



WELCOME TO CGCC

## 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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## Welcome to Columbia Gorge Community College!

On behalf of the administration, faculty and staff, we are honored that you have chosen CGCC to help make your career dream a reality. You are about to embark upon an educational, cultural and social journey that will greatly shape your life. An educational degree or certificate creates opportunities and provides a lifetime of rewards.

In alignment with our mission, Columbia Gorge Community College is committed to providing educational opportunities that will enrich the lives of our students and promote the economic growth of our region and state. With a strong focus on your success from the moment you apply to college until the day you cross the stage at commencement, every employee at the college stands ready to help make your dreams a reality.

In support of the communities we serve, CGCC offers a varied assortment of programs, including pre-college and GED, short-term certificates, associate degrees in applied sciences and transfer degrees, a variety of professional workforce training programs and non-credit community education opportunities. This fall, we will begin offering a Bachelor's degree in collaboration with Oregon State University. If you want to become an elementary school teacher, you will be able to do so without ever leaving The Gorge!

If you are a high school student, we also offer dual enrollment courses that apply toward your high school diploma while accumulating credits towards an associate degree. Dual enrollment empowers you by offering a head start on your pathway to higher education.

Whether you decide to attend The Dalles Campus or our center in Hood River, I encourage you to become involved in activities organized by our ASG (Associated Student Government) or join a club. Being involved will help make your experience as a college student even more memorable.

Columbia Gorge Community College is a truly special place. I am certain that, once you join the CGCC family, it won't take you long to realize this.

A handwritten signature in black ink, reading "Marta Yera Cronin". The signature is stylized and cursive.

Dr. Marta Yera Cronin, CGCC President

# CGCC Core Themes

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

A campus and community committee identified the following three themes:

## Core Theme A: Building Dreams – Access

CGCC offers diverse environments and opportunities by:

- Providing a local option for obtaining quality education at an affordable price
- Providing college credit opportunities for high school students
- Serving the diversity of the college's service area
- Meeting the expectations of CGCC's student body

## Core Theme B: Transforming Lives – Education

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

- Applying processes that lead to student retention
- Applying processes that lead to student progress, certificate/degree completion, and/or employment
- Ensuring student proficiency in course, program and institutional student learning outcomes

## Core Theme C: Strengthening Our Community – Partnerships

CGCC links college and community by:

- Cultivating productive business and industry relationships
- Creating, maintaining, and growing community relationships

## Accreditation Statement

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

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

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

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

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

## About CGCC

Columbia Gorge Community College (CGCC) has been serving the educational needs of the Columbia River Gorge since 1977. As the community grows, so does the college. We align our programs with the careers, educational standards and transfer requirements of the State of Oregon and our larger region. We provide a bridge from area high schools to jobs, four-year colleges and universities. We serve students of all ages, from recent high school graduates just entering college to people of all ages seeking to update skills or enter a new career. We are mission-driven, and we strive every day to fulfill that 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 in our communities; our actions are guided by those principles.

## College History

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

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

All of these new facilities were completed in 2008. With funding from the Department of Community Colleges and Workforce Development, an electro-mechanical lab building with shop areas and high bay space was constructed in 2010. In 2014, CGCC in partnership with the Oregon Military Department and Wasco County built the Fort Dalles Readiness Center on The Dalles campus. This complex houses Electro-Mechanical Technology, flexible space for other CGCC classes, a welding lab, and the region's largest conference floor, capable of hosting up to 1,000 attendees.

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

## Sanctuary Campus

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

## CGCC Foundation

[www.cgccfoundation.org](http://www.cgccfoundation.org)

Columbia Gorge Community College Foundation was established in 1979 to advance the interests and development of the college, its students and community. The Foundation's mission is to build dreams and transform lives by cultivating respectful relationships that promote lifelong learning. It is an Oregon nonprofit 501(c)(3) organization, and donations to the foundation are tax deductible as allowed by law.

To achieve the foundation's mission, the foundation board and its staff solicit and administer charitable donations from individuals, organizations, and businesses. Contributions to Columbia Gorge Community College Foundation provide resources for students to attend and succeed in school as well as opportunities for faculty and staff to engage in professional development. More information can be found at the Foundation's website.

## CGCC 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. 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, learn new skills, or discover 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.

## Staff, Faculty, and Administrators

Columbia Gorge Community College is governed by a Board of Education consisting of seven community members. Our President is Dr. Marta Yera Cronin, who is assisted by a President's Council consisting of executive leadership. A full listing of all our Board members, administrators, staff, and faculty—including faculty credentials—is included in the Staff and Faculty Directory section of this catalog.

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



## Recognition

As a small, rural community college doing great things, CGCC has received national recognition in a variety of ways: Congressional recognition of the Renewable Energy Technology program, invitation to the first-ever White House Summit on Community Colleges, and recognition by the Department of Labor (DOL) as a model for rural nursing care. CGCC was the first community college on the West Coast to establish wind technician training and in 2019 became the only "Level One" training provider for Unmanned Aerial Vehicles in the Pacific Northwest. The college also has received federal grants, as well as other DOL and Department of Education (DOE) funding for specific workforce training programs.

## College Addresses

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

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 includes most of Wasco and Hood River counties. The college also serves residents of five other rural counties: Sherman, Wheeler and Gilliam in Oregon; and Klickitat and Skamania in Washington. The college serves about 10,000 square miles with a population of more than 85,000.

## The Dalles Campus

CGCC's main campus is at 400 East Scenic Drive, The Dalles, overlooking the Columbia River Gorge. The gorge extends more than 70 miles and is the only break in the Cascade Mountains. Formed by the Columbia River, the Gorge has a worldwide reputation for its scenic beauty and myriad recreational opportunities. The Dalles, Oregon, sits near the east end of the Columbia River

Gorge National Scenic Area. A hub of activity in the Mid-Columbia area, The Dalles is 85 miles east of Portland; 35 miles south of Goldendale, Washington; 131 miles north of Bend; and 21 miles east of Hood River. The Dalles and nearby areas offer outstanding windsurfing, whitewater rafting, excellent fishing and boating, scenic hiking and horseback riding trails, skiing, unique cultural experiences, and numerous historical museums.

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

## Hood River-Indian Creek Campus

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

## Other Facilities

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

## College Phone Numbers

Bookstore . . . . .	(541) 506-6061
Business Office/Payments . . . . .	(541) 506-6057
Child Care Partners . . . . .	(541) 506-6131
Instructional Services . . . . .	(541) 506-6031
Library . . . . .	(541) 506-6081
Pre-College Programs (GED, ESOL) . . . . .	(541) 506-6041
Small Business Development Center (SBDC) . . . . .	(541) 506-6121
Student Services (Advising, Financial Aid, Placement Assessment, & Registration) The Dalles . . . . .	(541) 506-6011, Option 2
Hood River . . . . .	(541) 308-8211
Toll Free . . . . .	(866) 273-2422
Assistance . . . . .	711 Relay
All Other Offices . . . . .	(541) 506-6000







# ACADEMIC PROGRAMS

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## Core Learning Outcomes

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

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

## Educational Philosophy Statements

### CGCC Education Philosophy Statement

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

### CGCC General Education Philosophy Statement

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





# GENERAL PROGRAM REQUIREMENTS

Columbia Gorge Community College confers six associate degrees:

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

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

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

## Course Prerequisites

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

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

Successful completion of any prerequisite requires passing with a "C" or better, or a "P." A grade of "D," "F," or "NP" will not satisfy the requirement. Some courses may have higher requirements in these areas and/or additional prerequisites as appropriate. See individual course prerequisites. Instructors may waive prerequisites on a case-by-case basis. Students who have one of the following degrees from a U.S. regionally accredited institution: AA, AS, AGS, AAS, BA, BS and higher will have the basic competency in writing (WR 121) waived. Other writing requirements specified by the program remain in effect.

## Minimum Requirements

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

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

## Associate Degree Comprehensive Requirement Limits

- A maximum of three credits of physical education courses may be used as electives, except for the Associate of General Studies, which may include six credits.
- Credit courses with passing grades may only be applied once in meeting a degree or certificate requirement (unless approved to be repeated). In addition, repeated courses are only counted once in accumulated hour and point totals.
- No more than 12 credits of Cooperative Education courses may be used.
- No more than nine credits of experimental courses may be used (course numbers 199-199Z and 299-299Z).

- A maximum of 24 credits of "P" (pass) grades will apply to any degree. Specific AAS degrees that deviate from this maximum will state the degree maximum in the degree requirements for the specific AAS degree.
- One-credit Management/Supervisory Development (MSD) workshops may only be applied to the Associate of General Studies Degree (maximum six credits).

## Certificate Requirements—One Year Certificates

Certificates at CGCC ranging from 45-60 credits are awarded in several programs to students who complete the course of study with a minimum 2.0 grade point average. Specific courses required for each certificate program, including any General Education requirements, are listed under their appropriate programs.

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

### Certificate Requirements—Less-Than-One-Year Certificates

- Certificates at CGCC ranging from 12-44 credits are awarded in several programs to students who complete the course of study with a minimum 2.0 grade point average. Specific courses required for each certificate program, including any General Education requirements, are listed under their appropriate programs.
- At least six credits must be earned at CGCC, all of which must apply to the certificate requirements.
- A maximum of eight credits of Pass/No Pass grades will apply. Specific less-than-one-year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for that specific certificate.
- Only nine credits of 199 and 299 experimental courses apply.

### Career Pathway Certificates

Career Pathway Certificates are short-term credentials (12-44 credits) which prepare individuals for entry-level employment within an occupational area. Career Pathway Certificates may be the first certificate a student earns while pursuing a certificate of greater length or an Associate of Applied Science degree. Information about Career Pathways in specific areas of study can be found in the program section of the catalog. Based upon credits, career pathway certificates need to meet less-than-one-year requirements.

### Computer Proficiency: A Statement to Students

In order to succeed on campus and in the world beyond college, students need to be familiar with and capable of using computers and computer software. Both upper division college work and the requirements of the workplace demand such skills. Many CGCC faculty will require students to access class materials on the Internet, or use word processing, email and databases as part of regular course activities. Students should contact their academic advisor to find out what computer resources and courses are available to help them achieve computer proficiency.

### Three to Four Credit Conversion

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

### Course Repetition

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

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

Appealing after the third attempt:

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

### Experimental Courses

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

### Non-Credit Courses

CGCC offers a number of non-credit courses for personal and career advancement, listed as "Community Education," as well as continuing education classes for professionals in several areas. See the quarterly 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

## What are General Education Electives?

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

## What is meant by academic disciplines?

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

## LIST KEY

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

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

# Meets Cultural Literacy Requirement

## Arts & Letters

ART 102	Understanding the Visual Arts
ART 211, 212	Modern Art History
ART 230	Drawing I
ART 252, 255	Ceramics I, II
ART 269	Printmaking I
ART 280	Painting Basics
ART 286	Watercolor I
CHN 101*, 102*, 103*	First Year Chinese
COMM 111	Public Speaking
COMM 140#	Introduction to Intercultural Communication
COMM 214	Interpersonal Communication: Process and Theory
COMM 215	Small Group Communication: Process and Theory
COMM 228	Mass Communication and Society
COMM 237	Gender and Communication
ENG 104, 105, 106	Introduction to Literature
ENG 195	Film Studies: Film as Art
ENG 201, 202	Shakespeare
ENG 213#	Latin American Literature
ENG 214	Literature of the Pacific Northwest
ENG 222#	Images of Women in Literature
ENG 237#	American Working Class Literature
ENG 250#	Introduction to Folklore and Mythology
ENG 253, 254	Survey of American Literature
ENG 260#	Introduction to Women Writers

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

## Social Sciences

ATH 101	Introduction to Physical Anthropology
ATH 102	Introduction to Archaeology and Prehistory
ATH 103	Introduction to Cultural Anthropology
ATH 208#	Introduction to Ethnography
ATH 231#	Native Americans of the Northwest
EC 200, 201, 202	Principles of Economics
HEC 226*	Child Development
HST 104#	History of the Middle East
HST 110#, 111#, 112#	World History
HST 201#, 202#, 203#	History of the U.S.
HST 218#	American Indian History
HST 225#	History of Women, Sex & the Family
HST 240#	Oregon History
HST 270#	History of Mexico
PS 201, 202	U.S. Government I, II
PS 203	State and Local Politics
PS 204#	Comparative Political Systems
PS 205#	Global Politics: Conflict & Cooperation
PS 211#	Peace and Conflict
PS 220	U.S. Foreign Policy
PS 225#	Political Ideologies: Idea Systems
PSY 101	Psychology and Human Relations
PSY 201A#, 202A#	General Psychology
PSY 213	Introduction to Behavioral Neuroscience



PSY 214	Introduction to Personality
PSY 215	Human Development
PSY 216	Social Psychology
PSY 222 <sup>#</sup>	Family & Intimate Relationships
PSY 231, 232	Human Sexuality
PSY 239	Introduction to Abnormal Psychology
SOC 204 <sup>#</sup>	Sociology in Everyday Life
SOC 205 <sup>#</sup>	Social Change in Societies
SOC 206 <sup>#</sup>	Social Problems
SOC 213 <sup>#</sup>	Diversity in the United States
SOC 218 <sup>#</sup>	Sociology of Gender
SOC 219 <sup>#</sup>	Religion & Culture: Social Dimensions
SOC 231 <sup>#</sup>	Sociology of Health & Aging
WS 101 <sup>#</sup>	Women's Studies
WS 201 <sup>#</sup>	Women of the World
WS 202 <sup>#</sup>	Activism and Social Change

### Science, Mathematics, & Computer Science

BI 101	Biology
BI 121, 122	Introduction to Human Anatomy & Physiology I, II
BI 141, 142, 143	Habitats
BI 211, 212, 213	Principles of Biology
BI 231, 232, 233	Human Anatomy & Physiology I, II, III
BI 234	Microbiology
CH 100	Everyday Chemistry with Lab
CH 121, 122, 123	General Chemistry I, II, III
CH 221, 222, 223	General Chemistry I, II, III
ESR 171, 172, 173	Environmental Science
G 201, 202	Physical Geology
G 203	Historical Geology
G 207 **	Geology of the Pacific Northwest
G 208 **	Volcanoes and Their Activity
GS 106, 107, 108, 109	Physical Science
MTH 105 **	Math in Society
MTH 111 **	College Algebra
MTH 112 **	Elementary Functions
MTH 243 **, 244 **	Statistics I, II
MTH 251 **, 252 **, 253 **	Calculus I, II, III

### Cultural Literacy

ATH 208	Introduction to Ethnography
ATH 231	Native Americans of the Northwest
COMM 140	Introduction to Intercultural Communication
ENG 213	Latin American Literature
ENG 222	Images of Women in Literature
ENG 237	American Working Class Literature
ENG 250	Introduction to Folklore and Mythology
ENG 260	Introduction to Women Writers
HST 104	History of the Middle East
HST 110, 111, 112	World History
HST 201, 202, 203	History of the U.S.
HST 218	American Indian History
HST 225	History of Women, Sex & the Family
HST 240	Oregon History
HST 270	History of Mexico
MUS 108	Music Cultures of the World
PS 204	Comparative Political Systems
PS 205	Global Politics: Conflict & Cooperation
PS 211	Peace and Conflict
PS 225	Political Ideologies: Idea Systems
PSY 201A, 202A	General Psychology
PSY 222	Family & Intimate Relationships
SOC 204	Sociology in Everyday Life
SOC 205	Social Change in Societies
SOC 206	Social Problems
SOC 213	Diversity in the United States
SOC 218	Sociology of Gender
SOC 219	Religion & Culture: Social Dimensions
SOC 231	Sociology of Health & Aging
WS 101	Women's Studies
WS 201	Women of the World
WS 202	Activism and Social Change

## Associate of Arts Oregon Transfer

### Oregon Transfer

90 credit minimum

The Associate of Arts Oregon Transfer (AAOT) degree is the best choice for students who plan to transfer to one of the Oregon public universities. Students who have completed this degree and are accepted will be admitted as having completed most lower division comprehensive and general education requirements for a baccalaureate degree.\*

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

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

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

*\* Some baccalaureate degrees require specific lower-division courses. Students should consult with a transfer advisor at the institution to which they intend to transfer.*

### Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing**	8	WR 121 and either WR 122 or WR 227. A student must have at least eight credits of Writing.
Math	4	MTH 105 or higher
Oral Communications	4	COMM 111
Health/Wellness/Fitness	3	Choose from: HPE 295 or three PE courses (one credit each for a total of three credits)
Cultural Literacy	3	See list of acceptable courses on pages 14-15. The course may be from any area and may also count as part of the overall distribution requirement

*\*\*The information literacy requirement is satisfied by successful completion of writing courses.*

### AAOT Degree Requirements

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

### AAOT Elective Credit Requirements

All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective credits may include any lower division collegiate courses (level 100 or higher). A maximum of 12 credits of Career and Technical Education (CTE) courses may be applied.

### General Education Requirements

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

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

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

## Associate of Arts Oregon Transfer | Transfer Map

# Core Transfer Map

30 credits

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

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

### Required Courses

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

### Additional Requirements

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

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





## Associate of Arts Oregon Transfer | Transfer Module

### Oregon Transfer Module

45 credit minimum

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

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

### Core Requirements

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

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

### Required Coursework

The Oregon Transfer Module includes coursework which is equivalent to 3 academic quarters. All courses must be passed with a grade of "C-" or better and must be worth at least 3 credits. Students must have a minimum cumulative GPA of 2.25 at the time the module is posted.

### General Education Discipline Studies

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

Arts and Letters: Three courses.

Social Sciences: Three courses.

Science/Math/Computer Science: Three courses, including at least one biological or physical science with a lab.

## Course of Study

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

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

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

### Prerequisites

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

### Suggested Course Sequence

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

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

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

## Associate of Science Oregon Transfer Business

90 credit minimum

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

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

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

### Degree-Specific Requirements

- Associate Degree Comprehensive Requirements and Limits, see pages 12-13.
- Each course must be completed with a "C" or better.
- BA 101, 211, 212, 213 and 226. BA 226 may be replaced by any other faculty-approved 200-level BA course.
- A minimum of 20 BA credits are required for the ASOT—BUS degree.

### General Education Requirements

Students must complete at least 11 discipline studies courses from the General Education Electives List on pages 14-15. All courses in discipline studies must be a minimum of three credits. A course may count towards foundational requirements or discipline studies, but not both.

- Arts & Letters: complete three courses from at least two disciplines.
- Social Sciences: Complete four courses from at least two disciplines; two courses must be microeconomics and macroeconomics.
- Science, Mathematics, and Computer Science: Complete four courses from at least two subject areas (including three laboratory courses in biological and/or physical science).
- Cultural Literacy: Select one course from any course designated as meeting the cultural literacy requirement on pages 14-15. This course may be one of the required discipline studies courses.

### Elective Credit Requirements

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

### Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	8	WR 121 and either WR 122 or WR 227. A student must have at least eight credits of Writing.
Mathematics	12	A minimum of three courses MTH 111 or higher for which Intermediate Algebra is a prerequisite. One course must be Statistics.
Oral Communications	3	COMM 111
Computer Applications	8	BA 131 or CAS 133 or CAS 170 or 270.



## Associate of Science Oregon Transfer Computer Science 90 credit minimum

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

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

### General Education Discipline Studies Requirements:

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

### Computer Science Specific Requirements

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

#### Required Courses

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

### Elective Credit Requirements

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

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

### Core Requirements

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

# Associate of Science

## 90 credit minimum

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

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

### Associate of Science Degree Requirements

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

### General Education Requirements

All candidates must earn a minimum of 21 credits selected from the list of approved courses, pages 14-15. Each course must be a minimum of three credits. A minimum of seven credits from each discipline must come from courses taken in each of the following categories:

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

### AS Elective Credit Requirements

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

### Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	6	WR 121 with grade "C" or higher, and another lower-division writing course for which WR 121 is a prerequisite.
Mathematics	4	MTH 111 or any mathematics course, minimum four credits, with Intermediate Algebra as a prerequisite, with grade "C" or higher.
Oral Communications	4	COMM 111
Health/Wellness/Fitness	3	HPE 295
General Education	21	See list of acceptable courses on pages 14-15. The course may be from any area and may also count as part of the overall distribution requirement

# Associate of General Studies

## 90 credit minimum

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

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

### General Studies Degree Requirements

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

### General Education Requirements

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

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

The 16 credits must include at least one course with a minimum of three credits from each discipline.

General Education requirements will be waived for students who enroll at CGCC with an AA, AAS, AGS, AS, BA, BS, or higher degree, from a regionally-accredited United States institution.

### Elective Credit Requirements

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

### Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	4	WR 121 (with grade "C" or better) or passing a lower division collegiate writing course for which WR 121 is prerequisite
Mathematics	4	MTH 65 or MTH 98 (with grade "C" or better) or passing a math course for which MTH 65 or MTH 98 is a prerequisite
General Education	16	See Electives List on pages 14-15.

## General Requirements for Associate of Applied Science

90 credit minimum

The Associate of Applied Science degree (AAS) is designed for students who complete approved coursework in professional/technical programs. The Associate of Applied Science is a state approved degree that is intended to prepare graduates for direct entry into the workforce. AAS may also help to prepare students for career advancements, occupational licensers, or further study toward a baccalaureate degree.

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

### Associate of Applied Science Degrees Offered At CGCC

Accounting . . . . .	30-31
Administrative Assistant . . . . .	46-47
Administrative Office Professional. . . . .	48-49
Early Education and Family Studies . . . . .	58-59
Electro-Mechanical Technology . . . . .	72-73
Entrepreneurship/Small Business Management .	34-35
Nursing (OCNE). . . . .	64-67

### Requirements for AAS

- Associate Degree Comprehensive Requirements Limits, see pages 12-13.
- The final 16 credits that apply to the degree must include at least eight credits at CGCC that apply to the specific program requirements, excluding courses used solely for the General Education requirements. (Students may apply to the department chair for waiver of this requirement if they can demonstrate currency in the field.)
- Twenty-four of the credits from CGCC must apply to the specific program requirements excluding courses used solely for the General Education requirements.
- No more than three credits of Physical Education (PE) may be applied.
- All AAS candidates must complete a program of approved course work in the major field. (see the specific program of study pages)

### General Education Requirements

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

- Arts & Letters
- Social Sciences
- Science, Mathematics, and Computer Science
- The 16 credits must include at least one course with a minimum of three credits from each category.
- Students should consult an advisor regarding General Education courses appropriate to their goals and interests
- General Education requirements will be waived for students who enroll at CGCC with an AA, AAS, AGS, AS, BA, BS degree or higher from a regionally accredited United States institution. Program-specific General Education requirements for AAS degrees will not be waived.

### Core Requirements

Requirements	Credits	Courses which satisfy requirements
Writing	4	WR 121 (with grade "C" or better) or passing a lower division collegiate writing course for which WR 121 is prerequisite
Mathematics	4	MTH 65 or MTH 98 (with grade "C" or better) or passing a math course for which MTH 65 or MTH 98 is a prerequisite
General Education	16	See Electives List on pages 14-15.



## Degree Partnership Program

CGCC | The Dalles & Hood River



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

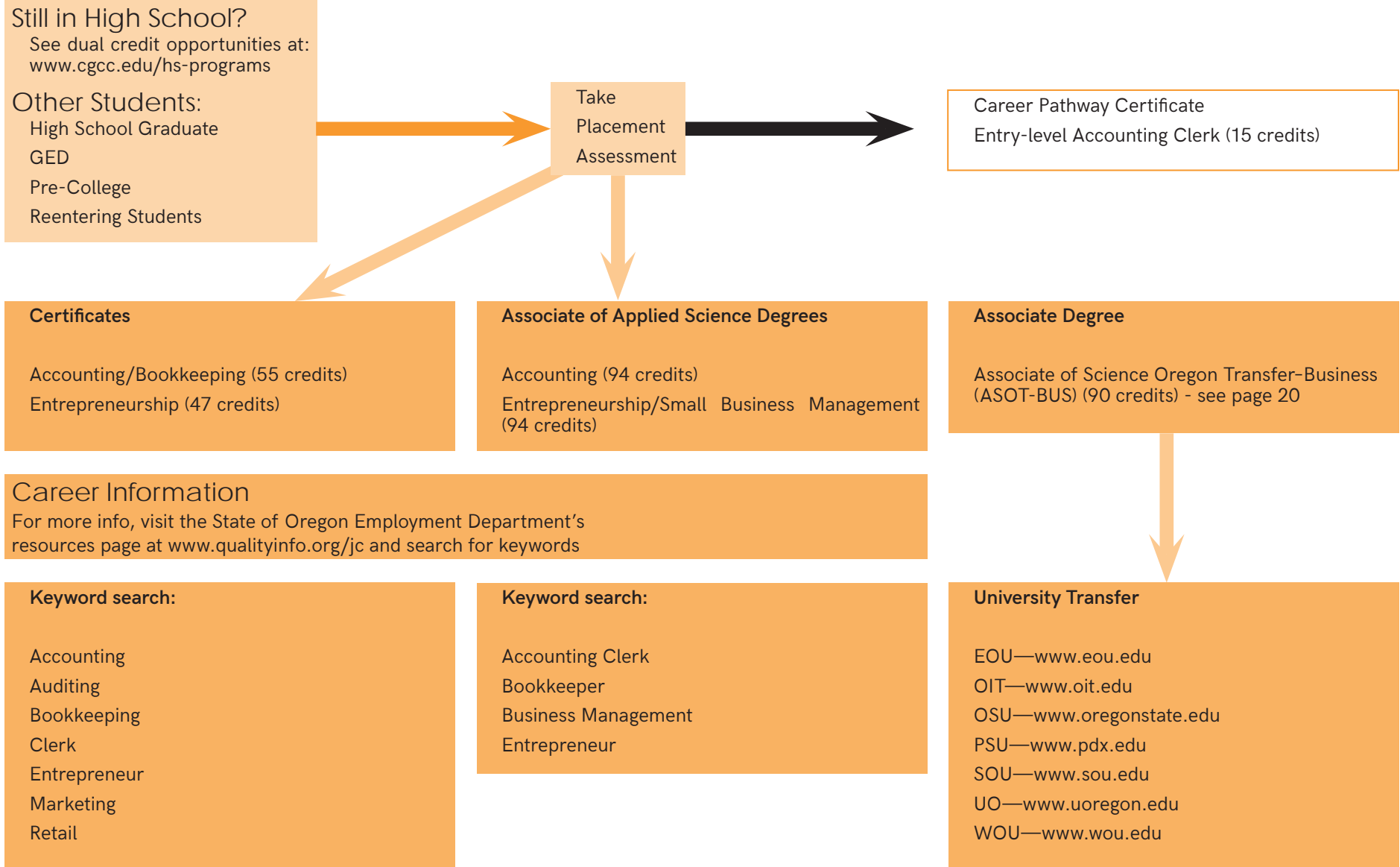
The program makes it easier to tailor students' education plans to fit their personal goals, preferences and timelines. Students will work with advisors from both institutions to make sure every course counts toward their degree.

### Benefits for students

The program includes:

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

# Business & Entrepreneurship



## Course of Study

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

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

## Program Outcomes

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

# Career Pathway Certificate Entry-Level Accounting Clerk 15 credits

## Prerequisites

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

## Suggested Course Sequence

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

Two Terms	Summer	Applied Business Math BA 104, 4 cr			4 Credits
	Fall	Introduction to Business BA 101, 4 cr	Introduction to Accounting BA 111, 3 cr	Introduction to Business Technology BA 131, 4 cr	11 Credits

## Certificate Accounting/Bookkeeping 55 credits

### 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

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

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

### Course of Study

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

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

Students must also meet general certificate requirements.

### Approved Electives

#### Accounting/Bookkeeping Electives

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



## Prerequisites

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

## Suggested Course Sequence

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

One-Year Certificate	Fall	Introduction to Business BA 101, 4 cr	Introduction to Accounting <sup>1</sup> BA 111, 3 cr	Introduction to Business Technology BA 131, 4 cr	Introduction to Human Resource Management BA 224, 3 cr	10-Key for Business OS 131, 1 cr	Beginning Keyboarding <sup>2</sup> CAS 121, 3 cr	Beginning Spreadsheets Using Excel CAS 170, 3 cr	15-21 Credits
							OR	OR	
	Winter	Applied Business Math BA 104, 4 cr	Principles of Accounting I BA 211, 3 cr	Human Relations in Organizations BA 285, 3 cr	English Composition WR 121, 4 cr	Accounting/Bookkeeping Electives 3 cr	Keyboarding for Speed and Accuracy <sup>2</sup> CAS 122, 3 cr	Intermediate Spreadsheets Using Excel CAS 270, 3 cr	17-23 Credits
	Spring	Payroll Accounting BA 177, 3 cr	Business Communication BA 205, 4 cr	Principles of Accounting II BA 212, 3 cr	Computer Accounting Applications BA 228, 3 cr	Filing & Records Management OS 240, 4 cr			17 Credits

<sup>1</sup> Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an Accounting Degree elective and start the accounting series with BA 211 in the second term.

<sup>2</sup> Students who can touch type more than 40 words per minute should substitute an approved Accounting/Bookkeeping elective.

## Credit Summary

Requirements	Credits
Accounting/Bookkeeping Electives	3
Business Administration (BA)	37
Computer Applications (CAS)	6
Office Systems (OS)	5
Writing (WR)	4

# Associate of Applied Science

## Accounting

94 credits

### 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

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

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

### 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 (see pages 12-13 & 24). Students must complete a total of sixteen credits of General Education (see pages 14-15). Some courses specified within the program may be used as General Education.

### Approved Electives

#### Accounting Degree Electives

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

## Prerequisites

College entry-level competencies in English and computational skills. Completion of: WR 115, RD 115, MTH 20 or placement into: WR 121, no reading required, MTH 60. Additional skill requirements for individual business courses are listed in the course description section of this catalog. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 24.

## Suggested Course Sequence

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

Year One	Fall	Introduction to Business BA 101, 4 cr	Introduction to Accounting <sup>1</sup> BA 111, 3 cr	Introduction to Business Technology BA 131, 4 cr	Beginning Keyboarding CAS 121, 3 cr	Beginning Spreadsheets Using Excel CAS 170, 3 cr	17 Credits
	Winter	Applied Business Math BA 104, 4 cr	Customer Service BA 188, 2 cr	Principles of Accounting I BA 211, 3 cr	Human Relations in Organizations BA 285, 3 cr	English Composition WR 121, 4 cr	16 Credits
	Spring	Payroll Accounting BA 177, 3 cr	Business Communication BA 205, 4 cr	Principles of Accounting II BA 212, 3 cr	General Education Elective 4 cr		14 Credits
Year Two	Fall	Introduction to Human Resource Management BA 224, 3 cr	Beginning Algebra II or Quantitative Math MTH 65 or 98 (or higher)	10-Key for Business OS 131, 1 cr	Accounting Degree Elective 3 cr	General Education Elective 4 cr	15 Credits
	Winter	Business Ethics BA 208, 4 cr	Business Law BA 226, 4 cr	Income Tax BA 256, 3 cr	Principles of Economics: Microeconomics <sup>2</sup> EC 201, 4 cr		15 Credits
	Spring	Management Fundamentals BA 206, 3 cr	Managerial Accounting BA 213, 4 cr	Financial Management BA 222, 3 cr	Computer Accounting Applications BA 228, 3 cr	Principles of Economics: Macroeconomics <sup>2</sup> EC 202, 4 cr	17 Credits

<sup>1</sup> Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an Accounting Degree elective and start the accounting series with BA 211 in the second term.

<sup>2</sup> May be used as a general education elective.

## Credit Summary

Requirements	Credits
Business Administration (BA)	60
Accounting Degree Electives	3
Computer Applications (CAS)	6
Economics (EC)	8
Office Systems (OS)	1
Mathematics (MTH)	4
Writing (WR)	4
General Education Electives	8

## Certificate Entrepreneurship

47 credits

### Career Description

The Entrepreneurship certificate offers a unique learning experience to students who aspire to start businesses or obtain employment as entry-level managers and shift supervisors in growth-oriented small businesses. The program will help students identify career options in a variety of businesses, expand their knowledge of entrepreneurship, and develop venture management skills and techniques.

### Program Outcomes

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

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

### Course of Study

The 47 credit Entrepreneurship certificate is the first step in CGCC's Entrepreneurship program, providing an introduction in the startup and management of a fledgling enterprise. Culminating in an experiential first-year capstone, the certificate provides students with a real-life opportunity to connect with the business community and put into practice skills and knowledge attained throughout the course of study. Students will be able to start the process of bringing their business ideas to fruition as well as enter the workforce as business managers and salespeople. All courses in the certificate are included in the Entrepreneurship / Small Business Management AAS and may be applied to the attainment of the degree.



## Prerequisites

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

## Suggested Course Sequence

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

One Year Program	Fall	Introduction to Business BA 101, 4 cr	Introduction to Business Technology BA 131, 4 cr	Introduction to Entrepreneurship BA 150, 4 cr	English Composition WR 121, 4 cr		16 Credits
	Winter	Business Ethics BA 208, 4 cr	Principles of Accounting I BA 211, 3 cr	Business Law BA 226, 4 cr	Human Relations in Organizations BA 285, 3 cr		14 Credits
	Spring	Business Communication BA 205, 4 cr	Management Fundamentals BA 206, 3 cr	Principles of Marketing BA 223, 4 cr	Introduction to Entrepreneurship Law BA 225, 4 cr	Entrepreneurship Capstone—Year One BA 196, 2 cr	17 Credits

## Credit Summary

Requirements	Credits
Business Administration (BA)	43
Writing (WR)	4

# Associate of Applied Science Entrepreneurship/Small Business Management

94 credits

## Career Description

An Entrepreneurship/Small Business Management graduate is ready to start and run their own business, invigorate a family or other small business, or bring value to employment in any management position. The graduate will be attractive to many employers across a wide array of industries, and it will come in handy if they decide to start their own venture. Graduates would be able to work in startups and small businesses as well as management roles in all business settings.

## Program Outcomes

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

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

## Course of Study

The 94 credit Entrepreneurship/Small Business Management AAS builds upon the coursework begun in the 47 credit Entrepreneurship certificate. In the second year, students will develop a greater depth of knowledge in how businesses function and the best practices for small business management. The two-year degree culminates in a final capstone course which synthesizes the two years of study, provides real-life context as students develop an entrepreneurial venture and/or manage an ongoing small business, and prepares students to seek financing with an organized portfolio of work suitable for discussion with investors and other outside interested parties.

Students must also meet Associate degree comprehensive requirements and Associate of Applied Science degree requirements. (See pages 12-13 and 24.)

## Approved Electives

### Entrepreneurship Electives

- BA 228 Computer Accounting Applications
- BA 256 Income Tax
- CAS 140 Beginning Databases
- CAS 170 Beginning Spreadsheets using Excel
- CAS 216 Beginning Word
- CAS 217 Intermediate Word
- CAS 231 Desktop Publishing
- CAS 270 Intermediate Spreadsheets using Excel
- OS 240 Filing and Records Management

## Prerequisites

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

## Suggested Course Sequence

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

Year One	Fall	Introduction to Business BA 101, 4 cr	Introduction to Business Technology BA 131, 4 cr	Introduction to Entrepreneurship BA 150, 4 cr	English Composition WR 121, 4 cr		16 Credits
	Winter	Business Ethics BA 208, 4 cr	Principles of Accounting I BA 211, 3 cr	Business Law BA 226, 4 cr	Human Relations in Organizations BA 285, 3 cr		14 Credits
	Spring	Business Communication BA 205, 4 cr	Management Fundamentals BA 206, 3 cr	Principles of Marketing BA 223, 4 cr	Introduction to Entrepreneurship Law BA 225, 4 cr	Entrepreneurship Capstone—Year One BA 196, 2 cr	17 Credits
Year Two	Fall	Introduction to Human Resource Management BA 224, 3 cr	10-Key for Business OS 131, 1 cr	Beginning Algebra II or Quantitative Math MTH 65 or 98, 4 cr (or higher)	General Education Elective in Math, Science, or Computer Science 4 cr	General Education Elective in Arts & Letters 4 cr	16 Credits
	Winter	Customer Service Skills BA 188, 2 cr	Small Business Management BA 250, 4 cr	Principles of Economics: Microeconomics EC 201, 3 cr	Entrepreneurship Electives 6 cr		15 Credits
	Spring	Introduction to E-Commerce BA 207, 4 cr	Principles of Accounting II BA 212, 3 cr	Entrepreneurship Capstone —Year Two BA 296, 2 cr	Principles of Economics: Macroeconomics EC 202, 4 cr	Entrepreneurship Electives 3 cr	16 Credits

## Credit Summary

Requirements	Credits
Business Administration (BA)	60
Entrepreneurship Electives	9
Economics (EC)	8
Mathematics (MTH)	4
Writing (WR)	4
Office Systems (OS)	1
General Education Electives	8





# Computer Applications and Web Technologies

## Still in High School?

See dual credit opportunities at:  
[www.cgcc.edu/hs-programs](http://www.cgcc.edu/hs-programs)

## Other Students:

High School Graduate  
GED  
Pre-College  
Reentering Students

Take  
Placement  
Assessment

## Career Pathway Certificates

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

## Certificates

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

## Associate of Applied Science Degrees

Administrative Assistant (103 credits)  
Administrative Office Professional (90 credits)

## Career Information

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

### Keyword search:

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

### Keyword search:

Administrative Assistant  
Data-Entry  
File Clerk  
Receptionist

## Career Pathway Certificate Basic Computer Skills

13 credits

### Career Description

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

### Course of Study

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

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

### Program Outcomes

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

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

### Prerequisites

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

### Suggested Course Sequence

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

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

### Credit Summary

Requirements	Credits
Computer Applications (CAS)	11
Business Administration	2

## Course of Study

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

## Program Outcomes

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

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

# Career Pathway Certificate Entry-Level Administrative Assistant 15 credits

## Prerequisites

Placement into WR 115 and MTH 20.

## Suggested Course Sequence

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

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

## Credit Summary

Requirements	Credits
Computer Applications (CAS)	15

## Career Pathway Certificate Medical Office Professional 24 credits

### Career Description

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

### Program Outcomes

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

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

### Course of Study

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

### Prerequisites

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

### Suggested Course Sequence

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

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

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

### Credit Summary

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

## Career Pathway Certificate Office Assistant 43 credits

### Course of Study

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

### Program Outcomes

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

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

### Prerequisites

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

### Suggested Course Sequence

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

One-Year Certificate	Fall	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets using Excel, CAS 170, 3 cr	10-Key for Business OS 131, 1 cr	English Composition WR 121, 4 cr		9–12 Credits
			OR				
	Winter	Digital Presentations CAS 109, 1 cr	Intermediate Spreadsheets using Excel, CAS 270, 3 cr	Beginning Databases CAS 140, 4 cr	Beginning Word CAS 216, 3 cr	Business Editing Skills OS 220, 4 cr	12–15 Credits
	Spring	Production Keyboarding CAS 123, 3 cr	Intermediate Word CAS 217, 3 cr	Filing and Records Management OS 240, 4 cr	Office Systems and Procedures OS 245, 4 cr		14 Credits
	Summer	CE: Administrative Assistant OS 280F, 4 cr	CE: Administrative Assistant Seminar OS 280G, 1 cr				5 Credits

### Credit Summary

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



# Career Pathway Certificate

## Spreadsheet Support

19 credits

### Course of Study

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

### Program Outcomes

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

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

### Prerequisites

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

### Suggested Course Sequence

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

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

### Credit Summary

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

## Course of Study

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

## Program Outcomes

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

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

# Career Pathway Certificate Word Processing Support 19 credits

## Prerequisites

Placement into MTH 20 and WR 115, and keyboarding by touch or CAS 121.

## Suggested Course Sequence

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

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

## Credit Summary

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

## Certificate Administrative Assistant 48 credits

### Career Description

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

### Program Outcomes

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

- Perform basic entry-level office work.
- Effectively use written, oral, and visual communications skills.
- Use current and emerging technologies to solve workplace problems through presentation, research, analysis, and synthesis.

### Course of Study

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

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

Students must also meet general certificate requirements.

### Approved Electives

#### **Administrative Assistant Certificate Electives**

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

## Prerequisites

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

## Suggested Course Sequence

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

One-Year Certificate	Fall	Applied Business Math BA 104, 4 cr	Introduction to Accounting BA 111, 3 cr	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets Using Excel CAS 170, 3 cr	10-Key for Business OS 131, 1 cr	English Composition WR 121, 4 cr	19 Credits
	Winter	Human Relations in Organizations BA 285, 3 cr	Beginning Word CAS 216, 3 cr	Business Editing Skills OS 220, 4 cr	Administrative Assistant Certificate Elective 4 cr			14 Credits
	Spring	Business Communication BA 205, 4 cr	Production Keyboarding CAS 123, 3 cr	Filing & Records Management OS 240, 4 cr	Office Systems & Procedures OS 245, 4 cr			15 Credits

## Credit Summary

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

## Associate of Applied Science Administrative Assistant 103 credits

### Career Description

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

### Course of Study

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

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

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

### Program Outcomes

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

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

### Approved Electives

#### Administrative Assistant Degree Electives

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

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

For a list of courses, see course descriptions. The following specific courses also qualify as Administrative Assistant Degree electives:

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

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



## Prerequisites

Placement into: WR 115, RD 115, MTH 20, Keyboarding by touch or CAS 121, Additional skill requirements are specified in course descriptions. All CAS/OS courses must be passed with a grade of "C" or better. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 24.

## Suggested Course Sequence

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

Year One	Fall	Intro to Office Software CAS 133, 4 cr	10-Key for Business OS 131, 1 cr	English Composition WR 121, 4 cr	Administrative Assistant Degree Elective 3 cr	General Education Elective 4 cr	16 Credits
	Winter	Applied Business Math BA 104, 4 cr	Human Relations in Organizations BA 285, 3 cr	Beginning Word CAS 216, 3 cr	Business Editing Skills OS 220, 4 cr		14 Credits
	Spring	Business Communication BA 205, 4 cr	Production Keyboarding CAS 123, 3 cr	Intermediate Word CAS 217, 3 cr	Filing & Records Management OS 240, 4 cr		14 Credits
	Summer	Beginning Algebra II or Quantitative Math MTH 65 or 98, 4 cr (or higher)	CE: Administrative Assistant OS 280F, 4 cr	CE: Administrative Assistant Seminar OS 280G, 1 cr	General Education Elective 4 cr		13 Credits
Year Two	Fall	Introduction to Accounting BA 111, 3 cr	Introduction to Google Drive CAS 134, 3 cr	Beginning Spreadsheets using Excel CAS 170, 3 cr	Administrative Assistant Degree Elective 2 cr	General Education Elective 4 cr	15 Credits
	Winter	Beginning Databases CAS 140, 4 cr	Administrative Assistant Degree Electives 11 cr				15 Credits
	Spring	Integrated Computer Projects CAS 246, 4 cr	Office Systems & Procedures OS 245, 4 cr	Administrative Assistant Degree Electives 4 cr	General Education Elective 4 cr		16 Credits

## Credit Summary

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

## Associate of Applied Science Administrative Office Professional 90 credits

### Career Description

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

### Course of Study

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

### Program Outcomes

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

- Produce professional, error-free, timely documents by using current and emerging software and hardware technology. Evaluate and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.
- Perform general office tasks: plan and participate in meetings; coordinate travel arrangements; schedule appointments; greet clients/customers; process mail; manage equipment, supplies, and other resources in a timely manner to maintain workplace efficiency.
- Work effectively in a team and a group setting by understanding roles within teams, work units, departments, and organizations. Exhibit effective people skills to deal with a variety of personalities and diverse individuals.
- Effectively communicate creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others. Collaborate with others to develop and implement company vision, goals, and tasks.
- Analyze the effectiveness of office practices and procedures and recommend and implement necessary changes. Use planning and time management principles to accomplish workplace efficiency and achieve company objectives.
- Use critical thinking, organization, and problem solving to effectively manage numeric, alphabetic, and digital data. Apply knowledge of basic accounting procedures to the basic record-keeping requirements of a business using applicable technology.

## Prerequisites

Successful completion of WR 115 and MTH 20 and keyboarding by touch or CAS 121. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 24.

## Suggested Course Sequence

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

Year One	Fall	Introduction to Business BA 101, 4 cr	Intro to Office Software CAS 133, 4 cr	Beginning Spreadsheets using Excel CAS 170, 3 cr	10-Key for Business OS 131, 1 cr	English Composition WR 121, 4 cr		13–16 Credits
				OR				
	Winter	Digital Presentations CAS 109, 1 cr	Keyboarding for Speed & Accuracy CAS 122, 3 cr	Intermediate Spreadsheets using Excel CAS 270, 3 cr	Beginning Word CAS 216, 3 cr	Business Editing Skills OS 220, 4 cr	General Education Elective 4 cr	15–18 Credits
	Spring	Business Law I BA 226, 4 cr	Intermediate Word CAS 217, 3 cr	Filing & Records Management OS 240, 4 cr	General Education Elective 4 cr			15 Credits
	Summer	CE: Administrative Assistant OS 280F, 4 cr	CE: Administrative Assistant Seminar OS 280G, 1 cr					5 Credits
Year Two	Fall	Introduction to Accounting BA 111, 3 cr	Introduction to Human Resource Management BA 224, 3 cr	Office Systems and Procedures OS 245, 4 cr	General Education Elective 4 cr			14 Credits
	Winter	Management Fundamentals BA 206, 3 cr	Human Relations in Organizations BA 285, 3 cr	Beginning Databases CAS 140, 4 cr	General Education Elective 4 cr			14 Credits
	Spring	Business Communication BA 205, 4 cr	Computer Accounting Applications BA 228, 3 cr	Integrated Computer Projects CAS 246, 4 cr				11 Credits

## Credit Summary

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

# Certificate Web Design Assistant

39 credits

## Career Description

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

## Program Outcomes

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

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

## Course of Study

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

## Prerequisites

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

## Suggested Course Sequence

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

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

## Credit Summary

Requirements	Credits
Computer Applications (CAS)	30
Computer Information Systems (CIS)	4
Business Administration (BA)	4
College Guidance & Success (CG)	1

NOTICE: This certificate will be under review during the 2019-20 academic year. This review may result in significant changes or termination of the certificate and/or its courses in 2020-21. Please consult with your academic advisor or the Computer Applications & Web Technologies Department for current information on future certificate status and impact for students.

## Career Description

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

## Program Outcomes

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

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

**NOTICE:** This certificate will be under review during the 2019-20 academic year. This review may result in significant changes or termination of the certificate and/or its courses in 2020-21. Please consult with your academic advisor or the Computer Applications & Web Technologies Department for current information on future certificate status and impact for students.

# Web Development Assistant

Certificate  
40 credits

## Course of Study

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

## Credit Summary

Requirements	Credits
Computer Applications (CAS)	35
Business Administration (BA)	4
College Guidance & Success (CG)	1

## Prerequisites

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

## Suggested Course Sequence

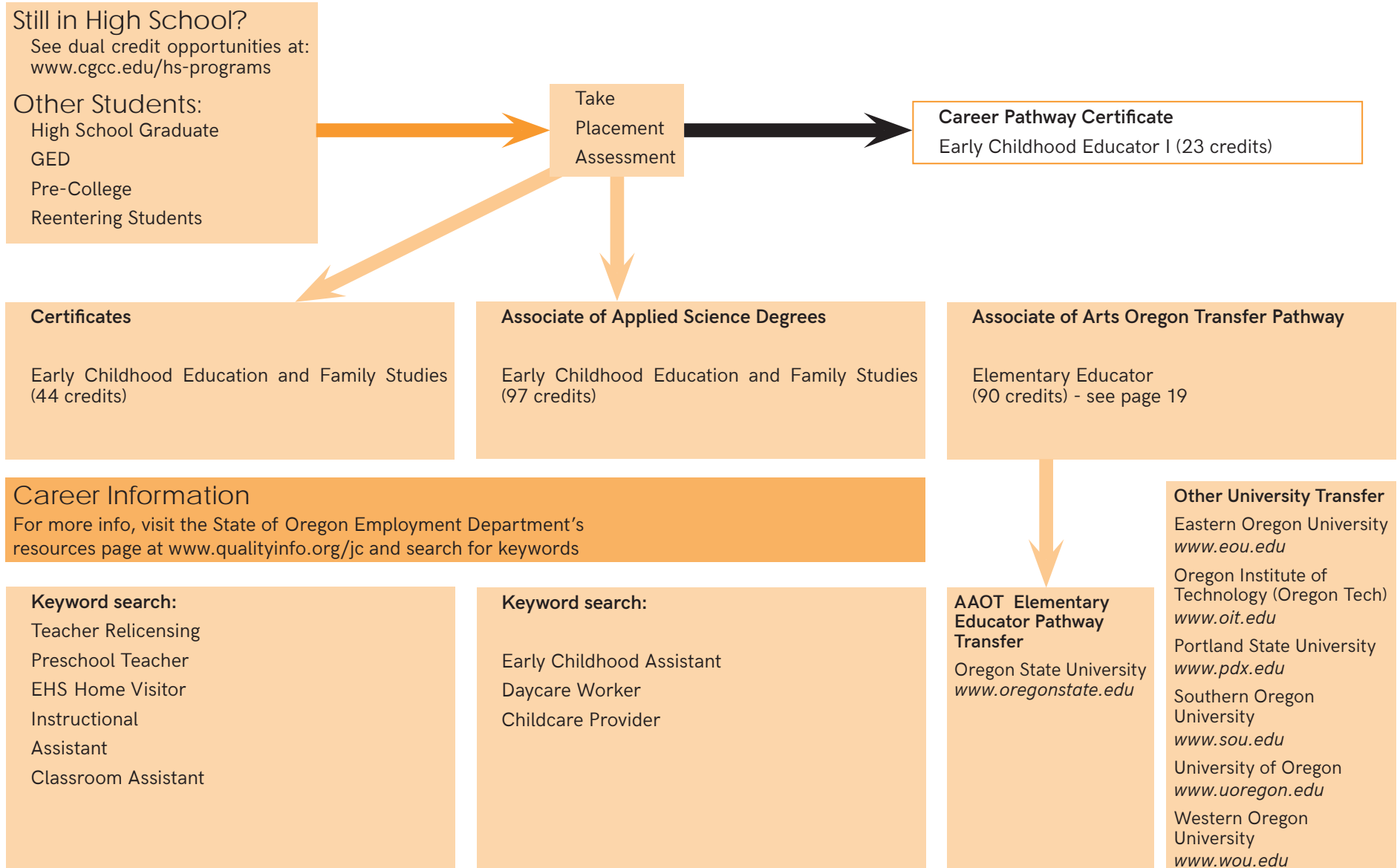
Sequence shown is a **recommended** plan for full-time enrollment. Scheduling requirements may prevent all courses from being offered every term. Students **must** meet with an academic advisor to map their specific degree plan.

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





# Education and Human Services



## Overview Early Childhood Education & Family Studies

### Introduction

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

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

### Program Requirements

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

### Criminal History Check

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

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

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

### Practicum Requirements

Students must meet practicum competencies for the certificate and the degree. Students may retake classes in order to meet the grade requirement with the exception of the following:

- 1) ECE Practicum 1 (ECE 130B, ECE 134)
- 2) ECE Practicum 2 (ECE 130C, ECE 135)
- 3) ECE Advanced Practicum 1 (ECE 260A, ECE 264)\*
- 4) ECE Advanced Practicum 2 (ECE 260B, ECE 265)\*

Credits required depend on individual student competency as evaluated by ECEFS instructors.

To be considered for practicum, students must:

- 1) be enrolled in the Oregon Child Care Division, Central Background Registry
- 2) submit verification of measles immunization
- 3) submit verification of TB Skin Test
- 4) complete a Food Handler's Certificate
- 5) hold current Infant/Child First Aid Card

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

\*Advanced Practicums apply only to the ECEFS AAS degree on pages 58-59, not to the ECEFS Certificate.

### Approved Electives

BA 177	Payroll Accounting . . . . .	3 cr
BA 223	Principles of Marketing . . . . .	4 cr
BA 224	Introduction to Human Resource Management . . . . .	3 cr
BA 250	Small Business Management . . . . .	3 cr
BA 285	Human Relations in Organizations . . .	3 cr
CIS 120	Computer Concepts I . . . . .	4 cr
ECE 175A	Infant/Toddler Caregiving: Learning and Development . . . . .	1 cr
ECE 175B	Infant/Toddler Caregiving: Group Care . . . . .	1 cr
ECE 175C	Infant/Toddler Caregiving: Social/ Emotional Growth . . . . .	1 cr
ECE 175D	Infant/Toddler Caregiving: Family/Provider Relationships . . . . .	1 cr
ECE 177	Multi-age Groups . . . . .	1 cr
ECE 179	Child Portfolios in ECE . . . . .	1 cr
ECE 185	Field Trips in Early Childhood . . . . .	1 cr
ECE 187	Cooking Experiences for Young Children . . . . .	1 cr
ECE 188	Block Play and Woodworking for Young Children . . . . .	1 cr
ECE 235	Music and Movement for the Young Child . . . . .	3 cr
ECE 238	Administration of ECE&FS Programs . . . . .	3 cr
ESR 171	Environmental Science: Biological Perspectives . . . . .	4 cr
ESR 172	Environmental Science: Chemical Perspectives . . . . .	4 cr
PSY 222	Family & Intimate Relationships . . . . .	4 cr
WR 122	English Composition . . . . .	4 cr

Up to three credits of foreign language.

## Career Description

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

The 23 credit Early Childhood Educator I Career Pathway Certificate will provide students with training that equals Level 7 on the Oregon Registry. (The Oregon Registry Steps are a sequence of 12 professional development categories that describe and acknowledge increasing education and training.) The certificate provides students with the 120 hours of training needed to sit for the nationally recognized, as well as industry recognized, exam to earn the Child Development Associate (CDA) credential.

## Course of Study

This 23 credit career pathway certificate is the initial rung on the Early Childhood Education and Family Studies (ECEFS) educational ladder. It represents the majority of the 24 credits required for the first two terms of the three term (44 credits) ECEFS certificate. The ECEFS certificate is the first year of the ECEFS two year AAS degree (97 credits.)

Refer to general Early Childhood Education and Family Studies program requirements listed on page 54.

# Career Pathway Certificate Early Childhood Educator I 23 credits

## Prerequisites

Successful completion of WR 90, or equivalent placement assessment scores. Recommended: Successful completion of MTH 20.

## Suggested Course Sequence

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

Two Terms	Fall	Introduction to Early Education and Family Studies ECE 120, 3 cr	Observation & Guidance I ECE 121, 3 cr	Practicum Orientation ECE 130A, 2 cr	Family Partnerships in Education HEC 201, 3 cr	11 Credits
	Winter	Environments and Curriculum in Early Childhood Ed 1 ECE 122, 4 cr	Practicum Seminar 1 ECE 130B, 2 cr	Practicum 1 ECE 134, 3 cr	Children's Health, Nutrition, & Safety HE 262, 3 cr	12 Credits

## Program Outcomes

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

- 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.

# Certificate Early Childhood Education & Family Studies

44 credits

## Career Description

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

## Program Outcomes

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

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

## Course of Study

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

Students must also meet general certificate requirements.

## Additional Information

Refer to general Early Childhood Education and Family Studies program requirements listed on page 54.

## Prerequisites

Placement into RD 115, WR 115, and MTH 20

## Suggested Course Sequence

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

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

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

## Credit Summary

Requirements	Credits
Early Childhood Education (ECE)	29
Early Childhood Education & Family Studies (ECEFS) Elective	4
Health Education (HE)	4
Consumer & Family Studies (HEC)	3
Writing (WR)	4



## Associate of Applied Science Early Childhood Education & Family Studies

97 credits

### Career Description

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

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

### Program Outcomes

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

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

### Course of Study

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

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

### Additional Information

Refer to general Early Childhood Education and Family Studies program requirements listed on page 54.

## Prerequisites

Placement into RD 115, WR 115, and MTH 20. To be awarded this degree, students must also complete all core requirements for the Associate of Applied Science Degree, listed on page 24.

## Suggested Course Sequence

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

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

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

<sup>2</sup> May be used as General Education

## Credit Summary

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

# Nursing and Healthcare

## Still in High School?

See dual credit opportunities at:  
[www.cgcc.edu/hs-programs](http://www.cgcc.edu/hs-programs)

## Other Students:

High School Graduate  
GED  
Pre-College  
Reentering Students

Take  
Placement  
Assessment

## Courses Leading to Certification

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

## Certificates

Medical Assisting (47 Credits)

## Associate of Applied Science Degrees

Nursing (OCNE) (94 credits)

## Articulation

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

## Career Information

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

## Keyword search:

Medical Assistant

## Keyword search:

Registered Nurse

## University Transfer

OHSU  
[www.ohsu.edu](http://www.ohsu.edu)  
Linfield College  
[www.linfield.edu](http://www.linfield.edu)

## Courses leading to Health Occupations Certification

### EMT Part I and Part II

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

### Advanced EMT Part I and Part II

Advanced EMT (AEMT) introduces the roles and responsibilities of the Advanced Technician, emergency pharmacology, venous access and medication administration, airway management and ventilation. Includes medical patient assessment and management; trauma assessment and management; and special considerations such as pediatrics, geriatrics, and environmental emergencies with an emphasis on clinical decision-making. Prerequisite: Licensed as Oregon EMT or instructor permission if pending National Registry proof of certification. (Non-credit)

### EMT Intermediate (EMT-I)

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

Note: These courses are not typically eligible for financial aid. Students participating in clinical experiences must also meet state requirements for immunization and screening.

### Nursing Assistant 1

Covers the knowledge and skills needed for the safe physical care of patients in long-term care facilities. Follows curriculum approved by the Oregon State Board of Nursing in preparation for the Oregon Nursing Assistant Exam. Prerequisites: Placement into RD 90 and WR 90; proof of Measles immunization; Prerequisite/Concurrent: current TB test and passing of a criminal background check.

This course combines 80 hours of classroom instruction and 75 hours of supervised clinical experience, with practice on-site at area healthcare facilities. Successful course completion allows for application to the OSBN to become a Certified Nursing Assistant. CNA1s work in a variety of settings, including nursing homes, adult day care centers, personal homes and assisted living facilities. (Credit)

### Phlebotomy

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

# Certificate Medical Assisting

47 credits

## Career Description

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

## Program Outcomes

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

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

## Course of Study

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

Students are prepared to function under the supervision of a licensed physician.

Students must also meet general certificate requirements.

## Legal Limitations for CMA Certification

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

## Application & Acceptance

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

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

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

## Program Entry Requirements

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

## Additional Requirements (prior to spring term):

- Admitted students must meet/pass the following requirements within designated time frames (any associated costs are at the student's own expense):
- Immunization validation
- TB screening
- A drug screen
- A criminal background check and sex offender check
- Current CPR BLS provider certificate
- Transportation to clinical facilities throughout the Mid-Columbia area
- Information regarding these requirements will be distributed in a mandatory orientation in September after acceptance. The Medical Assisting admission packet describes these requirements in more detail.

## Prerequisites

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

## Suggested Course Sequence

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

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

## Credit Summary

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

## Program Accreditation Statement

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

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 N., Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)



## Associate of Applied Science Nursing (OCNE)

94 credits

### Career Description

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

### Course of Study

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

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

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

### Entry Requirements

Program admission occurs once per year. Deadline for submitting program application material is February 17, 2020, for fall term 2020 admission (see program website for more information and application packet). Transcripts showing satisfactory completion of the math and Anatomy & Physiology I prerequisites and at least 22 other credits of the prerequisite/preparatory courses (minimum of 30 credits) must be in the Student Services Office by the application deadline to be considered eligible. All prerequisite/preparatory courses must have been taken with a letter grade and completed with a "C" or better. For information and admission instructions, contact the Student Services Office at (541) 506-6011 or online at [www.cgcc.edu](http://www.cgcc.edu).

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

Admitted students must meet/pass the following requirements within designated time frames (any associated costs are at the student's own expense): immunization validation, TB screening, a urine drug screen, a criminal history background and sex offender check, current CPR BLS Provider card which does not expire during the two years of the Nursing program. Information regarding these requirements will be distributed in a mandatory orientation in June after acceptance. Students unable to meet these requirements and/or submit documentation of completion to the Nursing department within the designated time frames will have their acceptance into the Nursing program rescinded. CGCC reserves the right to deny admission to any applicant to the Nursing program whose background poses a threat, as determined by CGCC, to the college, nursing profession, and/or health care community.

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

## Legal Limitations

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

## Program Progression

Students are required to demonstrate continuous and progressive application of nursing scholarship, safe nursing care, appropriate judgment, critical thinking skills, personal health, and professional accountability, and meet program standards as stated in the Nursing Program Student Handbook. The college reserves the right to retain and progress only those students who satisfy these requirements; any student who does not may be dismissed from the Nursing program. Students must complete both years of the curriculum in sequence and satisfy graduation requirements to earn the Associate of Applied Science (AAS) Degree in Nursing. In order to continue in the Nursing program and progress to the next term, the students must earn a "C" grade or higher in all required nursing courses each term.

## Graduation Requirements

The graduation requirements outlined in this catalog apply only to nursing students admitted to the program during the 2019-2020 academic year. The program of study, graduation requirements, and course are under constant review by the Consortium and CGCC Nursing faculty and are subject to revision. Students contemplating admission in a later year may have different requirements and must obtain the advising guide or catalog for that year. If required courses are graded only on a pass/no pass basis, a grade of "P" for these courses indicate a student earned the equivalent of a "C" or better grade. Students must complete all courses on the advising guide (nursing and non-nursing) with a grade of "C" or better to receive their degree and meet the educational requirements to apply to take the NCLEX-RN.

## Disability Information

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

Associate of Applied Science  
**Nursing (OCNE)**  
94 credits



## Program Outcomes

Students who complete this degree will be able to:

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

## Prerequisites

- BI 211 Principles of Biology ^
- BI 231 Human Anatomy & Physiology I\*\*^
- BI 232 Human Anatomy & Physiology II\*\*^
- BI 233 Human Anatomy & Physiology III\*\*^
- BI 234 Microbiology\*\*^
- FN 225 Nutrition
- MTH 95 Intermediate Algebra or higher (excluding MTH 98)\*
- PSY 201A Introduction to Psychology – Part 1
- PSY 215 Human Development
- WR 121 English Composition#
- WR 122 English Composition#

### Electives:

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

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

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

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

^ Virtual labs are not accepted for lab science courses.

# WR 121 and either WR 122 or WR 227 (must include research component). A student must have at least eight credits of Writing.

## Suggested Course Sequence

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

Year One	Fall	Foundations of Nursing: Health Promotion NRS 110, 9 cr	Pathophysiological Processes I NRS 232, 3 cr	Intermediate Algebra (or higher <sup>1</sup> ) MTH 95, 4 cr		16 Credits
	Winter	Foundations of Nursing in Chronic Illness I NRS 111, 6 cr	Clinical Pharmacology I NRS 230, 3 cr	Pathophysiological Processes II NRS 233, 3 cr	General Education Elective <sup>2</sup> 4 cr	16 Credits
	Spring	Foundations of Nursing in Acute Care I NRS 112, 6 cr	Clinical Pharmacology II NRS 231, 3 cr	General Education Elective <sup>2</sup> 4 cr	Technical and Professional Writing WR 227, 4 cr	17 Credits
Year Two	Fall	Nursing in Chronic Illness II & End-of-Life Care NRS 221, 9 cr	General Education Elective <sup>2</sup> 4 cr	Nursing Program Elective <sup>3</sup> 3 cr		16 Credits
	Winter	Nursing in Acute Care II & End-of-Life Care NRS 222, 9 cr	General Education Elective <sup>2</sup> 4 cr	Nursing Program Elective <sup>3</sup> 3 cr		16 Credits
	Spring	Integrative Practicum NRS 224, 9 cr	Nursing Program Elective <sup>3</sup> 4 cr			13 Credits

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

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

3 Nursing program electives are any general education elective.

## Credit Summary

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





# Engineering, Manufacturing, & Industry

## Still in High School?

See dual credit opportunities at:  
[www.cgcc.edu/hs-programs](http://www.cgcc.edu/hs-programs)

## Other Students:

High School Graduate  
GED  
Pre-College  
Reentering Students

Take  
Placement  
Assessment

## Career Pathway Certificate

Electro-Mechanical Technology (43 credits)

## Certificates

Manufacturing (13 credits)  
Professional Small Unmanned  
Aircraft Systems (12 credits)

## Associate of Applied Science Degrees

Electro-Mechanical Technology (103 credits)

## Transfer

AAS: Electro-Mechanical Technology (103 credits)

## Career Information

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

## Keywords

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

## Keywords

Electrical and Electronic Engineering Technician  
Mechanical

## University Transfer

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



## Career Pathway Certificate Electro-Mechanical Technology

43 credits

### Career Description

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

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

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

### Course of Study

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

Students must also meet general certificate requirements.

### Program Outcomes

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

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

## Prerequisites

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

## Suggested Course Sequence

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

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

## Credit Summary

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

## Associate of Applied Science Electro-Mechanical Technology

103 credits

### Career Description

The Electro-Mechanical Technology (EM-Tech) program provides a solid foundation in automated electronic technologies preparing students to work as technicians in a broad range of industries: wind, solar, hydropower, avionics manufacturing, food and beverage manufacturing, engineering, and others. Electro-mechanical technicians perform a variety of job duties:

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

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

### Course of Study

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

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

### Program Outcomes

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

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

## Prerequisites

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

## Suggested Course Sequence

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

Year One	Fall	DC Circuits EET 111, 5 cr	Industrial Mechanical Systems MEC 123, 5 cr	Intermediate Algebra MTH 95, 4 cr	Industrial Safety and OSHA 10 SAF 188, 2 cr	English Composition WR 121, 4 cr	20 Credits
	Winter	AC Circuits EET 112, 5 cr	Embedded Computing EET 170, 3 cr	Fluid Power & Electrical Control of Fluid Power Systems MEC 120, 5 cr	Job Finding Skills CG 209, 1 cr		14 Credits
	Spring	AC Power EET 113, 5 cr	Motor Control EET 141, 5 cr	Mechatronic Systems in Advanced Manufacturing MEC 124, 3 cr	General Education Elective 4 cr		17 Credits
Year Two	Fall	Digital Electronics 1: Programmable Logic Devices EET 251, 5 cr	Semiconductor Devices and Circuits EET 221, 5 cr	Power Generation RET 223, 5 cr	General Education Elective 4 cr		19 Credits
	Winter	Programmable Logic Controllers EET 219, 3 cr	Operational Amplifier Circuits EET 222, 5 cr	Digital Electronics 2: Programmable Logic Devices EET 252, 5 cr	General Education Elective 4 cr		17 Credits
	Spring	Microcontroller Systems EET 242, 5 cr	Electronic Control Systems EET 273, 3 cr	Introduction to Unmanned Aircraft Systems UAS 101, 4 cr	General Education Elective 4 cr		16 Credits

## Credit Summary

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

## Certificate Manufacturing

13 credits

### Career Description

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

### Course of Study

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

### Program Outcomes

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

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

### Prerequisites

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

### Suggested Course Sequence

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

Three Terms	Fall	Welding Technology WLD 195, 3 cr	Quantitative Math MTH 98, 4 cr	7 Credits
	Winter	Manufacturing Processes MFG 150, 3 cr		3 Credits
	Spring	Blueprint Reading MFG 155, 3 cr		3 Credits

### Credit Summary

Requirements	Credits
Manufacturing (MFG)	6
Welding (WLD)	3
Math (MTH)	4

# Certificate Professional Small Unmanned Aircraft Systems 12 credits

## Career Description

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

## Program Outcomes

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

- ▣ Demonstrate knowledge of UAS systems and the laws and regulations governing airspace and safety.
- ▣ Demonstrate and execute tasks necessary to complete UAS operations and missions.
- ▣ Exemplify a high standard of ethical and professional behavior.
- ▣ Pass AUVSI Trusted Operator Program (TOP) certification exams 1 and 2, and sit for TOP certification exam 3.

## Course of Study

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

## Prerequisites

Successful completion of RD 115, WR 115, and MTH 95 or higher; or equivalent placement assessment scores.

## Suggested Course Sequence

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

Three Terms	Fall	Introduction to Unmanned Aircraft Systems UAS 101, 4 cr	4 Credits
	Winter	Small Unmanned Aircraft Aerial Photogrammetry UAS 102, 4 cr	4 Credits
	Spring	Small Unmanned Aircraft Systems for Public Safety UAS 103, 4 cr	4 Credits

## Credit Summary

Requirements	Credits
Unmanned Aircraft Systems (UAS)	12



# Concentration Awards

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

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

## Creative Writing Concentration Award

Faculty mentor: Leigh Hancock; lhancock@cgcc.edu

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

### Course Number/Name . . . . . Credits

Required (4 credits)

WR 246 Advanced Creative Writing (Edit & Pub). . . . . 4

Choose a minimum of two Creative Writing courses from the list below for a total of eight credits

WR 241 Creative Writing—Fiction . . . . . 4

WR 242 Creative Writing—Poetry . . . . . 4

WR 243 Creative Writing—Scriptwriting . . . . . 4

WR 244 Advanced Creative Writing—Fiction . . . . . 4

WR 245 Advanced Creative Writing—Poetry . . . . . 4

WR 247 Advanced Creative—Scriptwriting . . . . . 4

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

ENG 104 Introduction to Literature—Fiction . . . . . 4

ENG 105 Introduction to Literature—Drama . . . . . 4

ENG 106 Introduction to Literature—Poetry . . . . . 4

## Latin American Studies Concentration Award

Faculty mentor: Silvia Huszar; shuszar@cgcc.edu

To earn a Concentration Award in Latin American Studies, students must successfully complete a minimum of 20-24 credits from the following two options:

### Course Number/Name . . . . . Credits

Required three Spanish language courses from the list below (12 credits)

SPA 101 First Year Spanish, First Term . . . . . 4

SPA 102 First Year Spanish, Second Term . . . . . 4

SPA 103 First Year Spanish, Third Term . . . . . 4

SPA 201 Second Year Spanish, First Term . . . . . 4

SPA 202 Second Year Spanish, Second Term . . . . . 4

SPA 203 Second Year Spanish, Third Term . . . . . 4

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

### Option A

3 additional Spanish language courses for a total of 24 credits

### Option B

a minimum of two courses from the list below for a total of 20 credits

ATH 235 Survey of Prehistoric Mesoamerica . . . . . 4

ENG 213 Latin American Literature . . . . . 4

HST 270 History of Mexico . . . . . 4

## Media Studies Concentration Award

Faculty mentor: Diane Uto; duto@cgcc.edu

To earn a Concentration Award in Media Studies, students must successfully complete a minimum of 12 credits from the following list of courses:

Course Number/Name	Credits
BA 207 Introduction to E-Commerce	4
BA 249 Principles of Retailing and E-tailing	3
CAS 231 Desktop Publishing	3
COMM 228 Mass Communication and Society	4
TA 101 Theater Appreciation	4
WR 243 Creative Writing—Script Writing	4

## Northwest Studies Concentration Award

Faculty mentor: Dr. John Copp; jcopp@cgcc.edu

To earn a Concentration Award in Northwest Studies, students must successfully complete a minimum of 12 credits from the following list of courses:

Course Number/Name	Credits
ATH 231 Native Americans of the Northwest	4
ENG 214 Literature of the Pacific Northwest	4
G 207 Geology of the Pacific Northwest	3
HST 240 Oregon History	4

## Women's Studies Concentration Award

Faculty mentor: Mandy Webster; mwebster@cgcc.edu

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

Course Number/Name	Credits
WS 101 Women's Studies	4
Choose a minimum of three courses from the following list (12 credits)	
COMM 237 Gender and Communication	4
ENG 222 Images of Women in Literature	4
ENG 260 Introduction to Women Writers	4
HST 225 History of Women, Sex, and the Family	4
SOC 218 Sociology of Gender	4
WS 201 Women of the World	4
WS 202 Activism and Social Change	4











# COURSE DESCRIPTIONS



# Courses (by Discipline)

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

## Lower Division Collegiate Courses

ART	Art . . . . .	83-84
ATH	Anthropology . . . . .	84
BA	Business Administration (except BA 104 and BA 188) . . . .	84-86
BI	Biology . . . . .	86-87
CG	College Guidance & Success . . . . .	90
CH	Chemistry . . . . .	90-91
CHN	Chinese . . . . .	91
CIS	Computer Information Systems . . . . .	91
COMM	Communication Studies . . . . .	92
CS	Computer Science . . . . .	92
EC	Economics . . . . .	92-93
ED	Education . . . . .	95
ENG	English . . . . .	97-98
ESR	Environmental Studies . . . . .	98
FN	Food and Nutrition . . . . .	98
G	Geology . . . . .	98
GS	General Science . . . . .	98-99
HE	Health Education . . . . .	99
HEC	Consumer and Family Studies (HEC 226 only) . . . . .	99
HPE	Health and Physical Education . . . . .	99
HST	History . . . . .	99-100
LIB	Library . . . . .	100
MTH	Mathematics* . . . . .	101-102
MUS	Music . . . . .	103

PE	Physical Education . . . . .	105-106
PHL	Philosophy . . . . .	106
PS	Political Science . . . . .	106
PSY	Psychology . . . . .	106-107
RD	Reading* . . . . .	107
SOC	Sociology . . . . .	108
SPA	Spanish . . . . .	108-109
TA	Theater Arts . . . . .	109
WR	Writing* . . . . .	110-111
WS	Women's Studies . . . . .	111

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

## Support Courses

(Support courses are generally not transferable.)

ALC	Alternative Learning Center . . . . .	83
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## Career and Technical

### Education Courses

BA	Business Administration (BA 104 and BA 188 only) . . . . .	84-86
CAS	Computer Application Systems . . . .	88-90
ECE	Early Childhood Education . . . . .	93-95
EET	Electronic Engineering Technology .	95-96
EMS	Emergency Medical Services . . . . .	96-97
HEC	Consumer and Family Studies (except HEC 226) . . . . .	99
MA	Medical Assisting . . . . .	100
MEC	Mechanical Systems . . . . .	101
MFG	Manufacturing . . . . .	101
MLT	Medical Laboratory Technology . . . .	101
MP	Medical Professions . . . . .	101
MUC	Professional Music . . . . .	102
NRS	Nursing (OCNE) . . . . .	103-104
NUR	Nursing . . . . .	104
OS	Office Systems . . . . .	104-105
RET	Renewable Energy Technology . . . . .	108
SAF	Safety . . . . .	108
UAS	Unmanned Aircraft Systems . . . .	109-110
WLD	Welding . . . . .	110

## ALC | Alternative Learning Center

**ALC 51 Foundations of Reading and Writing Lab, 1 Cr.** Improves reading and writing skills such as, but not limited to: grammar, punctuation, essay writing, critical thinking, text analysis, text response, and college success skills. Utilizes computer software, textbooks/workbooks, and tutoring to support students through 30 hours of individualized faculty-led learning, student-centered learning. May be taken three times for credit. Prerequisite: Placement into WR 90, RD 90. Audit available.

## ART | Art

**ART 102 Understanding the Visual Arts, 4 Cr.** Introduces aesthetic, historical, and critical issues of the visual arts. Presents aspects of drawing, painting, sculpture and craft in terms of experiencing, appreciating and understanding these aspects in our lives. The series ART 101 and 102 may be taken in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

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

**ART 212 Modern Art History - Early 20th Century Art, 4 Cr.** Explores early 20th century art works and revolutions in science and technology, psychology and philosophy. Examines and analyzes the visual arts to reveal some effects of those changes, and to gain insight into our modern world. Surveys 20th century modern movements, such as: Expressionism, Cubism, Futurism, Minimalism and Photorealism. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

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

**ART 232 Drawing II - Studio, 2 Cr.** Deepens basic drawing skills explored in ART 230 to encourage the development of individual style. Reinforces the conceptual framework for critical analysis along with basic art theory. May be taken two times for credit. Prerequisite: ART 230. Audit available.

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

**ART 254 Ceramics I - Studio, 2 Cr.** Provides semi-directed studio time to deepen understanding of basic ceramics processes, techniques and concepts introduced in ART 252. Encourages the development of individual style, character and self-identity while strengthening the ability to self-critique. May be taken two times for credit. Prerequisite: ART 252. Audit available.

**ART 255 Ceramics II, 3 Cr.** Continues the exploration of ceramics processes, techniques, and concepts while addressing historical and contemporary issues as they relate to artistic expression. Provides training in and encourages creative problem solving. Builds kinetic skills with clay forming and finishing techniques, including: hand-building, wheel throwing, use of molds, and surface treatments. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate ceramic works, explore artistic intent, examine aesthetic and structural solutions and expand perceptual awareness. Prerequisites: ART 253C or 3 terms of ART 253 or two terms of ART 254. Audit available.

**ART 258 Ceramics II - Studio, 2 Cr.** Provides semi-directed studio time to deepen understanding of basic ceramics processes, techniques and concepts introduced in ART 255. Encourages the development of individual style, character and self-identity while strengthening the ability to self-critique. Builds independence and self-creativity. May be taken two times for credit. Prerequisite: ART 255. Audit available.

**ART 269 Printmaking I, 3 Cr.** Explores printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Develops creative problem solving by utilizing monoprints, relief and basic intaglio processes. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. Audit available.

**ART 271 Printmaking II - Studio, 2 Cr.** Continues the exploration of printmaking processes, techniques, and concepts. Emphasizes the development and practice of skills and knowledge attained in ART 269, encouraging the development of individual style. Furthers creative problem solving by utilizing more complex printmaking processes. May be taken two times for credit. Prerequisite: ART 269. Audit available.

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

**ART 286 Watercolor I, 3 Cr.** Explores basic studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. Audit available.

**ART 287 Watercolor II – Studio, 2 Cr.** Explores more advanced studio watercolor painting techniques, materials, and concepts to encourage the development of individual style. Reinforces the conceptual framework for critical analysis along with basic art theory. May be taken two times for credit. Prerequisite: ART 286. Audit available.

## ATH | Anthropology

**ATH 101 Introduction to Physical Anthropology, 4 Cr.** Presents physical anthropology and the study of human biological evolution in the context of modern genetics and primate behavior studies. Examines bio-cultural variation, the human fossil record, adaptive significance, as well as the diversity and commonality of present and ancestral populations. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**ATH 102 Introduction to Archaeology and Prehistory, 4 Cr.** Explores archaeological methods and techniques used to recover, analyze, and reconstruct ancient cultures and societies, including the ethics and issues of looting, collecting, and preservation of artifacts. Provides a survey of world prehistory while emphasizing the development of social complexity and the origins of agriculture. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**ATH 103 Introduction to Cultural Anthropology, 4 Cr.** Examines modern human cultures through a cross-cultural and comparative approach. Explores language, technology, subsistence, economics, sociopolitical systems, religions, and human expression through ethnographic examples to better understand global diversity and the dynamics of culture change. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**ATH 208 Introduction to Ethnography, 4 Cr.** Explores the patterns found in culture through ethnographic descriptions of contemporary peoples. Introduces ethnographic research methods and theories for studying and interpreting

societies. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**ATH 231 Native Americans of the Northwest, 4 Cr.** Surveys the origins, development, and cultural variation of Native peoples in Oregon, Washington, Alaska, and Southwest Canada. Explores the historical and contemporary achievements of tribal lifeways within the Northwest region. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**ATH 235 Survey of Prehistoric Mesoamerica, 4 Cr.** Examines the development of pre-contact Mesoamerican indigenous cultures from the earliest known Paleo-Indian occupation to the impact of the Spanish invasion, surveying the dynamics of economic, social, political, cultural, and religious systems of the Maya, the Aztec, and their neighbors. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

## BA | Business Administration

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

**BA 104 Applied Business Math, 4 Cr.** Presents a variety of problems and situations found in business where arithmetic is constantly used. Prepares students to use mathematics in solving monetary and valuation problems in business and personal finance. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**BA 111 Introduction to Accounting, 3 Cr.** Presents double-entry accounting as related to service and merchandising business. Covers accounting cycle, including journalizing, posting to the general ledger, preparation of financial statements, petty cash, bank reconciliations, combined journal, special journals and payroll. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 131 Introduction to Business Technology, 4 Cr.** Explores computer concepts and the use of information technology in business organizations including the use of word processing, spreadsheet, and presentation software. Includes introduction to hardware, software, databases, system development, and tools that businesses use for communication and collaboration. Includes appreciating the value of ethical conduct in a business/computer environment and the impact

of technology on industry and society. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

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

**BA 177 Payroll Accounting, 3 Cr.** Covers fundamental skills and basic knowledge in the area of business payroll; personnel record keeping; calculation of gross pay using various methods; calculation of Social Security and Medicare taxes; calculation of federal and state income and unemployment taxes; journalizing and posting payroll entries; and completing various federal and state forms. Prerequisites: BA 111 or BA 211. Recommended: BA 104. Audit available.

**BA 188 Customer Service Skills, 2 Cr.** Introduces students to the concepts of customer service: Customer loyalty, principles of quality customer service, attitudes and habits that affect service, dealing with difficult customers, active listening to determine customer needs, effective communication and team work, and communication with a diverse customer population. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**BA 196 Entrepreneurship Capstone – Year One, 2 Cr.** Synthesizes the first-year of study, examining an entrepreneurial venture. Fosters creativity in the design and planned execution of the endeavor. Promotes awareness of the perquisites and pitfalls of entrepreneurship through interactions with actual business founders and owners. Prerequisites: completion of 30 credits of required coursework for Entrepreneurship certificate. Audit available.

**BA 205 Business Communication, 4 Cr.** Examines the legal and ethical collection, organization, and presentation of business information. Develops research skills using library and Internet resources. Creates effective communications utilizing word processing, spreadsheet, and graphics applications. Introduces techniques for efficient report writing, persuasive presentation, and writing instructions and productive e-mails within a business context. Recommended: WR 121; BA 131 or CAS 133; BA 101. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**BA 206 Management Fundamentals, 3 Cr.** Introduces business management theory, including the basic functions of planning, organizing, directing, leading, and controlling as well as factors contributing to change in current management approaches. Recommended: BA 101, WR 121, and BA 131 or CAS 133.

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

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

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

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

**BA 213 Managerial Accounting, 4 Cr.** Examines accounting information from management perspective for planning, performance evaluation and for decision making purposes. Includes cost concepts, product costing, cost-volume-profit relationships, profit planning, variance analysis, responsibility accounting and capital budgeting. Prerequisite: BA 211. Audit available.

**BA 222 Financial Management, 3 Cr.** Explores basic financial concepts and practices and includes analysis of company resources, types and sources of financing, forecasting and planning methods, and the roles of the money and capital markets. Prerequisites: WR 121, MTH 65 or equivalent placement test scores, BA 101, BA 104, BA 212.



**BA 223 Principles of Marketing, 4 Cr.** Introduces the basic concepts of marketing for consumer and business markets. Includes topics in marketing mix, market segmentation, consumer behavior, marketing strategies, and market planning. Develops marketing plan for key project. Recommended: BA 101. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 224 Introduction to Human Resource Management, 3 Cr.** Studies the basic principles, concepts and practices of Human Resource Management. Examines the specialty areas of job analysis and design, recruiting, selection/hiring, training and development, performance appraisal, compensation, labor-management and employee relations, and safety. Reviews key employment laws and cases to understand legal implications of employment decisions. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**BA 225 Introduction to Entrepreneurship Law, 4 Cr.** Examines the legal and regulatory landscape for the successful entrepreneur. Includes topics in business formation, agency relationships, intellectual property, employment law, antitrust regulation, and dispute resolution. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 226 Business Law I, 4 Cr.** Discusses fundamental concepts, principles, and rules of law that apply to business transactions. Includes the function and operation of the courts, business crimes, torts, contract law, intellectual property, the application of the Uniform Commercial Code to business activities and recent developments in business law, such as cyber law and electronic commerce. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**BA 228 Computer Accounting Applications, 3 Cr.** Introduces double-entry, fully-integrated computerized general ledger software. Includes general ledger, accounts receivable, accounts payable, payroll, fixed assets, bank reconciliations, inventory, and Financial Statement Analysis. Prerequisites: BA 111 or BA 211, Recommended: BA 104, CAS 133. Audit available.

**BA 249 Principles of Retailing & E-tailing, 3 Cr.** Explores types of retail, strategic planning and operational management. Emphasizes the analysis of the target market, how to develop retail marketing mix elements, and the review of store planning techniques. Includes how the retailing environment is changing and the impact of technology and government regulations. Prerequisite: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**BA 250 Small Business Management, 3 Cr.** Emphasizes the general functions, procedures, and specific subject areas related to initiating, organizing, and operating a successful small business. Specifically prepares the student to develop a business plan for opening a business. Designed for students and prospective

small business owners and managers. Recommended: BA 212. Prerequisites: WR 121, BA 101, BA 104, and BA 211. Audit Available.

**BA 256 Income Tax, 3 Cr.** Introduces preparation of federal individual and sole proprietorship income tax returns. Provides brief overview of partnership and corporate returns. Audit available.

**BA 280A Cooperative Education: Business Experience, 1-6 Cr.** Provides relevant field experience in business environments and disciplines such as: accounting, finance, human resources, information technology, international business, and marketing, procurement, management, and/or customer services. Allows exploration of career options. Course may be repeated for credit up to 12 credits. Student is responsible for arranging field experience site by start of term. Prerequisite: Completion of 12 BA credits and instructor permission. Prerequisite/concurrent: BA 280B.

**BA 280B Cooperative Education: Business Experience - Seminar, 1 Cr.** Supplements on-the-job experience through feedback sessions, instruction in job-related areas, and linkages to the student's on-campus program. Co-requisite: BA 280A. Prerequisite: instructor permission required. Audit available.

**BA 285 Human Relations in Organizations, 3 Cr.** Explores interactions, challenges, and opportunities in organizations by examining individual and small group behavioral theories, motivational theories and strategies, and life-work balance considerations. Includes a review of issues and challenges of interfacing technology with employees. Explores various leadership styles, different methods for dealing with change and conflict resolution in the workplace. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Recommended prerequisite/concurrent: WR 121 and BA 101. Audit available.

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

## BI | Biology

**BI 101 Biology, 4 Cr.** Introduces the properties of life, morphology and physiology of cells, cell chemistry, energy transformation, and the basic principles of ecology. A laboratory science course designed for non-biology majors. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**BI 121 Introduction to Human Anatomy and Physiology I, 4 Cr.** Surveys anatomical terminology, basic chemistry, cell structure and function, tissues, and the following systems: integumentary, skeletal, muscular, and nervous. Involves lecture discussions complemented by physiological laboratory exercises, dissections, microscopy, and multimedia. Prerequisite: MTH 60 or MTH 98 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**BI 122 Introduction to Human Anatomy and Physiology II, 4 Cr.** Surveys the endocrine, lymphatic, cardiovascular, digestive, respiratory, reproductive, urinary, and some coverage of human development, human genetics, and immunology. Lecture discussions are complemented by laboratories which include physiological exercises, dissections, microscopy, and multimedia. Prerequisites: BI 121. Audit available.

**BI 141 Habitats: Life of the Forest, 4 Cr.** Examines structure and function of Eastside and Westside Oregon forest ecosystems. Covers distribution and interactions of plants, animals, microorganisms, climate and basic geology. Laboratory emphasizes identification and environmental testing. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**BI 142 Habitats: Marine Biology, 4 Cr.** Examines marine environment and the ecology, physiology, and morphology of marine plants and animals, emphasizing Oregon habitats. Laboratory focuses on identification and environmental testing. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**BI 143 Habitats: Fresh Water Biology, 4 Cr.** Covers environments of freshwater streams, lakes, and marshes, emphasizing their organisms, as well as the biological interactions, nutrient cycles, and effects of physical and chemical factors on those organisms. Explores ecological factors of freshwater environments and the effects of human activities on them. Prerequisites: MTH 60 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**BI 145 Introduction to Fish & Wildlife Conservation and Management, 4 Cr.** Covers the basic elements of wildlife population dynamics, biodiversity, the importance of habitat, legal and social aspects of wildlife management, human impacts on wildlife, and some management techniques. Includes wildlife examples from Oregon. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores.

**BI 211 Principles of Biology, 5 Cr.** Includes introduction to science, biochemistry, metabolism, the cell, molecular biology, and reproduction. Includes inheritance, the genetic code, modern and classical genetics. The first course of a three-course sequence for students majoring in biology and the sciences, including pre-

medical, pre-dental, chiropractic, pharmacy, and related fields. Recommended: High school biology and chemistry within the past seven years. Prerequisites: MTH 95 or higher or equivalent placement test scores. Prerequisite/concurrent: WR 121; CH 100 or higher, or instructor permission. Audit available.

**BI 212 Principles of Biology, 5 Cr.** Includes modern and classical genetics, evolution, diversity, and systematics. May include some dissection of plants and animals. The second course in a three course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 211 and its prerequisite requirements. Audit available.

**BI 213 Principles of Biology, 5 Cr.** Includes plant and animal anatomy and physiology, and individual, population, community and ecosystem ecology. The third course of a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 212 and its prerequisite requirements. Audit available.

**BI 231 Human Anatomy & Physiology I, 4 Cr.** First course of a three-course sequence. Introduces body systems, homeostasis, tissues, integument, skeletal and muscular systems. Includes related laboratories which integrate appropriate lab equipment and procedures: microscopes, dissection, and others as determined by the department and instructor. Prerequisites: BI 112 or BI 211. Audit available.

**BI 232 Human Anatomy & Physiology II, 4 Cr.** Second course of a three-course sequence. Introduces nervous, cardiovascular, lymphatic and immune systems. Includes related laboratories which integrate appropriate lab equipment and procedures: microscopes, dissection, and others as determined by the department and instructor. Prerequisites: BI 231 with a "C" or better. Audit available.

**BI 233 Human Anatomy & Physiology III, 4 Cr.** Third course of a three-course sequence. Introduces the respiratory, digestive, endocrine, urinary and reproductive systems. Includes related laboratories which integrate appropriate lab equipment and procedures: microscopes, dissection, and others as determined by the department and instructor. Prerequisites: BI 232 with a "C" or better. Audit available.

**BI 234 Microbiology, 5 Cr.** Introduces microbial taxonomy, identification, morphology, metabolism and genetics. Explores bacterial, viral, and parasitic relationships with human health and disease. Laboratory stresses aseptic technique, bacterial identification and physiology using a variety of media, culturing techniques, and staining techniques. Prerequisites: BI 112 or BI 211. Audit available.



## CAS | Computer Application Systems

**CAS 101 Introduction to Web Design and Development, 1 Cr.** Explores the different roles, skill sets, jobs, and tools associated with the website development and design industry. Introduces the Web Design Assistant & Development program, including course options, software, and basic web terminology, as well as the uploading of pages to a server using File Transfer Protocol (FTP) and equipment requirements. Recommended: CAS 133 or equivalent file management and word processing experience. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**CAS 102 Marketing with Social Media, 3 Cr.** Examines social media platforms, tools and strategies. Covers social media policy, legal considerations and community etiquette. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available

**CAS 103W Introduction to Computers: Using Windows, 1 Cr.** Introduces the computer, including the use of Moodle, Internet, Email, cloud computing, and Google Drive (or similar). Explores the fundamentals of the Windows (PC) operating system, including basic computer operating system functions such as: file structure, accessories, control panel, and system tools. Develops basic computer vocabulary, and includes open-ended projects in which newly learned skills are applied. Recommended CAS 121 or equivalent keyboarding skills. Prerequisites: placement into RD 115 and WR 115. Audit available.

**CAS 104 Basic Internet Skills, 1 Cr.** Introduces web terminology, web browsers, search techniques, and communication tools. Audit available.

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

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

**CAS 108 Beginning Photoshop, 3 Cr.** Introduces image editing features of Adobe Photoshop to create and modify computer based graphics. Introduces image layering techniques. Prerequisites: RD 90 or equivalent placement test scores. Recommended prerequisite/corequisite: CAS 101. Audit Available.

**CAS 109 Digital Presentations, 1 Cr.** Introduces the fundamentals of digital presentations. Covers creating and modifying presentations, customizing color schemes, adding graphics, animations, transitions, and designs. Introduces basic design principles for digital presentations. Prerequisites: CAS 121 or equivalent typing skills. Audit available

**CAS 121 Beginning Keyboarding, 3 Cr.** Introduces alphabetic and numeric portions of computer keyboard by touch. Develops and improves basic keyboarding techniques to increase speed and accuracy. Includes production of basic business documents using a word processor. Recommended: Placement into RD 90 and WR 90; CAS 103W. Audit available.

**CAS 122 Keyboarding for Speed and Accuracy, 3 Cr.** Develops confidence, endurance, and control for accurate keyboarding while increasing touch keyboarding speed. Develops ability to proofread and edit accurately and efficiently to produce error free documents. Prerequisites: CAS 121; placement into RD 90 and WR 90. Recommended: CAS 103W and keying 24 wpm by touch. Audit available.

**CAS 123 Production Keyboarding, 3 Cr.** Builds on keyboarding skills in producing professional business documents. Improves and increases speed and accuracy in timed writings and document processing. Recommended: OS 220, CAS 122 and keying 40 wpm by touch. Prerequisite: CAS 216 or instructor permission. Audit available.

**CAS 133 Intro to Office Software, 4 Cr.** Introduces the basic features of word processing, spreadsheets, and presentations. Also introduces computer operating system basics, and file management, Internet and email. Recommended: RD 115, WR 115 and CAS 121 or keyboarding by touch. Audit available.

**CAS 134 Introduction to Google Drive, 3 Cr.** Introduces the basic features of Google Drive and the associated programs: Sheets, Docs, and Slides. Also, introduces file management, file sharing, and multi-user collaborative work on a document. Recommended: RD 115, WR 115 and CAS 121. Audit available.

**CAS 140 Beginning Databases, 4 Cr.** Covers database fundamentals, basic skills for designing and manipulating a database and beginning database management concepts including tables, forms, reports, and queries. Stresses a working knowledge of database management vocabulary. Introduces the basic features of database application software. Recommended: Placement into RD 115 and WR 115 or higher. Audit available.

**CAS 170 Beginning Spreadsheets using Excel, 3 Cr.** Introduces the basic features of spreadsheet concepts to design and create accurate professional worksheets for use in business and industry. Includes entering data, creating formulas, professional formatting, creating charts, creating, sorting, and filtering

lists, creating and using templates, and working with functions. 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 180 Search Engine Optimization, 2 Cr.** Examines search engine basics, on and off-site optimization and analytics. Develops skills and techniques for Search Engine Optimization (SEO). Introduces Search Engine Optimization strategy and research techniques to stay current on industry SEO standards. Recommended CAS 101. Audit available.

**CAS 181 Web Content Management, 3 Cr.** Covers the process of planning and managing a website project through all the different stages: requirements, design, implementation, deployment and maintenance. Reviews maintaining, controlling, changing and reassembling the content on a web-page. Prerequisites: RD 90 or equivalent placement test scores. Recommended: CAS 206. Audit available.

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

**CAS 206 Web Design with HTML, 4 Cr.** Introduces Hypertext Markup Language (HTML) using HTML5 standards. Presents the foundation for future web design course work and career opportunities: hand coding of basic HTML; links, lists, tables, and forms; web graphics and colors; accessibility; best practices; and an introduction to Cascading Style Sheets (CSS). Includes creating a multi-page website and uploading the site using File Transfer Protocol (FTP). Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores; CAS 133. Audit available.

**CAS 208 Intermediate Photoshop, 4 Cr.** Covers the use of advanced image editing features of Adobe Photoshop to create and modify computer based graphics. Includes typographic design, compositing, and preparing files for export to the Web. Prerequisite: CAS 108. Audit available.

**CAS 213 Cascading Style Sheets, 4 Cr.** Introduces the use of external Cascading Stylesheets (CSS) to format web pages that comply with industry and accessibility standards, work in multiple browsers, and adapt to a variety of screen display sizes. Includes established CSS terminology as well as CSS3 innovations, applying graceful degradation and progressive enhancement to provide improved aesthetics and usability for the web user. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores; CAS 106 or 206. Audit available.

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

**CAS 216 Beginning Word, 3 Cr.** Introduces basic Microsoft Word program elements and tools to create, edit, and print documents such as letters, memos, and manuscripts; produce multi-page documents; use headers and footers; become familiar with the program's writing tools and basics of enhancing documents, sharing documents in a collaborative environment; and produce merged copy. Recommended: Placement into RD 115 and WR 115; CAS 103W or CAS 104; keyboarding 25 words per minute or CAS 122. Audit available.

**CAS 217 Intermediate Word, 3 Cr.** Introduces intermediate and advanced features of Microsoft Word text documents enhancement through special formatting features such as graphic lines and images; create and format advanced tables and formatting themes and styles; work with headers and footers in multi-page documents; use advanced merge; create documents with columns; and create and use fill-in forms. Includes integrated documents with Excel, PowerPoint, and web-based applications. Develops the management and editing of documents in an online collaborative work environment. Recommended: Placement into RD 115 and WR 115. Prerequisite: CAS 216 or instructor permission. Audit available.

**CAS 225 Database Theory and MySQL, 4 Cr.** Develops an understanding of relational database concepts and terminology, database design concepts and Structured Query Language (SQL). Introduces the use of languages and technology used to integrate data within a web site. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores; CAS 213. Audit available.

**CAS 230 Design Principles, 3 Cr.** Develops familiarity with print and web design processes, including: basic design principles, color theory, typeface categories, current trends, and file management. Examines the differences between and the application of print and web design principles. Mac or PC format accepted. Recommended: CAS 108 and CAS 133. Audit available.

**CAS 231 Desktop Publishing, 3 Cr.** Introduces software, tools and techniques to design and create effective publications that combine text, graphics, illustrations, and/or photographs. Covers the processes to create, import, and manipulate text, graphics, and/or templates through software program tools and features. Includes practice in many of the following types of publications: announcements, fliers, newsletters, brochures, and/or web pages. Recommended: Placement into RD 115 and WR 115; prior knowledge and use of computer technology; CAS 121 or equivalent typing skills. Audit available.

**CAS 235 Graphic Design, 4 Cr.** Provides an overview of practical and effective design processes. Develops skills in digital illustration, page layout, image-scanning, image manipulation, digital printing processes and photography. Prerequisites: CAS 230. Audit available.

**CAS 246 Integrated Computer Projects, 4 Cr.** Builds upon previous computer and business knowledge to create individual and group projects using software found in today's workplace. Uses integrated software and current technology to further develop professional software skills. Prerequisite: CAS 216, CAS 140, and CAS 170. Recommended: CAS 109, and CAS 231. Audit available.

**CAS 270 Intermediate Spreadsheets using Excel, 3 Cr.** Introduces advanced spreadsheet features in the design and create accurate, professional worksheets for use in business and industry. Includes financial, logical, statistical, lookup, and database functions; pivot tables; "what-if" analysis with data tables; importing data; complex graphs; macros; and solver features. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Prerequisite: CAS 170 or instructor permission. Audit available.

## CG | College Guidance & Success

**CG 101 College Survival and Success: Personal Responsibility, 1 Cr.** Provides information and techniques for personal responsibility as a means for creating college success. Introduces developing skills for navigating a culturally diverse learning environment and utilizing college resources and services. First course in a series (CG 101-103). Audit available.

**CG 102 College Survival and Success: Goal Setting, 1 Cr.** Provides information on the role of goal-setting as a means for creating college success. Continues to develop skills for navigating a culturally diverse learning environment and for utilizing college resources and services. Second course in the series (CG101-103). Prerequisite: CG101. Audit available.

**CG 103 College Survival and Success: Self-Management. 1 Cr.** Focuses on the role of self-management as a means for creating college success. Continues to develop skills for navigating a culturally diverse learning environment and accessing college resources and services. Third course in a series (CG101-103). Prerequisite: CG101. Audit available.

**CG 111A Study Skills for College Learning, 3 Cr.** Provides information, techniques, and strategies helpful in becoming more efficient in studying, note taking, textbook reading, and taking exams. Develops skills in scheduling study time, library research, memory strategies, and critical thinking. Prerequisites: Placement into WR 90 and RD 90. Audit available.

**CG 111C Study Skills for College Learning, 1 Cr.** Introduces information and techniques in note taking, textbook reading, taking exams, and developing a study schedule. Prerequisites: Placement into WR 90 and RD 90. Audit available.

**CG 114 Financial Survival for College Students, 1 Cr.** Provides basic information and strategies to empower individuals to make positive decisions about funding their education and establishing control over their financial lives, leading to financial independence and reduced life stress. Introduces: funding college, budgeting, wise use of credit, controlling debt, basic financial planning, effective financial decision making, and avoiding financial mistakes and pitfalls. Prerequisites: WR 90, RD 90, and MTH 20 or equivalent placement test scores. Audit available.

**CG 130 Today's Careers, 2 Cr.** Explores careers and what it takes to succeed in them using a variety of personal inventories. Develops a plan for next steps in career exploration. Audit available.

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

**CG 209 Job Finding Skills, 1 Cr.** Explores a broad range of job search techniques, including: building a job network, compiling appropriate information for job applications, targeting cover letters and resumes, and responding to typical interview questions and techniques. Promotes overall understanding of the job search process. Audit available.

**CG 225 Transfer to a Four Year College, 2 Cr.** Explores the planning of transferring to a four-year college. Includes the various processes, requirements, and issues that impact successful transitions. Provides strategies and information critical to academic development and adjustment to the four-year college system. Prerequisite: Placement into WR 115 and RD 115. Audit available.

## CH | Chemistry

**CH 100 Everyday Chemistry with Lab, 4 Cr.** Introduces chemistry related topics pertaining to everyday life. Includes topics such as renewable energy, clean air and water and global climate change using a relatively nonmathematical approach. Includes atomic/molecular structure, the periodic table, chemical bonding, intermolecular forces, chemical reactions, acids/bases and the social and environmental role of chemistry. Recommended for non-science majors to fulfill the Gen Ed science with lab requirement. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**CH 121 General Chemistry I, 5 Cr.** Explores general chemistry, focusing on the following topics: Matter, Measurement, Problem Solving, Atoms, Elements, Molecules, Compounds, Chemical Equations, Chemical Quantities, Aqueous Reactions, Gases, Thermochemistry, and the Quantum-Mechanical Model of the Atom. This is the first course in a sequence that is designed for students who have had no previous training in chemistry. Entering students are expected to have a working knowledge of high school algebra, logarithms, and scientific notation. Prerequisite/Concurrent: MTH 95 or equivalent placement test scores, WR 121. Audit available.

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

**CH 123 General Chemistry III, 5 Cr.** Explores general chemistry, focusing on the following topics: Acids & Bases, Aqueous Ionic Equilibrium, Free Energy & Thermodynamics, Electrochemistry, Radioactivity & Nuclear Chemistry, and Organic Chemistry. This is the third course in a sequence that is designed for students who have had no previous training in chemistry. Entering students are expected to have a working knowledge of high school algebra, logarithms, and scientific notation. Prerequisite: CH 122. Audit available.

**CH 221 General Chemistry I, 5 Cr.** Introduces measurements, classification and properties of matter, nomenclature, atomic structure and modern atomic theory, periodic table and chemical periodicity, and chemical bonding. This is the first course in a three course sequence. Recommended for chemistry and other natural science majors, and paraprofessional majors in engineering, medicine and dentistry. Recommended: Successful completion of a high school or a college chemistry class with a lab component in the last 3 years. Prerequisite/concurrent: MTH 111, WR 121. Audit available.

**CH 222 General Chemistry II, 5 Cr.** Introduces stoichiometry; chemical reactions and equations; thermo chemistry; physical states of matter including properties of gases, liquids, solids and solutions; an introduction to organic chemistry; and chemical kinetics. This is the second course in a three course sequence. Prerequisite: CH 221. Audit available.

**CH 223 General Chemistry III, 5 Cr.** Introduces acid-base chemistry, ionic equilibria; electrochemistry; nuclear chemistry; thermodynamics; and descriptive chemistry topics. Special topics will be included as time and interest allows. This is the third course in a three course sequence. Prerequisite: CH 222. Audit available.

## CHN | Chinese Language

**CHN 101 First Year Chinese, 5 Cr.** Emphasizes effective communication skills in both written and spoken Mandarin Chinese. Provides an understanding of practices of native Chinese culture. Helps beginners with language proficiency as well as cultural awareness. The first term in a three-term sequence. Prerequisite/concurrent: RD 115, WR 115 or equivalent placement test scores. Audit available.

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

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

## CIS | Computer Information Systems

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

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

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



## COMM | Communication Studies

**COMM 111 Public Speaking, 4 Cr.** Introduces speechmaking based on a traditional public speaking approach. Aids students in developing theoretical understanding and practical application of oral communication skills. Includes techniques for controlling speech anxiety, how to organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisites: WR 121; and MTH 20 or equivalent placement test scores. Audit available.

**COMM 130 Business and Professional Speech Communication, 4 Cr.** Focuses on communication as it relates to business and professional settings. Explores the climates, settings, philosophies, and practices of organizational communication, including effective business presentations. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**COMM 140 Introduction to Intercultural Communication, 4 Cr.** Explores the impact of different cultures on communication. Includes interactive relationship forms as the basis for global understanding. Focuses on processing messages with changing political, economic and immigration patterns through individual cultural perceptions. Understand and communicate with people who are "different." Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**COMM 214 Interpersonal Communication: Process and Theory, 4 Cr.** Introduces interpersonal communication in different contexts; focuses on message exchange in person-to-person interactions, emphasizing theoretical principles and their application. Emphasizes the development of various communication skills in interpersonal contexts. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**COMM 215 Small Group Communication: Process and Theory, 4 Cr.** Addresses problem solving aspects of small group activities. Includes process and task, leadership, verbal and non-verbal messages in the small group, norms and roles, conflict reduction, and decision making. Focuses on theory and practice. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**COMM 228 Mass Communication and Society, 4 Cr.** Explores the symbiotic relationship of the mass media and society from a rhetorical perspective. Examines the technological advancements in mass communications and their subsequent effect on public discourse and the individual in society. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**COMM 237 Gender and Communication, 4 Cr.** Examines similarities and differences in male and female communication styles and patterns. Attention

given to implications of gender as social construct upon perception, values, stereotypes, language, nonverbal communication, power and conflict in human relationships. Discusses influence of mass communication upon shaping and constructing gender roles. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## CS | Computer Science

**CS 160 Computational Thinking, 4 Cr.** Explores the field of computer science. Provides an overview of computer architecture, software development engineering, data organization, problem-solving strategies, ethics and theory of computation. Explores career options and develops rudimentary software developmental skills. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**CS 161 Programming & Problem Solving, 4 Cr.** Introduces programming, with emphasis on one language but using concepts that are fundamental for many languages, including values, variables, conditionals, loops, and functions. Explores how a computer executes programs, the difference between a program and a computation, and how to write and analyze a program to justify confidence in its result. Prerequisite/concurrent: CS 160. Audit available.

**CS 162 Web Development and Object-Oriented Programming, 4 Cr.** Builds programming skill at a larger scale, guided by the development of a web application. Introduces programming for the web, programming against a given framework API, and object-oriented programming. Prerequisite: CS 161. Audit available.

**CS 163 Data Placement, 4 Cr.** Explores the storage of data within a computer, focusing on aspects of placement that are necessary to efficiently sort, search, traverse, and manipulate simple data structures, manage dynamic memory, and leverage the memory hierarchy. Prerequisite: CS 161. Audit available.

**CS 260 Data and Algorithms, 4 Cr.** Surveys the representation of data such as lists, sets, queues, stacks, directed and undirected graphs, and dictionaries. Surveys algorithms for manipulating that data, and strategies such as brute force, greedy algorithms, divide-and-conquer, decrease-and-conquer, transform-and-conquer, and dynamic programming. Examines the analysis of algorithm complexity, and how to navigate the trade-offs between different data structures and algorithms. Prerequisite: CS 163. Audit available.

## EC | Economics

**EC 200 Principles of Economics: Introduction, Institutions & Philosophies, 4 Cr.** Introduces basic economic concepts including; microeconomics, macroeconomics, the history of economic ideas, international trade and a variety of economic issues. Recommended: MTH 60. Prerequisites: MTH 20

or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**EC 201 Principles of Economics: Microeconomics, 4 Cr.** Introduces the principles of microeconomics. Enhances the ability to recognize and analyze economic problems in the United States. Covers the American microeconomic system, which includes: a familiarization with the basis of the price system and resource allocation; the operation of the firm; market concentration; regulation and antitrust policies. Recommended: MTH 60. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**EC 202 Principles of Economics: Macroeconomics, 4 Cr.** Covers the overall economy. Includes the basic reasons for and the problems of recession, inflation, and stagflation; the use of monetary, fiscal, and incomes policies; and other economic management tools. Recommended: MTH 60 and EC 201. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## ECE | Early Education & Family Studies

**ECE 120 Introduction to Early Education and Family Studies, 3 Cr.** Introduces practitioners to the major tenets of the Early Childhood Education and Family Studies profession with emphasis on: child growth and development; various roles of professionals in the field; bidirectional relationships between child/family; and community, environmental, and cultural influences on child development. Introduces theory and research supporting alignment with the National Association for the Education of Young Children (NAEYC) standards for professional development. Audit available.

**ECE 121 Observation and Guidance I, 3 Cr.** Focuses on age-appropriate guidance and observations techniques for individual children six weeks to age 10 years. Consciously observing children and applying developmentally appropriate principles of guidance based on child development theory and research helping early childhood professionals shift their focus from correcting or controlling behavior to providing satisfying, joyful experiences and relationships that build a child's inner resources, providing a kind of immunity from the ill effects of life's challenges. Audit available.

**ECE 122 Environments and Curriculum in Early Childhood Ed I, 4 Cr.** Explores the creation of physical and social environments and curriculum for children six weeks through age ten. Covers theories and relationships between physical and social space, activities, experiences, and materials. Introduces the use of developmentally and culturally appropriate practices in planning, selecting, and evaluating environments and curriculum for young children. Audit available.

**ECE 123 Environments and Curriculum in Early Childhood Ed II 4 Cr.** Demonstrates the knowledge of child development and learning, as well as content knowledge, both in terms of academic disciplines and interdisciplinary integration. Explores the use of developmentally and culturally appropriate practices in creating physical and social environments and curriculum for children six weeks to ten years. Employs theories of play and early care and education to plan and implement curriculum and environments for children. Includes students planning, implementation, and evaluation of environments and curriculum for young children. Prerequisite: ECE 122. Audit available.

**ECE 124 Multicultural Practices: Exploring Our Views, 3 Cr.** Develops awareness of how personal experiences, belief systems, and values impact work with children and families. Examines the impact of cultural, linguistic, and class identities and histories on inter-relationships in diverse populations. Applies techniques for incorporating other peoples' histories, values and belief systems into child-and-family-centered practices. Audit available.

**ECE 130A Practicum Orientation, 2 Cr.** Provides overview of Practicum (student teaching) purpose, process and student's role in achieving successful practicum experiences throughout the ECE&FS program. Introduces beginning level skills for working with children ages birth - 5 in a group setting. Includes the use of developmentally appropriate methods in recognizing and providing safe, responsive, and sanitary environments, using beginning-level guidance strategies, and acclimating to the field of early education. Prerequisites: WR 90 or equivalent placement test score. Corequisites: ECE 120, ECE 121.

**ECE 130B Practicum Seminar 1, 2 Cr.** Develop basic intermediate skills for supporting the total development of children, ages birth to 5 years, focusing on the role of the teacher in implementing a developmental program of early childhood education in two interdependent components: seminar and practicum. Prerequisite: ECE 130A. Corequisite: ECE 134.

**ECE 130C Practicum Seminar 2, 2 Cr.** Improve and strengthen advanced intermediate skills for supporting the total development of children, ages birth to 5 years, focusing on the role of the teacher in fundamental curriculum and environment development for an early childhood education program. Prerequisite: 130B. Corequisite: ECE 135.

**ECE 134 Practicum 1, 3 Cr.** Develops basic intermediate level skills to work with children ages birth - 5 in a group setting. Includes the use of developmentally appropriate methods to support guidance and conflict resolution, schedule and routine planning, fundamental curriculum development, and environmental modification. Continues the required Practicum (student teaching) component of the program. Develops skills in working with children in a group setting using



developmentally appropriate methods. Prerequisite: HE 113. Prerequisites/concurrent: ECE122. Corequisite: ECE 130B. Recommended: HE 262.

**ECE 135 Practicum 2, 3 Cr.** Develops advanced intermediate level skills for working with children ages birth - 5 in a group setting. Includes the use of developmentally and culturally appropriate methods to support guidance and conflict resolution; development, implementation, and evaluation of environments and curriculum; and facilitation of classroom management. Continues the required Practicum (student teaching) component of the program. Develops skills in working with children in a group setting using developmentally appropriate methods. Prerequisites: ECE 134. Prerequisite/concurrent: ECE 123. Corequisites: ECE 130C. Recommended: HEC 201, ECE 124.

**ECE 175A Infant/Toddler Caregiving: Learning & Development, 1 Cr.** Covers growth and development: physical, cognitive, and language; ages of infancy and facilitating learning. Audit available.

**ECE 175B Infant/Toddler Caregiving: Group Care, 1 Cr.** Covers group care including: routines, quality, staff relations, environments and welcoming children and families into care. Audit available.

**ECE 175C Infant/Toddler Caregiving: Social/Emotional Growth, 1 Cr.** Covers social-emotional growth and socialization including: development, temperament, responsible care, guidance and discipline, and supporting the needs of infants and toddlers. Audit available.

**ECE 175D Infant/Toddler Caregiving: Family/Provider Relationships, 1 Cr.** Covers family/provider relationships including: establishing partnerships with parents, listening and responding to families' needs, supporting culturally diverse families, culturally sensitive care, conducting business and handling difficult issues. Audit available.

**ECE 177 Multi-age Groups, 1 Cr.** Explores the benefits and addresses the challenges of creating quality environments and programming for children of mixed ages. Multi-age early childhood settings can include children from infancy through elementary school age. Audit available.

**ECE 179 Child Portfolios in ECE, 1 Cr.** Introduces a holistic method for assessing and recording children's developmental growth over time, creating authentic meaningful child portfolios. Develops intentional teaching techniques in natural settings incorporating daily routines, activities and play in authentic data collection and storage methods. Utilizes digital technology, observation techniques, and child initiated self-regulated data collection. Audit available.

**ECE 185 Field Trips in Early Childhood, 1 Cr.** Explores the developmental and programmatic benefits of field trips in early childhood programs. Demonstrates how field trips can build on child interests and contribute to children's developing

knowledge of the world. Explores field trip possibilities, develops field trip protocols, and problem-solves common field trip issues. Audit available.

**ECE 187 Cooking Experiences for Young Children, 1 Cr.** Explores cooking with young children to help them learn language and literacy, math, science, cooperation, and healthy eating habits. Introduces ways to create and share cooking experiences with young children in a way that maximizes child participation and developmental opportunities and minimizes the potential for chaos. Audit available.

**ECE 188 Block Play and Woodworking for Young Children, 1 Cr.** Explores the many benefits, barriers and role of block play and wood working experiences for young children. Emphasis on design, implementation, evaluation and solutions to possible barriers and issues for children of varying ages (2 years to school age) and abilities. Audit available.

**ECE 200 The Professional in ECE and Family Studies, 3 Cr.** Surveys the history, current practices, and future issues of early childhood education. Reviews professionalism, parent interaction, job opportunities, ethical/legal issues, and community resources. Develops a professional philosophy. Prerequisites: WR 115. Audit available.

**ECE 221 Observation and Guidance II, 3 Cr.** Examines techniques for observing and recording behavior and keeping records as used in the care and education of infants through five-year-olds. Focuses on observation and guidance techniques for children and groups of children in addressing challenging behaviors and issues in early childhood environments, families and their community. Covers the teacher's role and caregiver's role in using observation to promote development, including self-development. Prerequisites: WR 115 and ECE 121. Audit available.

**ECE 224 Multicultural Practice: Curriculum & Implementation, 3 Cr.** Develops awareness of cultural and ethnic issues as they relate to the early childhood classroom teacher. Focuses on ethnocentrism, racism and discrimination. Includes techniques for developing multi-cultural, anti-bias curriculum. Prerequisite: ECE 124. Audit available.

**ECE 234 Introduction to Children with Special Needs in ECE & FS, 3 Cr.** Explores areas of special needs in children from birth through eight years of age. Identifies and understands the knowledge of inclusion of children in early childhood settings. Explores services available to children with special needs and their families. Introduces students to child development issues as it relates to special needs children. Audit available.

**ECE 235 Music & Movement for the Young Child, 3 Cr.** Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Examines the development of musical and movement skills in children from birth

to age 8, and introduces the concepts of age and developmental appropriateness when designing fun movement/music activities. Develops a variety of music and movement activities, techniques and materials appropriate for early childhood education. Includes active participation with hands-on experience as well as the development of practical activities, techniques and materials appropriate for use with young children. Audit available.

**ECE 236 Language and Literacy in Early Childhood Education, 3 Cr.** Provides an overview of language and literacy development in children from infancy to age 8. Explores the design and use a variety of language and literacy development activities with young children. Audit available.

**ECE 238 Administration of ECE & FS Programs, 3 Cr.** Studies various tasks and responsibilities of program administration. Includes licensing, program planning, organization, financial management, parent and community relationships, and personnel management. Recommended: MTH 20 or equivalent placement test scores; prior ECE course work and experience working with children in groups. Audit available.

**ECE 260A Advanced Practicum Seminar 1, 3 Cr.** Refines skills necessary for supporting the total development of children, ages 6 weeks to 6 years, in a group setting and to integrate child development theory and practice in two interdependent components: seminar and field work experience. Department permission required. Prerequisites: Certificate level courses plus WR 121, HEC 226, ECE 221. Corequisite: ECE 264

**ECE 260B Advanced Practicum Seminar 2, 3 Cr.** Refines skills necessary for supporting the total development of children, ages 6 weeks to 6 years, in a group setting and to integrate child development theory and practice in two interdependent components: seminar and field work experience. Department permission required. Prerequisites: ECE 260A. Corequisites: ECE 265

**ECE 264 Advanced Practicum 1, 4 Cr.** Introduces advanced skills necessary to work with children birth - 5 in a community field placement setting. Includes developmental theory, developmentally and culturally appropriate practices, and individualized methods to support guidance and conflict resolution. Covers the evaluation of environments and curriculum, building family and community relationships, and professionalism. Department permission. Prerequisites: ECE 135, HEC 226, ECE 221, WR 121. Corequisites: ECE 260A, ECE 200, ECE 234.

**ECE 265 Advanced Practicum 2, 4 Cr.** Covers advanced level skills to work with children birth - 5 in a community field placement setting. Includes developmental theory, developmentally and culturally appropriate practices, and individually responsive methods to support guidance and conflict resolution. Covers the development, implementation, and evaluation of environments and curriculum, classroom management, family and community relationships, professional

frameworks and resources, and professionalism. Department permission. Prerequisite: ECE 264. Corequisite: ECE 260B. Recommended: ECE 224, ECE 236.

## ED | Education

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

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

## EET | Electronic Engineering Technology

**EET 111 DC Circuits, 5 Cr.** Covers SI units, engineering notation and prefixes, unit conversion, definitions of conductors and insulators, current, voltage, resistance, power, work/energy, capacity factor, and efficiency. Includes analysis of series, parallel, and series/parallel DC circuits using Ohm's and Kirchoff's Laws and Thevenin and Norton equivalent circuits. Introduces circuit simulation software, lab practices, soldering and de-soldering, schematic reading, circuit construction and troubleshooting, and lab equipment and instrumentation. Includes a 3-hour per week laboratory session. Prerequisites: MTH 65 (B or better), WR 115 and RD 115 or higher; or equivalent placement test scores. Audit available.

**EET 112 AC Circuits, 5 Cr.** Introduction of capacitance, inductance, RC/RL transient response, sinusoidal waveforms, reactance and impedance, AC power, phasor analysis of RLC circuits, node voltage and mesh current analysis, superposition, Thevenin's and Norton's network theorems. Includes a 3-hour per week laboratory. Prerequisite: EET 111. Audit available.

**EET 113 AC Power, 5 Cr.** Covers AC power, AC analysis, transformers, 3 phase AC analysis, resonant circuits, and passive filters. Includes a 3-hour per week laboratory session. Prerequisite: EET 112 or department approval. Audit available.

**EET 141 Motor Control, 5 Cr.** Examines electromagnetism and motor theory, circuit protection elements (fuses and circuit breakers), control transformers,

electromechanical and solid state switches, ladder logic, control relays, contactors, overload elements, manual motor starters, 2 and 3 wire motor starters, motor starters with jogging, friction brakes, reversing motor starters with interlocks, reduced voltage starters, timers, motor drives, and programmable logic controllers (PLCs). Students will build, test, and troubleshoot practical motor control circuits using industrial components on a motor control trainer board. Prerequisites: EET 112. Audit available.

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

**EET 219 Programmable Logic Controllers, 3 Cr.** Introduces the Allen Bradley programmable logic controller, logic circuits, input output, power supplies, data sheets, safety programming, types of processors and software (RSLOGIX5000, RS LINX) memory organization, PLC architecture, ladder logic, and task oriented programming methods. Includes a three hour per week lab. Prerequisites: EET 251. Audit available.

**EET 221 Semiconductor Devices and Circuits, 5 Cr.** Examines the characteristics of semiconductor devices and biasing of diodes and transistors. Covers design and analysis of semiconductor circuits using diodes, bipolar transistors, field effect transistors, SCR's, MOSFET's, and IGBT's. Covers use of transistors as switches. Includes 3 hour lab that explores the application of semiconductor devices, configurations, and computer tools in circuit design, evaluation, and analysis. Prerequisite: EET 113. Audit available.

**EET 222 Operational Amplifier Circuits, 5 Cr.** Examines the characteristics and applications of operational amplifiers (op-amps). Develops skills in the design and analysis of op-amp amplifiers, comparators, voltage and current regulators, summers, integrators, and differentiators. Covers calculation and analysis of frequency response of op-amp circuits and application of the op-amp in power supplies and control systems. Includes a 3-hour per week laboratory in project design, evaluation, documentation, and use computer tools. Prerequisites: EET 221. Audit available.

**EET 242 Microcontroller Systems, 5 Cr.** Introduces the student to a popular variety of microcontrollers. Includes the hardware, software, and interfacing of microcontrollers. Emphasizes interfacing the microcontroller to real-world devices such as switches, displays, motors, A/D converters, and sensors through assembly language and C language programming. Includes robotics projects. Prerequisite: EET 252, and EET 222. Audit available.

**EET 251 Digital Electronics 1: Programmable Logic Devices, 5 Cr.** Covers digital systems, binary numbers, combinational logic, expression simplification, and common functions of combinational logic systems using programmable logic devices and fixed function integrated circuits. Introduces data flow and structural modeling using hardware definition language. Includes a 3 hour per week laboratory. Prerequisites: EET 113. Audit available.

**EET 252 Digital Electronics 2: Programmable Logic Devices, 5 Cr.** Covers behavioral modeling, sequential logic, latches, flip flops, finite state machines analysis and design, registers, memory, microprocessors, and digital signal processing using programmable logic devices and fixed function integrated circuits. Includes a 3 hour per week laboratory. Prerequisites: EET 251. Audit available.

**EET 273 Electronic Control Systems, 3 Cr.** Covers electronic control systems, open-loop and closed-loop, proportional, integral, derivative, PI, and PID control modes, power control devices, relays, transistors, thyristors, and sensors. Includes temperature control, DC motor control, and stepper motor control. Includes lab exercises in temperature control and motor control circuits. Prerequisite: EET 222. Audit available.

## EMS | Emergency Medical Services

**EMS 105 EMT Part I, 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 120 Emergency Medical Services: First Responder, 3 Cr.** For those who are usually the first person at the scene of trauma or medical emergencies

including law enforcement, fire department personnel, etc. Knowledge and skills are developed to provide basic care for trauma, medical and environmental emergencies; evaluation of scene and patients; and appropriate access and use of the Emergency Medical Services System. Must be 16 years of age. Audit available.

## ENG | English

**ENG 104 Introduction to Literature – Fiction, 4 Cr.** Enhances enjoyment of various forms of fictional prose, increases understanding of the conventions of fiction and various forms of storytelling, and encourages exploration of the diversity of human experience. Prerequisite/concurrent: WR 121. Audit available.

**ENG 105 Introduction to Literature – Drama, 4 Cr.** Enhances enjoyment of plays as literature, including tragedies and comedies; increases understanding of the conventions of drama and the theater; and encourages exploration of the diversity of human experience. Prerequisite/concurrent: WR 121. Audit available.

**ENG 106 Introduction to Literature – Poetry, 4 Cr.** Enhances enjoyment of poetry, increases understanding of poetic elements, conventions and forms, and encourages exploration of the diversity of human experience. Prerequisite/concurrent: WR 121. Audit available.

**ENG 195 Film Studies: Film as Art, 4 Cr.** Enhances understanding of film through analysis of film history and form. Develops visual literacy and analysis skills by offering a range of tools to study any film. Analyzes ways in which a film may both contribute and react to its time and culture; analyzes film through studying the techniques by which it was made; and substantiates observations with examples taken from film tradition and from the film itself. Prerequisite/concurrent: WR 121. Audit available.

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

**ENG 202 Shakespeare's Later Works, 4 Cr.** Provides a sampling of Shakespeare's contributions to the three primary genres of early modern theater with a focus on the later comedies, tragedies, histories, and non-dramatic poetry. Introduces the study of Shakespeare's dramatic techniques, character development, historical and cultural setting, and language. Explores interpretations of Shakespeare's works by contemporary filmmakers. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**ENG 213 Latin American Literature, 4 Cr.** Explores fiction, creative non-fiction, poetry, drama, myth, and other texts from Latin America. Includes works from many cultures and ethnicities from Latin America, including indigenous peoples. All readings are in English. Prerequisite/concurrent: WR 121. Audit available.

**ENG 214 Literature of the Pacific Northwest, 4 Cr.** Examines fictional, non-fictional, and poetic works by Northwest writers. Emphasizes relationship between Northwest writing and Northwest social, cultural and physical environments. Prerequisite/concurrent: WR 121. Audit available.

**ENG 222 Images of Women in Literature, 4 Cr.** Explores images of women as they appear in a diverse range of texts from across a variety of cultures and historical periods. Focuses on how both men and women have imagined and represented femininity and femaleness in ways that can challenge, reinforce and/or reconfigure culturally-based perceptions, behaviors and practices. Prerequisite/concurrent: WR 121. Audit available.

**ENG 237 American Working Class Literature, 4 Cr.** Introduces and examines literature by and/or about the working class, primarily from an American perspective. Explores how this literature promotes or rejects stereotypes of the working class in its depiction of working class realities. Prerequisite/concurrent: WR 121. Audit available. Recommended: ENG 104, ENG 105 and/or ENG 106.

**ENG 250 Introduction to Folklore and Mythology, 4 Cr.** Develops a cross-cultural perspective on myths, mythologies and folklore from around the world. Explores different theories of the cultural meanings and functions of myth, past and present. Introduces various ways of interpreting and experiencing myth and folklore as texts with oral origins. Prerequisite/concurrent: WR 121. Audit available.

**ENG 253 Survey of American Literature to 1865, 4 Cr.** Introduces the literature of the land which is now the United States from before European contact through the mid-nineteenth century. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse) and unpublished (the jeremiad, Native American oratory, the slave narrative, diary). Prerequisite/concurrent: WR 121. Audit available.

**ENG 254 Survey of American Literature from 1865 to Present, 4 Cr.** Introduces the literature of the land which is now the United States from mid-nineteenth century to the present. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse) and unpublished



(the jeremiad, Native American oratory, the slave narrative, diary). Prerequisite/concurrent: WR 121. Audit available.

**ENG 260 Introduction to Women Writers, 4 Cr.** Explores women's writings and literary theory from diverse places and historical periods. Prerequisite/concurrent: WR 121. Audit available.

## ESR | Environmental Studies

**ESR 140 Introduction to Environmental Sustainability, 4 Cr.** Introduces concepts of environmental sustainability and their applications. May include field trips. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.

**ESR 171 Environmental Science: Biological Perspectives, 4 Cr.** Develops an understanding of environmental topics that are primarily biological in nature. Includes human population issues, matter and energy resources, ecosystems, environmental ethics, and food and land resources. The associated laboratories will illustrate these topics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**ESR 172 Environmental Science: Chemical Perspectives, 4 Cr.** Develops an understanding of environmental topics that are primarily chemical in nature. Includes air pollution, global warming, toxicology, risk assessment, water pollution, and hazardous waste. The associated laboratories will illustrate these topics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**ESR 173 Environmental Science: Geological Perspectives, 4 Cr.** Develops an understanding of environmental topics that are primarily geological in nature. Includes geology basics, soil resources, hydrogeology, nonrenewable mineral and energy resources, perpetual energy resources, and solid waste. The associated laboratories will illustrate these topics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## FN | Foods & Nutrition

**FN 225 Nutrition, 4 Cr.** Introduces components of an adequate diet, nutrient availability and utilization. Analyze dietary intake and compare to current scientific guidelines. Examines peripheral factors influencing diet such as global and local issues, cultural environment, and elements of food safety. Recommended: Strong background in life sciences and completion of high school chemistry or equivalent. Prerequisite: WR 121 or higher; BI 101 or BI 211. Audit available.

## G | Geology

**G 201 Physical Geology, 4 Cr.** Introduces physical geology which deals with minerals, rocks, internal structure of the earth and plate tectonics. Includes weekly lab. Prerequisite: MTH 95 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**G 202 Physical Geology, 4 Cr.** Introduces physical geology which deals with mass wasting, streams, glaciers, deserts, beaches, groundwater, and use of topographic maps. Includes weekly lab. Prerequisite: MTH 95 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**G 203 Historical Geology, 4 Cr.** Introduces historical geology which deals with geologic time, fossils, stratigraphic principles, and the geologic history of the North American continent. Includes weekly lab. G201 or G202 or GS106 strongly recommended. Prerequisite: MTH 95 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**G 207 Geology of the Pacific Northwest, 3 Cr.** Introduces the regional geology of the Pacific Northwest with emphasis on Oregon geology. Includes basic geologic principles, earth materials and geology of Pacific Northwest provinces. Prior geology experience strongly recommended. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**G 208 Volcanoes and Their Activity, 3 Cr.** Covers the origin, activity, products, classification and hazards of volcanoes. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## GS | General Science

**GS 106 Physical Science (Geology), 4 Cr.** Covers minerals, rocks, volcanism, earthquakes, plate tectonics, erosion and deposition by wind, glaciers and streams, weathering, fossils and geologic history. Includes weekly lab. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**GS 107 Physical Science (Astronomy), 4 Cr.** Surveys astronomy to include historical development of the universe, earth as a planet, earth's moon, planets of the solar system, the sun, stars and galaxies. Includes weekly lab. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**GS 108 Physical Science (Oceanography), 4 Cr.** Includes the chemical, biological, physical and geological nature of the oceans. Includes weekly lab. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**GS 109 Physical Science (Meteorology), 4 Cr.** Covers characteristics of our atmosphere, air pressure and winds, atmospheric moisture, large air masses, violent storms, forecasting, the effect of oceans on weather, and climates. Includes weekly lab. Prerequisite: MTH 65 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## HE | Health Education

**HE 113 First Aid and CPR/AED Professional Rescuers/Healthcare Providers, 1 Cr.** Introduces basic first aid knowledge in the home, work, and community environment. Students gain knowledge and skills to perform Health Care Provider Level BLS and AED for adults/children/infants. Upon successful completion of this course, students will receive an American Heart Association (AHA) Heartsaver First Aid card and an AHA BLS for Healthcare Provider card. Recommended: RD 115 or equivalent placement test scores.

**HE 262 Children's Health, Nutrition & Safety, 3 Cr.** Explores current health and safety issues for prenatal to age 8 years old children. Examines childhood illnesses and ailments, nutrition, obesity, stress, wellness, safe environment, community networking, self-esteem and general first aid. Prerequisites: RD 90 and WR 90 or equivalent placement test scores. Audit available.

## HEC | Consumer & Family Studies

**HEC 201 Family Partnerships in Education, 3 Cr.** Identifies the influences on children and their families which impact child and family behaviors, values, attitudes, beliefs, and morals. Includes: parenting patterns; cultural, religious and socioeconomic influences; peer, school, media impacts; family development; community ecology; special needs children; prejudice; and public policy. Audit available.

**HEC 226 Child Development, 4 Cr.** Evaluates basic theories, research and principles of physical, cognitive, language, social and emotional development of children from the prenatal period through adolescence. Includes observation and classroom processes. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## HPE | Health & Physical Education

**HPE 295 Health and Fitness for Life, 3 Cr.** Explores the interrelationship of the five components of physical fitness, basic nutrition concepts, and stress management activities to increase individual health and wellness. Includes lab sessions, fitness assessments, and fitness program development. Audit available.

## HST | History

**HST 104 History of the Middle East, 4 Cr.** Surveys the Middle East from ancient to modern times. Includes political, diplomatic, economic, social, religious and cultural themes. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

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

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

**HST 112 World History III: Early Modern to Present, 4 Cr.** Covers the Early modern period to the present. Includes the Middle East, India, China, Europe and the Americas. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**HST 201 History of the United States to 1840, 4 Cr.** Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from Colonial times to 1840. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**HST 202 History of the United States 1840-1914, 4 Cr.** Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1840 to 1914. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**HST 203 History of the United States 1914 to present, 4 Cr.** Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1914 to present. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**HST 218 American Indian History, 4 Cr.** Covers history of American Indians in what is now the United States from pre-Columbian times to the present, exploring the cultural diversity among Native peoples, tribal sovereignty,



conflicts and accommodations with European Americans, and the historical roots of contemporary issues that emphasize American Indians as a vital part of the shared history of the United States. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**HST 225 History of Women, Sex, and the Family, 4 Cr.** Examines the historical and cultural variations in family life and sexuality in the 19th and 20th centuries in an international context (including the United States) through topics such as courtship, marriage, reproduction, violence, colonialism, homosexuality, and work. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**HST 240 Oregon History, 4 Cr.** Examines the rich and diverse history of Oregon including the significance of Oregon's frontier heritage and Oregon's role in American history from pre-European contact to the modern era. Explores economic, political, social, and cultural factors in terms of race, ethnicity, gender, class, and religion. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**HST 270 History of Mexico, 4 Cr.** Surveys Mexican history from pre-Columbian to modern times. Focus on post contact history: the Spanish conquest, colonial Mexico, independence and its aftermath to contemporary times. Emphasizes social, political and cultural developments and contributions by a diversity of Mexico's peoples. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## LIB | Library

**LIB 101 Library Research and Information Retrieval Strategies, 1 Cr.** Introduces the research process and essential research skills. Develops critical thinking strategies. Teaches identification of research topics, planning and carrying out the research process, and to identify and cite preferred sources of credible information. Audit available.

## MA | Medical Assisting

**MA 112 Medical Office Assistant 1, 1 Cr.** Explores personal ethics and understanding of self-awareness, communications skills, and work ethics in both personal and professional environments; emphasis is on attitude, time management, and goal setting.

**MA 117 Medical Office Administrative Procedures, 3 Cr.** Introduces medical office administrative procedures with emphasis on patient reception, appointment scheduling, telephone techniques, mail handling, financial records, accounts receivable and payable, insurance, office management, and medical records management. Prerequisites: WR 115, RD 115, MTH 20 or equivalent placement test scores. Corequisite: MA 118.

**MA 118 Medical Office Administrative Procedures Lab, 2 Cr.** Computer simulation of the medical office administrative procedures covered in MA 117 with emphasis on patient registration, appointment scheduling, medical insurance, posting of charges and payments to a patient's account, billing and collections, hospital rounds and release of records authorizations. Corequisite: MA 117.

**MA 122 Medical Office Assistant 2, 1 Cr.** Examines communication and professionalism in the role of the medical assistant with emphasis on verbal and non-verbal communication, patient education and communicating wellness.

**MA 123 Medical Office Clinical Procedures, 3 Cr.** Covers examination room techniques, assisting the physician with examination, treatment, minor surgery, methods of asepsis and sterilization, and the proper care of equipment and supplies. Prerequisite: MP 111; BI 122 or BI 233. Corequisite: MA 124.

**MA 124 Medical Office Clinical Procedures Lab, 2 Cr.** Practice and demonstrate proficiency in the procedures listed under MA123. Examination room techniques, assisting the physician with examination, treatment and minor surgery. Covers methods of asepsis and sterilization and the proper care of equipment and supplies. Corequisite: MA 123.

**MA 131 Pathophysiology for the Medical Assistant, 5 Cr.** Explores concepts of disease processes as they relate to the normal physiology of the major body systems including: etiology, signs and symptoms of disease, treatment options and methods of evaluating cause and effect of diseases as it relates to the role of the medical assistant. Prerequisites: MP 111; BI 122 or BI 233.

**MA 132 Medical Office Assistant 3, 1 Cr.** Presents an introduction to community resources, an overview of the process and requirements of the directed practice, and a review for the national credential examination. Corequisite: MA 270.

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

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

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

## MEC | Mechanical Systems

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

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

**MEC 124 Mechatronic Systems in Advanced Manufacturing, 3 Cr.** Introduces the concepts, terms, and application of advanced manufacturing principles and practices and explores the role of mechatronic systems in the manufacturing process. Includes operations management, industry standards, basic heating and refrigeration, and maintenance. Explores applications of robots, computers, and control systems in a manufacturing environment. Prerequisites: WR 115 and MTH 65 or higher; RD 115; or equivalent placement test scores. Audit available.

## MFG | Manufacturing

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

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

## MLT | Medical Laboratory Technology

**MLT 100 Medical Office Laboratory Procedures, 4 Cr.** Introduces clinical laboratory principles and procedures commonly performed in the physician's office setting, including phlebotomy, specimen collection and handling, urinalysis, basic hematology, chemistry, serology, microbiology and quality control. Prerequisites: MP 111; BI 122 or BI 233.

## MP | Medical Professions

**MP 111 Medical Terminology, 4 Cr.** Covers analysis of the structure of medical words and application to basic anatomy, physiology, and disease processes of the human body. Stresses spelling and pronunciation. English communication skills necessary. Prerequisites: placement into RD 90 and WR 90.

**MP 140 Introduction to Health Law and Ethics, 3 Cr.** Introduces the legal aspects, code of ethics and policy issues relevant to health care. Emphasizes confidential communications, advanced directives, consents, professional liability, medical malpractice, release of information, case studies and the professional code of ethics for medical assistants. Includes concepts of professional credentialing and responsibility, liability and working within legal/ethical boundaries. Prerequisites: WR115, RD115, and MTH 20 or equivalent placement test scores.

**MP 150 Introduction to Electronic Health Records, 3 Cr.** Introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Recommended: CAS 133. Prerequisite: MP 111.

## MTH | Mathematics

**MTH 20 Basic Math, 4 Cr.** Introduces and reinforces whole numbers, place value, fractions, decimals, percents, integers, measurements, and basic statistics. Emphasizes writing, manipulating, interpreting and solving application problems. A calculator is required. Prerequisite: Placement into Math 20 and RD 90. Audit available.

**MTH 20B Basic Math, 4 Cr.** Introduces and reinforces whole numbers, place value, fractions, decimals, percents, integers, measurements, and basic statistics. Emphasizes writing, manipulating, interpreting and solving application problems. A calculator is required. Prerequisite: Placement into Math 20 and RD 90. Audit available.

**MTH 60 Beginning Algebra I, 4 Cr.** Covers the use of applications, formulas, and reasoning skills to write, manipulate, interpret, solve and graph linear equations and systems. Introduces concepts numerically, graphically, and symbolically.

Develops skills to communicate results in oral and written form. Prerequisites: MTH 20 or equivalent placement test scores.

**MTH 65 Beginning Algebra II, 4 Cr.** Covers the use of applications, formulas, and reasoning skills to write, manipulate, interpret, and solve equations involving polynomials, radicals, and rational expressions. Introduces concepts numerically, graphically, and symbolically. Develops skills to communicate results in oral and written form. Prerequisites: MTH 60 or equivalent placement test scores.

**MTH 95 Intermediate Algebra, 4 Cr.** Introduces functions graphically and symbolically with an emphasis on function notation. Investigates functions, equations, and graphs involving linear, quadratic, rational, radical, and absolute value expressions. Integrates technology throughout. Graphing calculator required. Prerequisites: MTH 65 or equivalent placement test scores; placement into WR 115. Audit available.

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

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

**MTH 111 College Algebra, 5 Cr.** Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, power, polynomial, and rational functions. Investigates applications from a variety of perspectives. Prerequisite: MTH 95 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**MTH 112 Elementary Functions, 5 Cr.** Investigates periodic functions, trigonometric identities, vectors, polar coordinates, parametric equations, complex numbers and applications. Graphing calculator required. Prerequisite: MTH 111 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**MTH 243 Statistics I, 5 Cr.** Introduces displaying data with graphs, numerical descriptions of data, producing data, elementary probability, probability distributions, confidence intervals and significance testing. Investigates applications from science, business, and social science perspectives. Graphing calculator required. Prerequisite: MTH 95. Prerequisite/concurrent: WR 121. Audit available.

**MTH 244 Statistics II, 5 Cr.** Investigates confidence interval estimation; tests of significance including z-tests, t-tests, ANOVA, and chi-square; and inference for linear regression. Applications are investigated from science, business, and social science perspectives. Graphing calculator with advanced statistical programs required and/or computer software. Prerequisites: MTH 243 and its prerequisite requirements. Audit available.

**MTH 251 Calculus I, 5 Cr.** Includes limits, continuity, derivatives and applications. Graphing calculator required, TI-89 or other CAS calculator recommended. Prerequisites: MTH 112. Audit available.

**MTH 252 Calculus II, 5 Cr.** Includes anti-derivatives and integrals, definite and improper integrals, and applications including direct application of integration and solving basic differential equations. Graphing calculator required, TI-89 or other CAS calculator recommended. Prerequisites: MTH 251 and its prerequisite requirements. Audit available.

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

## MUC | Professional Music

**MUC 123 Electronic Media I, 2 Cr.** Introduces digital recording, sound design and elements of desk top multimedia production in an off-the-shelf software environment. Explores moving images, narrative text, independent research and sound animation. Includes the fundamentals of MIDI (Musical Instrument Digital Interface) as well as various industry standard media production tools, i.e. iMovie, Logic Pro and Cakewalk. Personal instruments are welcome in class. Prerequisite: WR 90 or equivalent placement test scores. Audit available.

**MUC 124 Electronic Media II, 2 Cr.** Covers computer based recording, original sound synthesis, online media sourcing, for the composer/arranger, web, film or video game designer. Includes fundamentals in Midi, sequencing, sampling, basic signal processing, and digital image, text and sound processing. Covers practical production skills using state of the art digital technology, achieving broadcast quality results. Students create original material during lab sessions. Prerequisites: MUC 123. Audit available.

## MUS | Music

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

**MUS 108 Music Cultures of the World, 3 Cr.** Examines musical cultures throughout the world with attention to cultural contexts and musical styles, including but not limited to Africa, the Americas, Asia, Near East, Europe and the South Pacific. Prerequisite/concurrent: WR 121. Audit available.

**MUS 110 Fundamentals of Music, 4 Cr.** Covers the basic concepts of music: pitch, rhythm, meter, intervals, modes, scales, harmony and music notation. Introduces the science of sound and music theory terminology. Begins development of musical performance skills through singing, clapping and performance on the piano keyboard. Includes basic aural/vocal skills. Course intended for non-music majors and to prepare students for further music theory study. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**MUS 191 Guitar I, 2 Cr.** Develops solo and ensemble guitar in a group setting, stressing the finding of one's musical voice within the panoply of guitar styles. Surveys classical as well as culturally based styles, and includes guitar notation systems. Varied performance levels will be accommodated in the class. Enthusiasm and possession of a nylon stringed acoustic guitar is the only prerequisite. Audit available.

## NRS | Nursing (OCNE)

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

**NRS 111 Foundations of Nursing in Chronic Illness I, 6 Cr.** Introduces assessment and common interventions (including technical procedures) for patients with

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

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

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

**NRS 222 Nursing in Acute Care II and End-of-Life Care, 9 Cr.** Builds on NRS 112 Foundations of Nursing in Acute Care I, focusing on more complex and/or unstable patient care conditions, some of which may result in death, and require strong noticing and rapid decision making skills. Uses evidence base to support appropriate focused assessments, and effective, efficient nursing interventions. Integrates life span and developmental factors, cultural variables, and legal aspects of care to frame the ethical decision-making employed in patient choices for treatment or palliative care for disorders with an acute trajectory. Utilizes case scenarios that incorporate prioritizing care needs, delegation and supervision,



and family and patient teaching for either discharge planning or end-of-life care. Exemplars include acute conditions affecting multiple body systems. Includes classroom and clinical learning experiences. Prerequisite: NRS 221.

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

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

**NRS 231 Clinical Pharmacology II, 3 Cr.** Continues to provide the theoretical background that enables students to provide safe and effective nursing care related to drugs and natural products to persons throughout the lifespan. Promotes selected clinical decision-making in the context of nursing regarding using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. Addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I. Prerequisite: NRS 230.

**NRS 232 Pathophysiological Processes I, 3 Cr.** Introduces pathophysiological processes that contribute to many different disease states across the lifespan and human responses to those processes. Includes the foundational concepts

of cellular adaption, injury, and death; inflammation and tissue healing; fluid and electrolyte imbalances; and physiologic response to stressors and pain, as well as additional pathophysiological processes. Promotes selective clinical decision-making in the context of nursing regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused nursing assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. Includes modules covering oxygen transport; blood vessels and blood pressure; and the pathophysiology of the endocrine, respiratory and musculoskeletal body systems. Prerequisite/concurrent: NRS 110.

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

## NUR | Nursing

**NUR 90 Nursing Assistant 1, 9 Cr.** Covers the knowledge and skills needed for the safe physical care of patients in long-term care facilities. Follows curriculum approved by the Oregon State Board of Nursing in preparation for the Oregon Nursing Assistant Exam. Prerequisites: Placement into RD 90 and WR 90; proof of Measles immunization; Prerequisite/Concurrent: current TB test and passing of a criminal background check.

## OS | Office Systems

**OS 131 10-Key for Business, 1 Cr.** Develops 10-Key skills by touch with an emphasis on speed and accuracy. Covers the use of electronic printing calculators to solve business and mathematical problems. Prerequisite: MTH 20 or equivalent placement test scores. Audit available.

**OS 220 Business Editing, 4 Cr.** Develops skills necessary for proofreading, editing, formatting, and writing memos, letters and email. Emphasis on punctuation, capitalization, spelling, grammar, and word use. Recommended:



WR 115 or equivalent placement test scores. Prerequisites: CAS 216, CAS 121 or instructor permission. Audit available.

**OS 240 Filing and Records Management, 4 Cr.** Introduces records and information management. Develops skills for indexing, coding, and cross-referencing documents to be filed. Includes requisitions and charge-outs, records transfer, and various filing systems. Addresses ethical considerations. Recommended: RD 115, WR 115; and CAS 133 or CAS 140. Audit available.

**OS 245 Office Systems and Procedures, 4 Cr.** Develops the skills of an administrative professional for current business practices. Uses computer technology for tasks such as scheduling, email, and faxing. Develops communication, organization and prioritizing skills, telephone techniques, problem solving, and analytical abilities. Analyzes current trends in workplace ethics and the multi-cultural workplace. Develops workplace readiness and applies job search skills for current job market. Prerequisites: CAS 216 and OS 220. Audit available.

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

**OS 280G Cooperative Education: Administrative Assistant Seminar, 1 Cr.** Supplements the work experience portion of cooperative education and the student's on-campus program through feedback sessions and instruction in job-related area. Recommended: RD 115, WR 115. Prerequisites: Satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission. Prerequisite/concurrent: OS 280F. Audit available.

## PE | Physical Education

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

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

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

**PE 182H Adult Fitness, 1 Cr.** Exercises and activities which strengthen and condition specific large muscle groups, improve cardiovascular fitness and flexibility. Audit available.

**PE 182J Gentle Yoga, 1 Cr.** Introduces Vinyasa yoga, a dynamic series of poses performed at a gentle pace and helpful in the management of stress. Covers basic yoga philosophy, asanas, pranayama, meditation and relaxation for a holistic approach to better health and wellness. Recommended for students with limited abilities and beginners. Audit available.

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

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

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

**PE 183Q Kajukenbo, 1 Cr.** Introduces Hawaiian mixed martial art kajukenbo. Covers basic hand techniques and kicks, grappling takedowns, escapes, and submissions, self-defense, and extension weapon training. Presents critical distance, positioning, dexterity, agility, conditioning, timing, and targeting drills. Audit available.

**PE 183R Beginning Karate I, 1 Cr.** Introduces a working knowledge of the fundamental techniques employed in the art of Karate-Do. Audit available.

**PE 185K Ultimate Disc, 1 Cr.** Provides instruction in skills, drills and game play for the game of Ultimate Disc. Covers rules, strategy team play as well as concepts of team organization. Each student provides appropriate sport clothing for activity - sport shoes or rubber cleats required. Audit available.

**PE 185L Dance, 1 Cr.** Introduces traditional and popular dance forms and styles from a selection of countries and cultures. Examines and practices dance

movement. Develops fun recreational skills and strategies for maintaining lifelong health and fitness. Audit available.

## PHL | Philosophy

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

**PHL 202 Introduction to Philosophy: Elementary Ethics, 4 Cr.** Investigates two basic questions of human existence: What is the best way for people to live, and what does it mean to be a good person? Introduces the three main fields of ethics: meta-ethics, normative ethics and applied ethics sources for thinking that helps determine right and wrong conduct. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PHL 204 Philosophy of Religion, 4 Cr.** Examines the existence and attributes of God, faith, reason, the phenomena of fundamentalism and mysticism, religion and science, religion and gender, the problem of evil, religious language and life after death from multiple disciplines, historical and cultural perspectives. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## PS | Political Science

**PS 201 US Government I, 4 Cr.** Examines the development of constitutional traditions in the United States. Includes topics such as the Bill of Rights, interest groups, parties, and elections, as well as, national institutions including the Legislative, Executive and Judicial branches of government. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PS 202 US Government II, 4 Cr.** Examines the public administration of and management issues relating to US national bureaucratic institutions. Covers how these impact a wide range of domestic policies including taxation, spending priorities, economic regulations, poverty programs, healthcare, and environmental programs, social security and other entitlements. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PS 203 State and Local Politics, 4 Cr.** Examines state and local government policy formulation and outcomes on issues ranging from taxation to prisons, and education to environmental concerns. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PS 204 Comparative Political Systems, 4 Cr.** Covers the study of political systems in various countries. Includes such issues as policy-making, representation/participation, political culture, political economy and development and governance. Compares countries that represent various political systems, including: democracies, totalitarian regimes, dictatorships, post-communist systems in transition, newly industrializing and developing countries. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PS 205 Global Politics: Conflict & Cooperation, 4 Cr.** Examines the nature of relations among states. Includes topics on motivating factors such as nationalism and imperialism, economic rivalries and the quest for security, questions of national sovereignty and international cooperation, war and peace, global issues, and the future. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PS 211 Peace and Conflict, 4 Cr.** Explores the causes and manifestations of violence in actions involving oneself, society, one's nation, and the global community. Considers alternatives to oppressive behavior, undemocratic institutions, and the violent resolution of conflict. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PS 220 U.S. Foreign Policy, 4 Cr.** Covers historical analytical treatment of select foreign policy themes. Examines the United States' attempt to create world order through use of economic, military and diplomatic power, the roles of democratic institutions and decision-making elites in creating foreign policy, and the interdependent basis of the contemporary international system. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PS 225 Political Philosophy, 4 Cr.** Covers sources, strengths and weaknesses of contemporary political philosophies, and the conditions which lead to conflict or to cooperation among them. Includes liberalism, conservatism, socialism, fascism, and other idea systems. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## PSY | Psychology

**PSY 101 Psychology and Human Relations, 4 Cr.** Applies psychological principles to relationships in both personal and professional environments. Includes an overview of basic personality and social psychology concepts, as well as specific skill development in the areas of communication, listening, and conflict resolution. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

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

**PSY 202A General Psychology, 4 Cr.** Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in personality theory, psychological disorders, therapy, emotion, motivation, intelligence, health psychology, and social psychology. Provides an overview of popular trends, examines the overarching themes of heredity vs. environment, stability vs. change, and free will vs. determinism, and emphasizes the sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. PSY 201A and 202A are not sequential and may be taken in any order. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PSY 213 Introduction to Behavioral Neuroscience, 4 Cr.** Surveys the role of the brain and nervous system in behavior, psychological functioning, and neurophysiological processes that underlie human development. Prerequisite: PSY 201A or BI 231. Audit available.

**PSY 214 Introduction to Personality, 4 Cr.** Covers a variety of personality theories including the theoretical and scientific explanations for individuals' characteristic patterns of perception, thought, emotion and behavior. Emphasizes the understanding and mastery of personality constructs applied to students' personal and professional lives. Recommended: PSY 201A or 202A. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PSY 215 Human Development, 4 Cr.** Surveys major developmental theories and patterns of change and continuity from birth to death in human subjects. Emphasizes biological, cognitive, and emotional development through the lifespan. Examines cultural influences on development. Recommended: PSY 201A or 202A. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PSY 216 Social Psychology, 4 Cr.** Surveys the scientific study of how individuals think about, influence, and relate to one another with respect to social beliefs, persuasion, attraction, conformity, obedience, prejudice, aggression, and pro-social behaviors. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PSY 222 Family & Intimate Relationships, 4 Cr.** Explores processes involved in both traditional and non-traditional relationships and families; including love, cohabitation, dating, marriage, parenting, communication and conflict resolution, sexuality, balancing work and family, domestic violence, divorce, remarriage and blended families. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PSY 231 Human Sexuality, 4 Cr.** Explores sexual issues from scientific and humanistic perspectives. Surveys historical, cultural and cross-cultural variation in sexuality, sex research, female and male sexual and reproductive anatomy and physiology, gender issues, sexual response, sexual communication, sexual behavior patterns, love, and sexual orientations. This is the first course in a two-course sequence. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PSY 232 Human Sexuality, 4 Cr.** Explores sexual issues from scientific and humanistic perspectives. Surveys sexuality through the life cycle, sexual problems, sexual satisfaction, contraception, conception, sexuality and disability, sex and chronic illness, sexually transmitted infections, sexual victimization, atypical sexual behavior, and the commercialization of sex. This is the second course in a two course sequence. Recommended: PSY 231 taken before PSY 232. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**PSY 239 Introduction to Abnormal Psychology, 4 Cr.** Surveys the history, theories, etiology, assessment, diagnosis, and treatment of the spectrum of psychological disorders. Prerequisites: PSY 201A or 202A. Audit available.

## RD | Reading

**RD 90 Transformative Reading, 3 Cr.** Improves reading skills and strategies, including identifying purpose, improving reading accuracy, developing vocabulary, self-monitoring and improving text analysis. Placement into RD 90. Audit available.

**RD 115 Critical Reading, 4 Cr.** Improves critical reading skills and strategies, critical thinking, and vocabulary development, through the analysis of diverse college-level texts. Prerequisites: Placement into RD 115. Audit available.

## RET | Renewable Energy Technology

**RET 223 Power Generation, 5 Cr.** Introduces the principles of distributed and centralized power generation. Introduces motor/generator principles for asynchronous, synchronous, DFIG, and PM synchronous generators. Discusses photovoltaic module and utility interactive inverter specifications, array sizing, and orientation. Prepares individuals to perform solar resource assessment and solar site analysis using publicly available resources, instrumentation, and software simulation. Introduces power electronics circuits to perform rectification/inversion functions. Includes a 3-hour per week laboratory session. Prerequisite: EET222. Audit available.

## SAF | Safety

**SAF 188 Industrial Safety and OSHA 10, 2 Cr.** Introduces safety practices in the electronics industry and covers industry OSHA-10 Construction Safety Training. Includes handling hazardous materials; safe use of flammable and combustible liquids; types of Personal Protective Equipment; fall protection; crane, ladder and scaffolding safety; safe use of hand and power tools. An OSHA 10 card will be earned through the satisfactory, in-class completion of OSHA 10 construction safety and health requirements.

## SOC | Sociology

**SOC 204 Sociology in Everyday Life, 4 Cr.** Introduces the sociological perspective and the scientific study of human social behavior. Focuses on the core concepts, theories, and research on human interactions within social groups and how people are shaped by their social locations (status, roles, race, class, sex, age, etc.) within society's structures, stratification systems, and institutions, and by cultural processes such as socialization and group dynamics. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**SOC 205 Social Change in Societies, 4 Cr.** Explores how societies have changed and are changing by utilizing sociological perspectives to compare and contrast the impacts of changes on individuals, cultures, and social institutions (such as the family, economy, politics, education, and religion). Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**SOC 206 Social Problems, 4 Cr.** Applies the sociological perspective to the study of social problems, including their identification, analyses of causes and consequences, and considerations of possible solutions. Explores topics such as inequality, poverty, crime and delinquency, substance abuse, discrimination, domestic violence, the environment, global stratification, and international

conflict. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**SOC 213 Diversity in the United States, 4 Cr.** Explores social status differences within the context of social structure and culture. Explains how inequalities and privilege play out through social status and are reinforced through both culture and social structure. Includes statuses such as: race, gender, ethnicity, sexual orientation, and age. Includes concepts such as: privilege, social stratification, cultural bias, institutional inequality, and social construction. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**SOC 218 Sociology of Gender, 4 Cr.** Focuses on how socialization is affected by gender. Includes topics in how gender is reflected in culture through values, norms, language, media, power, violence, various theoretical approaches, significant social institutions, social movements and issues. Recommended: SOC 204 or SOC 205 or instructor permission. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**SOC 219 Religion & Culture: Social Dimensions, 4 Cr.** Explores the relationship between culture, social structure, and religion, through a comparative and cross-cultural examination of religious beliefs, practices, and organization. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**SOC 231 Sociology of Health & Aging, 4 Cr.** Introduces age-related health issues in social and cultural context. Includes the social structuring of age, health and illness; demographics and patterns of health and illness of diverse older adults; issues related to medical and healthcare services; health and long-term care policy and programs. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## SPA | Spanish (Language)

**SPA 101 First Year Spanish—First Term, 4 Cr.** Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners. First term of a three-term sequence in First Year Spanish. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**SPA 102 First Year Spanish—Second Term, 4 Cr.** Continues the work of SPA 101. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Prerequisites: Completion of SPA 101 or instructor permission; MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.



**SPA 103 First Year Spanish—Third Term, 4 Cr.** Continues the work of SPA 102. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Prerequisites: Completion of SPA 102 or instructor permission; MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**SPA 201 Second Year Spanish—First Term, 4 Cr.** Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisites: SPA 103 or instructor permission. Audit available.

**SPA 202 Second Year Spanish—Second Term, 4 Cr.** Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisites: SPA 201 or instructor permission. Audit available.

**SPA 203 Second Year Spanish—Third Term, 4 Cr.** Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisites: SPA 202 or instructor permission. Audit available.

## TA | Theater Arts

**TA 101 Theater Appreciation, 4 Cr.** Explores live theatre productions, enriching the understanding and appreciation of the theatrical event. Includes reading, researching and evaluating a play to collaboratively create a unified design. Prerequisite/concurrent: WR 121. Audit available.

**TA 111 Fundamentals of Technical Theater, 4 Cr.** Covers basic principles and techniques of technical theater such as stage design, lighting, properties and stage management. Explores the role of the technician in the theater organization. Lecture and lab allows flexible scheduling. Audit available.

**TA 141 Fundamentals of Acting Techniques, 4 Cr.** Introduces basic theatrical techniques. Develops text analysis and performance skills. Develops the beginning level awareness of the physical and vocal skills required of a stage performer. Includes reading and analyzing plays to develop acting skills. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**TA 144 Improvisational Theatre, 3 Cr.** Utilizes improv games, exercises and energizing challenges, incorporating and requiring movement, imagination, enthusiasm and desire to take risks and explore. Focuses on the process and not the product – “working in the moment.” Encourages student actors to rediscover the art of play in its rawest form by placing emphasis on the art of creating something from nothing. Working without a script, builds skills in ensemble,

spontaneity, listening and observing, and organically creating characters. Audit available.

**TA 148 Movement for the Stage, 3 Cr.** Develops awareness and skills in movement as related to acting and communication. Focuses on body awareness, relaxation, energy, creating physical images and character, and communicating through body language. Explores expression through movement. Audit available.

**TA 180A Theater Rehearsal and Performance, 1 Cr.** Trains for performance in theater production in a small ensemble role, if cast. Incorporates first-hand experience in performance techniques. Audition required. Audit available.

**TA 180B Theater Rehearsal and Performance, 2 Cr.** Trains for performance in theater production in a featured role, if cast. Incorporates first-hand experience in performance techniques. Audition required. Audit available.

**TA 180C Theater Rehearsal and Performance, 3 Cr.** Trains for performance in theater production in a leading role, if cast. Incorporates first-hand experience in performance techniques. Audition required. Audit available.

**TA 180D Theater Rehearsal and Performance, 4 Cr.** Trains for performance in theater production in a large leading role, if cast. Incorporates first-hand experience in performance techniques. Audition required. Audit available.

**TA 274 Theatre History, 4 Cr.** Explores the nature of the theatrical event, its emergence and significance in the lives of the people of the past from ancient Greece to the present and investigates theatre as the evolution of a multidisciplinary artistic, cultural, social, economic, religious and political form. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

## UAS | Unmanned Aircraft Systems

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

**UAS 102 Small Unmanned Aircraft Systems: Aerial Photogrammetry, 4 Cr.** Introduces the fundamentals of photogrammetry with sUAS (drones), including concepts, real-world examples, navigation, best practices, data acquisition, mission assessment, data processing and map delivery. Recommended: COMM 111. Prerequisites: UAS 101, MTH 95 or higher or equivalent placement test scores. Audit available.



**UAS 103 Small Unmanned Aircraft Systems for Public Safety, 4 Cr.** Introduces the fundamentals in the use of sUAS to support public safety operations. Includes: search and rescue, law enforcement and fire operations. Integrates lectures, discussions and practical assignments facilitated by topical industry experts. Prepares individuals to handle infrared sUAV camera's and understand the practical application within each topic. Recommended: COMM 111. Prerequisites: UAS 102; TOP Level 2 Certification. Audit available.

## WLD | Welding

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

## WR | Writing

**WR 90 Introductory Writing, 3 Cr.** Includes instruction in grammar, punctuation, sentence structure, paragraph development, essay development, and critical thinking skills. Improves basic writing skills by learning to use simple and complex sentences in developing a coherent essay, and by developing critical thinking skills that are used in the writing process. Prerequisites: Placement into WR 90 and RD 90. Audit available.

**WR 90C Introductory Writing, 3 Cr.** Includes instruction in grammar, punctuation, sentence structure, paragraph development, essay development, and critical thinking skills. Improves basic writing skills by learning to use simple and complex sentences in developing a coherent essay, and by developing critical thinking skills that are used in the writing process. Prerequisites: Placement into WR 90 and RD 90. Audit available.

**WR 115 Introduction to Expository Writing, 4 Cr.** Introduces college level skills in reading critically, exploring ideas, and writing. Covers composing essays which support a thesis through structure appropriate to both thesis and reader, and covers revision for clarity and correctness. Prerequisites: (Placement into WR 115 or completion of WR 90) and (placement into RD 115 or completion of RD 90). Audit available.

**WR 121 English Composition, 4 Cr.** Introduces academic writing as a means of inquiry. Employs critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis. Prerequisite: Placement into WR 121, or completion of WR 115 and RD 115. Audit available.

**WR 122 English Composition, 4 Cr.** Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument

supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research and information literacy. Prerequisite: WR 121. Audit available.

**WR 227 Technical and Professional Writing, 4 Cr.** Introduces technical and professional communications. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents. Emphasizes precise use of language and graphics to communicate complex technical and procedural information safely, legally and ethically. Recommended: basic computer literacy and word processing skills. Prerequisites: WR 121. Audit available.

**WR 241 Creative Writing – Fiction, 4 Cr.** Focuses on writing short fiction for class discussion and analysis in a workshop setting. Explores the techniques, styles, and structures of the writings of established authors, as well as the creative writing process from development of an idea to revision of a manuscript. Prerequisite/concurrent: WR 121. Audit available.

**WR 242 Creative Writing – Poetry, 4 Cr.** Focuses on the writing and submitting of poetry for class discussion and analysis in a workshop setting. Introduces the techniques, structures, and styles of established poets. Prerequisite/concurrent: WR 121. Audit available.

**WR 243 Creative Writing – Script Writing, 4 Cr.** Focuses on writing and submitting theatre and film scripts for class discussion and analysis. Studies established writers for techniques, structures, and styles. Prerequisite/concurrent: WR 121. Audit available.

**WR 244 Advanced Creative Writing – Fiction, 4 Cr.** Extends the introduction to the craft of fiction started in WR 241. Explores the creative writing process from development of an idea to revision of a manuscript. Introduces the techniques, structures, and styles of established writers. Prerequisites: WR 241. Audit available.

**WR 245 Advanced Creative Writing – Poetry, 4 Cr.** Extends the introduction to the craft of poetry in WR 242. Includes additional practice in writing poetry and critiquing work of peers in a workshop setting. Prerequisite: WR 242. Audit available.

**WR 246 Advanced Creative Writing – Editing and Publishing, 4 Cr.** Emphasizes development of craft while introducing basics of editing others' manuscripts and preparing them for publication in a variety of forms, including an annual student literary magazine. Prerequisites: (WR 241, 242 or 243) and (WR 244 or 245) or instructor permission. Audit available.

**WR 247 Advanced Creative Writing – Scriptwriting, 4 Cr.** Focuses on writing and submitting both drama and screen scripts for class discussion and analysis, as introduced in WR 243. Continues the study of established writers for techniques, structures, and styles. Prerequisite: WR 243 or instructor permission. Audit available.

## WS | Women's Studies

**WS 101 Women's Studies, 4 Cr.** Examines the diverse experiences, status, and contributions of women in the United States both current and historically since the early 1900's. Covers social construction of gender, race, sexualities, work, religion, class, violence, and health. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**WS 201 Women of the World, 4 Cr.** Examines the position of women in developing countries, using foundational understandings of patriarchy, oppression and the concept that women's rights are human rights. Explores the reality that it is often the complex interaction of various factors including sex, gender, race, socio-economic status and sexual preference that contribute to the power dynamic. Includes the following topics: the process of gender enculturation, male preference, sexual violence, female circumcision, infanticide, child brides and honor/dowry deaths, economic empowerment, education, ethnocentrism, advocacy, literacy, trafficking and prostitution. Recommended: WS 101. Prerequisites: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.

**WS 202 Activism and Social Change, 4 Cr.** Examines how women and men have worked to empower their communities and to improve the conditions of their lives. Explores ways that feminist theories have shaped the goals and strategies of social change efforts. Offers an in-depth look at selected topic areas, connects analysis and personal experience, and prepares students to become effective change agents. Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Audit available.





# ADMISSION, ENROLLMENT, & TUITION

# Becoming a Student at CGCC

Follow the steps below. Contact Student Services to set appointments for placement assessment and academic advising.

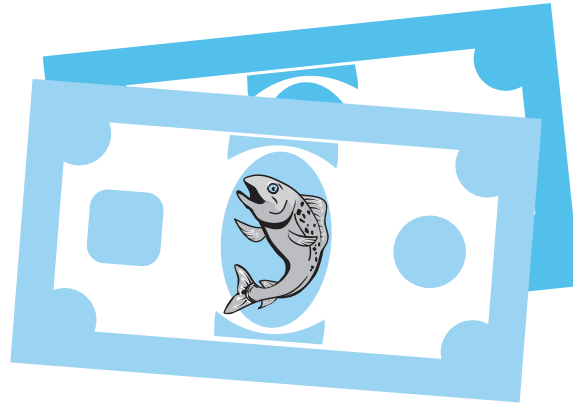
## Admissions Required step



**Apply for admission online at [www.cgcc.edu/admissions](http://www.cgcc.edu/admissions)**

Choose the best option and fill out the online application. This process will create a student ID number. Log in to MyCGCC to access student email and other features at [www.cgcc.edu/MyCGCC](http://www.cgcc.edu/MyCGCC)

## Financial Aid Optional step

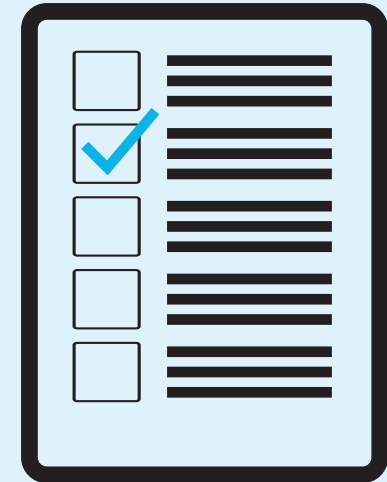


**Complete one of the following:**

- ☐ Free Application for Federal Student Aid (FAFSA)  
[www.fafsa.gov](http://www.fafsa.gov)
- ☐ Oregon Student Aid Application (ORSAA)  
[www.oregonstudentaid.gov](http://www.oregonstudentaid.gov)

Questions? Contact the CGCC Financial Aid Office  
[financialaid@cgcc.edu](mailto:financialaid@cgcc.edu)

## Placement Required step



**Either:**

Make an appointment with Student Services to take the placement assessment (Next Generation Accuplacer)

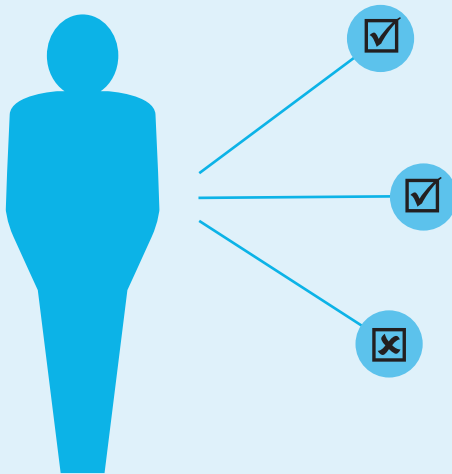
OR

Bring transcripts from a previous college



To contact Student Services: (541) 506-6011 (option 2) in The Dalles | (541) 308-8211 in Hood River

### Orientation Required step



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

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

### Advising Required step



Make an appointment:

The Advisor will answer questions, review placement assessments or transcripts, and set up an educational plan. Students must meet with an advisor every term to get an "Okay to register."

### Register & Attend Required steps



Attend/log in to classes:

Students must attend in-person classes or log in to online classes to avoid the possibility of being dropped as a "no show." See the full No Show policy on page 118.

## Admissions

[www.cgcc.edu/admissions](http://www.cgcc.edu/admissions)

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

### Student Minimum Ages

#### Students 18 and Older

Students 18 years of age or older who can benefit from the variety of instructional programs offered are eligible to enroll in any course for which they meet the prerequisites.

#### Students Under 18 Years of Age

Full-time students under the age of 18 must provide a signed Release from Compulsory Attendance from the Educational Service District or proof of graduation from their resident high school unless they are taking courses through an articulated agreement with their school district or other program. Students 17 years of age who have satisfactorily completed a secondary school curriculum or who hold a GED® are eligible for enrollment.

#### Students 16 and Under

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

The following are the requirements for this type of admission:

- 1) Take the college placement test. Scoring into a minimum of Writing 121 and Math 95 is required.
- 2) Schedule an interview with the Chief Student Services Officer, or designee and a parent or legal guardian at the time of application.
- 3) After review of the Under 16 Admissions form and other documentation as required, students under the age of 16 may be admitted if:
  - a) participation will not likely create a health or safety risk for any person or be in violation of federal or state statutes or regulations;
  - b) the student has the ability to benefit from college-level instruction;
  - c) another, more age-appropriate instructional resource is not available; and
  - d) the student demonstrates the ability to perform academically at the college level
- 4) Meet with an academic advisor. Both student and a parent are required to attend. At this meeting, an appropriate schedule of classes will be arranged to align with the desired educational goals and enable the ability to register online for classes. The student must complete the online New Student Orientation.

### Pre-College Programs

#### Pre-College Classes Admission

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 follow the same rules and restrictions. Current class dates and times are available in each quarterly Class Schedule.

#### GED® Preparation Admission

Students age 18 and over who wish to enter GED® preparation classes should contact the Pre-College department for information and to sign up.

Students who are 16 or 17 years of age who wish to pursue a GED® need a Release from Compulsory Attendance form signed by the Educational Service District in which they reside. Students under 16 are not eligible for GED®.

Current class dates and times are available in each quarterly Class Schedule.

#### 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 Programs

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

## Limited Entry Programs

- Some instructional programs have special admissions standards and may be subject to strict application deadlines, procedures and related fees.
- Applicants will be screened and a list of candidates to be accepted into the specific program plus those accepted as alternates (in ranked order) will be generated.
- Students accepted, students accepted as alternates, and students not accepted by the program will be notified by letter.
- Students who request further information concerning their non-acceptance to a program may meet with the Dean of Students or the Registrar.
- Several programs at CGCC require students to complete practical experience or field training at a medical or other facility. Some programs require proof of immunizations, passing a physical exam, and a drug screen before coursework can begin. Contact an academic advisor for more information.

## Enrollment Standards

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

## Registration

### Credit Classes

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

### Community Education Classes (Non-Credit)

Registration for Community Education classes is available online through CGCC's website or through Student Services in person. Students who require assistance with online registration should contact Student Services.

### Priority Registration

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

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

## Enrollment

### Adding/Dropping a Class and Late Registration

Students may make changes in their course schedule through the end of the first week of the term. The changes should be approved by an advisor. Course additions made after the first week must have instructor approval. The approval form must be submitted in person to the Student Services

office within one week of approval. Permission is not required for classes that start after the first day of the term and that have not yet begun, unless otherwise noted in the class schedule.

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

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

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

### Attendance

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

### Wait Lists

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

## No-Shows

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

## Withdrawal

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

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

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

## Canceled Classes

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

## Course Loads

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

# Grading

## Grade Definitions

### A—Superior

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

### B—Above average

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

### C—Average

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

### D—Substandard but receiving credit

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

### F—Failure

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

### P—Pass

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

### NP—No Pass

- A grade of NP represents unsatisfactory achievement which would have been graded D or lower under the traditional grading system.
- The NP grade is disregarded in the computation of the grade point average.

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

## Mark Definitions

### SC—Satisfactory Completion

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

### NSC—Not satisfactory completion

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

### I—Incomplete

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

### W—Withdrawal

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

### AU—Audit

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

### 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 do not assign an NS mark to a student who never attended class, and if that student does not drop or withdraw before the published deadline, an F or NP grade will be awarded.

### R—Repeated

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

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

### Audit Grade Request

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

After the end of the first week of the term, students will no longer be able to change their grading option to/from an audit. There are no exceptions to this

deadline and once the grade request has been submitted, the grade option cannot be changed.

### Pass/No Pass Grade Request

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

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

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

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

For more information, contact Student Services.

## Grading Miscellany

### Repeated Courses

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

### Computing Grade Point Averages

Grade points are computed on the basis of four points for each credit of "A", three points for each credit of "B", two points for each credit of "C," one point for each credit of "D," and zero points for each credit of "F". Grades of "P" and "NP" and marks of "SC", "NCS," "I," "W" and "AUD" are disregarded in the computation of the grade point average. The grade point average is the quotient of total points divided by total credits in which "A", "B", "C", "D", and "F" are received.



## Grade Changes

If a student believes that there has been a mistake in a grade, the instructor should be contacted within 14 calendar days of the final course grades being posted. If a grade dispute cannot be resolved with the instructor, the student has (within 14 calendar days following the meeting with the instructor) recourse through the student grade appeal procedure. More details on this process may be found in the CGCC Student Handbook located on the CGCC website. Note that requests for grade changes after one year following receipt of a grade will not be considered unless the instructor who issued the grade agrees to such consideration.

## Satisfactory Academic Progress

### Levels of Academic Standing

#### Good Standing

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

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

#### Academic Warning

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

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

#### Academic Probation

When a certificate or degree-seeking student fails to make Satisfactory Academic Progress for two consecutive terms, the student is placed on academic probation and a hold will be placed on the student's ability to register. The student is sent a letter that outlines the following requirements that must be met in order for the registration hold to be lifted. The student must:

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

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

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

#### Academic Suspension

When a certificate or degree-seeking student fails to make Satisfactory Academic Progress for three consecutive terms, the student will be notified of suspension from the institution for one term.

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

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

#### Returning from Suspension

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

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

#### Honor Roll

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

- Honor's List: 3.30-3.49
  - Dean's List: 3.50-3.74
  - President's List: 3.75-4.00
- Cumulative average is awarded upon graduation.

CGCC will recognize honor credentials during a ceremony conducted in the month of May. Students will be invited to participate for this event if they meet the honor standards above.

## Transcripts

[www.cgcc.edu/academics/transcripts](http://www.cgcc.edu/academics/transcripts)

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

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

### Obtaining Official CGCC Transcripts

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

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

## Graduation

[www.cgcc.edu/graduation](http://www.cgcc.edu/graduation)

### Receiving a Degree

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

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

### Commencement Ceremony

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

## Transfer of Credit

### College-Level Credit

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

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

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

### Substitution of Credit

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

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

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

All substitutions must meet state guidelines for each degree or certificate as established by the State of Oregon's Higher Education Coordinating Commission degree and certificate rules. The Registrar's office provides institutional approval for substitution decisions based on accreditation standards, government regulations and degree outcomes. Substitution forms are available online or at Student Services.

## Other Academic Credits

### Independent Study

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

### Course Challenge for Competency

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

## Course Challenge for Credit

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

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

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

## Non-Traditional Credit

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

## Non-Traditional Credit Evaluation

Only college credit CGCC students may request a non-traditional credit evaluation. The student must submit to the Registrar verification of completion of non-traditional credit by nationally standardized tests such as Advance Placement Scores (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and other non-accredited training programs. Each evaluation requires a non-refundable \$10 fee prior to evaluation. All documentation and the Non-Traditional Credit form must be submitted with fee. Information on how the test scores converge to credit is located on the transfer credit webpage. Click on non-traditional credit.

### Advanced Placement Scores (AP)

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

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

### College Level Examination Program (CLEP)

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

### International Baccalaureate (IB)

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

## Military Service Credit

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

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

## Course Work at Non-Accredited Institutions

Credit may be granted for course work completed at training sites other than those listed in the "Transfer Credit Practices Directory" published by the American Association of Collegiate Registrars and Admissions Officers.

Students must furnish detailed training records, course outlines and, whenever possible, transcripts. Individual departments will evaluate and assign CGCC equivalencies. Only those subject areas taught by CGCC will be considered. Contact the Student Services Office for details.

## Veterans Education Benefits

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





## Tuition & Fees

### Credit Class Tuition

Price shown is for the 2019-2020 year. Tuition and fees are subject to change without prior notice.

In-State Tuition\* \$107/credit

Out-of-State Tuition\* \$228/credit

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

### Credit Class Fees

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

- ❑ Lab Fee: Charged for classes that have supplies and materials used by students each term for specific classes. Varies by course.
- ❑ Materials Fee: Covers additional materials used for some courses, especially art or other classes where specific materials are consumed. Varies by course.
- ❑ Moodle Fee: Covers additional technology costs incurred with online or hybrid classes. \$50 per online or hybrid course.
- ❑ Program Fee: Charged for limited entry programs that have higher operational costs. Varies by program.
- ❑ Service Fee: Universal fees charged per credit, intended to replace individual fees such as student activity fees, technology fees, and parking fees. \$20 per credit.

### Community Education Class Tuition & Fees

Tuition and fees for community education classes are specific to each class and are listed in the quarterly Schedule of Classes with each course's listing. Tuition and fees must be paid at the time of registration or the student will be dropped.

### Discounts for District Residents, age 65+

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

### Oregon Senior Option

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

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

### Tuition Waiver for Dependents of Fallen and Disabled Service Members

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

The purpose of this waiver is to allow the dependents of fallen and 100% disabled service members the opportunity to earn their first associate

degree. Therefore, the waiver is offered for up to 135 credits or a degree (whichever comes first). The waiver offer will end when the child is 23, or 23 years after the death of the service member for the spouse. The waiver is for tuition only and does not cover books, fees, or other expenses. This tuition waiver is limited to space available.

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

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

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



- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U.S.C. § 3319) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

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

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

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

CGCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or

the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapters 31 or 33.

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

### **Charges, Drop Deadlines, & Refunds**

#### **Charges**

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

#### **Drop Deadlines For Credit Classes**

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

#### **Drop Deadlines For Community Education Classes**

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

#### **Refund Requests Within the Drop Period**

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

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

#### **Refund Requests After the Drop Period**

If an extreme hardship prevented the student from completing a course, and the student could not drop during the refund period, he or she may request to have tuition charges removed from his or her account. Fees, especially any non-refundable fees, may not be refunded. A Tuition Appeal form for requesting a refund can be obtained from Student Services 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.

## Payments

### Payment Due Dates

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

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

### Past Due Accounts

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

### Payment Responsibilities

Each student is responsible for full payment of all charges on his or her account by the payment due date, even if the account balance is being paid by another party. The student is responsible for keeping CGCC informed of any address or telephone number changes. Even if the student is under 18 years of age, he or she will be held liable for any charges on his or her account under ORS 348.105. When a student registers for a class, he or she is liable for payment

of the charges on that class, whether or not the student attends. To have the charges removed, the student must personally drop the class by the drop deadline through the online student account system (MyCGCC).

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

### Tuition Payment Installment Plan

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

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

### Paying with Financial Aid

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

### Agency or Employer Billing

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

### Scholarship Payments

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

### Paying with Veterans Benefits

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

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

### Educational Tax credits, Deductions and Savings Plans

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

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

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









# COLLEGE & COMMUNITY SERVICES



## College Services

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

### Academic Advising

[www.cgcc.edu/advising](http://www.cgcc.edu/advising)

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

All new students to CGCC are required to meet with an academic advisor, at which time they will be shown how to access their student accounts and register for their chosen coursework. In addition, students will be asked to schedule an OnTrack 1 advising appointment. The OnTrack 1 appointment is an opportunity for students to discuss their goals, create an educational plan that will map out, term by term, the classes needed to meet their goals, 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 students reach the mid-point of their academic program they will be required to meet with an academic advisor for an OnTrack 2 advising

appointment in order to determine their progress toward completion. Advisors will confirm the student's chosen major and the courses needed to complete the student's academic program, and their transfer and career plans. Transfer students will be given transfer requirement deadlines and strategies as they transition to a four-year college or university. Students transitioning into the workforce will be given the opportunity to explore work readiness resources as they pursue their career goal.

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

### Career Counseling Services

[www.cgcc.edu/pathfinder/career](http://www.cgcc.edu/pathfinder/career)

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

### Transfer Advising Services

[www.cgcc.edu/pathfinder/transfer](http://www.cgcc.edu/pathfinder/transfer)

Advisors can help students decide on a college, university, or apprenticeship. They can also assist students in applying for admission and scholarships, dual enrollment with CGCC's partner universities and colleges, and provide additional transfer help.

### Services for Students with Disabilities

[www.cgcc.edu/disability](http://www.cgcc.edu/disability)

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

Students wishing to request services should:

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

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

### Bookstore

[www.cgcc.edu/bookstore](http://www.cgcc.edu/bookstore)

[bookstore@cgcc.edu](mailto:bookstore@cgcc.edu)

The bookstore has two locations: The Dalles Campus (541) 506-6061, and Hood River Indian Creek Campus (541) 308-8211. Students may purchase textbooks, supplies, apparel, and other goods at the CGCC Bookstore, in Building 2 on The Dalles Campus. Books and supplies are not included in tuition costs. However, eligible students may charge textbooks and other supplies to their financial aid. Textbooks for all classes are available at The Dalles Campus Bookstore. Textbooks for classes offered at Hood River-Indian Creek Campus are available in Hood River by inquiring at the front desk.

### Return Policy

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

**Buy Back**

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

Depending on the condition, the bookstore pays roughly half of the purchase price.

Not all textbooks are bought back; only books that instructors have confirmed they are requiring for future classes will be accepted. Books from any term can be brought to sell at the book buyback. If the buyback hours conflict with a student's schedule, the student should call the bookstore at (541) 506-6061 before the buyback, and bookstore staff will make every effort to accommodate the student's needs.

**Cash Refund**

There is no cash refund for books bought back. Student accounts are credited for books sold back. This credit will go towards reducing any amount owed the college or toward the next term's charges. Students who are not attending the next term and do not owe anything on their account will be issued a check from the Business Office.

**Child Care Partners**

<http://cgcc.edu/childcare>

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

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

**Community Education**

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

**Customized Training**

Contracted and Customized Training Programs can be designed specifically to meet the needs of individual businesses and industries. Business-specific programs can be designed and coordinated for each organization. For more information, call (541) 506-6063.

**Food Service**

The Hook is CGCC's campus cafe on The Dalles Campus. The Hook is open Monday through Friday during the academic year. Students may gather between classes in the Cafe where hot and cold food and drinks are available. Food and drinks are also available in vending machines in most campus buildings, including the Hood River-Indian Creek Campus.

**Gorge Literacy**

[www.cgcc.edu/literacy](http://www.cgcc.edu/literacy)

[gorgeliteracy@cgcc.edu](mailto:gorgeliteracy@cgcc.edu)

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

**Pre-College Programs**

Pre-College classes are often the beginning step in a student's educational journey. The Pre-College program helps students identify and create realistic life goals that are supported by Pre-College staff throughout the student's experience. The Pre-College program addresses the individual academic needs of each student at his/her entry level and provides advising, transition activities, and assistance for students moving among different levels of the college system.

Pre-College Programs offer classes to help students:

- Prepare for or improve scores on college placement tests
- Develop reading comprehension skills and strategies
- Renew or increase math skills
- Develop writing composition and grammar skills
- Develop the skills necessary to pass the GED® Exam
- Take the first step towards starting college or a better career and a family sustaining wage job
- Prepare non-native English speakers in the areas of reading, writing, listening and speaking

## Publications

### Annual Security Report

[www.cgcc.edu/safety](http://www.cgcc.edu/safety)

CGCC, in compliance with the Federal Campus Crime Awareness and Campus Security Act of 1999 (Clery Act), publishes an Annual Security Report. The report covers crime awareness and campus public safety. The report is available by October 1st for the prior calendar year and an electronic copy may be obtained from the college's website. Paper copies are available upon request, or at the Student Services front desk on each of the campuses.

### College Catalog

[www.cgcc.edu/catalog](http://www.cgcc.edu/catalog)

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

### Schedule of Classes

[www.cgcc.edu/schedule](http://www.cgcc.edu/schedule)

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

### Student Handbook

[cgcc.edu/files/student-services/student-handbook.pdf](http://cgcc.edu/files/student-services/student-handbook.pdf)

The Student Handbook describes services and programs available to students, student rights, responsibilities, and conduct, as well as full details of CGCC's grievance policy and procedure. The Handbook is not a contract between a student and CGCC, and CGCC reserves the right to modify or revise the contents of this handbook at any time. Occasionally revisions may be made to the

Handbook. The most current version is available online. The Handbook is to be construed in a manner that is consistent with other college policies and regulations.

### Road Scholar

CGCC participates in ROAD SCHOLAR (formerly Elderhostel), an international program for all adults. Courses are taught by CGCC faculty and feature the unique history, culture and beauty of the Columbia River Gorge. Participants are housed in a local motel. Meals are provided, as well as group transportation to field trips and other scheduled activities. Call the program coordinator for information at (541) 506-6063.

### Small Business Development Center

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

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

SBDC advisers have experience running small businesses and understand the challenges small business owners may be facing. The SBDC at CGCC is part of a statewide network and has access to resources that will help clients overcome each hardship and achieve their dreams as a small business owner.

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

- Business plan development
- Loan application packaging
- Marketing plan strategies
- Hiring and managing a team
- Navigating the business regulatory process
- Managing cash flow challenges

Everyone from entrepreneurs with a great idea to seasoned business owners can work with SBDC staff to explore options and find successful solutions. Contact the SBDC at (541) 506-6121.

### Small Business Management Program

The Small Business Management Program is open to owners and managers of businesses that have been operating for at least one year. This ten-month program provides 30 hours of classroom training and up to 20 hours of one-on-one business counseling and mentoring. It provides an opportunity for established business owners to create a more strategic plan for growth and increased profitability. Topics covered include business planning, understanding financial statements, pricing strategies, growth planning, marketing, and developing operation systems/standards. Beginning September, participants will meet once a month (day of the month and location TBD). In addition, there is a one-on-one monthly meeting with an SBDC adviser to discuss business issues in particular. Classes conclude June, 2020. For more information, call (541) 506-6121.

### Student Organizations

[www.cgcc.edu/student-life](http://www.cgcc.edu/student-life)

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

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

Alpha Sigma Xi Chapter is CGCC's division of Phi Theta Kappa. Phi Theta Kappa is the official honor society of the two-year college, promoting scholarship, leadership, service, and fellowship. Invitations to join are extended to students who have established a minimum GPA of 3.30 after 12 credits of Associate degree coursework. Membership has many benefits, including opportunities for scholarships and leadership training. The chapter at CGCC has been recognized at the local, regional and



international level for excellence. Visit [www.ptk.org](http://www.ptk.org) for more information.

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

Delta Energy Club provides learning, leadership, and outreach opportunities in the field of Electro-Mechanical Technology. All students are welcome to join. For more information, please visit [www.cgcc.edu/student-life/clubs/delta-energy](http://www.cgcc.edu/student-life/clubs/delta-energy).

The Gender-Sexuality Alliance club's purpose is to create a safe environment for students of any and every sexual-orientation or gender identity. No matter how a student identifies, the legitimacy of their identity is recognized. The Gender-Sexuality Alliance will also work with any LGBT-inclusive/safe high school clubs in the community, creating outreach to any and all incoming college students.

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

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

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

The Student Nurse Association (SNA) is a fellowship of nursing students involved in the college and community. The SNA assists in the development of professional identity, provides a means of interaction

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

Students are encouraged to contact Student Life at (541) 506-6027 about getting involved in student organizations at CGCC. For a complete list of clubs and organizations, please visit [www.cgcc.edu/student-life](http://www.cgcc.edu/student-life).

## Testing Services

[www.cgcc.edu/advising/placement-assessment/testing@cgcc.edu](http://www.cgcc.edu/advising/placement-assessment/testing@cgcc.edu)

### Placement Assessment

NEXT GENERATION ACCUPLACER, 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 classes. Students who have completed more than 24 credits at an accredited institution, or are high school graduates whose Smarter Balanced (SBAC) scores qualify, may be eligible to have the placement assessment waived. In addition, students who recently completed the GED® exam may be eligible to have placement waived.

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

### GED® Testing

Columbia Gorge Community College is an authorized GED® testing center. Appointments to test are made online at <https://ged.com>. There are four tests paid at the time a student signs up to take a test. The time needed for each of the four GED® tests varies from 75 to 155 minutes. Students age 16-17 must submit a Release from Compulsory Education prior to testing. Students younger than 16 will not be permitted to test per Oregon State law. The release

is obtained from the High School or Educational Service District, or other local agency, within whose district the student resides.

Practice testing, to determine readiness to pass the test, is available through CGCC's GED® preparation classes.

### Test Proctoring

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

## Tutoring

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

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

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

Unable to find the tutoring schedule or make a connection with the appropriate faculty? Contact Instructional Services at (541) 506-6044 for assistance.

## Transportation

### Bus Service

Limited public transportation is available in the mid-Columbia region through a variety of paid services. The following references are provided as a guide for the public, and do not represent direct endorsement of the services listed:

In The Dalles, public transportation is offered by The Link in The Dalles by calling (541) 296-7595 at least 24 hours in advance. The service is door-to-door and fares apply.

In Hood River, Columbia Area Transit (CAT) has fixed route bus services between Hood River and The Dalles Monday-Friday. CAT buses also run regularly to the Hood River campus. The complete schedule is available online by visiting <https://catransit.org/>. For information, call CAT at (541) 386-4202.

Mt Adams Transportation Services offers fixed route bus services from White Salmon to Hood River and Goldendale to The Dalles. Check their online schedule at: <https://www.klickitatcounty.org/363/Mount-Adams-Transportation-Service-MATS> or call (509) 493-3068.

For more information about all regional transportation services, go to: <https://gorgetranslink.com/>

### Getting to campus

Students are encouraged to engage in “green” and economical transportation options, such as ridesharing/carpooling, bicycling, or walking to campus, when possible.

## Campus Parking & Accessibility

### Parking

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

Parking on The Dalles Campus includes two lots near Buildings 1 and 4, two lots near Buildings 2 and 3, and one lot at Building 10.

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

Parking for students attending the Hood River—Indian Creek Campus is available in the lot directly adjacent to the building.

### Accessibility

Accessible parking is available to all buildings on both campuses. Consult the map on page 159 for accessible routes from parking to each building at The Dalles Campus. Hood River—Indian Creek Campus has one building and one parking lot, which is accessible.

Accessible parking spaces are marked in each lot that has them. Only vehicles displaying a state-issued disabled license plate or sticker may park in these designated locations.

### Parking lot safety

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

For your safety, we recommend the following steps:

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



# Library Services

[www.cgcc.edu/library](http://www.cgcc.edu/library)

## Contact Information

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

The library offers extensive resources and thoughtful services through access to vital learning and technology resources. The library's welcoming space includes seven study rooms and a wide variety of resources including print, eBooks, and research database collections curated to meet the academic needs of the institution and students. Furthermore, CGCC library is a member of the SAGE library consortium with access to over 70 state-wide libraries from which students may borrow. The library supports scholarly pursuits and lifelong learning goals of both the campus and the wider community. CGCC offers library services on both campuses.

## Locations and Access

### The Dalles Campus Library

Located on the second floor of Building 1, room 1.250, the CGCC Library is equipped with an array of technologies including: multiple computers, laptops and Chromebooks for checkout, media viewing/listening stations, and a copier, printer, and scanner. The Writing Desk, a tutoring service staffed by writing faculty, is located in the library. Regardless of when and where students take classes at CGCC, learning to find, use, and evaluate information is a key skill set that will be useful in any profession and in life outside of school. The Library's mission is to support students' skills and academic successes through research instruction, technical assistance, and interlibrary loans.

### 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 Access

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 upon request on our website or over the phone. Students and staff who are not regularly on campus can request that materials be mailed directly to their homes. The library also offers chat services through the webpage and through Moodle courses.

## Services to Non-Students

### Library Services for Faculty

Library services available to faculty include course reserves, library instruction, material acquisition for courses and research, reference guides for courses, and copyright and Open Education Resources support. Contact the library at (541) 506-6081 for assistance.

### Services for Public Patrons

The Columbia Gorge Community College Library in The Dalles is open to the public. The CGCC Library is a member of the Sage Library System, which means Wasco and Hood River county residents can use their public library cards to borrow items directly from the college library. Washington residents have several options for borrowing materials and should contact the library for details. Returning items is easy; just bring them back to the college library in The Dalles, CGCC'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.

## Fees and Fines

### Overdue Items

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

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

## Lost or Damaged Items

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

## Unpaid Bills

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

## Overdue Holds

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

## Copying and Printing

### Copying Services

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

### Printing Services

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.

# Programs for High School Students

[www.cgcc.edu/hs-programs](http://www.cgcc.edu/hs-programs)

## College Now

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

### Why Take College Now Classes?

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

Community College:	\$428
State University:	\$2500
Private College:	\$3500
College Now:	\$54

The program is designed for Junior and Seniors but it is up to the high schools to determine who qualifies for these classes. Students should talk to their high school counselors regarding opportunities available to them through College Now.

## Early College Program

These concurrent enrollment programs are designed for the high school student to take college-level courses while in high school. The courses are listed in the CGCC quarterly schedule. CGCC collaborates with both Washington and Oregon public high schools as well as home school and charter school programs. The Early College Program is typically funded by the high schools through Expanded Options (Oregon) and Running Start (Washington) funding, but families can inquire about this program outside of this funding. Please see the college's website or call Student Services for more information.

All students must meet with a CGCC advisor prior to registration. Early College is a great way for students to get a head start on college coursework while still in high school.

## Additional Options

CGCC offers several accelerated learning services for high school students. The following options are available:

### Credit by Exam

There are several nationally approved testing programs, listed below, that CGCC accepts for credit through the non-traditional credit process (see pg. 122 for more information). Depending on the test, some fees are paid by and supported at the high schools. Anyone can participate. The scores can be used for college credit. The guidelines of how these are accepted are determined by each college or university. Please see the college's webpage regarding non-traditional credit.

- Advanced Placement(AP)
- College Level Exam Program (CLEP)
- International Baccalaureate (IB)

# Financial Aid

## Financial Aid at CGCC

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

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

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

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

The first step in applying for federal financial aid is to complete a Free Application for Federal Student Aid (FAFSA), which is available October 1 of the year prior to attendance. Students must file a FAFSA every year.

The process can take from 8-12 weeks from start to finish. Early applications have a better chance of obtaining funds that are in limited supply. Students can file a FAFSA online at <https://studentaid.ed.gov/sa/afsa>.

## Checking Progress

Students can check the progress of their CGCC FAFSA application by logging into their student account at CGCC's website. Go to: [cgcc.edu/MyCGCC](http://cgcc.edu/MyCGCC), then log in. Select the "check Financial Aid status" link then click on "What is needed to complete Application Processing?" For questions, please email financial aid staff at: [financialaid@cgcc.edu](mailto:financialaid@cgcc.edu).

## How to Apply

The 2019-20 award year begins summer term 2019. Students who have not yet filed should do so as soon as possible. When filing a Free Application for Federal Student Aid (FAFSA), students should use CGCC's school code (041519) to apply for Federal Financial Aid at CGCC. The application for 2020-21 will be available on October 1, 2019. Applications will be accepted throughout the year; however, financial aid is awarded as funding permits. Eligibility for aid is determined when all requests for information have been submitted.

The ORSAA (Oregon Student Aid Application) is an alternative to the FAFSA for undocumented Oregon students, including students who have DACA (Deferred Action for Childhood Arrivals) status. The ORSAA opens in October each year. Do NOT complete the ORSAA if you are a U. S. citizen or an eligible noncitizen with an Alien Registration number. For more information, go to <http://oregonstudentaid.gov>.

## Eligibility

The federal government sets the eligibility requirements as follows. Eligible applicants 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 the applicant is a male between the ages of 18 and 25.
- Be enrolled in a program leading to a degree, certificate or transfer program and taking courses applicable to your program.
- Not owe a refund or repayment on federal financial aid or be in default on a federal student loan.

## Receiving Award Notification

Most applications are processed in the spring and summer for the following academic year. Students will be notified through CGCC's official student email when a financial aid award is posted to the student's account.

## Financial Aid Satisfactory Academic Progress

Federal regulations require that students receiving financial aid maintain Satisfactory Academic Progress of a 2.0 ("C") cumulative GPA minimum and successfully complete 67% of attempted credits each term. The Financial Aid Office reviews academic performance each term. Students who do not meet the standards of progress may be placed on financial aid warning or may be disqualified from receiving financial aid in the future. Students who have extenuating circumstances that prevented successful completion may appeal to be reinstated by completing a Satisfactory Academic Progress Appeal form and documenting in writing why academic standards were not met along with a plan to be successful. Students who withdraw, drop out, or stop attending classes may be subject to repayment of financial aid funds to CGCC. The full policy is available in hard copy format from the Financial Aid Office or online at [www.cgcc.edu/financial-aid/resources](http://www.cgcc.edu/financial-aid/resources).

## Withdrawals and Return to Title IV Funds

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

## Financial Aid Calendar

2019-2020 Award Year	Summer 2019	Fall 2019	Winter 2020	Spring 2020
<b>Financial Aid Priority Deadline</b> (Must submit ALL documents to Financial Aid Office by this date to be awarded by start of term)	5/6/2019	7/22/2019	10/7/2019	1/13/2020
<b>Term Dates</b>	6/24/19- 9/6/19	9/23/19-12/13/19	1/6/20- 3/20/20	3/30/20- 6/12/20
<b>Registration Deadline for FA</b> (Must be registered by this date to avoid aid cancellation prior to start of each term)	6/19/19	9/11/19	12/11/19	3/25/20
<b>Last Day to Drop with Refund</b>	6/28/19	9/27/19	1/10/20	4/3/20
<b>1st Disbursement Payment</b> All grants, scholarships and loans EXCEPT Single Term Loan Borrowers: 1st Payment	7/5/19	10/4/19	1/17/20	4/10/20
<b>30-Day Loan Delay</b> 1st time, 1st Term Borrowers only	7/24/19	10/23/19	2/5/20	4/29/20
<b>Mid-Term Disbursement</b> Single Term Loan Borrowers: 2nd Payment	8/1/19	10/31/19	2/13/20	5/7/20
<b>Last Day to Withdraw</b>	8/16/19	11/15/19	2/28/20	5/22/20
<b>Loan Application Deadline</b>	8/28/19	11/27/19	3/11/20	6/3/20
<b>Full Award Earned (60% date)</b> Must attend through this date	8/8/19	11/7/19	2/20/20	5/14/20

### Title IV Refunds

Federal regulations require the college to have a fair and equitable refund policy for students receiving financial aid who officially or unofficially withdraw from all classes. See CGCC's refund policy on page 125 for more information. Withdrawing or stopping attendance may result in financial debt for the student and may also make the student ineligible for future financial aid, including loans. CGCC strongly urges students to consult with an academic advisor and/or financial aid staff to help them with decisions about withdrawing.

### Scholarships

*Columbia Gorge Community College Foundation Scholarships*

[www.cgcc.edu/financial-aid/scholarships](http://www.cgcc.edu/financial-aid/scholarships)

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

Available CGCC Foundation scholarships :

- ✕ Full-Year Scholarship—Covers three terms
- ✕ Winter/Spring Scholarship—Covers winter and spring terms
- ✕ State, Regional and Private Scholarships

Information on many scholarship opportunities is available on CGCC's website.

### Gorge Scholars

[www.cgcc.edu/scholars](http://www.cgcc.edu/scholars)

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

Columbia Gorge Community College reserves the right to modify or terminate the program at any time.

## Financial Aid Eligible Programs

To qualify for financial aid, a student must be enrolled or accepted for enrollment in a financial aid eligible degree or certificate program with the intent of completing the program. Not all programs offered at Columbia Gorge Community College are eligible for financial aid funding. This list is subject to change as programs are developed or phased out.

### Eligible Programs

#### *Transfer degrees*

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

#### *Associate of Applied Science degrees*

- Accounting
- Administrative Assistant
- Administrative Office Professional
- Early Childhood Education & Family Studies
- Electro-Mechanical Technology
- Entrepreneurship/Small Business Management
- Nursing (OCNE)

#### *Certificates*

- Accounting/Bookkeeping
- Administrative Assistant
- Early Childhood Education & Family Studies
- Medical Assisting
- Web Design Assistant
- Web Development Assistant

### Limited Eligibility Programs

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

- Medical Assisting
- Nursing

### Ineligible Programs

A student enrolled in an ineligible program cannot receive federal or state financial aid, including loans. A student may qualify for Private Alternative Educational loans depending on the lender the student chooses.

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

\*\* The coursework needed to complete a Career Pathways certificate is typically the same coursework required to earn the corresponding Associate of Applied Science degree. A student who intends to complete a Career Pathway certificate while completing the corresponding AAS degree should choose the aid-eligible degree program as a major.

## Important Financial Aid Websites

[www.cgcc.edu/financial-aid](http://www.cgcc.edu/financial-aid)

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)

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

Department of Education website that offers information about Federal student aid

<https://studentloans.gov>

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

<https://nslds.ed.gov/>

Information on a student's loan and grant amounts, loan balances, and lender contact information

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

Office of Student Access and Completion. Private listing of nearly 400 private scholarships and grants





## Online & Hybrid Classes

[www.cgcc.edu/online](http://www.cgcc.edu/online)

Online and hybrid classes are conducted via the Internet, using a course management system called Moodle. These classes are accessed through MyCGCC [www.cgcc.edu/MyCGCC](http://www.cgcc.edu/MyCGCC). Only students who are registered for the class can access course material. Students can access these courses from any computer that has a connection to the Internet, any time during the term. As with a traditional on-campus class, students will have assignments and online exam due dates. Online classes are entirely online. Hybrid classes combine on-ground classes with online content.

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

All credit online and hybrid courses are transcribed exactly as their traditional on-ground counterparts. 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.

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

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

# Policies

## Student Records Policies

### Disclosure of Student Records and Directory Information

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

Confidentiality exceptions include directory information. Students who do not wish to have any of the information listed below released by the College must complete a directory information hold form. Directory information will not be released to vendors or others desiring to solicit students for memberships or purchases. Directory information includes the student's name, address, phone number, major field of study, participation in official college activities, periods of enrollment, degrees, awards, and honors received, illness or accident information, as required in health and safety emergencies.

Release of Directory Information will be made only by the Vice-President of Student Services or the Registrar, to protect the rights of students who do not want this information released. Student Services staff may refuse to give out directory information if they determine it would be detrimental to the best interest of the student 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 with regard to student education records.

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

### Buckley Amendment

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

legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks.

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

### Solomon Amendment Disclosure

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

## Communication Statement

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

## Student Right-to-Know

<https://www.cgcc.edu/student-right>

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

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

## Disclosure Statement

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

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

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

- ❑ State and private universities, colleges and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.

- ❑ The Oregon Employment Department, and/or the U.S. Department of Labor, which gather information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- ❑ The American College Testing Service, if you take the Compass or Asset placement test, for educational research.
- ❑ The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the College.
- ❑ The U.S. Military under requirement of the Solomon Amendment.
- ❑ The Office of Department of Education to provide reports to the state and federal government. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- ❑ National Student Clearinghouse to provide reports to the federal government. The information is used for enrollment and degree verification and for federal financial aid reporting purposes.

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

## Student Rights & Responsibilities

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

The college also provides cultural, recreational, and community service activities. It is, in turn, the responsibility of the student to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. A student's registration obligates him/her to comply with the policies and regulations

of the college. This information is produced annually and distributed fall quarter in the form of a student handbook. The handbook is available online.

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

## Grievance Procedure

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

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

## Other Policies

### Equal Opportunity and Non-Discrimination

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



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

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

Any person who believes he or she has been discriminated against or harassed by a College employee, representative or student is encouraged to file a complaint through the Harassment or Discrimination Grievances by speaking to the Title IX Coordinator.

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

People having questions about equal opportunity and nondiscrimination should contact:

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

### Employment

Courtney Judah, Human Resources Director  
Office: Rm 2.349 Phone: (541) 506-6151

### Civil Rights; Student Programs, Activities, and Services

Vice-President of Student Services  
(position currently vacant)  
Office: Rm 3.223 Phone: (541) 506-6010

### Educational Programs; Title II Coordinator

Lori Ufford, Vice-President of Instructional Services  
Office: Rm 2.108 Phone: (541) 506-6031

### Title IX Coordinator

Mike Taphouse, Dean of Students  
Office: Rm 3.224 Phone: (541) 506-6026

### Section 504 Coordinator

Shayna Dahl, Student Support Services Coordinator  
Office: Rm 3.227 Phone: (541) 506-6046

### Drug-Free School and Workplace

CGCC recognizes that it has a fundamental, legal and ethical obligation to prevent controlled substance abuse and to maintain an alcohol/drug-free work and educational environment. Use of the following substances is restricted or banned on campus: tobacco, marijuana, alcohol, any illegal drug, or any legal prescription drug for which the user/possessor does not have a valid prescription. Violation of this policy will result in disciplinary action and students may also be subject to criminal prosecution and/or civil liability.

### Tobacco

No tobacco or tobacco-containing product may be used on campus, or in any vehicle owned, leased, or rented by the college. This includes chewing, smoking, vaping or any other method of consumption.

### Alcohol\*

Alcohol misuse or abuse interferes with the College's educational mission and shows a lack of respect for one's self, for others within the College community, and for the community at large. Therefore, consumption of alcohol, and possession of open containers of alcohol, is prohibited on campus properties or in any vehicle owned, leased, or rented by the college. Possession of alcohol by a minor under 21, even in a closed container, violates Oregon state law and is not allowed on campus property or in any campus vehicle.

The following acts by students are prohibited by this policy when they occur on campus, at a CGCC-sponsored event, at a CGCC-sanctioned activity, or while acting as a representative of CGCC:

- It is unlawful, and therefore violates this policy, for any student under the age of 21 to possess or consume alcohol.
- Columbia Gorge Community College prohibits operation of equipment or vehicles while under the influence of alcohol.
- Columbia Gorge Community College prohibits inappropriate behavior that is a direct result of alcohol consumption. Any student publicly intoxicated will be in violation of this policy.
- The distribution of alcohol without a permit is unlawful and thus a violation of college policy. Any possession of alcohol in plain view or unattended and unsecured alcohol shall be considered distribution in violation of this policy. Alcohol left unattended and unsecured or in plain view may be confiscated. The college prohibits the possession of items that provide for common distribution of alcohol on or in college property and buildings located on the college's campus. Examples include, but are not limited to, kegs, pony kegs, party balls, and other forms of common supply. Such items may be confiscated by the college.

*\*Permission for certain legal alcohol use may be approved by the Office of the President.*

**Marijuana**

No marijuana or marijuana-containing product may be used on campus, or in any vehicle owned, leased, or rented by the college. This includes eating, smoking, vaping or any other method of consumption.

**Illicit Drugs, or Non-Prescription Use of Drugs (Including Prescriptions Used in an Unauthorized Manner)**

Columbia Gorge Community College prohibits the use, possession, distribution, sale, manufacture, and delivery of illegal drugs, including the misuse of prescription medications, by members of its community. Illegal drugs, including prescription drugs for which the person does not have a valid prescription, and any drug prohibited by federal law, including marijuana, are subject to confiscation. Possession or use of a prescription drug by a person who does not have a valid prescription is also prohibited.

**Drug Paraphernalia**

Columbia Gorge Community College also prohibits the possession, sale, and distribution of drug paraphernalia. These items are strictly prohibited and are subject to confiscation. Violation of this policy will result in disciplinary action and students may also be subject to criminal prosecution and/or civil liability.

**Impaired Behavior**

Columbia Gorge Community College also prohibits behavior that is a direct result of drug consumption, use, or abuse. Any student found to be impaired by the use of drugs will be in violation of college policy. Information regarding a student's violation of the College's drug and alcohol policies may be released to that student's parent, if the student is under the age of 21.

**Drug Awareness Program**

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

Annual notice is given to students of the following:

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

**Animals on Campus**

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





# DIRECTORIES INDEX & ADDENDA

# College Leadership

## Board of Education

The CGCC Board of Education consists of seven members who are elected from the community. Three seats are reserved for Hood River County and four seats are reserved for Wasco County.

### Hood River County

Dr. Antonio Baptista  
Robin Feuerbacher  
Randy Helm

### Wasco County

Dana Campbell  
Dr. Kevin McCabe  
Kim Morgan  
Sarah Segal

## Administration

### Marta Yera Cronin | President

B.A. French, University of Miami, 1989  
M.S., Reading, Barry University, 1994  
Ed.D., Curriculum & Instruction, University of Sarasota, 2003

### Danny Dehaze | Executive Director of Infrastructure

A.A.S. Portland Community College, 2012

### Stephanie Hoppe | Director of CGCC Foundation

B.A. Mass Communication & International Business, Linfield College, 2007  
M.B.A., University of Tennessee, 2009  
M.S. Sports Studies, University of Tennessee, 2009  
Ph.D. Education, Oregon State University, 2018

### Mike Johnson | Director of Financial Aid

B.A., Anthropology, University of North Carolina at Chapel Hill, 1980  
M.A., Anthropology, Washington State University, 1985

### Courtney Judah | Executive Director of Institutional Effectiveness

Society of Human Resources Management-Certified Professional, 2017

### Mary Kramer | Dean of Career and Technical Education and Pre-College

B.S., Family Studies, Oregon State University, 1981  
M.Ed., Adult Education, Oregon State University, 2005

### Rick Leibowitz | Executive Director of Enterprise & Public Programs

B.S. Environmental Planning, Rutgers, 1989  
M.B.A., Western Governor's University, 2018  
Certified Business Advisor, New York State Small Business Development Center, 2010

### Susan Lewis | Director of Curriculum, Assessment, Strategic Planning, and Accreditation

B.A. Drama, University of California at Irvine, 1986  
M.A. International Policy Studies, Monterey Institute of International Studies, 1992

### Michael Mallery | Vice-President of Financial Services

B.S. Business Administration, Oregon State University, 1988  
M.B.A. Oregon State University, 1991

### Nancey Patten | Director of Childcare Resource and Referral

A.A. Early Childhood Education, Mt. Hood Community College

### Dawn Sallee-Justesen | Registrar

B.A. Psychology, Pacific University, 1995

### Stephen Shwiff | Dean of General Education Programs

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, 1996  
M.A. History, University of Texas at San Antonio, 2007

### Dan Spatz | Executive Director of Institutional Advancement

A.A. Science, Clark College, 1979  
B.S. Journalism, Eastern Oregon State College, 1990

### Michael Taphouse | Dean of Students

B.S. Social Science, Portland State University, 2001  
M.S. Counseling, Portland State University, 2008  
Certificate: Nationally Certified Counselor (NCC), 2008

### Jacob Toda | Director of Facilities Services

A.A. Columbia Gorge Community College, 2007

### Lori Ufford | Vice-President of Instructional Services

B.A. Liberal Studies, California State University (Northridge), 1984  
M.Ed., Post-Secondary Adult and Continuing Education, Portland State University, 2006

# Staff

**Paula Ascher**

Virtual Campus Coordinator

**Ely Ancheyta-Reyes**

ESOL Instructional Assistant

**James Beedie**

Instructional Assistant - Math Tutor

**Amanda Bernal**

Infrastructure Administrative Assistant

**Tama Bolton**

Coordinator of Student Outreach & Recruitment

**Ryan Brusco**

Academic Advisor

**Rhianna Byrd**

Student Services Support Specialist

**Elisa Cervantes**

ESOL Instructional Assistant

**Jennifer Christensen**

Financial Aid Coordinator

**Aaron Churchwell**

Information Systems and Security Specialist

**Kelsey Contreras**

Student Services Support Specialist

**Teresa Cummings**

Pre-College Specialist II

**Shayna Dahl**

Student Services Support Coordinator

**Martin Fiegenbaum**

Accounting Specialist

**Matt Fitzpatrick**

Pre-College Pathways & Transition Advisor

**Brian Fix**

Facilities Services Technician

**Baltazar Gamez**

Pre-College Pathways & Transition Advisor

**Jack Gibson**

Bookstore Manager

**Adam Gietl**

Manager and Systems Engineer

**Michelle Gietl**

Student Life Advisor

**Gail Gilliland**

Curriculum & Assessment Administrative Assistant

**Jessica Griffin Conner**

Graphic Design & Media Specialist

**Brian Gross**

Facilities Services Technician-Grounds

**Wyatt Hester**

Facilities Services Technician

**Nicole Hughes**

Student Services Support Specialist

**Angela Jones**

Nursing and Health Occupations Administrative Assistant

**Rosalie Kelly**

Community Education Coordinator

**Samantha Layna**

Child Care Partners Administrative Assistant

**Mary Martin**

Executive Assistant to the Vice-President of Instructional Services

**Brenda Massie**

Quality Improvement Specialist

**Rose Mays**

SBDC Project Coordinator

**Luke McLean**

Facilities Services Technician

**Traci Miller**

Career Advisor-Title 1B, Adult Dislocated Worker Program

**Chase Nagamatsu**

Facilities Services Technician

**Jonathan Neptune**

Instructional Services Administrative Assistant

**Noemi Ochoa**

Training and Technical Assistance Specialist

**Inocente Olivan**

Facilities Services Manager

**Monica Pope**

Assistant Registrar

**Gary Powers**

Facilities Services Technician

**Tiffany Prince**

Executive Assistant to the President & Board of Education

**Doug Roland**

Facilities Services Technician-Grounds

**Mike Scroggs**

Career Advisor-Title 1B, Adult Dislocated Worker Program

**Sidney Spaulding**

Manager of AR & Grant Accounting

**Kelly Sullivan**

Academic Advisor

**Sara Viemeister**

Financial Aid Coordinator

**Ronald Watrus**

Computer Support Technician

**Ann Willis**

Manager of Payroll and Benefits

**Kelly Wiley**

Pre-College Instructional Assistant

**Joyce Zrelak**

Accounting Specialist

# Faculty

**Adams, Stephanie | Physical Education**

B.S. Political Science, Washington State University, WA  
Fitness & Nutrition Consultant Certification, MindBody Academy, WA  
Personal Trainer Certification, American Council on Exercise  
RYT 500 Training, Yoga Therapy, Education & Research Centre, India

**Adams, Therese | Emergency Medical Services,**

Health Education  
Paramedic Certificate, Clackamas Community College, OR

**Anderson, Elizabeth | Art**

B.F.A. Fine Arts (Graphic Design), Pacific Northwest College of Art, OR  
Professional Artist

**Andree, Edward: Biology**

B.S. Health Sciences, Northern Illinois University, IL  
M.S. Physical Therapy, Northern Illinois University, IL

**Barresse, John | Physical Education**

B.S. Physical Education and Health, Eastern Oregon University, OR  
M.S. Sports Medicine, University of Oregon, OR

**Belmore, Julie | English for Speakers of Other**

Languages, Reading  
B.A. History, Lewis and Clark College, OR  
M.A. TESOL/Applied Linguistics, Portland State University, OR

**Berry, Leslie | Anthropology**

B.A. Anthropology, Humboldt State University, CA  
M.A. Equivalence in Anthropology, California State University at Hayward, CA  
M.A. Education/Instructional Technology, San Jose State University, CA

**Bolton, Mercedes | Nursing**

B.S. Nursing, University of Portland, OR

**Booth, Kristen | Pre-College, Writing**

B.A. English, Washington State University, WA  
M.A. English, Portland State University, OR

**Brackenbury, Franceina | Pre-College, Reading**

B.A. Criminal Justice, Eastern Washington University, WA  
M.Ed. Interdisciplinary Studies (Teaching Certification), Montana State University, MT

**Bringman, Trampus | Physical Education**

Certified Personal Trainer

**Brook, Jack | Nutrition**

B.S. Microbiology/Environmental Health, Washington State University, WA  
B.S. Food Science, Oregon State University, OR  
M.S. Nutrition, Central Washington University, WA  
Registered Dietitian Nutritionist, Academy of Nutrition and Dietetics

**Burkhart, Joyce | Medical Terminology**

A.S. Radiologic Technology, Fullerton Community College, CA  
A.R.R.T. Licensure, City of Hope Medical Center, CA  
B.V.E. Vocational Education, California State University, CA  
M.Ed. Adult Education and Leadership, Oregon State University, OR

**Burton, Julie | Biology, Environmental Science**

B.S. Microbiology, Weber State University, UT  
Certificate of Graphic Design, University of California at Santa Cruz, CA  
Post-Baccalaureate in Secondary Education, Arizona State University, AZ  
M.S. Natural Science, Arizona State University, AZ

**Byers, Annette | Mathematics**

B.A. Psychology, University of Puget Sound, WA  
Standard Oregon Teacher's Certificate, Portland State University, OR  
M.S. Education, Eastern Oregon University, OR

**Carmicheal, Andrew | English for Speakers of Other Languages**

B.A. English/Creative Writing, University of Memphis, TN  
M.A. Linguistics with Language Teaching Specialization, University of Oregon, OR

**Casady, Margaret (Peggi) | Physical Education**

AFAA Personal Trainer Certification  
ISAA Personal Trainer Certification

**Clark, Robert | Welding**

AWS 3G 3 Process Welding Certificate, Rogue Community College, OR  
B.A. Political Science, University of Oregon, OR  
M.A.T. Education, Lewis and Clark College, OR

**Copp, John | History, Political Science**

B.S. History and Astrophysics, Michigan State University, MI  
M.A. History, Portland State University, OR  
Certificate: W. Averell Harriman Institute for Advanced Study of the Soviet Union, NY  
M.Phil. Political Science, Columbia University, NY  
Ph.D. Political Science, Columbia University, NY

**Cunningham, Courtney | English for Speakers of Other Languages**

B.A. Speech and Theatre Arts, Western Carolina University, NC  
M.A. TESOL, Western Carolina University, NC

**Davis, Mike | Electro-Mechanical Technology**

B.S. Electrical Engineering, Oregon Institute of Technology, OR  
LL.M. Master of Law, University of Kansas, KS

**Evans, John | Mathematics**

B.S. Physics, Washington State University, WA  
M.S. Mathematics, Washington State University, WA

**Fegel-Osborne, Tess | Psychology**

B.A. Psychology, Sociology, Portland State University, OR  
M.A. Counseling, Psychology, Lewis and Clark College, OR

**Gebhardt, Gretchen | Geology, General Science**

B.A. Geology, State University of New York at Geneseo, NY  
M.S. Geology (Geohydrology), Portland State University, OR

**Goe, Kathleen | Nursing**

A.A.S. Nursing, Clark College, WA  
B.A. English Literature, Colby College, ME  
B.S. Nursing, Oregon Health & Science University, OR  
M.S. Nursing, Grand Canyon University, AZ

**Greene, Eric | Computer Applications/Office Systems**

B.A. Philosophy, State University of New York at Stony Brook, NY  
M.B.A. Business Administration, State University of New York at Albany, NY

**Greenway, Eliza | Early Childhood Education & Family Studies**

B.A. Child Development and Family Studies, California State Long Beach, CA  
M.A. Early Childhood Development, California State Long Beach, CA

**Hancock, Leigh | English, Writing, Women's Studies**

B.A. English Literature, Reed College, OR  
M.F.A. Fiction Writing, University of Virginia, VA

**Hanlon-Wilde, Jennifer | English**

B.A. Psychology, American University, Washington, D.C.  
M.S. Nursing, MGH Institute of Health Professions, MA  
M.A. English, Portland State University, OR

**Harrington, Janette | Pre-College**

B.S. Secondary Education, Southern Oregon University, OR  
M.S. Special Education (Handicap Learner), Portland State University, OR

**Harter, Maureen | Nursing**

A.S. Nursing, Purdue University, IN  
B.S. Nursing, Purdue University, IN

**Hawke, Patrick | Computer Applications/Computer Information Systems**

A.A.S. Broadcast Technology (Media Streaming), Boise State University, ID  
B.S. Broadcast Technology (Instruction Delivery), Boise State University, ID  
M.S. Instructional & Performance Technology (Usability & Instructional Design), Boise State University, ID

**Hedberg, Seth | History**

A.A. Oregon Transfer, Columbia Gorge Community College, OR  
B.A. Education, Northern Arizona University, AZ  
M.A. Social Science, Syracuse University, NY

**Hill, Cassie | Nursing**

A.A.S. Nursing, Columbia Gorge Community College, OR

**Hoffman, P.K. | Art**

B.S. Fine Arts, University of Oregon, OR  
Post Graduate Teaching Assistantship, University of Iowa, IA  
Professional Artist

**Hughes, Andrew | Health Education**

A.A. Education, Southwestern Oregon Community College, OR  
B.S. Physical Education & Health, Eastern Oregon University, OR  
M.Ed. Physical Education, Oregon State University, OR

**Hughitt, Bill | Mathematics**

B.S. Business (Finance), Portland State University, OR  
M.S. Elementary Education, Portland State University, OR

**Hughitt, Linda | Computer Applications/Office Systems**

B.S. Elementary Education (Early Childhood Education), Portland State University, OR  
M.S. Elementary Education (Reading Endorsement), Portland State University, OR  
K-12 Technology Integration Certification, University of Florida, FL

**Hull, Ronda | Early Childhood Education & Family Studies**

B.S. Interdisciplinary (Education, Social Work and Health), George Fox College, OR  
M.S. Education (Curriculum and Instruction), Portland State University, OR

**Huszar, Silvia | Spanish**

B.S. Chemical Engineering, Universidad del Valle, Colombia  
Specialization in Marketing Management, Universidad Libre, Colombia  
M.A.T. Education, Western Oregon University, OR  
Native Spanish Speaker



**Jablonski, Katy | English**

B.A. English, University of Colorado, CO  
M.S. Curriculum & Instruction, Portland State University, OR  
National Board Certified Teacher English Language Arts/Adolescence & Young Adulthood  
M.A. English, Bread Loaf School of English, Middlebury College, VT

**Jaeger, Linnea | English for Speakers of Other Languages**

BB.A. Communication, Gonzaga University, WA  
M.A. Education, University of Portland, OR  
Oregon Secondary Language Arts Teaching License and ELL Certification  
Washington Secondary Language Arts Teaching License and ELL K-12 Certification

**Johnston, Gwen | Nursing**

B.S. Nursing, University of Portland, OR  
M.S. Nursing, Walden University, MN  
Certified Operating Room Nurse (CNOR)

**Kabakov, Joel | Music**

B.A. Music, University of California at Berkeley, CA  
M.A. Music Composition, California State University at Northridge, CA  
Ph.D. Music, Harvard University, MA

**Kamrar, Jenn | Reading, Writing**

B.A. English, The Evergreen State College, WA  
M.A.T. English Composition and Rhetoric, The Evergreen State College, WA

**Kane, Kristen | Psychology**

B.A. English, University of Toronto, Canada  
M.A. Psychology, Antioch University, WA

**Kaser, Thomas | Writing**

B.A. Journalism, University of Michigan, MI  
M.A. English, University of Hawaii, HI

**Kempf, Raymond | Philosophy**

B.A. Literature, Washington State University, WA  
M.A. Philosophy, Southern Illinois University at Carbondale, IL

**Kovacich, Robert | Chemistry**

B.S. Education (Chemistry), Kutztown University, PA  
M.S. Chemistry, Oregon State University, OR

**Krummel, M.J. (Zip) | Psychology**

B.S. Education, Oregon State University, OR  
M.Ed. Education, Oregon State University, OR  
M.S. Counseling, Portland State University, OR  
Ph.D. Counseling, Portland State University, OR  
Ed.D. Special Education, Portland State University, OR

**Lang, Marques | Business**

B.S. Social Science, Portland State University, OR  
J.D. Law, Lewis & Clark Law School, OR

**Layton, Rochelle | Business**

B.A. Business Administration, Concordia University, OR  
M.B.A. Business Administration, Concordia University, OR

**Lieurance, Thomas | Renewable Energy Technology**

A.A.S. Electronics, Spokane Community College, WA  
Twelve years of experience as Electronics Technician

**Lindsay, Christopher | Business**

B.A. Management, Wayland Baptist University, TX  
M.B.A. General Business, Wayland Baptist University, TX

**Losee, Tricia | Pre-College**

B.A. Business Administration, Eastern Oregon University, OR

**Maduro, Mimi | Business**

B.A. English, Pennsylvania State University, PA  
M.S. Management, Marylhurst University, OR

**Martinez, Christina | Sociology**

B.A. Sociology, California State University, CA  
M.A. Sociology, California State University, CA

**Meislahn, Todd | Business**

B.S. Music and Business & Administrative Studies, Lewis & Clark College, OR

**Merickel, Abigail | Art**

B.A. English and Spanish, University of Colorado, CO  
Certificate in English as a Second Language, University of Colorado, CO  
M.F.A. Painting and Printmaking, Accademia di Belle Arti, Italy  
M.A.T. Teaching, George Fox University, OR  
Professional Artist

**Mickels, Ashley | Early Childhood Education & Family Studies**

A.A.S. Early Childhood Education, Portland Community College  
B.S. Early Childhood Education, Eastern Oregon University

**Miller, Emilie | Biology**

B.A. Neuroscience and Biology, Macalester College, MN  
Ph.D. Neuroscience, Oregon Health & Science University, OR

**Morse, Patricia (Pam) | Mathematics**

B.S. Applied Mathematics, University of Georgia, GA  
B.S. Computer Science, University of Georgia, GA  
M.S. Math Education, East Stroudsburg University, PA  
Pennsylvania Secondary Education Teaching License  
Oregon Secondary Education Teaching License

**Olson, Siri | Computer Applications/Office Systems**

A.A.S. Accounting, Portland Community College, OR  
B.S. Business Management, University of Phoenix, AZ

**Ontiveros, Tina | Writing**

A.A. Oregon Transfer, Columbia Gorge  
Community College, OR  
B.A. English Literature and Writing, Marylhurst  
University, OR  
M.F.A. Creative Writing, Goddard College, VT

**Pentz, Miriam | Medical Assisting**

Medical Assisting Certificate, Columbia Gorge  
Community College, OR

**Pytel, James | Renewable Energy Technology**

B.S. Electrical Engineering, Clarkson University, NY  
M.A. Computer Resource and Information  
Management, Webster University, MO

**Ramsey, Chauna | English, Writing**

B.A. English Literature, University of Oregon, OR  
M.A.T. Language Arts, Lewis and Clark College, OR  
M.A. English Literature, Portland State University, OR

**Ropek, Dan | Biology**

B.S. Biology, Eastern Michigan University, MI  
M.S. Biology, Eastern Michigan University, MI

**Rosas Alquicira, Edgar | Biology**

B.S. Marine Biology, University of the Sea, Mexico  
M.S. Management of Marine Resources, National  
Polytechnic Institute, Mexico  
Ph.D. Marine Botany, University of the Azores,  
Portugal

**Saito, Lorie | Nursing**

B.S. Nursing, San Diego State University  
M.S. Nursing, California State University  
F.N.P. Family Nurse Practitioner's License, Indiana  
State University

**Sheppard, Jean | Business**

B.S. Business Administration, College of St.  
Elizabeth, NJ  
J.D. Law, Seton Hall University School of Law, NJ

**Spengler, Christopher | Electro-Mechanical Technology**

A.A.S. Renewable Energy Technology, Columbia  
Gorge Community College  
B.S. Diesel Power Technology, Oregon Institute of  
Technology

**Steighner, Mark | Music**

B.A. Music, University of California at Santa  
Barbara, CA  
35 years as Music Teacher at Hood River Valley  
High School

**Stewart, Jeffrey | Art**

B.A. Art, French, University of Oregon, OR  
M.F.A. Fine Arts, University of Oregon, OR  
Professional Artist

**Towell, Kristen | English, Writing**

B.A. English, Lewis and Clark College, OR  
M.A. English (Medieval Literature), Portland State  
University, OR  
M.A.T. Secondary Language Arts, Lewis and Clark  
College, OR

**Uto, Diane | Communications**

B.A. Journalism, University of Oregon, OR  
M.A. International Studies, University of Oregon,  
OR  
M.A. Speech Communications, Portland State  
University, OR

**Wagenblast, David | Economics**

B.S. Agricultural Engineering Technology, Oregon  
State University, OR  
M.S. Agricultural and Resource Economics,  
International Marketing, Oregon State University, OR

**Ware, Andrea | Computer Applications/Office Systems, English, Writing**

A.G.S. General Studies (Horticulture), Mt. Hood  
Community College, OR  
B.S. Liberal Studies, Eastern Oregon University, OR  
M.A. English, Morehead State University, KY

**Webster, Amanda | Women's Studies, Writing**

Reading Specialist, Portland State University, OR  
B.A. English Literature, University of Colorado  
Boulder, CO  
M.A. Education, University of Colorado Boulder, CO  
M.A. English, National University, CA

**Wolman, Abel | Mathematics**

B.A. Mathematics, Johns Hopkins University, MD  
M.A. Mathematics, Johns Hopkins University, MD  
Ph.D. Mathematics, Johns Hopkins University, MD

**Ziegner, Luis | English for Speakers of Other Languages**

B.A. Spanish Translation/Management, Brigham  
Young University, UT

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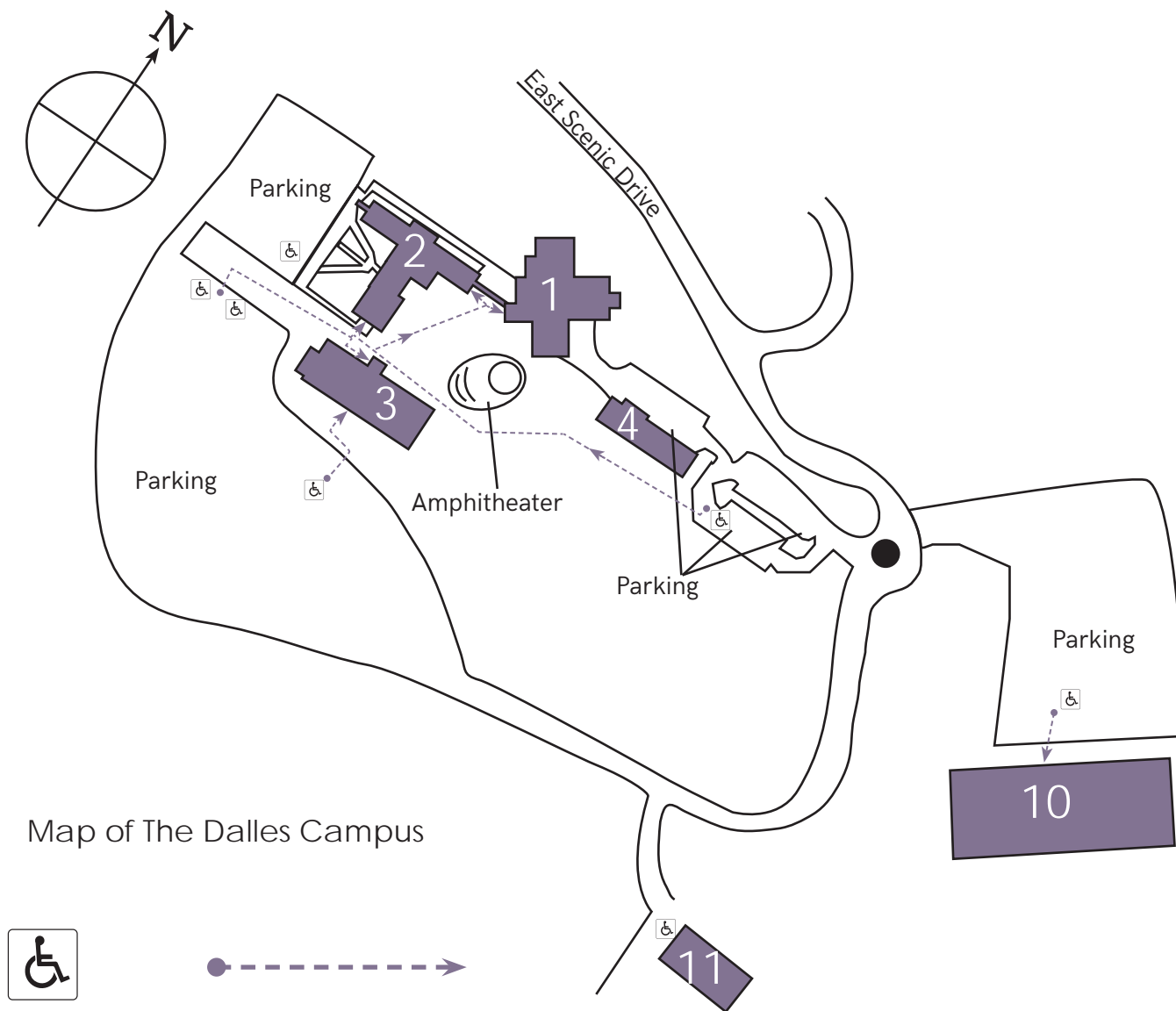
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Map of The Dalles Campus

**Building 1**

Classrooms  
Facilities Services  
GED®/Pre-College  
The Hook (CGCC cafe)  
Library  
Nursing Simulation Lab  
Small Business Development Center  
Student Life

**Building 2**

(Heath Hall)  
Bookstore  
Cashier  
Child Care Partners  
Columbia Gorge ESD  
DEQ  
Instructional Services  
OSU Extension Service

**Building 3**

(Health & Sciences Building)  
Biology Labs  
Chemistry Labs  
Classrooms  
Information Technology Department  
Nursing Faculty Offices  
Student Services

**Building 4**

Art

**Building 10**

(Fort Dalles Readiness and CGCC  
Workforce Center)  
Classrooms  
Em-Tech and Welding Labs

**Building 11**

Em-Tech Lab



# Calendar

## 2019

### May 2019

Summer and fall term registration begins . . . . . May 31

### June 2019

Summer classes begin . . . . . June 24 (Monday)

Last day to drop summer classes with tuition refund\* . . June 28 (Friday, week 1)

### July 2019

Summer late fees begin . . . . . July 1 (Monday, week 2)

Independence Day Holiday (College Closed). . . . . July 4 (Thursday)

### August 2019

Last day to withdraw from summer classes\* . . . . . August 16 (Friday, week 8)

### September 2019

Labor Day Holiday (College Closed). . . . . September 2 (Monday)

Summer term ends. . . . . September 6 (Friday)

Summer grades available online . . . . . September 11 (Wednesday)

Fall classes begin . . . . . September 23 (Monday)

Last day to drop fall classes with tuition refund\* . . September 27 (Friday, week 1)

Fall late fees begin . . . . . September 30 (Monday, week 2)

### October 2019

2020-2021 FAFSA becomes available . . . . . October 1

### November 2019

Veterans Day Holiday (College Closed) . . . . . November 11 (Monday)

Last day to withdraw from fall classes\* . . . . . November 15 (Friday, week 8)

Winter term registration begins. . . . . November 25 (Monday)

Thanksgiving Holiday (College Closed). . . November 28, 29 (Thursday & Friday)

### December 2019

Fall term ends . . . . . December 6 (Friday)

Fall grades available online . . . . . December 9 (Wednesday)

Winter Holiday (College Closed) . . . . . December 24-January 1

## 2020

### January 2020

New Year's Holiday (College Closed) . . . . . January 1 (Tuesday)

Winter classes begin . . . . . January 6 (Monday)

Last day to drop winter classes with tuition refund\* . January 10 (Friday, week 1)

Winter late fees begin . . . . . January 13 (Monday, week 1)

Martin Luther King Jr. Holiday

& National Day of Service (College Closed) . . . . . January 20 (Monday)

### February 2020

Last day to withdraw from winter classes\* . . . . . February 28 (Friday)

### March 2020

Spring term registration begins . . . . . March 2 (Monday)

Winter term ends . . . . . March 20 (Friday)

Winter grades available online . . . . . March 25 (Wednesday)

Spring Break (College Services Open) . . . . . March 23-27

Spring classes begin . . . . . March 30 (Monday)

### April 2020

April is Community College Month

Last day to drop spring classes with tuition refund\*. . . . April 3 (Friday, week 1)

Spring late fees begin . . . . . April 6 (Monday, week 2)

### May 2020

Last day to withdraw from spring classes\* . . . . . May 22 (Friday, week 8)

Memorial Day Holiday (College Closed) . . . . . May 25 (Monday)

Fall term registration begins . . . . . May 26 (Tuesday)

### June 2020

Graduation & Commencement for Class of 2020 . . . . . June 12 (Friday)

Spring term ends . . . . . June 12 (Friday)

Spring grades available online . . . . . June 17 (Wednesday)

*\* Equivalent timelines apply to classes shorter than 11 weeks. Consult your class schedule for specific dates.*