Japanese—Second Term, 5 Cr.** Expands study of Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Adds the new practices, products and perspectives of Japanese culture. The second course of a three-course sequence of second-year Japanese. Prerequisite: JPN 201 or instructor permission. Audit available.

**JPN 203 Second Year Japanese—Third Term, 5 Cr.** Continues study of Japanese language and culture, emphasizing effective communicative skills in written and spoken language. Expands practices, products and perspectives of Japanese culture. The third course of a three-course sequence. Prerequisite: JPN 202 or instructor permission. Audit available.

## LIBRARY LIB

**LIB 101 Library Research and Beyond, 1 Cr.** Introduces the research process and essential research skills to find, select and cite the best information. Teaches identification of research topics, planning and carrying out the research process, and to identify and cite preferred sources of credible information. Audit available.

## MEDICAL ASSISTING MA

**MA 112 Medical Office Assistant Seminar I, 1 Cr.** The study of the health care delivery systems, medical office management, interpersonal communications; and coordination of directed practice which includes a review for the national credential examination.

**MA 117 Medical Office Administrative Procedures, 3 Cr.** Covers medical reception room techniques, including appointment scheduling, telephone techniques, mail handling, financial records, accounting, accounts receivable and payable, insurance, office care and management, and medical records management.

**MA 118 Medical Office Administrative Procedures (Lab), 2 Cr.** Practice and demonstrate proficiency in the procedures listed under MA 117.

**MA 120 Introduction to Clinical Phlebotomy, 1 Cr.** Introduces basic venipuncture and skin puncture techniques as well as proper specimen-handling procedures as dictated by the Clinical and Laboratory Institute Standards (CLSI). Prepares and trains to function as an internal member of the ambulatory clinical lab care setting. Department permission required.

**MA 122 Medical Office Assistant Seminar II, 1 Cr.** The study of the health care delivery systems, medical office management, interpersonal communications; and coordination of directed practice which includes a review for the national credential examination.

**MA 123 Medical Office Clinical Procedures, 3 Cr.** Covers examination room techniques, assisting the physician with examination, treatment, minor surgery, methods of asepsis and sterilization, and the proper care of equipment and supplies. Prerequisite: MP 111, BI 122 or BI 233, MTH 60, and placement into RD 115 and WR 115. Concurrent enrollment MA 124.

**MA 124 Medical Office Clinical Procedures (Lab), 2 Cr.** Practice and demonstrate proficiency in the procedures in MA 123. Concurrent enrollment in MA 123.

**MA 131 Introduction to Medical Science, 5 Cr.** Explores concepts of disease processes as they relate to the normal physiology of the major body systems; including etiology, signs and symptoms of disease, treatment options and methods of

evaluating cause and effect of diseases as it relates to the role of the medical assistant. Enrollment limited to those in the Medical Assisting program.

**MA 132 Medical Office Assistant Seminar III, 1 Cr.** The study of the health care delivery systems, medical office management, interpersonal communications, and coordination of directed practice which includes a review for the national credential examination.

**MA 136 Medications, 2 Cr.** Introduces drug therapy with emphasis on safety and classifications of common drugs and their actions, appropriate drug uses, effects, dangers and precautions. Covers routes of medication administration, management and control. Reviews common prescription abbreviations, forms of medications and basic drug categories. Prerequisites: MA 123, MA 124, MP 111 and admission to the MA program.

**MA 180 Coding and Reimbursement, 2 Cr.** Introduces coding and reimbursement systems for physician offices and medical clinics.

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

## MEDICAL LABORATORY TECHNOLOGY MLT

**MLT 100 Medical Office Laboratory Orientation 3 Cr.** Introduces clinical laboratory principles and procedures commonly performed in the physician's office setting, including specimen collection and handling, urinalysis, basic hematology, chemistry, serology, microbiology and quality control. Prerequisites: MP 111 and BI 55 or BI 122 or BI 233. Audit available.

## MEDICAL PROFESSIONS MP

**MP 111 Medical Terminology, 4 Cr.** Covers analysis of the structure of medical words and application to basic anatomy, physiology, and disease processes of the human body. Stresses spelling and pronunciation. English communication skills necessary. Prerequisites: placement into RD 90 and WR 90.

**MP 140 Introduction to Health Law and Ethics, 3 Cr.** Introduces the legal aspects, code of ethics and policy issues relevant to allied health. Emphasizes confidential communication, advanced directives, consents, professional liability, medical malpractice, release of information, case studies and the professional code of ethics. Includes the 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. Audit available.

**MP 150 Introduction to Electronic Health Records, 3 Cr.** Introduces basic concepts of medical charting which are implemented and built upon in an Electronic Health Record (EHR). Introduces basic concepts of implementation and use of an EHR. Includes skill development for basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical/legal aspects of medical records in a healthcare delivery environment (hospital or clinic setting). Recommended: CAS 133 or equivalent computer and internet experience. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## MANAGEMENT & SUPERVISORY DEVELOPMENT MSD

**MSD 177 Team Building, 1 Cr.** Discusses what team building is, why it is important, how to start it, how to manage the team building process, 12 components of generating team building development, and some selected tools for team building. Audit available.

**MSD 192A Project Management, 1 Cr.** Provides both the tools and behavioral skills necessary to manage any project successfully. All steps of the project cycle are modeled with opportunities for participants to practice each step. Participants will learn to increase productivity, present a project activity plan using professional tools and develop project team building skills. Audit available.

## MATHEMATICS MTH

**MTH 20 Basic Math (Arithmetic), 4 Cr.** Covers fractions, decimals, percents, integer, measurements to write, manipulate, interpret, and solve application and formula problems.

Introduces concepts of basic statistics. A scientific calculator is required. Prerequisite: placement into MTH 20 and RD 90.

**MTH 20B Basic Math, 4 Cr.** Use fractions, decimals, percents, integer arithmetic, measurements, and geometric properties to write, manipulate, interpret and solve application and formula problems. Introduces concepts of basic statistics, charts and graphs. Concepts will be introduced numerically, graphically, symbolically, and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisites: placement into MTH 20 and RD 90. Audit available.

**MTH 22 Measurements, 1 Cr.** Use both English and Metric measurements, conversions, temperature, and to write, manipulate, interpret, and solve applications and formula problems. Concepts will be introduced numerically, graphically, symbolically, and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisite: placement into MTH 20 and RD 90. Audit available.

**MTH 30 Business Mathematics, 4 Cr.** Applies arithmetic to a variety of problems found in the business field, including simple and compound interest, annuities, payroll preparation, pricing, invoice preparation, trade discounts, taxes, and depreciation. Scientific calculator required. Prerequisites: MTH 20 and placement into RD 90. Audit available.

**MTH 60 Introductory Algebra - First Term, 4 Cr.** Introduction to algebraic concepts and processes with a focus on linear equations and inequalities in one and two variables. Applications, graphs, functions, formulas, and proper mathematical notation are emphasized throughout the course. A scientific calculator is required. Prerequisites: MTH 20 and placement into RD 90. Audit available.

**MTH 65 Introductory Algebra - Second Term, 4 Cr.** Introduces algebraic concepts and processes with a focus on function, linear systems, polynomials, and quadratic equations. Applications, graphs, functions, formulas, and proper mathematical notation are emphasized throughout the course. A scientific calculator is required. Prerequisites: MTH 60 and placement into RD 90. Audit available.

**MTH 93 Introduction to Graphing Calculators, 1 Cr.** Introduces basic use of graphing calculators. Explores the power of graphing calculators' computer algebra systems. The TI-89 (or TI-92 or Voyage 200) graphing calculator is required. Prerequisite: MTH 60 or equivalent placement. Audit available.

**MTH 95 Intermediate Algebra, 4 Cr.** Explores functions graphically and symbolically with an emphasis on function notation. Investigates functions, equations, and graphs involving quadratic, rational, radical and absolute value expressions. Technology is integrated throughout. Graphing calculator required. Prerequisites: MTH 65 and placement into WR 115. Audit available.

**MTH 111 College Algebra, 5 Cr.** Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. Prerequisites: MTH 95, RD 115, and WR 115, or equivalent placement. Audit available.

**MTH 112 Elementary Functions, 5 Cr.** Investigates trigonometric functions, equations and identities. Examines right and oblique triangles, vectors, polar coordinates, parametric equations, and complex numbers. Explores topics graphically, numerically, symbolically, and verbally. Graphing calculator required. Prerequisites: MTH 111, RD 115, and WR 115 or equivalent placement. Audit available.

**MTH 211 Foundations of Elementary Math I, 4 Cr.** Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Topics emphasized are problem solving, patterns, sequences, set theory, logic, numeration systems, number bases, arithmetic operations and number theory. Various manipulative and problem solving strategies are used. Prerequisite: MTH 95 or higher and WR 115 and RD 115, or equivalent placement test scores. Audit available.

**MTH 212 Foundations of Elementary Math II, 4 Cr.** Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore rational numbers (fractions, decimals, percents), integers, the set of irrational numbers, the set of real numbers, and simple probability and statistics. Prerequisite: MTH 211 and its prerequisite requirements. Audit available.

**MTH 213 Foundations of Elementary Math III, 4 Cr.** Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore informal geometry, transformational geometry, and measurement systems. Prerequisite: MTH 211 and its prerequisite requirements. 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 111, and placement into WR 121. Audit available.

**MTH 244 Statistics II, 4 Cr.** Topics include 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. TI graphing calculator with advanced statistical programs required and/or computer software, see instructor. Prerequisites: MTH 243 and its prerequisite requirements. Audit available.

**MTH 251 Calculus I, 4 Cr.** Includes limits, continuity, derivatives and applications of derivatives. Graphing calculator required. Prerequisites: MTH 112 and its prerequisite requirements. Audit available.

**MTH 252 Calculus II, 5 Cr.** Includes antiderivatives, the definite integral, topics of integration, improper integrals, and applications of differentiation and integration. Graphing calculator required. Prerequisites: MTH 251 and its prerequisite requirements. Audit available.

**MTH 253 Calculus III, 5 Cr.** Includes infinite sequences and series (emphasis on Taylor series), an introduction to differential equations, and vectors in three space. Graphing calculator required. Prerequisites: MTH 252 and its prerequisite requirements. Audit available.

## PROFESSIONAL MUSIC MUC

**MUC 123 Electronic Media I, 2 Cr.** Covers computer based recording, synthesis and notation for the composer/arranger. Includes fundamentals in Midi, sequencing, sampling, basic signal processing, and practical production skills using current digital technology. Write original material during lab sessions. Audit available.

**MUC 124 Electronic Media II, 2 Cr.** Covers computer based recording, synthesis and notation for the composer/arranger. Includes fundamentals in Midi, sequencing, sampling, basic signal processing, and practical production skills using current digital technology. Write original material during lab sessions. Audit available.

## MUSIC MUS

**MUS 105 Music Appreciation, 3 Cr.** Provides an introduction to understanding symphonic music in the vocal and instrumental genres from the ancient period through the contemporary music of our time. Class will be presented using a multi-media format. Prerequisite/concurrent: WR 115 or equivalent placement test scores. Audit available.

**MUS 108 Music Cultures of the World, 3 Cr.** Examines musical cultures throughout the world with attention to cultural contexts and musical styles, including but not limited to Africa, the Americas, Asia, Near East, Europe and the South Pacific. Prerequisite/concurrent: WR 115 or equivalent placement test scores. 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. Also includes basic aural skills. Course intended for non-music majors and to prepare students for further music theory study. Prerequisite/Concurrent: WR 115 or equivalent placement test scores. Audit available.

**MUS 191 Guitar I, 2 Cr.** Develops solo and ensemble guitar in a group setting, stressing the finding of one's musical voice within the panoply of guitar styles. Surveys classical as well as culturally based styles, and includes guitar notation systems. Varied performance levels will be accommodated in the class. Enthusiasm and possession of a nylon stringed acoustic guitar is the only prerequisite. Audit available.

**MUS 202 Introduction to Music and Its Literature, 3 Cr.** Covers music of the Classic and Romantic eras of music history. Prerequisite/concurrent: WR 115 or equivalent placement test scores. Audit available.

## NURSING NUR

**NUR 60 Nursing Success Strategies, 3 Cr.** Provides an overview of the Nursing Program including: math and writing for nursing, learning styles, coping strategies, workplace skills and study skills. Prerequisites: Admission or alternate to the Nursing Program.

**NUR 90 Nursing Assistant 1, 9 Cr.** Covers the knowledge and skills needed for the safe physical care of patients in long-term care facilities. Follows curriculum approved by the Oregon State Board of Nursing in preparation for the Oregon Nursing Assistant Exam. Prerequisites: Placement into RD 90 and WR 90; proof of Measles immunization; Prerequisite/Concurrent: current TB test and passing of a criminal background check.

**NUR 110 Nursing I: Fundamentals of Nursing, 9 Cr.** Introduces the collection and organization of client/patient data relating to nursing care responsibilities in community-based long-term care. Examines the roles and interaction of nursing theory and practice as they relate to the physiological, psychological, sociocultural, developmental and spiritual needs of clients/patients. Prerequisite: NUR 60 and admission to the Nursing Program.

**NUR 111 Nursing II: Care Across the Lifespan, 9 Cr.** Integrates nursing theory and practice as they relate to growth and development, psychosocial coping responses to illness, and alterations in the health status of adults, children and their families. Includes content on the obstetrical client/patient. Covers application of nursing process to promote health of clients/patients in acute care and community-based settings. Prerequisite: NUR 110 or admission into the Nursing Program by advanced placement.

**NUR 112 Nursing III: Obstetrics & Chronic Healthcare, 9 Cr.** Expands on nursing theory and practice related to nursing care focusing on acute and chronic healthcare needs of patients. Includes nursing care responsibilities for patients and their families in the acute care and obstetrical settings. Prerequisite: NUR 111 or admission into the Nursing Program by advanced placement.

**NUR 210 Nursing IV: Psychiatric & Complex Acute Care, 9 Cr.** Continues nursing curriculum and clinical practices of roles and responsibilities at the registered nurse level. Provides opportunities to learn and apply the knowledge

and skills necessary to implement care for complex acute care and psychiatric clients. Prerequisite: NUR 112 or admission into the Nursing Program by advanced placement.

**NUR 211 Nursing V: Emergent Healthcare, 9 Cr.** Explores the higher level nursing roles found in critical care, end of life care, and discharge planning within hospital and community settings. Emphasizes the planning and delivery of individualized, holistic and more complex nursing care to seriously ill clients in the acute care area. Prerequisite: NUR 210.

**NUR 212 Nursing VI: Preceptorship, 8 Cr.** Integrates theory and registered nurse practice through preceptorship and capstone projects. Includes preceptorship placement in either the acute care, specialty care, or community-based care setting. Emphasizes leadership and management concepts. Prerequisite: NUR 211.

## OFFICE SYSTEMS OS

**OS 131 10-Key on Calculators, 1 Cr.** Develops 10-key skills by touch. Recommended: Placement into RD 115, WR 115, and MTH 20. Audit available.

**OS 220 Business Editing Skills, 4 Cr.** Develops skills necessary for editing, transcribing, and writing memos, letters and email. Emphasis: punctuation, capitalization, spelling, grammar, and word use. Recommended: Placement into WR 121, keyboard by touch. Audit available.

**OS 240 Filing and Records Management, 4 Cr.** Develops skills for indexing, coding, and cross-referencing documents to be filed. Includes requisitions and charge-outs, records transfer, various filing systems, and an overall view of the role of records management in business including electronic and image records. Recommended: RD 115; WR 115; and CAS 133 or CAS 140 Audit available.

**OS 245 Office Systems and Procedures, 4 Cr.** Develops the skills of an administrative professional for current business practices. Uses computer technology for tasks such as scheduling, email, and faxing. Develops communication, organization and prioritizing skills, telephone techniques, problem solving, and analytical abilities. Analyzes current trends in workplace ethics and the multi-cultural workplace. Develops workplace readiness and applies job search skills for current job market. Prerequisites: CAS 216 and OS 220. Audit available.

**OS 280F Cooperative Education: Administrative Assistant, 1-5 Cr.** Provides field experience for the administrative assistant student. Recommended: RD 115, WR 115 and satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission required. Audit available.

**OS 280G Cooperative Education: Administrative Assistant Seminar, 1 Cr.** Supplements the work experience portion of cooperative education and the student's on-campus program through feedback sessions and instruction in job-related area. Prerequisite/concurrent: OS 280F. Recommended: RD 115, WR 115 and satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission required. Audit available.

## PHYSICAL EDUCATION PE

**PE 182H Adult Fitness, 1 Cr.** Exercises and activities which strengthen and condition specific large muscle groups, improve cardiovascular fitness and flexibility. Audit available.

**PE 182J Gentle Yoga, 1 Cr.** Introduces techniques to better manage stress. Vinyasa yoga is a dynamic series of poses performed at a gentle pace and helps to reduce stress levels. Recommend for students with limited abilities and beginners who are not ready for Yoga I. Covers basic yoga philosophy, asanas, pranayama, meditation and relaxation for a holistic approach to better health and wellness.

**PE 183R Beginning Karate I, 1 Cr.** Introduces a working knowledge of the fundamental techniques employed in the art of Karate-Do. Audit available.

**PE 183S Beginning Karate II, 1 Cr.** Progressive continuation of fundamental techniques employed in the art of Karate-Do. Recommended: Beginning Karate I or equivalent. Audit available.

**PE 185K Ultimate Frisbee, 1 Cr.** Provides instruction in skills, drills and game play for the game of Ultimate Frisbee. Students will learn the rules, strategy team play as well as concept of team organization. Audit available.

## PHILOSOPHY PHL

**PHL 197 Manufacturing Reality: Critical Thinking & the Media, 4 Cr.** Addresses the growing impact of electronic media on our perceptions of truth and reality. Emphasizes skills to critically deconstruct and analyze the embedded values, messages, and techniques of electronic media as a basis for empowering students to formulate meaningful responses. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PHL 201 Being and Knowing, 4 Cr.** Introduces metaphysics and the theory of knowledge via the works of important figures in the history of philosophy. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PHL 202 Ethics, 4 Cr.** Studies attempts by philosophers to account for the difference between right and wrong, for the notion of moral obligation and to answer the question: How should we lead our lives. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PHL 204 Philosophy of Religion, 4 Cr.** Examines the existence and attributes of God, faith, reason and mysticism, religion and science, religion and morality, religious language and life after death from the perspective of the philosopher. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PHL 210 Introduction to Asian Philosophy, 4 Cr.** Introduces the non-dualistic philosophies of India, China, Japan, and South East Asia, which offer a complementary approach to Western traditions in logic, ethics, epistemology, and metaphysics. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PHL 211 Existentialism, 4 Cr.** This course will investigate existential philosophy from the 19th Century to the present. Students will become familiar with the different branches of existentialist thought and the influence existentialism had on philosophy, literature, and culture in the 19th and 20th Centuries. Philosophers who will be studied include, but are not limited to, some of the following: Kierkegaard, Nietzsche, Heidegger, Camus and Sartre. Prerequisites: Placement into WR 121 and placement into RD 90. Audit available.



## PHYSICS PHY

**PHY 201 General Physics, 4 Cr.** Introductory physics (algebra based) for science majors, pre-medical, pre-dental, pre-chiropractic and pre-physical therapy students. Topics include mechanics including statics, forces and motion energy, collisions, circular motion and rotational dynamics. Prerequisite or concurrent: MTH 111 and its prerequisite requirements. Audit available.

**PHY 202 General Physics, 4 Cr.** Topics include mechanical properties of matter, heat, waves, sound and light. Algebra-based physics. Prerequisite: PHY 201 and its required prerequisites. Audit available.

**PHY 203 General Physics, 4 Cr.** Topics include electricity, magnetism and radioactivity. Algebra-based physics. Prerequisite: PHY 201 and its required prerequisites. Audit available.

## POLITICAL SCIENCE PS

**PS 201 U.S. Government: Foundations & Principles, 4 Cr.** Examines the development of constitutional traditions in the United States. Includes topics such as free speech, equal rights under law, movements, interest groups, political parties, and elections in a democratic struggle for power. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PS 202 U.S. Government: Institutions & Policies, 4 Cr.** Examines the national institutions of United States politics including the Legislative, Executive, Judicial, and Bureaucratic. Includes national policies, foreign policy, taxation, spending priorities, government regulations and entitlements. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PS 203 State and Local Government, 4 Cr.** Examines state and local government policy formulation and outcomes on issues ranging from taxation to prisons, and education to environmental concerns. Focuses on Oregon state and local politics. PS 201, 202, and 203 need not be

taken in sequence. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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. Countries chosen will represent various political systems including democracies, totalitarian regimes, dictatorships, post-communist systems in transition, newly industrializing and developing countries. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PS 205 Global Politics: Conflict & Cooperation, 4 Cr.** Examines the nature of relations among states. Topics include 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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. Alternatives to oppressive behavior, undemocratic institutions, and the violent resolution of conflict are considered. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PS 220 U.S. Foreign Policy, 4 Cr.** Covers historical analytical treatment of select foreign policy themes since World War I. 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: WR 115, RD 115 and MTH 20 or equivalent test scores. Audit available.

**PS 225 Political Ideologies: Idea Systems, 4 Cr.** Covers sources, strengths and weaknesses of contemporary ideologies, and the conditions which lead to conflict or to cooperation among them. Includes liberalisms, conservativisms, socialisms, fascisms, and other idea systems. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## PSYCHOLOGY PSY

**PSY 101 Psychology and Human Relations, 4 Cr.** Applies psychological principles to relationships in both personal and professional environments. Includes an overview of basic personality and social psychology concepts, as well as specific skill development in the areas of communication, listening, and conflict resolution. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PSY 201A Introduction to Psychology - Part 1, 4 Cr.** Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in scientific research, biological psychology, sensation and perception, learning theory, memory, language, cognition, consciousness, and human development. Provides an overview of popular trends, examines the overarching themes of heredity vs. environment, stability vs. change, and free will vs. determinism, and emphasizes the sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Psychology 201A is the first term of a two-term sequence in introductory psychology. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**PSY 202A Introduction to Psychology - Part 2, 4 Cr.** Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in personality theory, psychological disorders, therapy, emotion, motivation, intelligence, health psychology, and social psychology. Provides an overview of popular trends, examines the overarching themes of heredity vs. environment, stability vs. change, and free will vs. determinism, and emphasizes the sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Psychology 202A is the second term of a two-term sequence in introductory psychology. Recommended: PSY 201A. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR

115, RD 115 and MTH 20 or equivalent placement test scores, and PSY 201A or one year of biology. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores, and PSY 201A or 202A. Audit available.

## READING RD

**RD 90 Reading 90, 3 Cr.** Improves reading through work on vocabulary development, motor skills, comprehension and some reading rate improvement. Prerequisite: Placement into RD 90. Audit available.

**RD 115 College Reading, 4 Cr.** Focuses on expanding reading frequency and effectively reading complex college level texts; Emphasizes comprehension strategies, critical reading and thinking skills, information literacy, vocabulary development, student success strategies and adapting reading rate to different reading tasks. Prerequisite: Placement into RD 115 or successful completion of RD 90 AND placement into WR 90. Audit available.

## RENEWABLE ENERGY TECHNOLOGY RET

**RET 101 Introduction to Wind Turbine Technology I, 2 Cr.** Introduces basic concepts and terminology for how wind energy is captured and transformed into electrical power, including non-math mechanical physics, electricity and magnetism, fluid dynamics and aerodynamics. Covers an introduction to and experience in tower climb safety and rescue.

**RET 102 Alternate Energy Power Generation, 1 Cr.** Subjects that will be explored in this course are biodiesel, wind, solar cells, fuel cells, ocean wave, geothermal, hydrogen, connection to grid (homeowner), electric vehicles, effect of politics on long term wind generation, other forms. Also research into old technologies as well as new will be explored. This course also discusses the power grid, local utilities and how power is generated and sold back to local utilities.

**RET 119 Programmable Controllers, 3 Cr.** The student will understand the operation of a variety of programmable controllers. The applications, operations, and programming of PLC's are the areas of study with the main emphasis on programming. (Computer and manual methods will be used to program PLC's.) Prerequisite: RET 141.

**RET 120 Basic Hydraulics, 5 Cr.** Students learn fundamental concepts of hydraulics, lubrication, and bearing technology with a focus on entering a profession in the wind power industry. Lab work includes learning and applying hydraulic concepts using an MB 400 Hydraulic System. Prerequisites: RET 121.

**RET 121 Mechanical Power I, 5 Cr.** This course focuses on learning the fundamentals of mechanical power. It emphasizes learning the different mechanical components from nuts and bolts to gears, gear boxes, shafts and bearings. It demonstrates the importance of lubrication in maintaining gears and other movable parts. Basic alignment and mechanical physics are taught, including aerodynamics.

**RET 122 Mechanical Power II, 5 Cr.** Introduces the process of power generation. Discussion includes construction techniques involving cranes, rigging, and mechanical alignment procedures. Assemble a functioning scale model of a power generating turbine and participate in a safety workshop at a local wind farm. Prerequisites: RET 120, EET 112.

**RET 141 Electrical Motors/Generator Controls, 5 Cr.** Examines electrical circuits, electromagnetism, AC and DC electrical theory, industrial sensors, voltage and relays, motor controls, AC and DC motors and generators, and power distribution systems. Prerequisite: EET 112.

**RET 188 Industrial Safety and OSHA 10, 2 Cr.** Introduces safety practices in the electronics industry and covers industry OSHA-10 Safety Certified Training. Includes handling hazardous materials; safe use of flammable and combustible liquids; types of Personal Protective Equipment



(PPE); fall protection; crane, ladder and scaffolding safety; safe use of hand and power tools. Prerequisite: EET 111.

**RET 223 Power Generation, 5 Cr.** Focus is on developing and managing power generating facilities. Read and analyze topographic and wind maps. Become familiar with radio frequency and fiber optic communications systems. Review nondestructive materials testing, networking and basic meteorological forecasting. Prerequisites: RET 122

## SOCIOLOGY SOC

**SOC 204 Sociology in Everyday Life, 4 Cr.** Introduces the sociological perspective and the scientific study of human social behavior. Focuses on the core concepts, theories, and research on human interactions within social groups and how people are shaped by their social locations (status, roles, race, class, sex, age, etc.) within society's structures, stratification systems, and institutions, and by cultural processes such as socialization and group dynamics. Prerequisites: RD 115 or equivalent placement test scores. Audit available.

**SOC 205 Social Change in Societies, 4 Cr.** Explores how societies change by utilizing sociological perspectives to compare and contrast the impacts of changes on individuals and our social institutions (such as the family, economy, politics, education, and religion). Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**SOC 213 Diversity in the United States, 4 Cr.** Frames social status differences within the context of social structure and culture. Examines how inequalities and privilege play out through social status and are reinforced through both culture and social structure. Includes statuses such as: race, gender, ethnicity, sexual orientation, age, etc. Includes concepts such as: privilege, social

stratification, cultural bias, institutional inequality, and social construction. Prerequisite: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**SOC 218 Sociology of Gender, 4 Cr.** Focuses on how socialization is affected by gender. Topics include how gender is reflected in culture through values, norms, language, media, power, violence, various theoretical approaches, significant social institutions, social movements and issues. Recommended: SOC 204 or SOC 205 or instructor permission. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores.

**SOC 219 Religion & Culture: Social Dimensions, 3 Cr.** Explores the relationship between culture, social structure, and religion, through a comparative and cross-cultural examination of religious beliefs, practices, and organization. Audit available.

**SOC 231 Sociology of Health & Aging, 4 Cr.** Introduces age-related health issues in social and cultural context. Includes the social structuring of age, health and illness; demographics and patterns of health and illness of diverse older adults; issues related to medical and healthcare services; health and long term care policy and programs. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## SPANISH SPA

**SPA 101 First Year Spanish—First Term, 4 Cr.** Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**SPA 102 First Year Spanish—Second Term, 4 Cr.** Continues the work of SPA 101. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Recommended: Completion of SPA 101 or instructor permission. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**SPA 103 First Year Spanish—Third Term, 4 Cr.** Continues the work of SPA 102. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Recommended:

Completion of SPA 102 or instructor permission. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**SPA 201 Second Year Spanish—First Term, 4 Cr.** Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of first year Spanish at college level or instructor permission. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**SPA 202 Second Year Spanish—Second Term, 4 Cr.** Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of SPA 201 or instructor permission. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**SPA 203 Second Year Spanish—Third Term, 4 Cr.** Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of SPA 202 or instructor permission. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## THEATER ARTS TA

**TA 101 Theater Appreciation, 4 Cr.** Explores live theatre productions, enriching the understanding and appreciation of the theatrical event. Includes reading, researching and evaluating a play to collaboratively create a unified design. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**TA 111 Fundamentals of Technical Theater, 4 Cr.** Covers basic principles and techniques of technical theater such as stage design, lighting, properties and stage management. Explores the role of the technician in the theater organization. Lecture and lab allows flexible scheduling. Audit available.

**TA 141 Fundamentals of Acting Techniques, 4 Cr.** Introduces basic theatrical techniques. Develops text analysis and performance skills. Develops the beginning level awareness of the physical and vocal skills required of a stage performer. Includes reading and analyzing plays to develop acting skills. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**TA 142 Fundamentals of Acting Techniques, 4 Cr.** Acquire concentration and relaxation in approaching a role. Improve performance skills with focus on vocal and physical control. Scene study is used. Prerequisite: TA 141 and its prerequisite requirements. Audit available.

**TA 144 Improvisational Theatre, 3 Cr.** Become more in touch with the body and senses as used to express yourself and communicate with others. Includes exercise, theatre games and impromptu scenes to tap the creative potential of the human imagination. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. 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. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**TA 180A Theater Rehearsal and Performance, 1 Cr.** Credit for performance in theater production, if cast. Gain first-hand experience in performance techniques. Audition required. Audit available.

**TA 180B Theater Rehearsal and Performance, 2 Cr.** Performance in theater production, if cast. Audition required. Audit available.

**TA 180C Theater Rehearsal and Performance, 3 Cr.** Performance in theater production, if cast. Audition required. Audit available.

**TA 180D Theater Rehearsal and Performance, 4 Cr.** Performance in theater production, if cast. Audition required. Audit available.

**TA 190A Projects in Theatre, 1 Cr.** Design an independent project associated with the theatre. Develop a contract with a theatre arts instructor covering the course content. May be repeated. Audit available.

**TA 190B Projects in Theatre, 2 Cr.** Develop a study contract emphasizing self-directed research, on an individualized basis allowing for maximum flexibility. May be repeated. Audit available.

**TA 190C Projects in Theatre, 3 Cr.** Develop a study contract emphasizing self-directed research, on an individualized basis allowing for maximum flexibility. May be repeated. Audit available.

**TA 274 Theater 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. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## WELDING WLD

**WLD 190B Basic Welding Practice, 2 Cr.** Develops basic knowledge and practice with a welding process and perform welding in accordance with industry standards. Develops foundational skills required for advancement in future coursework. Audit available.

## WRITING WR

**WR 90 Writing 90, 3 Cr.** Instruction includes sentence structure, paragraph and essay development, and written expression. Students can expect to increase working vocabulary and improve skills in basic communications. Prerequisite: Placement into WR 90 and RD 90. Audit available.

**WR 90C Writing 90C, 3 Cr.** Includes instruction in grammar, punctuation, sentence structure, essay development, and critical thinking skills. Improves basic writing skills by learning to use simple and complex sentences in developing a good 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 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.** Focuses on academic writing as a means of inquiry. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis. Prerequisite: Placement into WR 121, or completion of WR 115 and RD 115. Audit available.

**WR 122 English Composition, 4 Cr.** Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research and information literacy. Prerequisite: WR 121. Audit available.

**WR 227 Technical and Professional Writing I, 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. Prerequisites: WR 121, basic computer literacy, and intermediate word processing skills. 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. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. 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. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. 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. Prerequisites: WR 115 and RD 115 or equivalent placement test scores.

**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 or instructor permission. Audit available.

**WR 245 Advanced Creative Writing - Poetry, 4 Cr.** Extends the introduction to the craft of poetry in WR 242. Focuses on writing poetry, as well as

critiquing the work of others in a workshop setting. Introduces the techniques, structures, and styles of established writers. Prerequisite: WR 242 or instructor permission. Audit available.

**WR 246 Advanced Creative Writing, Editing & 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. May be repeated twice for credit. Prerequisites: (WR 241 or 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. Includes lecture, small group activities, and conferences. Prerequisite: WR 243 and its prerequisite requirements or instructor permission. Audit available.

effective change agents. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

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## WOMEN'S STUDIES WS

**WS 101 Women's Studies, 4 Cr.** Surveys and critically analyzes the position of women in society, in terms of present realities and future possibilities. Provides a framework to connect personal experience with contemporary social and political issues. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**WS 201 Women of the World, 4 Cr.** Examines the position of women in society from a cross-cultural perspective. Topics include the process of gender enculturation, women's lives in foraging, pastoral and agricultural societies and international issues such as female circumcision, infanticide, child brides and honor/dowry deaths. Recommend: WS 101. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**WS 202 Women Working for Change, 4 Cr.** Examines how women have worked to empower girls and women and improve the conditions of their lives. Explores ways that feminist theories have shaped the goals and strategies of social change efforts. Offers an in-depth look at selected topic areas, connects analysis and personal experience, and prepares students to become





Columbia Gorge Community College  
*building dreams, transforming lives*

2013-2014

# STAFF & FACULTY DIRECTORY

Featured Student Artist  
Lara Ashenfelter

The Mental Health Care System  
7" x 10"  
Etched block print

ART 270: Printmaking  
Instructor: A. Merickel





# EXECUTIVE LEADERSHIP TEAM

## **Dr. Frank K. Toda — President**

B.A. Industrial Management—University of Portland, 1970  
M.B.A. Behavioral Sciences—University of Portland, 1972  
M.S. Systems Engineering—University of Southern California, 1974  
Ph. D. Education—University of Southern California, 1980

## **William Bohn — Chief Technology and Planning Officer**

A.A.S. Computer Science, Grossmont College (San Diego), 1983  
NetWare 4, 5 & 6 Certified Administrator (CNA)  
NetWare 4, 5 & 6 Certified Engineer (CNE)  
Certified Facilitator: FranklinCovey's The 7 Habits of Highly Effective People

## **Lisa Deswert — Chief Financial Officer**

B.S. Accounting, Portland State University, 1996

## **Daniel Spatz — Chief Institutional Advancement Officer**

A.A.S. English Literature and Biology, Clark College, 1979  
B.S. General Studies, Eastern Oregon State College, 1990

## **Lori Ufford — Chief Academic and Student Affairs Officer**

B.A. Liberal Studies, California State University (Northridge), 1984  
M.S. Education, Post-Secondary Adult and Continuing Education, Portland State University, 2006

## **Robb Van Cleave — Chief Operating Officer**

B.S. Psychology, Oregon State University, 1988

## **Tria Bullard — Director of Board and Executive Services**

B.S. Business and Marketing, Eastern Oregon University, 2005

# DIRECTORS

## **James Austin—Director of Facilities**

B.A. Accounting, University of Colorado, 1982

## **Julie Belmore—Interim Director of Transfer and Pre-College Programs**

B.A. History, Lewis and Clark College, 1983  
M.A. TESOL/Applied Linguistics, Portland State University, 2005

## **Kella Helyer—Director of Financial Aid**

B.S. Business, Oregon State University, 1990

## **Doris Jepson—Director of Nursing and Health Occupations**

A.D.N. Nursing, Southern Oregon University, 1975  
B.S. Nursing, Oregon Health Sciences University, 1999  
M.S. Nursing, Walden University, 2007

## **Mary Kramer—Director of Career and Technical Education**

B.S., Family Studies, Oregon State University, 1981  
M.Ed., Adult Education, Oregon State University, 2005

## **Mimi Maduro—Career Pathways Initiative Statewide Director**

B.A. English, Penn State University, 1976  
M.S. Business & Management, Marylhurst University, 1992  
Career Development Facilitator Certificate, Clackamas Community College, 2012

## **Mary Merrill—Regional Director of Small Business Development Center**

B.S. Management Technology, Lewis and Clark State College, 1987  
M.Ed. Adult Education, Oregon State University, 2005  
Certified Profit Mastery™ Instructor, 2010

## **Dawn Sallee-Justesen—Registrar**

B.A. Psychology, Pacific University, 1995

## **John Schoppert—Interim Director of Library Services**

BA, English, Portland State University, 1992  
MLS, Library Science, Emporia State University, 2012

## **Michael Taphouse—Director of Advising and Career Services**

B.S. Social Science, Portland State University, 2001  
M.S. Counseling, Portland State University, 2008  
Certificate: Nationally Certified Counselor (NCC), 2008

# PROFESSIONAL AND SUPPORT STAFF

## Professional Staff

**Israel Ayala Guevara**  
SBDC Specialist

**Paula Ascher**  
Distance Learning and  
Instructional Technology  
Coordinator

**James Austin**  
Director of Facilities  
Services

**Jan Boldt**  
SBDC Specialist

**Michelle Bose**  
Marketing Coordinator

**Suzanne Burd**  
Adult Continuing Education  
Coordinator

**Matt Byrne**  
Institutional Researcher

**Michelle Cochran**  
Student Life Advisor

**Robin Cope**  
SBDC Counseling Specialist

**Shayna Dahl**  
Disability Resources Advisor

**Stephanie Hoppe**  
Major & Planned Gifts  
Officer

**Michael DeMott**  
Business Development  
Specialist

**Frederick Ellett**  
SBDC Counseling Specialist

**Adam Gietl**  
Manager of Network  
Services

**Ann Harris**  
Career Counselor

**Kaylene Herman**  
Academic Advisor

**Carla Jellum**  
Resource Development  
Coordinator

**Kristen Kane**  
Academic Advisor

**Michal Kawka**  
Career & Technical  
Education Advisor

**Rosalie Kelly**  
Bookstore Manager

**Susan Lewis**  
Instructional Coordinator

**Abrahán Martinez**  
Career Pathways  
Coordinator

**Loren Mason-Gere**  
Academic Advisor

**Inocente Olivan**  
Facilities Services Manager

**Nancey Patten**  
Manager of Child Care  
Resource & Referral

**Sidney Spaulding**  
Fund & Cost Accountant

**Diane Trubachik**  
Manager of Payroll and  
Benefits

**Katherine Wallis**  
Digital Access Librarian

**Kayleen Warner-Arens**  
Procurement &  
Sustainability Coordinator

## Support Staff

**Teresa Beeks**  
Bookstore Specialist

**Amanda Bernal**  
Small Business Development  
/Resource Development  
Administrative Assistant

**Jorge Basilio-Rosales**  
Facilities Services Technician

**James Beedie**  
Instructional Assistant -  
Math Tutor

**Rebecca Brochu**  
ESOL Instructional Assistant  
and Library Assistant I

**Jim Cloinger**  
Student Services  
Administrative Assistant

**Cynthia Crampton**  
Information Technology  
Administrative Assistant

**Theresa Cruz**  
Pre-College Instructional  
Assistant

**Lynne Davidson**  
Student Services  
Administrative Assistant

**Daniel Dehaze**  
Online Services Specialist

**Richard Dunlop**  
Facilities Services  
Technician - Grounds

**Anthony Dunne**  
Library Assistant II

**Russell Erlenbush**  
Facilities Services  
Technician - Maintenance

**Jean Ewald**  
Pre-College Programs  
Administrative Assistant

**Martin Fiegenbaum**  
Accounting Specialist

**Brian Fix**  
Facilities Services  
Technician

**Stephanie Gale-McKnight**  
Financial Aid Specialist II

**Georgia Giacobbe**  
Facilities Services  
Administrative Assistant

**Gail Gilliland**  
President's Office  
Administrative Assistant

**Jessica Griffin Conner**  
Student Services  
Administrative Assistant

**Ariel Hadden**  
Student Services  
Administrative Assistant

**Joni Harmon**  
Bookstore Specialist

**Gregory Herman**  
Facilities Services  
Technician

**Pamela Hill**  
Facilities Services  
Technician

**Richard Jepson**  
ITS Computer Support  
Technician II

**Angela Johnston**  
Health Occupations  
Administrative Assistant

**Courtney Judah**  
Administrative Assistant to  
the Chief Operations Officer

**Debra Kochis**  
Facilities Services  
Technician

**Kristopher Langdon**  
ITS Computer Support  
Technician I

**Charlotte Lavender**  
Administrative Assistant to  
the Chief Academic and  
Student Affairs Officer

**Rosina Loera**  
Facilities Services  
Technician

**Jacob Logan**  
Student Services  
Administrative Assistant

**Stanley Loop**  
RET Instructional Assistant

**Mary Martin**  
Administrative Assistant to  
the Chief Academic and  
Student Affairs Officer

**Kathleen McFarlane**  
Child Care Specialist and  
Literacy Instructional  
Assistant

**Jill O'Brien**  
Administrative Assistant to  
the Interim Chief Financial  
Officer

**Jensi Smith**  
Instructional Services  
Administrative Assistant

**Sara Viemeister**  
Financial Aid Specialist III

**Ronald Watrus**  
Computer Support  
Technician

**Kelly Wiley**  
Instructional Assistant

**Michael Zitur**  
Facilities Services  
Technician

**Joyce Zrelak**  
Accounting Specialist

# FACULTY DIRECTORY

**Dawn Agidius: Nursing**

B.S. Nursing, Linfield College, 1999

**Byron Akita: Physical Education**

B.A. Business Administration,  
Central Washington University,  
1978

D.C. Chiropractic, Western States  
Chiropractic College, 1985

Certified as Shiha in Karatedo  
Doshinkan, 2006

**Elizabeth Anderson: Art**

B.S. Fine Arts (Graphic Design),

Pacific Northwest College of Art, 1990

Professional Artist

**Bunni Austin: Speech**

A.A. Practical Theology, Christ for  
the Nations Institute, 1988

A.G. S. General Science, North  
Island College, 1998

B.A. Communication/Early  
Childhood Education, Simon Fraser  
University, 2000

M.A. Communication, Simon Fraser  
University, 2004

**Dinah Baggenstos: Adult  
Continuing Education**

Certificate in Dog Grooming, Olson's  
Dog Grooming, 1977

21 years teaching experience

**Diana Bailey: Nursing**

A.A.S. Nursing, Columbia Gorge  
Community College, 2004

B.S. Biology, Pacific University, 1991

M.S. Nursing, Walden University,  
2012

**Ron Bales: Accounting**

B.A. Accounting, Oregon State  
University, 1973

M.B.A. Oregon State University, 1974

Certified Public Accountant

**Dean Basse: Renewable Energy  
Technology**

Electronic/Computer Field Service  
Certification, Lake Washington  
Technical College, 1989

Electrical Technology Certification,  
Perry Technical Institute, 1997

Master Electrician's License in State  
of Washington

**Monica Bell: Nursing Assistant**

A.A.S. Nursing, Lower Columbia  
Community College, 1990

**Julie Belmore: Pre-College,  
Reading**

B.A. History, Lewis and Clark  
College, 1983

M.A. TESOL/Applied Linguistics,  
Portland State University, 2005

**Amanda Bellus: Nursing**

A.A.S. Nursing, Columbia Gorge  
Community College, 2010

B.S. Nursing, Linfield College, 2012

**Leslie Berry: Anthropology**

B.A. Anthropology, Humboldt State  
University, 1990

M.A. Anthropology, California State  
University at Hayward, 1996

California Multiple Subject  
Teaching Credential, 2002

M.A. Education/Instructional  
Technology, San Jose State  
University, 2003

**Melissa Bickle: Pre-College Math**

B.A. Interdisciplinary Studies  
(Communication/Spanish),  
Marylhurst University, 1994

M.A. Education and Human  
Development (Technology  
Leadership), George Washington  
University, 1997

Oregon Elementary Teaching  
License (GTEP), Portland State  
University, 2012

**Yukari Birkett: Japanese, English  
For Speakers Of Other Languages**

B.A. English Literature and  
Language, Seisen Women's College,  
1985

M.A. TESOL, Eastern Michigan  
University, 1988

**Mercedes Bolton: Nursing**

B.S. Nursing, University of Portland,  
1978

**Kristen Booth: English, Writing**

B.A. English, Washington State  
University, 1993

M.A. English, Portland State  
University, 1999

**Franceina Brackenbury: Pre-  
College, Reading**

B.A. Criminal Justice, Eastern  
Washington University, 1998

M. Ed. Interdisciplinary Studies  
(Teaching Certification), Montana  
State University, 2004

**Jack Brook: Biology, Nutrition**

B.S. Microbiology/Environmental  
Health, Washington State  
University, 1974

B.S. Food Science, Oregon State  
University, 1977

M.S. Nutrition, Central Washington  
University, 1979

**Joyce Burkhart: Medical  
Terminology**

A.S. Radiologic Technology,  
Fullerton Community College, 1974

A.R.R.T. Licensure, City of Hope  
Medical Center, 1976

B.V.E. Vocational Education,  
California State University, 1992

M.Ed. (Adult Education and  
Leadership), Oregon State  
University, 2007

**Julie (Jules) Burton: Biology,  
Environmental Science**

B.S. Microbiology, Weber State  
University, 1982

Certificate of Graphic Design,  
University of California at Santa  
Cruz, 1986

Post-Baccalaureate in Secondary  
Education, Arizona State University,  
1999

M.S. Natural Science, Arizona State  
University, 2000

**Annette Byers: Mathematics**

B.A. Psychology, University of Puget  
Sound, 1985

Standard Oregon Teacher's  
Certificate, Portland State  
University, 1987

M.S. Education, Eastern Oregon  
University, 2009

**Keri Byers: Early Childhood  
Education**

A.A. Early Childhood Education,  
Bellevue Community College, 1996

B.A. Management/Organizational  
Leadership, George Fox University,  
2000

M. Ed. Curriculum/Elementary  
Education, Concordia University,  
2013

**Lynn Carpenter: Medical  
Terminology (College Now)**

B.S. Health Education, Oregon State  
University, 1975

B.S. Physical Education, Oregon  
State University, 1976

M.A.T. Health Education, Lewis and  
Clark College, 1981

**Julie Cantrell: Physical Education**  
Certified Personal Trainer**Richard Charles: Spanish**

B.A. Spanish/History, Brigham  
Young University, 1964



M.A. Spanish, University of Washington, 1966  
 Ed.D. Organization and Leadership, University of San Francisco, 1980  
**Marge Cieri: Green Technology**  
 A.A. Psychology, Diablo Valley College, 1978  
 B.S. Psychology, University of Oregon, 1981  
 M.S. Industrial and Labor Relations, University of Oregon, 1982  
**John Copp: History, Political Science**  
 B.S. History and Astrophysics, Michigan State University, 1978  
 M.A. History, Portland State University, 1982  
 M. Phil., Political Science, Columbia University, 1989  
 Ph.D. Political Science, Columbia University, 1992  
 Certificate: W. Averell Harriman Institute for Advanced Study of the Soviet Union, 1988  
**Lois Colton: English For Speakers Of Other Languages**  
 B.A. Elementary Education, Portland State University, 1971  
 M.Ed. Adult Education/Teaching English for Speakers of Other Languages (TESOL), Oregon State University, 1991  
**Ted Cramer: Renewable Energy Technology (College Now)**  
 B.S. General Sciences, Portland State University, 2002  
 M.Ed. Teachers Education, Portland State University, 2003  
**Robert Davis: Adult Continuing Education**  
 Fourteen years teaching basic photography and portrait lighting for professionals

**Anthony Depinto: Emergency Medical Services**  
 Emergency Medical Technician (Basic), Columbia Gorge Community College, 2002  
 Emergency Medical Technician (Paramedic), Northwest Regional Training Center, 2007  
 B.A. Criminal Justice, Mercyhurst College, 1999  
**Heather Doyle: English For Speakers Of Other Languages**  
 B.A. English, Roger Williams University, 1997  
 M.S. TESOL & Multicultural/Bilingual Education, Southern Connecticut State University, 2003  
**Terry Emmons: Medical Assisting**  
 B.S. in Medical Laboratory from Oregon Institute of Technology, 1969  
 Certificate: Medical Technology, St. Vincent Hospital School of Medical Technology, 1969  
**John Evans: Mathematics**  
 B.S. Physics, Washington State University, 1983  
 M.S. Mathematics, Washington State University, 1986  
**Tess Fegel-Osborne: Psychology**  
 B.A. Psychology, Sociology, Portland State University, 1973  
 M.A. Counseling, Psychology, Lewis and Clark College, 1984  
**Carol Fisher: Nursing Assistant**  
 R.N. Nursing, Lutheran Deaconess School of Nursing, 1965  
 Certification in Wound Care (WCC), 2010  
 Certifications in CPR, BLS, ACLS, TEAM, CPA  
**Gretchen Gebhardt: Geology**  
 B.A. Geology, Geneseo State University, 2003

M.S. Geology (Geohydrology), Portland State University, 2007  
**Michelle Geer: Career Guidance**  
 B.S. Psychology, Portland State University, 1998  
 M.Ed. School Counseling, Liberty University, 2010  
**Andrea Golts: English, Writing**  
 B.S. Dietetics and Nutrition Science, Messiah College, 1998  
 B.A. English, Portland State University, 2004  
 M.A. English, Portland State University, 2005  
**Tina Graves: Mathematics**  
 B.S. Mathematics, Linfield College, 2004  
 M.S. Mathematics, Wichita State University, 2006  
 M.A.T. Education, Pacific University, 2008  
**Eric Greene: Computer Applications/Office Systems**  
 B.A. Philosophy, State University of New York, 1965  
 M.B.A. Business Administration, State University of New York, 1970  
**Donna (Candy) Gruner: Green Technology, Renewable Energy Technology**  
 B.S. Education, Northeast Missouri State University, 1973  
 Environmental Science Certificate, Waste Management Education Research Consortium (WERC), University of New Mexico College of Engineering, 1992  
 M.I.S. Information Systems/Management, University of Phoenix, 2007  
**Dan Hall: Sociology**  
 A.G.S. Liberal Arts and General Studies, Kellogg Community College, 2005

B.S. Sociology, Northern Michigan University, 2008  
 M.A. Sociology, Wayne State University, 2011  
**Leigh Hancock: English, Writing, Women's Studies**  
 B.A. English Literature, Reed College, 1984  
 M.F.A. Fiction Writing, University of Virginia, 1989  
**Jennifer Hanlon-Wilde: English, Writing**  
 B.A. Psychology, American University, 1991  
 M.S. Nursing, MGH Institute of Health Professions, 1995  
 M.A. English, Portland State University, 2008  
**Gretchen Hansen: Physical Education**  
 Certified Personal Trainer  
**Ann Harris: Career Guidance**  
 B.A. Environmental Studies, Colorado College, 1981  
 M.S.W. Social Work, University of California at Berkeley, 1989  
 Career Development Facilitator Certificate, Clackamas Community College, 2008  
**Maureen Harter: Nursing**  
 A.S. Nursing, Purdue University, 1981  
 B.S. Nursing, Purdue University, 1984  
**Susan Hartford: Nursing Assistant**  
 B.S. Nursing, University of Oregon School of Nursing, 1975  
**Janette Harrington: Pre-College (Math, Reading, Writing)**  
 B.S. Secondary Education, Southern Oregon University, 1974  
 M.S. Special Education (Handicap Learner), Portland State University, 1978



# FACULTY DIRECTORY

**Rachel Harry: Theater (College Now)**

B.A. English, University of Utah, 1985

M.A. Theater Production, Central Washington University, 2004

**Rita Hendershot: Early Childhood Education**

B.A. Human Development, Pacific Oaks College, 2003

M.A. Human Development, Pacific Oaks College, 2004

**Kaylene Herman: Career Guidance**

B.S. Interdisciplinary Studies (Social sciences), Western Oregon University, 2004

M.Ed. College Student Services Administration, Oregon State University, 2008

**Cynthia Hinton: Emergency Medical Responder (College Now)**

B.A. Political Science/Norwegian, Pacific Lutheran University, 1982

M.A.T. Education, Western Oregon University, 2006

**P.K. Hoffman: Ceramics, Sculpture**

B.S. Fine Arts, University of Oregon, 1968

Professional Artist

**Helen (Leni) Horst: Medical Assisting**

A.A.S. Nursing, Mt. Hood Community College, 2001

**Andrew Hughes: Health**

A.A. Education, Southwestern Oregon Community College, 1985

B.S. Physical Education & Health, Eastern Oregon University, 1988

M. Ed. Physical Education, Oregon State University, 1995

**Bill Hughitt: Mathematics**

B.S. Business (Finance), Portland State University, 1979

M.S. Elementary Education, Portland State University, 1983

**Linda Hughitt: Computer Applications/Office Systems**

B.S. Elementary Education (Early Childhood Education), Portland State University, 1979

M.S. Elementary Education (Reading Endorsement), Portland State University, 1981

K-12 Technology Integration Certification, University of Florida, 2005

**Ronda Hull: Early Childhood Education**

B.S. Interdisciplinary (Education, Social Work and Health), George Fox College, 1993

M.S. Education (Curriculum and Instruction), Portland State University, 2000

**Silvia Huszar: Spanish**

B.S. Chemical Engineering, Universidad del Valle, 1984

Specialization in Marketing Management, Universidad Libre, 1992

M.A.T. Education, Western Oregon University, 2002

Native Spanish Speaker

**Joseph Irby: Renewable Energy Technology**

Electrical Inspector's License (Oregon), 2011

Oregon Inspector's Certification, 2011  
27 years experience in the electrical industry

**Manuel Irusta: Emergency Medical Services**

Emergency Medical Technician (Paramedic), 1995

**Linnea Jaeger: English For Speakers Of Other Languages**

B.A. Communication, Gonzaga University, 1986

M.A. Education, University of Portland, 1989

Secondary License, Language Arts, 1995 - University of Portland

**Doris Jepson: Nursing**

A.D. N. Nursing, Southern Oregon University, 1975

B.S. Nursing, Oregon Health Sciences University, 1999

M.S. Nursing, Walden University, 2007

**Gwen Johnston: Nursing**

B.S. Nursing, University of Portland, 1979

M.S. Nursing, Walden University, 2007

Certified Operating Room Nurse (CNOR)

**Callie Jordan: Computer Applications**

B.A. French/History, University of California at Santa Barbara, 1968

A.S. Nursing, Highline College, 1977

20 years as a Computer Consultant/Trainer

**Carol Jordan: Computer Applications/Office Systems**

B.S. Mathematics, Santa Clara University, 1977

Secondary Teaching Credential, Mathematics, University of California at Davis, 1978

M.B.A. Computer Information Systems, Golden Gate University, 1988

**Joel Kabakov: Music**

B.A. Music, University of California at Berkeley, 1966

M.A. Music Composition, California State University at Northridge, 1968

Ph.D. Music, Harvard University, 1977

**Jennifer Kamrar: Pre-College Reading & Writing**

B.A. English, Evergreen State College, 2008

M.A.T. English Composition and Rhetoric, Evergreen State College, 2008

**Kristen Kane: Career Guidance, Psychology**

B.A. English Literature, University of Toronto, 1989

M.A. Psychology, Antioch University, 1996

**Thomas Kaser: English, Writing**

B.A. Journalism, University of Michigan, 1961

M.A. English, University of Hawaii, 1972

**Lindsay Kever: Nursing**

A.A.S. Nursing, Columbia Gorge Community College, 2009

B.S. Nursing, Grand Canyon University, 2011

**Jerry Keith: Business Administration**

B.A. English, St. Martin's College, 1992

M.B.A. Business Administration, City University, 1996

**Katie Kissinger: Early Childhood Education**

B.A. Social Science, Marylhurst College, 1981

M.A. Human Development/Educational Leadership and Administration, Pacific Oaks College, 1985

**Emily Kohner: Pre-College (Writing)**

B.S. Environmental Education, University of Michigan, 1992

M.S. Special Education, Portland State University, 2004

English as a Second Language Endorsement, Portland State University, 2006

Reading Specialist Endorsement, Portland State University, 2010

**Robert Kovacich: Chemistry**  
B.S. Education (Chemistry), Kutztown University, 1998

M.S. Chemistry, Oregon State University, 2002

**Ronald Kopp: History (College Now)**  
B.S. Secondary Education, Oregon College of Education, 1981

M.A.T. History/Secondary Education, Western Oregon State College, 1986

**M.J. (Zip) Krummel: Psychology**  
B.S. Education, Oregon State University, 1981

M.Ed. Education, Oregon State University, 1986

M.S. Counseling, Portland State University, 1992

Ed. D. Counseling and Special Education, Portland State University, 2003

**Maryanna Kruse: English Literature, Writing (College Now)**  
B.A. English, San Diego State University, 1974

M.A. English, San Diego State University, 1979

**Luise Langheinrich: Business**  
B.S. Geology, University of Washington, 1980

M.B.A. Finance, University of Colorado, 1985

20 years experience in Business Management and Marketing

**Diana Lee-Greene: Medical Assisting**  
B.S. Medical Technology, University of Puget Sound, 1973

M.T. (ASCP) Registry, Medical Technology, St. John's Hospital, School of Medical Technology, 1973

M.B.A. Business Administration, Portland State University, 1988

R.M.A. Registered Medical Assistant, American Medical Technologies, 2008

**Kenneth Leibham: Business, Accounting**  
B.S. Accounting, Portland State University, 1972

M.B.A. Accounting, Portland State University, 1981

**Lucas Lembrick: Mathematics**  
B.S. Mathematics, California Lutheran University, 2005

M.A. Mathematics, Ball State University, 2008

**Lynn Lewis: English For Speakers Of Other Languages, Pre-College**  
B.A. English (Certificate in Teaching ESL), California State University at Long Beach, 1985

M.A. English/TESOL, San Francisco State University, 1992

**Susan Lewis: Pre-College, Political Science**  
B.A. Drama, University of California at Irvine, 1986

M.A. International Policy Studies, Monterey Institute of International Studies, 1992

**Kevin Liddiard: Mathematics (College Now)**  
B.A. Physics, Carleton College, 1987

M.S. Physics, Michigan State University, 1989

M.A. Secondary Education, University of New Mexico, 1994

**Thomas Lieurance: Renewable Energy Technology**  
A.A.S. Electronics, Spokane Community College, 1990

11 years experience as Electronics Technician

**Griselda Manzo De Garcia: Nursing**  
A.S. Nursing, Columbia Gorge Community College, 1999

B.S. Nursing, Oregon Health and Science University, 2001

**Dave Mason: Psychology**  
B.S. Math and Psychology, Western Illinois University, 1973

M.S. Psychology, Western Illinois University, 1974

Certified Alcohol and Drug Counselor

**Loren Mason-Gere: Career Guidance**

B.A. International Studies and Spanish, University of Oregon, 2007

M. Ed. Curriculum and Teaching, University of Oregon, 2010

**Nancy (Brook) Maurer: Pre-College Developmental Education, Career Guidance**

B.S. Biology, Environmental Studies, University of Michigan, 1973

M. Ed. Adult Education and Organizational Development, Oregon State University, 2003

**Kevin McCabe: Microbiology**  
B.A. Biology, Johns Hopkins University, 2000

Ph.D. Molecular and Medical Genetics, Oregon Health and Science University, 2007

Postdoctoral Fellowship, Environmental Engineering, University of Colorado at Boulder, 2011

Postdoctoral Fellowship, Molecular, Cellular, and Developmental Biology, 2013

**Clayton McCrea: Emergency Medical Technology, First Aid/CPR**  
Certified Emergency Medical Technician (Paramedic), 1996

**Abigail Merickel: Art History, Reading**  
B.A. English and Spanish, University of Colorado, 1981

Certificate in English as a Second Language, University of Colorado, 1981

M.F.A. Painting and Printmaking, Accademia di Belle Arti, Venice, Italy, 1989

M.A.T. Teaching, George Fox University, 2006

**Mary Merrill: Small Business Management**

B.S. Management Technology, Lewis and Clark State College, 1987

M.Ed. Adult Education, Oregon State University, 2005

Certified Profit Mastery™ Instructor, 2010

**David Miller: English For Speakers Of Other Languages**

B.A. Social Science (Interdisciplinary), San Francisco State University, 1973

M.A. TESOL, University of Idaho, 2003

**Emilie Miller: Biology**

B.A. Neuroscience and Biology, Macalester College, 1998

Ph.D. Neuroscience, Oregon Health and Science University, 2007

**Laurie Miller: Health Information Management, Medical Assisting**

A.A.S. Health Information Management, Portland Community College, 2003

B.S. Allied Health Management, Oregon Institute of Technology, 2011

# FACULTY DIRECTORY

**Josh Molnar: Physical Education**  
Certified Personal Trainer

**Megan Montgomery: English For Speakers Of Other Languages**

B.A. Psychology, Gonzaga University, 1998

M.A. Teaching English for Speakers of Other Languages (TESOL), University of Washington, 2006

**Patricia (Pam) Morse: Mathematics**

B.S. Applied Mathematics, University of Georgia, 1983

B.S. Computer Science, University of Georgia, 1983

M.S. Math Education, East Stroudsburg University, 1984

**Harvey Neuber: Mathematics**

B.S. Biology/Botany, Utah State University, 1971

M.S. Soil Science and Biometeorology, Utah State University, 1984

**William Noonan: Philosophy**

B.A. Theology/Psychology, University of San Francisco, 1975

M.T.S. Religion/Psychology Harvard University, 1978

Ph.D. Religion/Psychology Graduate Theological Union, 1994

**Theresa North: English For Speakers Of Other Languages**

B.A. French, University of Texas at San Antonio, 1990

M.A. Comparative Literature, University of Texas at Austin, 1993

**Nancy Noteboom: Writing**

B.S. Geography, South Dakota State University, 1987

M.A. English, South Dakota State University, 1996

**Siri Olson: Computer Applications/Office Systems**

A.A.S. Accounting, Portland Community College, 2000

B.S. Business Management, University of Phoenix, 2005

**Richard Parker: Theater**

B.A. Drama, Catholic University of America, 1973

M.A. Drama, Catholic University of America, 1992

**James Pytel: Renewable Energy Technology**

B.S. Electrical Engineering, Clarkson University, 1996

M.A. Computer Resource and Information Management, Webster University, 1998

**Erinn Quinn: Nursing**

A.A.S. Nursing, Columbia Gorge Community College, 2003

B.S. Nursing, Washington State University School of Nursing, 2006

M.S. Nursing, Family Nurse Practitioner, Washington State University School of Nursing, 2011

**Chauna Ramsey: English, Writing (College Now)**

B.A. English Literature, University of Oregon, 1993

M.A.T. Language Arts, Lewis and Clark College, 1994

**Patrick Rawson: Pre-College, Mathematics**

B.A. Philosophy, Don Bosco College, 1975

M.Div. Theology, Franciscan School of Theology, 1980

Teaching Certificate in Elementary Education/English as a Second Language, San Jose State University, 1987

M.S.W. Social Work, Portland State University, 1996

**Shannon Red Cloud: Physical Education**

Certification as Bikram Yoga Instructor, Bikram Yoga College of India, 2004

Certification as Yin Yoga Instructor, Root Down Yoga Studio, 2012

**Ethel Reeves: Nursing**

Associate of General Studies, Portland Community College, 1989

A.D.N. Nursing, Clark College, 1992

B.S. Nursing, Washington State University, 2009

M.S. Nursing, Washington State University, 2013

**Pam Ritzenthaler: Business Technology**

B.S. Business Administration (Human Resources Management), Portland State University, 1997

M.B.A. Business Administration, Portland State University, 1999

**Jacinda Roden: Emergency Medical Services, Health Education**

Certification as Emergency Medical Technician (Basic), Washington State, 2007

A.A. General Studies, Columbia Gorge Community College, 2011

**Dan Ropek: Biology**

B.S. Biology, Eastern Michigan University, 1983

M.S. Biology, Eastern Michigan University, 1988

**Tim Schell: English Literature, Writing**

B.A. Journalism, University of Oregon, 1978

M.F.A. Creative Writing, Arizona State University, 1995

**Lynette Shere: Nursing Assistant**

A.G.S. General Studies, Columbia Gorge Community College, 1998

A.A.S. Nursing, Clark College, 2000

**Pat Schluter: Nursing Assistant**

R.N. Nursing, Lutheran Deaconess Hospital School of Nursing, 1973

Certified American Red Cross Instructor

**Donald Schmidt: Welding**

M.Ed. Agricultural Education, Oregon State University, 1992

**Stephen Shwiff: Business, History**

B.A. History/Classics, University of Texas at Austin, 1985

J.D. Law, Southern Methodist University School of Law, 1988

M.A. Liberal Arts, Southern Methodist University, 1995

M.A. History, University of Texas at San Antonio, 2007

**Oriol Sole-Costa: Spanish (College Now)**

B.S. Physics, Tufts University, 1973

M.A. Teaching (5th-12th Grades & Spanish Endorsement), Pacific University, 1998

Native Speaker of Spanish

**Jennifer Stager: Nursing**

B.S. Nursing, Humboldt State University, 1976

M.S. Adult Physiological Nursing, University of Utah, 1991

Post Master Certification, Family Nurse Practitioner, Gonzaga University, 1995

**Mark Steighner: Music**

B.A. Music, University of California at Santa Barbara, 1977

32 years as Music Teacher at Hood River Valley High School



**Scott Stein: English Literature, Writing**

B.A. English, Westmont College, 1971

M.A. Interdisciplinary Studies (English/History), Western Oregon University, 1975

**Jeffrey Stewart: Art**

B.A. Art, French, University of Oregon, 1965

M.F.A. Fine Arts, University of Oregon, 1967

Professional Artist

**Francis Sullivan: Computer Science**

A.A.S. General Studies, Northern Virginia Community College, 1981

A.A.S. Computer Science, Northern Virginia Community College, 1987

B.S. Computer Science, Portland State University, 1991

12 years as a Network Administrator

**Katie Sullivan: Sociology**

B.A. Psychology, Portland State University, 1991

M.S. Sociology, Portland State University, 1996

11 years experience teaching computer classes

**Mike Taphouse: Career Guidance**

B.S. Social Science, Portland State University, 2001

M.S. Counseling, Portland State University, 2008

**Angela Thomas: Nursing**

A.D.N. Nursing, Clatsop Community College, 1994

B.S. Nursing, Oregon Health Sciences University, 2005

Certifications in CNOR, ACLS, PALS, BLS, and RNFA

**Kristen Towell: English, Writing**

B.A. English, Lewis and Clark College, 1991

M.A. English (Medieval Literature), Portland State University, 1995

M.A.T. Secondary Language Arts, Lewis and Clark College, 1996

**Koni Utley: Nursing**

A.S. Nursing, Columbia Gorge Community College, 2003

B.S. Social Science, Portland State University, 1988

B.S. Nursing, Oregon Health and Science University, 2007

M.S. Nursing, Indiana State University, 2010

**Diane Uto: Speech**

B.A. Journalism, University of Oregon, 1985

M.A. International Studies, University of Oregon, 1995

M.A. Speech Communications, Portland State University, 2002

**David Wagenblast: Economics**

B.S. Agricultural Engineering Technology,

Oregon State University, 1978

M.S. Agricultural and Resource Economics, International Marketing, Oregon State University, 1982

**Andrea Ware: Computer Applications/Office Systems, English, Writing**

A.G.S. General Studies (Horticulture), Mt. Hood Community College, 2006

B.S. Liberal Studies, Eastern Oregon University, 2008

M.A. English, Morehead State University, 2010

11 years as an Industry Trainer

**Jessica Webb: Nursing**

B.S. Nursing, Walla Walla School of Nursing, 1998

M.S. Nursing (Psychiatric/Mental Health Nurse Practitioner), Washington State University, 2010

**Amanda Webster: English, Writing, Women's Studies**

B.A. English Literature, University of Colorado-Boulder, 2002

M.A. Education (Instruction and Curriculum), University of Colorado-Boulder, 2003

**Jane Welp: English For Speakers Of Other Languages**

B.S. Community Services and Public Affairs, University of Oregon, 1981

Certified Rehabilitation Counselor, 1985

M.A. Teaching English for Speakers of Other Languages (TESOL), Portland State University, 1998

**Grace Windsheimer: Computer Applications/ Office Systems**

B.A. Elementary Education, Eastern Washington University, 1971

Fifth Year Standard Certificate, Education/Elementary Classroom, 1976

Reading Endorsement, Portland State University, 1984

M.Ed. Instructional Technology, American InterContinental University (Online), 2004

**Jo Ann Wixon: Physical Education**

Certified Jazzercise Instructor, Jazzercise, Incorporated

**Abel Wolman: Mathematics**

B.A. Mathematics, Johns Hopkins University, 1985

M.A. Mathematics, Johns Hopkins University, 1987

Ph.D. Mathematics, Johns Hopkins University, 1992

**Luis Ziegner: English For Speakers Of Other Languages**

B.A. Spanish

Translation/Management, Brigham Young University, 1993

**David Zimbelman : Geology**

B.S. Geological Sciences, Arizona State University, 1978

M.S. Geological Sciences, University of Colorado, 1984

Ph.D. Geological Sciences, University of Colorado, 1996



# CITIZEN BOARDS & COMMITTEES

Columbia Gorge Community College is a community-based, community-oriented, and community-operated college. Every year volunteers give hundreds of hours of service to the College by serving on committees and boards.

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Anthony Hill  
Ken Hillen  
Kristen Kane  
Michal Kawks

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Dan Manciu  
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Darrell Roberts

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Joella Dethman  
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Teddy Fennern  
Mary Hodges  
Shelley Iverson  
Katie Kelley  
Dee Lieuallen Lane  
Schlee Loomis  
Melissa McKinney  
Armida Ramirez  
Melissa McKinney  
Julie Smith  
Karen Stafford  
Terry Thalsofer  
Angela Thompson  
Trudy Townsend  
Cassie Whitmire  
Kim Williams

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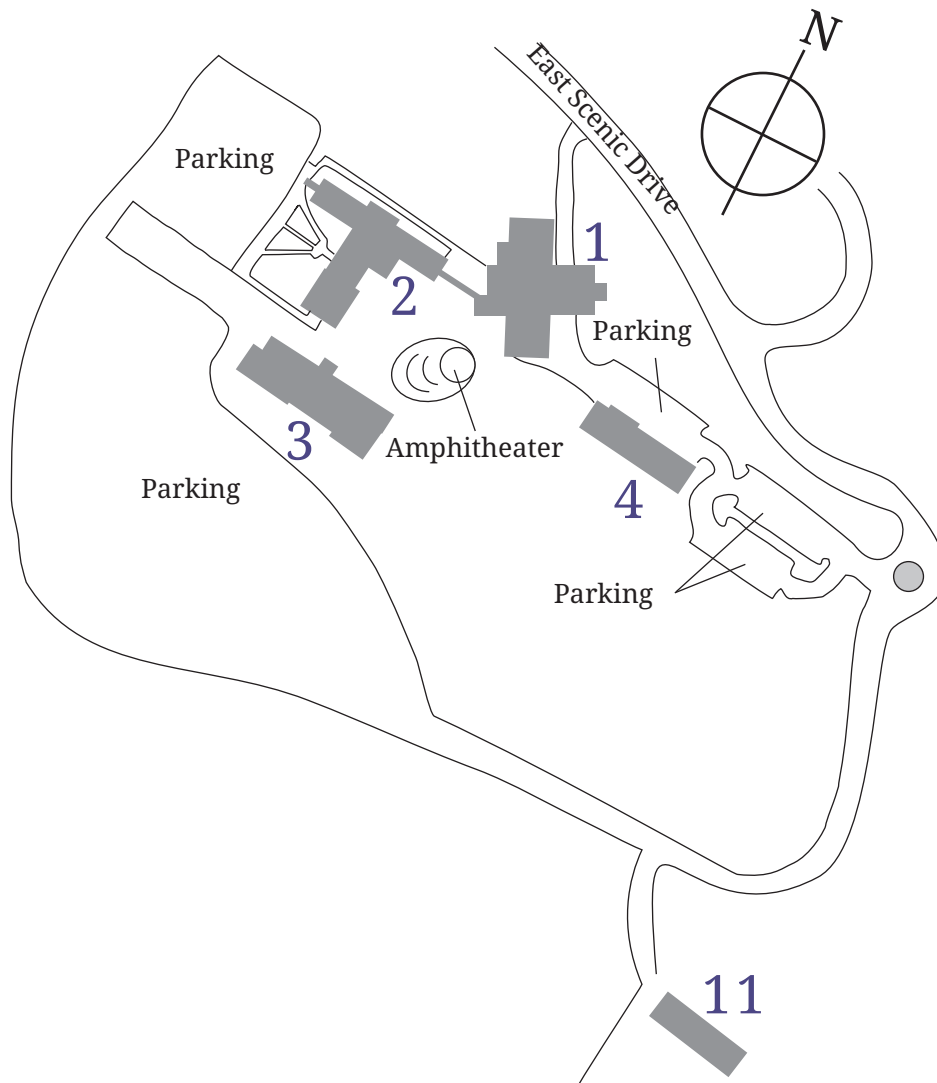
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# THE DALLES CAMPUS MAP

142

2013 & 2014



Columbia Gorge Community College  
The Dalles Campus  
400 East Scenic Drive  
The Dalles, OR 97058

## Building 1

- Bookstore
- Class Act Cafe
- Facilities Services
- Library
- Nursing Simulation Lab
- RET Labs

## Building 2

- Cashier
- Child Care Partners
- GED/Pre-College Enrollment
- Instructional Services
- OSU Extension Service
- Columbia Gorge ESD
- Small Business Development Center

## Building 3 - Health & Sciences Building

- Biology Labs
- Chemistry Labs
- Information Technology Department
- Nursing Faculty Offices
- Student Services

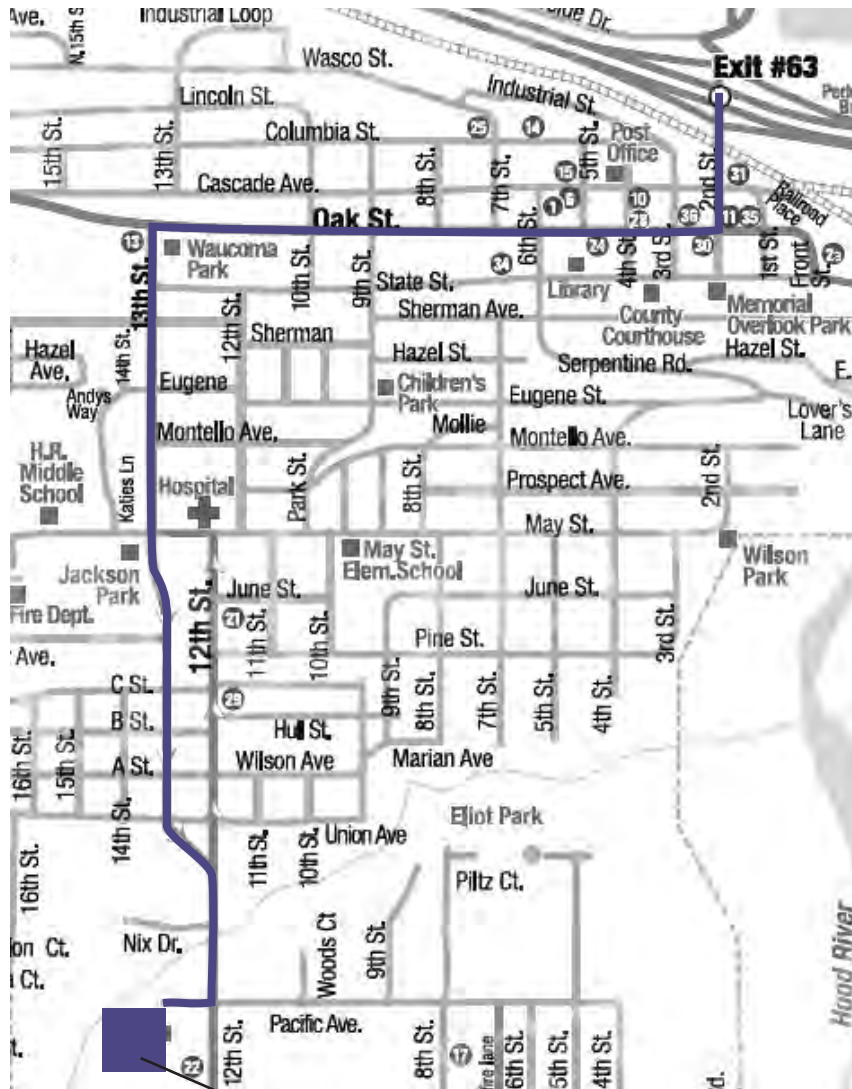
## Building 4

Art

## Building 11

RET Labs

# HOOD RIVER CAMPUS DIRECTIONS



## Directions to Hood River-Indian Creek Campus:

- From I-84, take Exit 63.
- Turn South onto 2nd Street.
- Turn right (West) on Oak Street.
- Turn left (South) on 13th Street.
- Turn right (West) on College Way.



Columbia Gorge Community College  
Hood River - Indian Creek Campus  
1730 College Way  
Hood River, OR 97031

# CALENDAR

## 2013

### May 2013

Summer term registration begins . . . . . May 28 (Monday)

### June 2013

Summer classes begin . . . . . June 24

Last day to drop summer classes with Tuition Refund . . . . . June 28

### July 2013

Summer late fees begin . . . . . July 1

College closed: Independence Day Holiday . . . . . July 4 (Thursday)

Fall term registration begins . . . . . July 29 (Monday)

### August 2013

Last day to withdraw from summer classes . . . . . August 16

### September 2013

College closed: Labor Day Holiday . . . . . September 2 (Monday)

Summer term ends . . . . . September 8

Summer grades available online . . . . . September 10

Fall Faculty In-Service (All Day) . . . . . September 21

Fall classes begin . . . . . September 23

Last day to drop fall classes with tuition refund . . . . . September 27

Fall late fees begin . . . . . September 30

### October 2013

### November 2013

College closed: Veterans Day Holiday . . . . . November 11 (Monday)

Last day to withdraw from fall classes . . . . . November 15

Winter registration begins . . . . . November 25

College closed: Thanksgiving Holiday . . . . . November 28, 29 (Th-F)

### December 2013

Fall term ends . . . . . December 15

Fall grades available online . . . . . December 17

College closed: Winter Holiday closure . . . . . December 24, 25, 26 (Tu-Th)

## 2014

### January 2014

2014-2015 FAFSA becomes available . . . . . January 1

College closed: New Year's Holiday . . . . . January 1 (Wednesday)

Winter classes begin . . . . . January 6

Last day to drop winter classes with tuition refund . . . . . January 10

Winter late fees begin . . . . . January 13

College closed: Martin Luther King Jr. Holiday . . . . . January 20 (Monday)

### February 2014

Last day to withdraw from winter classes . . . . . February 28

### March 2014

Spring registration begins . . . . . March 3

Winter term ends . . . . . March 23

Winter grades available online . . . . . March 25

Spring Break (College Services Open) . . . . . March 24-28

Spring classes begin . . . . . March 31

### April 2014

April is Community College Month

Last day to drop spring classes with tuition refund . . . . . April 4

Spring Faculty In-Service (All Day) . . . . . April 5

Spring late fees begin . . . . . April 7

### May 2014

Last day to withdraw from spring classes . . . . . May 23

College closed: Memorial Day Holiday . . . . . May 26 (Monday)

### June 2014

Graduation Ceremonies for Class of 2014 . . . . . June 13

Spring term ends . . . . . June 15

Spring grades available online . . . . . June 17

# COLUMBIA GORGE CC

