



*building dreams  
transforming  
lives*

# College Mission

**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
- ❖ Community focus
- ❖ Integrity
- ❖ Excellence
- ❖ Commitment to learning

<b>COLUMBIA GORGE COMMUNITY COLLEGE 2007-2008 CALENDAR OF INSTRUCTION</b>				
	<b>Fall 2007</b>	<b>Winter 2008</b>	<b>Spring 2008</b>	<b>Summer 2008</b>
<b>Registration Begins</b>	June 11	December 6	March 13	June 5
<b>Term Begins</b>	September 24	January 7	March 31	June 23
<b>Term Ends</b>	December 14	March 21	June 13	August 15
<b>Classes in Recess</b>	<b>September 3, 2007</b> <b>November 12, 2007</b> <b>November 22 &amp; 23, 2007</b> <b>December 24-26, 2007</b> <b>January 1, 2008</b> <b>January 21, 2008</b> <b>March 24-28, 2008</b> <b>May 26, 2008</b> <b>July 4, 2008</b>			
	Labor Day Veterans' Day Thanksgiving Holidays Christmas Holidays New Year's Holiday Martin Luther King, Jr. Holiday Spring Break Memorial Day Independence Day			

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

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Dr. Frank K. Toda  
CGCC President

### Columbia Gorge Community College . . . Your College of Choice

Welcome to Columbia Gorge Community College (CGCC), a place where “small” means you receive personalized attention as you pursue your educational goals. This college believes everyone can learn; where course completion and graduation are only the starting points to a rewarding career, the introduction to a lifetime of learning.

Great things are happening at our college, which is concluding its 30th anniversary year with a variety of new programs, as well as long-awaited construction in Hood River and The Dalles. Some are highly visible, such as our new buildings rising on both campuses. Look for both of these to open for classes by the fall of 2008. But the truly important things take place inside our classrooms, opening up new possibilities to all our students.

Let's take a closer look at what the College means for you:

**College transfer degree.** Today more than ever, higher education is an expensive proposition. Yet a college degree is a crucial step toward a family-wage job. We can help. Columbia Gorge Community College offers affordable educational excellence right where you live. You or your children can earn the first two years of college education at less cost, then transfer to a four-year institution. That's a huge financial savings.

**Degree partnerships.** Our partnerships with Oregon State University, Portland State University, Concordia University, Marylhurst University, Oregon Institute of Technical and Linfield College offer a head start toward that bachelor's degree. And once again, you'll save money and precious time. Degree partnerships offer the opportunity for CGCC students to be co-enrolled and receive financial aid during the first two years of a bachelor degree program.

**Pathways to education.** We know how tough it is to balance work, family and college studies. That's why we're a leader in the Career Pathways program, offering a “stop-in, stop-out” approach to continuing studies to upgrade skills or complete a degree or certificate ... without putting your family or career on hold. We offer classes in a variety of formats including weekend, condensed, hybrid (using distance technology to supplement in-class sessions) and on-line courses, as well as more traditional classroom sessions.

**Financial aid.** Did you know that Oregon Opportunities Grants now allow families earning up to \$55,000 to qualify for college financial assistance? Did you know that many scholarships go unawarded for lack of applicants? Our Student Services office and college foundation offer the resources to help make your college education an affordable reality.

**Job skills.** We can give you the training to advance in your career, or enter a new career entirely. Come learn about our new Medical Assistant program or our Renewable Energy Technology program - the first of its kind on the West Coast. We offer a strong foundation in health occupations, business skills and transfer programs, giving you the tools you need to grow your career or enter a new career entirely.

**Personal Service.** Not sure how or where to start? Our academic advisors will lay out a plan tailored to your educational goals.

Columbia Gorge Community College is your local partner in higher education and job training. We're engaged in the most extensive expansion in our college's 30-year history, from renovation of existing buildings and construction of a Health Science Building on The Dalles campus to construction of our first permanent classroom building on our new Indian Creek campus in Hood River. These convenient campuses serve the entire Mid-Columbia region: 10,000 square miles on both sides of the Columbia Gorge, with classes on-site, online or a combination of both. Whether you're on track to a four-year degree, one year certificate or two year degree, want customized training for your employees or to start your own business, obtain a GED, pursue adult basic education, or take personal enrichment classes for the sheer love of learning, we are your local resource -- your key to a better job, a rewarding career, a brighter future.

Our core mission will not change. We are about spreading a message of HOPE, POSSIBILITIES, AND PATHWAYS to the Future – We are about Building Dreams and Transforming Lives. A college education is the key to your future. We are here for you ... Come grow with us.

# SUMMARY OF EDUCATIONAL OPPORTUNITIES

Columbia Gorge Community College provides educational opportunities through the following programs:

## Lower-Division Collegiate Transfer Programs

- Associate of Arts Oregon Transfer degree
- Associate of Science Oregon Transfer - Business degree
- Associate of Science degree

## Professional Technical Programs

- Provide students with training to qualify them for work in specific fields. One-year certificates and/or two-year associate degrees are offered in the following areas:

Accounting	Marketing
Business Administration & Management	Medical Assisting
Computer Applications & Office Management Systems	Nursing (Career Ladder)
Criminal Justice/Juvenile Corrections	Paraeducator
Diagnostic Imaging (in partnership with Linn-Benton Community College)	Retail Management
Early Education and Family Studies	Renewable Energy Technology
Emergency Medical Technician	Workbased Learning-Professional Skills Training

## Business and Industry Programs

- Provide business and industry training customized to meet the needs of students and the specific needs of local businesses, organizations, and government agencies.
- Offer technical training for students that supports the development of local businesses, the local workforce, and the local economy.

## Pre-College Programs

- Provide students with skills for new employment, update skills for current employment, and prepare students for collegiate studies.
- Provide students with basic reading, writing, mathematics, computer literacy, and study skills.
- Provide instruction in English for Speakers of Other Languages (ESOL).

## Adult Continuing Education

- Provides courses for personal and career development and self-improvement.
- Provides courses for personal enrichment and attaining specific new skills.
- Provides courses in everything from fitness and parenting to computers, water color, cultural history, language, travel, and personal finance.

## Degree Partnership Programs

Concordia University	Portland State University
Linfield College	Oregon Institute of Technology
Maryhurst University	Oregon State University

# GENERAL INFORMATION

## More About Columbia Gorge Community College

The College's main campus site is at 400 East Scenic Drive, overlooking the beautiful Columbia River Gorge. The College's history began with its first classes offered Fall term 1977 when its roots were established as Wasco Area Education Service District. The College was renamed Treaty Oak Education Center and operated in leased facilities in downtown The Dalles for 16 years. In 1989, a vote of the people changed the College's designation from service district to community college, and the name was changed to Columbia Gorge Community College. In 1993, a bond election allowed the purchase and remodeling of the current campus facility. In 2001, the citizens of both Wasco County and Hood River County voted to approve the annexation of Hood River County to the Columbia Gorge Community College district. In 2004, an \$18.5 million bond election was successful which will fund renovation of existing instructional buildings on The Dalles campus and construction of new classroom buildings in both The Dalles and Hood River counties. Dr. Frank K. Toda was hired as CGCC's second president in 2001. Today the college serves more than 5,000 students annually from all over the Mid-Columbia region.

## Credentials and Support

CGCC delivers college credit instruction, certificates and degrees through its contract with Portland Community College (PCC) which is accredited through The Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CGCC appear on PCC transcripts and are transferable to four-year institutions, subject to the specific policies of those institutions. Columbia Gorge Community College contracts with Portland Community College for many instructional, financial aid, and student records services.

As a public institution, most of the College's financial support comes from state and local tax support, grants and contracts, and tuition.

The Columbia Gorge Community College Foundation is a non-profit citizen corporation dedicated to fund-raising and friend-raising for the College. The Foundation solicits individual and business support for College projects, including scholarships and opportunity grants to benefit new and returning Columbia Gorge Community College students. For more information about the Foundation, call the Resource Development Office at (541) 506-6110.

## 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. The average age is 38. Students have various goals. Some people come to CGCC to train or retrain for new careers or to update their technical skills. Others return to school to increase their knowledge, to learn new skills, or to get to know more about themselves and their relationships with other people. Some of our students attend full-time; others attend part-time. Many combine work and school.

## Location and College Facilities

The main campus of Columbia Gorge Community College is located in The Dalles, Oregon, a community of over 11,000 people, at the east end of the Columbia Gorge National Scenic Area on the Columbia River. A hub of activity in the Mid-Columbia area, The Dalles is 85 miles east of Portland; 35 miles south of Goldendale, Washington; 131 miles north of Bend; and 21 miles east of Hood River.

The main campus occupies a beautiful site at the southern edge of town on the highest point, overlooking the Columbia River Gorge. The Gorge, that was formed by the Columbia River extends more than 70 miles, is the only break in the length of the Cascade Mountain Range and has a worldwide reputation for its myriad of recreational opportunities. The Dalles and nearby areas offer outstanding windsurfing, scenic hiking and horseback riding trails, skiing, white water rafting, excellent fishing and boating, unique cultural experiences, and numerous historical museums that provide enjoyment to meet anyone's taste.

The College currently operates primarily out of three buildings on The Dalles campus. Building 1 houses classrooms, computer labs, science labs, the Library Information Commons, Pre-College Services, student organizations, food services, and the Board of Education Room. Building 2 houses administrative offices, Instructional Services, Student Services, the Business Office, the textbook store, and faculty offices. The art department is the sole occupant of Building 4.

The College also offers both day and evening classes at its Hood River Center located close to downtown Hood River. Four classrooms, including the Greg Walden Technology Center, house courses including lower division transfer, professional/technical, and adult basic skills.

In addition, some College courses are also offered at

other locations in Hood River County. See the quarterly Schedule of Classes for specific locations. From time-to-time, contracted trainings and other special programs are offered at locations throughout the community.

CGCC has begun its Capital Construction Program. On The Dalles campus, construction of the new Health Sciences Building is expected to be completed late spring term 2008.

The College has acquired property in Hood River for another campus and construction of a building which will house classrooms and support services is expected to be completed late spring term 2008.

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

**Hood River Center**  
 616 Industrial Street, Suite 402  
 Hood River, OR 97031  
 541-386-3510

**EQUAL OPPORTUNITY**

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

Persons having questions about equal opportunity and nondiscrimination should contact:

Executive Director of Human Resources and Strategic Planning – Employment

Chief Academic Officer – Educational Program

Dean of Student Services – Student Programs, Activities, and Services

**STUDENT PROFILE**

Columbia Gorge Community College serves more than 5,000 students annually in both credit and non-credit coursework. The following is data from the 2006-07 academic year for all students.

**Residency:**

Wasco County .....	41.9%
Hood River County.....	27.5%
Washington .....	17.9%
Other Oregon .....	12.8%

**Demographics:**

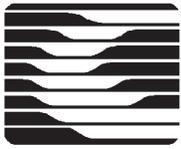
Average Age .....	38
Female .....	62.8%
Male .....	37.4%
Caucasian .....	84.9%
African American .....	0.3%
American Indian/Alaskan Native .....	1.0%
Asian, Pacific Islander.....	1.0%
Hispanic.....	12.8%

**Enrollment:**

Lower Division transfer .....	46.1%
Professional/technical .....	32.5%
Pre-College Program .....	18.4%
Adult Continuing Education.....	2.5%

# Admissions

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## Columbia Gorge Community College Checklist for New Credit Students

**1**

.....

**Complete CGCC Admissions Form**

Student Services  
TDC (Building 2) 541-506-6011 or  
HRC 541-386-3510  
[www.cgcc.cc.or.us/Resources for Students/  
Admissions/General](http://www.cgcc.cc.or.us/Resources%20for%20Students/Admissions/General)

**2**

.....

**Take ASSET Placement Test**

To sign up call:  
TDC 541-506-6011  
HRC 541-386-3510

**3**

.....

**Meet with an Advisor**

TDC (Building 2) 541-506-6011  
HRC 541-386-3510

**4**

.....

**Meet with a Financial Aid Representative**

TDC (Building 2) 541-506-6021  
HRC 541-386-3510

**5**

.....

**Register for Classes and Pay Tuition**

Go to CGCC homepage at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us)  
Select "Online Services" and follow instructions

**6**

.....

**Attend New Student Orientation**

For more information call:  
TDC 541-506-6011  
HRC 541-386-3510

**7**

.....

**Purchase your Textbooks**

TDC (Building 2)  
541-506-6061

**8**

.....

**Sign up for CGCC Library Card**

TDC (Building 1) or [www.cgcc.cc.or.us/Library](http://www.cgcc.cc.or.us/Library)

**9**

.....

**Attend Class**

## Admissions Criteria

### Regular Admissions

[www.cgcc.cc.or.us/StudentServices/admissions.cfm](http://www.cgcc.cc.or.us/StudentServices/admissions.cfm)

### Enrolling at CGCC

Columbia Gorge Community College welcomes students 18 years of age and older who can benefit from the variety of instructional programs offered. The courses and programs are designed to meet adults' personal needs and career goals. You will find an Admissions Form on the last page of this catalog. New students are encouraged to start the admissions process well in advance of registration.

### Determination of Residency

A residence is a place in which a person resides—a dwelling place or abode—especially a house or apartment. Residence is not established by attendance at a college.

**Resident student:** an American citizen, immigrant or permanent resident who has established and maintains residency within the College district boundaries in Wasco and Hood River Counties.

### New Students

- Columbia Gorge Community College has an open admissions policy, meaning that anyone may enroll at the college. Previous college experience or a high school diploma is not necessary for entry. However, certain programs or courses may require prerequisite course work, department approval or an instructor's signature for enrollment.
- All new students are required to fill out an admissions form. Forms are available online or in Student Services at both The Dalles campus and the Hood River Center.
- Students planning to enroll in math, English or other college credit courses will complete the college placement test prior to registration.
- Students will meet with an advisor and attend a new student orientation prior to registration.
- Students performing below requisite skill level will be required to enroll in courses to upgrade their skills.
- Once admitted, students must meet prerequisites for courses and programs as required.
- Several programs at CGCC require students to complete practical experience of field training at a medical or other facility. Students will NOT be allowed into these facilities unless they have passed a Criminal History Check (CHC) Students who do not pass the CHC may not be eligible to complete training at affiliated practicum sites, to sit for licensure or certification exams, or

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 the program advisor.

## High School Students

### High School Partnerships

#### Project Advance

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 are appropriate to the college-level work. Students should talk to their high school counselors regarding opportunities available to them through Project Advance.

#### Expanded Options

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

The EOP provides the opportunity for high school juniors and seniors who are at least 16 years of age and currently enrolled in high school to take regular CGCC classes that relate to the career and educational plan of the student at the expense of his/her local school district.

To take advantage of the EOP a student must first consult with his/her high school counselor and meet the high school's criteria for EOP participation. After approval and referral by the authorized high school contact, the student applies to CGCC through the Student Services Office and enrolls in regular CGCC courses.

EOP is one of several opportunities for high school students to earn CGCC credit.

#### Running Start

The 1992 Washington State Legislature passed a law allowing high school juniors and seniors an opportunity to take college classes at local community colleges which will fulfill high school diploma requirements and earn college credit. Washington students interested in the Running Start program should contact their high school counselors to obtain general information and to learn what the minimum high school requirements are for participation in the program.

## ENROLLMENT OF STUDENTS IN GED PREPARATION CLASSES

Students wanting to enter GED preparation classes must provide one of the following:

- (a) A referral from their high school by use of the Underage Enrollment Form;
- (b) A release from Compulsory Attendance signed by their resident high school.

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

## Admission of Students Under Age 16

CGCC welcomes students under 16 years of age with college level academic ability and maturity to handle the discipline and personal skills required for successful completion of college work. Students under the age of 16 are subject to the rules and regulations of CGCC, as stated in the catalog and the student handbook.

## ENROLLMENT OF STUDENTS IN CREDIT CLASSES

1. **File an Under 16 Enrollment Form.** Students under age 16 attending a secondary school registered with the State who are not enrolled as part of an articulated agreement or have not graduated from high school, will be required to file an Under 16 Enrollment Form. This form can be obtained on the CGCC website or in Student Services at both The Dalles campus and the Hood River Center. Submission of a current academic transcript is required with application.
2. **Take the College placement test.** Regardless of what classes you plan to take at CGCC, you must place at the minimum levels of Writing 115, Reading 115 and Math 60. Testing schedules can be obtained at [www.cgcc.cc.or.us/newstudent/gettingstarted](http://www.cgcc.cc.or.us/newstudent/gettingstarted).
3. **Interview.** You will be required to have an interview with the Dean of Student Services and/or the Chief Academic Officer and a parent scheduled at the time of application.

After review of the Under 16 Enrollment Form and other documentation as required, students under the age of 16 may be admitted if:

- (a) participation will not likely create a health or safety risk for any person or be in violation of federal or state statutes or regulations;
- (b) the student has the ability to benefit from college-level instruction;
- (c) another, more age-appropriate, instructional resource is not available; and
- (d) the student demonstrates the ability to perform academically at the college level (WR 115, RD 115, MTH 60).

4. **Meet with an academic advisor.** Both you and a parent are required to attend, prior to registering for classes. At this meeting you will arrange your schedule appropriate to your desired educational goals and enable your ability to register online for classes.
5. **Register for classes.** Go to CGCC homepage at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us). Select "Online Services" and follow the instructions.

## Degree Partnership Programs

CGCC offers dual admission and enrollment programs with:

Concordia University  
 Linfield College  
 Marylhurst University  
 Portland State University  
 Oregon Institute of Technology  
 Oregon State University

The benefits of these programs include:

- One application process for both CGCC and partner schools
- Advising available at either institution
- Flexible scheduling with access to classes at both institutions
- Opportunity to access services and participate in college life on both campuses
- Coordinated financial aid and scholarships for qualified students
- Access to library and computer lab resources on both campuses
- Skill-building through preparatory course at CGCC and lower division courses at either CGCC or the four-year institution.
- Easier transition from community college to university
- More affordable route to a degree

Applications are available in the Student Services office.

# Registration

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## Registration

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

### Steps to Registering Online

1. Go to CGCC homepage at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us)
2. Select "Online Services" from the Quick Links.
3. Select the "CGCC Online Student Resources" link.
4. Enter your CGCC Student ID or Social Security number and your Password which is your birth date (MMDD) until you change it.
5. Select the "Log In" button.
6. Enter or if necessary update your personal information. At the bottom of the page, click the box to signify your information is correct, then select the "Update/Register" button at the bottom of the page.
7. Select the term for which you wish to register.
8. On the "Class Search" page, select **one** of the search methods to find a class:
  - Course number—i.e. PSY 215
  - Course title—i.e. Math
  - Category—i.e. Social Science
  - Instructor—i.e. Delaney
  - CRN—7 digit number
 Type search criteria in only one field and click the "Search" button.
9. Scroll down to see the results of your search, and select a class by clicking on the "Add" button next to the desired selection.
10. On the "Pending Registration" page you may add more classes by clicking on "Add More Classes", or you may register for your selected class by clicking on "Register for Courses".

Print a schedule by clicking on the "Printable Schedule" link. When your schedule appears click on the "Print" icon. To pay with a credit card, click on "View Account/Make Payment".

### Registration Tips

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

dropping or withdrawing. If you fail to drop within the refund period, you will be responsible for the charges. Check class information carefully, and take care of any mistakes as soon as possible.

### Course Loads

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

### Course Changes

You may make changes in your course schedule through the end of the second week of the term. The changes should be approved by your advisor. Course additions made after the first week must have instructor approval.

### Adding a Class/Late Registration

During the first week of the term, classes may be added on-line. After the first week of the term, all late registrations and additions to schedules must have instructor signatures on a Registration Form (available in Student Services). Take the Registration Form to Student Services for processing. 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.

### Withdrawal Policy

Responsibility for withdrawal from a class within the specified withdrawal timelines resides with the student. To have tuition charges removed, students must withdraw from the class within the first two weeks of the term (or equivalent\*). If a student withdraws from a class in the first four weeks, the class will not appear on the transcript. A withdrawal in the fifth through the eighth week will show as a "W" on the transcript. Students must withdraw before the end of the eighth week, or a grade will be assigned by the instructor.

Faculty may deny registered students access to a class if they do not attend the first class session or stop attending class any time through the end of the fourth week. Faculty denial of access will not remove student tuition charges.

From the fifth week on, faculty may withdraw a student for lack of attendance. Faculty must indicate the last date of attendance to withdraw a student; that date must be within the first eight weeks of the term, although paperwork may be processed later. A faculty-initiated withdrawal does not result in tuition charges being removed. \*Timelines stated here refer to an 11-12-week long term-length class. Equivalent deadlines must be substituted for classes offered in shorter formats.

## Attendance

Students who do not attend the first class meeting may not be allowed to continue in the class. Students are expected to attend all class meetings of the courses in which they are enrolled. Repeated absences may affect a student's grade. When a student stops attending a course, he/she MUST officially withdraw from that course and observe withdrawal deadlines. If a student has excessive absences and fails to withdraw by the deadline, a grade of "F" or "NP" may be assigned. An instructor may institutionally withdraw a student who has stopped attending.

Students are expected to attend all classes in which they are enrolled. Repeated absences may affect a student's grade. Students must follow the published guidelines for dropping/withdrawing from class. If a student has excessive absences and fails to drop/withdraw from class by the published deadlines, a grade of "F" may be assigned. Faculty members are not required to drop students for non-attendance. In addition, students who do not attend or stop attending classes and fail to drop will be responsible for all the associated tuition and fees.

## Graduation

Two terms before students expect to complete requirements for a degree or certificate, they should file a petition to graduate with the Student Services Office. This allows College staff to check students' plans to be sure they meet all requirements. In any event, students must file their petitions within one year after completing all requirements. Students must clear all debts to the College before their degree or certificate will be awarded. A separate petition is required for each degree or certificate application.

A formal commencement ceremony is held at the end of spring term. All students in the current academic year (fall, winter, spring and summer) are eligible to participate. Graduating students will receive diplomas by mail from Portland Community College eight to ten weeks after the completion of their degree or certificate.

## 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 mail a letter which includes the student's Social Security number to Student Records, Portland Community College, P.O. Box 19000, Portland, Oregon, 97280. There is a \$3.00 fee per copy. If a student owes money to the College for any reason (tuition, fines, etc.), the College will hold the student's transcript until payment is made in full. All records submitted, filed and accumulated in the Office of Student Records become the property of the College.

To view grades and academic history, a student may access the College web page at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us).

## Independent Study

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

## Non-Traditional Credit

In all cases of non-traditional credit, a student must have an established transcript before the credit can be recorded. The following non-traditional credit procedures are available with department approval (\$10 charge).

### COLLEGE LEVEL ENTRANCE EXAMINATION PROGRAM (CLEP)

Students enrolled at CGCC may receive credit from certain college courses by submitting official scores from the College Level Entrance Examination Program (CLEP). For mathematics, credit is given for a minimum score of 50 on the subject area exams: College algebra (MTH 111C) and trigonometry (MTH 112). Minimum scores of 50 are accepted on certain subject area exams. CLEP credit is not given for English language or foreign languages. Credits earned in this manner will be recorded on the student's transcript and may count toward graduation. Application is made on the non-traditional credit form and processed through the Student Services Office.

### COURSE WORK AT NON-ACCREDITED INSTITUTIONS

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

Students must furnish detailed training records, course outlines and whenever possible, transcripts. Individual departments will evaluate and assign CGCC equivalencies. A maximum of 45 credit hours may be assigned through this process. Only those subject areas taught by CGCC will be considered. Contact the Student Services Office for details. Course work evaluated from non-accredited institutions is not generally acceptable in meeting the requirements for an AAOT degree.

Students may petition based on previous coursework:

1. To waive comprehensive degree and/or certificate requirements.
2. Substitute course work to meet General Education requirements, and
3. Substitute course work to meet degree or certificate requirements.

Petitions are submitted to the Dean of Student Services.

No student may graduate with less than the required number of credits. Credits may be given for equal course work, but it may not be waived.

**MILITARY SERVICE CREDIT**

CGCC equivalencies may be granted for formal military courses after careful evaluation of transcripts, records and information provided in the “Guide to the Educational Experiences in the Armed Services.” Block credit is not granted and only the subject areas taught by CGCC will be considered. Contact your advisor for details.

**MILITARY SERVICE PHYSICAL EDUCATION CREDIT**

Two (2) hours of credit may be granted for military training. **A copy of the DD 214 is required.** Applications should be made on the non-traditional credit form and be approved by the Student Services Office.

**COURSE CHALLENGE**

A limited number of courses (designated by Portland Community College Subject Area Curriculum Committees) offered at Columbia Gorge Community College may be challenged. This allows a student to receive credit by taking a specialized examination. Students who wish to challenge a course must accept the following conditions:

1. Have an established transcript before challenge credits will be recorded.
2. Receive permission from the Chief Academic Officer.
3. Only designated courses may be challenged. Test scores may be required before a student may take a challenge exam for a specific course. If currently enrolled in the course, the challenge must be requested within the first three weeks, and formal withdrawal completed no later than the end of the third week.
4. Challenged credits will not be used to meet the 30 quarter hour residency requirement.
5. May not challenge a course on which a letter grade (“A”, “B”, “C”, “D”, “F”) or “W”, “CIP”, “I”, “AUD” or an “NP” has been received.
6. Complete the challenge petition form furnished by the Chief Academic Officer and pay the \$10 nonrefundable fee.
7. Complete the examination. Student may challenge the same course only once.
8. Complete the challenge within two consecutive terms. If the challenge is successful, return the challenge petition to the Student Services Office and pay the course tuition rate in effect at the time of testing, less the initial \$10 fee. Fees for a challenge are in addition to any tuition already paid for other courses.

9. The department may issue a letter grade or “Pass” for successful completion of a challenge.

**Grade Definitions**

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

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

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

**(F) Failure.** Non-passing grade indicating failure to meet minimum requirements as defined by the instructor in the course handout, earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills, repeated absence from class. Does not satisfy requirements for entry into courses where prerequisites are specified.

**(P) Pass.** Acceptable performance. A grade of “P” represents satisfactory achievement which would have been graded “C” or better on the regular grading scale.

**(NP) No pass.** Unacceptable performance or does not

satisfy requirements for entry into courses where prerequisites are specified. This grade may be used in situations where an instructor considers the "F" grade inappropriate. An "NP" mark is disregarded in the computation of grade point average.

**(SC) Satisfactory completion.** Grade used when a student satisfactorily completes Continuing Education Units (CEUs).

**(NSC) Not satisfactory completion.** Grade used when a student does not satisfactorily complete Continuing Education Units (CEUs).

**(I) Incomplete.** When the quality of work is satisfactory, but some minor, yet essential, requirement of the course has not been completed, and for reasons acceptable to the instructor, a report of "I" may be made and additional time granted for completion of the work. If the course is not completed within a year, the "I" will be administratively changed to a "NP" unless the instructor submits another grade. The conditions for completion of work should be stated in writing, signed by the instructor and the student, and kept on file in the department or program office. An "I" does not entitle a student to repeat a course without paying tuition. It may be impossible to receive an "I" in some courses where, for example, equipment usage is required.

**(W) Withdrawal.** This grade is to be used only by the Student Records Office when the student has followed established school procedures for properly withdrawing from class within the specified time limits.

**(CIP) Course in Progress.** A grade used only for designated classes in modular programs or in self-paced programs that do not conform to the normal academic calendar. If the course is not completed within a year, the "CIP" changes to a "NP" (No Pass) on the transcript unless the course was repeated and a grade earned. A student does not need to re-register for the course.

**(AUD) Audit.** Some courses may allow students to attend a course without receiving a grade or credit for the course. Tuition must be paid, and instructor permission must be obtained during the first three weeks of class. Instructors are expected to state on their course handouts any specific audit requirements. Does not satisfy requirements for entry into courses where prerequisites are specified.

### Repeated Courses

Courses with grades of "D", "F", "NP," or "CIP" may be repeated for a higher grade. All grades earned will appear on the transcript. The first earned grade of "C," "P," or better will count in the accumulated credit total. The first grade of "C" or better will be used for the GPA calculation.

### Computing Grade Point Averages

Grade points are computed on the basis of four points for each credit of "A", three points for each credit of "B", two points for each credit of "C," one point for each credit of "D," and zero points for each credit of "F". Grades of "P" and "NP" and grades of "SC", "NCS," "I," "W," "CIP", and "AUD" are disregarded in the computation of the grade point average. The grade point average is the quotient of total points divided by total credits in which "A", "B", "C", "D", and "F" are received.

### Grade Changes

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

### Honor Roll

The College will recognize academic excellence in students who have earned a 3.25 or higher GPA on a minimum of 6 graded credits, excluding pass/ no pass, in a given term. The following honors will be awarded:

Honor's List: 3.25-3.49

Dean's List: 3.50-3.74

President's List: 3.75-4.00

Highest Honors: 3.75-4.00 cumulative average awarded upon graduation.

### Phi Theta Kappa

Phi Theta Kappa is the official honorary society of two-year colleges. Phi Theta Kappa promotes scholarship, leadership, service and fellowship. Invitations to join CGCC's chapter of Phi Theta Kappa, Alpha Sigma Xi, are extended to students who have established a minimum 3.25 gpa after 12 credits of course work. Membership forms are available in the Student Services Office.

# Fees & Financial Aid

*building dreams  
transforming  
lives*

## Tuition

Tuition and fee rates listed in the table below are for the 2006-2007 academic year. Tuition for audit is the same as for credit. All tuition and fees or payment arrangements are due by the first Friday of the term. Tuition for non-credit classes varies with each class. Those and Skill Center fees can be found in the current Schedule of Classes. **Tuition and fees are subject to change without prior notice.**

Credit Tuition (In-district, Out-of-district, and Out-of-state ) per credit	\$65
Service Fee, per credit	\$8
Senior Citizens	50% tuition reduction

**Senior Citizen Program** - Citizens who are 62 years of age and older may register with a 50 percent tuition reduction for most CGCC courses. The senior citizen discount must be requested at the time of registration. Senior citizens pay full lab fees and service fees if applicable. Full tuition is required if the course is full and a senior's enrollment prevents a full-tuition-paying student from taking the course.

**Continuing Education Classes** - Tuition for Continuing Education Classes courses is charged regardless of the number of credit hours for which the student enrolls. Continuing Education Classes do not meet the federal requirements for financial aid.

**Non-Credit Classes** - The tuition and fees for non-credit classes are charged on a "per class" basis and are in addition to tuition and fees for credit or CEU classes. Non-credit classes do not meet the federal requirements for financial aid, are not equivalent to credit hours and cannot be used toward CGCC certificates and degrees.

## Fees

Course fees in addition to tuition are occasionally necessary to cover costs of materials, services, insurance, or facility use. Fees are listed in the current Schedule of Classes. All fees are due by the first day of the term. A service fee is added for credit courses. The amount is \$8.00 per credit.

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

## Financial Responsibilities

For credit classes, full payment or college-approved financial arrangements must be in place by the first Friday of the term. If you enroll after that date, payment is due within one week. If you have financial arrangements that will not cover the full charges, you must pay the difference by the due date. For adult continuing education

classes, full payment is due at the time of registration.

You are responsible for full payment of all charges on your account by the payment due date, even if your account is being paid by another party. You are responsible for keeping CGCC informed of any address and telephone changes.

Even if you are under 18 years of age, you will be held liable for any charges on your account under ORS 348.105. When you register for a class, you are liable for payment of the charges on that class, whether or not you attend. To have the charges removed, you must personally drop the class by the drop deadline.

## Tuition Payment Plan

The Installment Plan allows you to pay half of your 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, you must meet all of the following requirements: provide your 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 you miss the required payment due dates, provide inaccurate or incomplete information, have a poor credit history with the college, or do not meet eligibility requirements.

**Financial Aid Students:** If you have received and returned your award letter, financial aid will be posted to your account at the end of the fourth week of the term. If your award check exceeds your account balance, you may receive a refund check by mail. If your award is not enough to cover all term charges, you must pay the difference by the first Friday of the term. If your aid is delayed, you will need to pay by this date. Any excess payment will be refunded after the award check has been posted to your account.

## Agency Billing

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

## Past Due Accounts

Full payment of your account balance must be received when due. After the due date, a late payment penalty of 10 percent of your account balance, up to \$75, will be assessed. At that time, a hold will also be placed, restricting future registration and transcripts. When the term is over, past due accounts are referred to the Oregon Department of Revenue or another outside collec-

tion agency, and may be subject to additional collection charges, attorney fees and credit impairment.

If your account is repeatedly past due or has been in collections, the college may drop you from classes, or require you to pay future registration fees immediately upon enrollment. The college reserves the right to institutionally withdraw you if your account becomes past due or has an unpaid balance from a prior term.

If you pay your past due account by check, any transcript request will be delayed 15 days. To avoid this delay, please pay by cash or bank card.

### Refunds

If your account has a credit balance in excess of \$15, a refund will automatically be issued. If you have a credit balance of less than \$15, you may request a refund by calling the Business Office at 541-506-6057.

- Refunds are first applied to outstanding charges on your account, even if payment is not yet due.
- If the credit balance is the result of a payment by a personal check or cash, we will issue a check in the student's name.
- If your credit balance is the result of a bank card payment, your refund will be applied to that same bank card account.
- Refunds resulting from check overpayment are held two weeks from the date of the original payment.

### Removal of Tuition Charges

Charges are applied to your account when you register for a class. No charges will be removed if you drop after the drop deadline. If an extreme hardship prevented you from continuing in your studies through the term, you may request a tuition credit by petitioning the Dean of Student Services.

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

The amount of aid awarded is subject to eligibility, availability of funding, and date application is completed. Call (541) 506-6021 or (541) 386-3510 if you have any questions.

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

The online version of FAFSA lets you apply for student financial aid using the Internet. You'll get your results 7 to 14 days faster than you would using a mailed paper application. Because your answers are edited automatically, you'll make fewer mistakes and your school will be able to tell you sooner if you qualify for aid. Your data is completely secure. The status of your online application can also be checked by calling 1-800-433-3243.

Any financial aid student can access his/her status by going online to the College website ([www.cgcc.cc.or.us](http://www.cgcc.cc.or.us)) and clicking on Online Services, then Financial Aid.

### How to Apply

You may submit your application beginning January 1 for the following academic year, which begins in September with the fall term. Applications continue to be accepted during the year. Late applicants should be aware that adequate funding may not be available. The priority funding date for financial aid is March 1 for all programs with the exception of Pell Grants, Oregon Opportunity Grants, Stafford Loans and Parent Loans for Undergraduate Students (PLUS).

Applications received after March 1 will be processed after those received by March 1. Financial aid is awarded as funding permits. Eligibility is determined when all requests for additional information have been met.

### Eligibility

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

- Be a U.S. citizen or an eligible noncitizen.
- Have a high school diploma, GED or have the ability to benefit according to federal regulations. Ability to benefit can be determined by achieving minimum scores on the CGCC placement test.
- Be enrolled in a program leading to a degree, certificate or transfer program and be taking courses applicable to your program.
- Not owe a refund or repayment on federal financial aid or be in default on a student loan.

### Receiving Award Notification

Most applications are processed in the spring and summer for the following academic year. You will be notified of financial aid awards by mail. When you return the signed financial aid award letter to the CGCC Financial Aid Office, by the date indicated, you will be eligible to receive your aid. Failure to respond by the due date may cause the award to be reduced or withdrawn.

### Satisfactory Academic Progress

Federal regulations require that you maintain satisfactory academic progress of a 2.0 ("C") GPA minimum and complete the minimum required courses according to your enrollment status toward a degree or certificate to continue receiving financial aid. The Financial Aid Office reviews academic performance each term. If you do not meet the standards of progress, you may be placed on financial aid warning, probation or you may be disqualified from receiving financial aid in the future. You may appeal to be reinstated by completing a Satisfactory Academic Progress Appeal form and document in writing why academic standards were not met. If you withdraw, drop out or stop attending classes, you may be subject to repayment of financial aid funds to CGCC/PCC.

### Columbia Gorge Community College Foundation Scholarships

The Columbia Gorge Community College Foundation offers tuition scholarships to students of Columbia Gorge Community College. Funds are raised through private donations and fundraisers. Applications are available in Student Services before the beginning of each term. Award amounts vary depending on funds available and applicant's qualifications. All applicants are required to apply for Federal Financial Aid. Some students' financial aid may be affected by receipt of a

scholarship. Check with the Financial Aid Office for clarification.

#### Full-Year Scholarships

Awards made to students who apply for the CGCC Foundation Scholarship in the fall are applicable for fall, winter and spring terms of the academic year, unless otherwise requested. Each term, grades are reviewed to ensure the scholarship student is making satisfactory academic progress equivalent to a 2.0 GPA minimum. If the student fails to meet this standard, the student may be subject to probation or termination of scholarship availability. An appeal process for reinstatement is available to terminated students; appeals are reviewed on a case-by-case basis.

#### Single-Term Scholarships

Single-term scholarships are also available for Winter, Spring, and Summer terms and are awarded on a term-by-term basis.

#### High School Scholarships

A limited number of full-year/full-time tuition scholarship awards are available to graduating seniors from high schools in the Mid-Columbia area. Applications are available in December from senior class counselors or from the CGCC Student Services Office.

Recipients of the full-year/full-time scholarship are selected on the following criteria: motivation of student; high school record; financial need; quality of application; and personal interview.

### Columbia Gorge Community College High School Tuition Waivers

This program, commonly referred to as the "High School Credit Card Program," allows some students who graduate from a high school in the Mid-Columbia area to receive a CGCC waiver for 6 credits of college tuition. The credits are to be used only at Columbia Gorge Community College in the Fall Term following a student's graduation from high school. An application form must be completed and returned to the Student Services office to be eligible for this program.

### CAMP Grant

The College Assistance Migrant Program, referred to as CAMP, is a federally-funded program designed to support students from migrant and seasonal farm worker backgrounds during their first year in college.

The program provides students with both financial assistance and support services, with the goal of preparing them to continue their education at a four-year college or university.

**FINANCIAL AID PROGRAMS AND SOURCES**

	<b>ELIGIBILITY REQUIREMENTS</b>	<b>AMOUNTS AVAILABLE</b>	<b>SPECIAL INFORMATION</b>
<b>GRANTS</b>			
<b>FEDERAL PELL GRANTS</b>	<ul style="list-style-type: none"> <li>• Student must not have a Bachelor's degree.</li> <li>• Student enrolled for 1-5 credits receive a ¼ time Pell grant; 6-8 credits for a half-time grant; 9-11 credits for a ¾ time grant or 12+ credits for a full-time grant.</li> </ul>	<ul style="list-style-type: none"> <li>• Amounts are based on financial need.</li> <li>• Awards usually range from \$400 to \$4,310 for 2007-08.</li> </ul>	<ul style="list-style-type: none"> <li>• The Department of Education will send student a Student Aid Report (SAR) indicating eligibility.</li> </ul>
<b>FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)</b>	<ul style="list-style-type: none"> <li>• Student must not have a Bachelor's degree.</li> <li>• Student must prove an exceptional financial need.</li> </ul>	<ul style="list-style-type: none"> <li>• Amounts range from \$200 to \$400 per term for 2007-08 depending on enrollment.</li> </ul>	<ul style="list-style-type: none"> <li>• SEOG is linked with Pell Grant eligibility.</li> </ul>
<b>OREGON OPPORTUNITY GRANTS</b>	<ul style="list-style-type: none"> <li>• Student must be a resident of the State of Oregon and be enrolled at least half time.</li> </ul>	<ul style="list-style-type: none"> <li>• \$245 to \$490 per term; annual maximum is \$1,470 for 2007-08.</li> </ul>	<ul style="list-style-type: none"> <li>• Transferable to other Oregon institutions and are renewable for a maximum of 12 quarters.</li> <li>• Awarded by Oregon Student Assistance Commission.</li> </ul>
<b>ACADEMIC COMPETITIVENESS GRANTS (ACG)</b>	<ul style="list-style-type: none"> <li>• Student must be enrolled full-time in the first or second academic year of a degree program.</li> <li>• Student must have completed a rigorous high school program of study.</li> <li>• Second year students must have at least a cumulative gpa of 3.0 for the first academic year.</li> </ul>	<ul style="list-style-type: none"> <li>• \$750 for the first academic year of study; \$1300 for the second academic year of study.</li> </ul>	<ul style="list-style-type: none"> <li>• Student must be a Federal Pell Grant recipient.</li> <li>• Student required to submit official high school transcripts and test scores to establish eligibility.</li> <li>• US Dept of Education recognizes two options that apply to Oregon students for eligibility: see Financial Aid Specialist for more information.</li> </ul>
<b>WORK-STUDY</b>			
<b>FEDERAL WORK-STUDY PROGRAM</b>	<ul style="list-style-type: none"> <li>• Undergraduate students and students who have Bachelor's degrees are eligible to participate.</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum per student for 2007-08 is \$3,000 for at least half-time status.</li> <li>• Students are paid at a rate determined by the job for work performed.</li> </ul>	<ul style="list-style-type: none"> <li>• Students may not work more than 40 hours in any week.</li> <li>• When possible, a student is placed in a job compatible with his/her career goal.</li> <li>• Students must attend an orientation before being placed in their job.</li> </ul>
<b>STUDENT LOANS</b>			
<p>Several different student loans are available. However, they all require repayment. Think before you borrow, and borrow only what you need for educational expenses; convenience now may result in financial hardship later. Failure to repay student loans will result in a damaged credit rating and make credit difficult to obtain in the future.</p>			
<b>FEDERAL PERKINS LOANS</b>	<ul style="list-style-type: none"> <li>• Eligibility is based upon need, other resources and availability of funds. Students who have Bachelor's degrees are eligible to participate in this program.</li> </ul>	<ul style="list-style-type: none"> <li>• Typically, the college awards a maximum of \$1,000 per term to full-time students; \$750 for 3/4 time students and \$500 for half-time students per term of attendance.</li> <li>• The aggregate maximum for a 2-year student is \$6,000 (this includes Perkins Loans from previously attended schools).</li> </ul>	<ul style="list-style-type: none"> <li>• Students must apply through the FAFSA.</li> <li>• The Perkins loan is a federally supported loan program provided by the college to needy students.</li> <li>• The fixed interest rate is 5%.</li> <li>• All borrowers must attend a debt counseling session as well as an exit interview.</li> </ul>

	ELIGIBILITY REQUIREMENTS	AMOUNTS AVAILABLE	SPECIAL INFORMATION
<b>STUDENT LOANS</b>			
<b>FEDERAL STAFFORD STUDENT LOANS</b>	<ul style="list-style-type: none"> <li>Eligibility is determined by the FAFSA.</li> </ul>	<ul style="list-style-type: none"> <li>Loans of up to \$3,500 per year are available to first-year students.</li> <li>Students in the second year of their programs (45+ credits) may borrow up to \$4,500 per academic year.</li> <li>The aggregate maximum amount for Federal Subsidized Stafford Loans for undergraduates is \$23,000.</li> </ul>	<ul style="list-style-type: none"> <li>Student must complete a FAFSA.</li> <li>A loan request form is also required once the loan amount is determined.</li> <li>Loan repayment and interest charges begin six months after student ceases to be enrolled at least half-time.</li> </ul>
<p>Federal regulations require that subsequent loan disbursements be returned to the lender if at any time you enroll for and complete less than six (6) credit hours during the period of the loan as indicated on your Stafford loan application. Your loan application will be voided, and you must start the loan application process over again. First-time Stafford Loan borrowers at CGCC must wait until 30 days after the start of classes to receive their initial loan checks.</p>			
<b>UNSUBSIDIZED FEDERAL STAFFORD STUDENT LOANS</b>	<ul style="list-style-type: none"> <li>Students who are not eligible for subsidized Federal Stafford Loans are eligible for unsubsidized loans, regardless of need.</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$4,000 yearly.</li> <li>Students may borrow up to the same limits as their Federal Stafford Loan limits less any subsidized loan received.</li> </ul>	<ul style="list-style-type: none"> <li>Loan conditions are similar to the subsidized Federal Stafford Loan except that the borrower is responsible for the interest on the loan while attending school.</li> </ul>
<b>NURSING LOANS</b>	<ul style="list-style-type: none"> <li>Students must be admitted to the first or second year of the CGCC Nursing Program.</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$2,500 yearly, with a maximum of \$5,000 for the 2 years of the program.</li> </ul>	<ul style="list-style-type: none"> <li>Loans are accepted for the whole year, but the MPN must be signed each term for disbursement purposes.</li> <li>Fixed interest rate is 5 percent.</li> </ul>
<b>FEDERAL PLUS LOANS</b>	<ul style="list-style-type: none"> <li>Parents of students registered at least half – time.</li> </ul>	<ul style="list-style-type: none"> <li>Parents may borrow up to the difference between the student's estimated cost of attendance and any financial assistance annually for each dependent student.</li> <li>There is no longer an aggregate maximum under this program.</li> <li>The amount of this loan is limited by the amount of other aid the student receives. The loan amount cannot exceed the difference between the cost of attendance and estimated financial assistance.</li> </ul>	<ul style="list-style-type: none"> <li>The student's FAFSA must be completed and processed before eligibility can be determined.</li> <li>May be used to substitute for the family contribution.</li> <li>Loan checks are co-payable to the parent and the school and must be disbursed in at least two installments.</li> <li>There is no federal interest subsidy on PLUS Loans. However, the lender may charge the borrower an up-front fee of up to 3 percent to offset the federal government's cost of the program.</li> <li>Repayment of principal and interest begins 60 days after disbursement; if the parent borrower qualifies for a deferment, repayment of principal only is deferred. Interest must be paid unless it is capitalized by the lender.</li> </ul>

FINANCIAL AID PROGRAMS AND SOURCES (CONTINUED)

	ELIGIBILITY REQUIREMENTS	AMOUNTS AVAILABLE	SPECIAL INFORMATION
<b>SCHOLARSHIPS/OTHER</b>			
<b>CGCC FOUNDATION SCHOLARSHIPS</b>	<ul style="list-style-type: none"> <li>All students (whose tuition is not paid by a third party) planning to enroll in credit classes may apply for a Foundation Scholarship.</li> </ul>	<ul style="list-style-type: none"> <li>Up to 15 credits of tuition may be awarded. Awards can be made on a term by-term basis or for a full academic year.</li> </ul>	<ul style="list-style-type: none"> <li>Applications are available from the Student Services office and the CGCC website: <a href="http://www.cgcc.cc.or.us/">www.cgcc.cc.or.us/</a> student information.</li> </ul>
<b>CGCC HIGH SCHOOL TUITION WAIVERS</b>	<ul style="list-style-type: none"> <li>Graduate from a high school in the Mid-Columbia area.</li> </ul>	<ul style="list-style-type: none"> <li>Six free credits of tuition.</li> </ul>	<ul style="list-style-type: none"> <li>Must be used the fall term following graduation from high school.</li> <li>Limited funds so an application form must be completed.</li> </ul>
<b>VETERANS' BENEFITS</b>	<ul style="list-style-type: none"> <li>Veterans and certain dependents</li> <li>Eligibility questions can be answered by calling 1-888-442-4551</li> </ul>	<ul style="list-style-type: none"> <li>Variable</li> </ul>	<ul style="list-style-type: none"> <li>CGCC Financial Aid Office provides assistance with this process.</li> </ul>
<b>SENIOR CITIZEN DISCOUNT</b>	<ul style="list-style-type: none"> <li>Residents 62 years of age or older are eligible.</li> </ul>	<ul style="list-style-type: none"> <li>50 percent tuition reduction for most classes.</li> </ul>	<ul style="list-style-type: none"> <li>See Schedule of Classes.</li> </ul>
<b>GED TUITION CREDITS</b>	<ul style="list-style-type: none"> <li>Students who complete 50 consecutive hours of GED prep classes at CGCC and who successfully complete their GED are eligible.</li> </ul>	<ul style="list-style-type: none"> <li>6 free credits of tuition for the term immediately following successful completion of attendance and GED requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Students must complete CGCC placement test before enrolling in credit classes.</li> </ul>
<b>HOPE SCHOLARSHIP TAX CREDIT</b>	<ul style="list-style-type: none"> <li>Tax credit for qualified tuition and fees</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of \$1,500</li> </ul>	<ul style="list-style-type: none"> <li>Refer to the Federal Tax Instructional Pamphlet or your tax preparer.</li> </ul>
<b>LIFETIME LEARNING TAX CREDIT</b>	<ul style="list-style-type: none"> <li>Undergraduate, graduate, and continuing education course work</li> </ul>	<ul style="list-style-type: none"> <li>Maximum credit for lifetime is \$5,000</li> <li>Maximum annual credit of \$1,000</li> </ul>	<ul style="list-style-type: none"> <li>Refer to the Federal Tax Instructional Pamphlet or your tax preparer.</li> </ul>
<b>CAREER INFORMATION SYSTEM (CIS) AID SORT</b>	<ul style="list-style-type: none"> <li>Computer program identifies sources of national, state and local scholarships, loans and other awards.</li> </ul>	<ul style="list-style-type: none"> <li>Amounts vary.</li> </ul>	<ul style="list-style-type: none"> <li>Call Jenny Jesch, Career Counselor, at 541-506-6024 for information and/or to schedule an appointment.</li> </ul>

**IMPORTANT WEBSITES**

- [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us) CGCC Foundation Scholarship information and application
- [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Electronic version of the Free Application for Federal Aid (FAFSA)
- [www.fastweb.com](http://www.fastweb.com) Free electronic scholarship search with a database containing over 400,000 scholarships and grants
- [www.osac.state.or.us](http://www.osac.state.or.us) Oregon Student Assistance Commission. Private listing of nearly 200 private scholarships and grants
- [www.finaid.org](http://www.finaid.org) Comprehensive collection of student financial aid information

# Testing

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## Basic Skills Assessment

Students who are taking six or more credits or who intend to enroll in math, English, or other college credit courses requiring specific skill levels in writing, math and reading, must take ASSET, the College's basic skills assessment. Results of the assessment are used by an academic advisor to assist students in choosing appropriate courses for their skill level. Assessments are scheduled throughout the year; days and times can be found in the quarterly Schedule of Classes or by calling Student Services at (541) 506-6011 or (541) 386-3510, or by visiting the College website at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us). There is no charge for this assessment.

## Course Challenge

Some courses offered at Columbia Gorge Community College may be challenged. This allows a student to receive credit by taking a special examination. Students who wish to challenge a course must accept the following conditions:

1. Designated credit courses may be challenged by special examination at a time set by the appropriate department chair or instructional administrator. Check with the department to see which courses can be challenged.
2. Students currently enrolled in such a course must request a challenge prior to the third week of classes or in a proportionate period of time for courses less than one term. Students must have formally withdrawn from class prior to submitting the challenge form and taking the exam.
3. Students must be currently registered in credit classes or have previously completed credit classes at CGCC. Students must have an established CGCC transcript before challenge credits will be recorded.
4. Challenge credit may not be used to meet the 30 quarter hour residency requirement.
5. Students must complete and submit to the Business Office a challenge form with the current non-refundable fee. If the student successfully challenges the course, the student will pay the course tuition rate in effect at the time of testing, less the nonrefundable fee, in order to receive credit. Students must complete the challenge exam within two consecutive terms.
6. The department may issue a letter grade or "Pass" for successful completion of a challenge. The grade will be added to the student's academic record using a Grade Review Request Form submitted by the department chair. All challenge courses will appear on the transcript as "Credit by Examination". Students must assume the responsibility for determining if the challenge credit earned at CGCC is transferable to other institutions.
7. Students may take the challenge exam for a specific course only once.
8. Students may not challenge a course in which they have previously enrolled or audited and received either a letter grade (A, B, C, D, F) or a mark (W, CIP, I, NP, P, or AUD).
9. Test scores may be required before a student may take a challenge exam for a specific course.

## Test Proctoring

Columbia Gorge Community College provides test proctoring services to students and community members. The most frequently administered exams include, but are not limited to, exams for distance education courses and pesticide licensing exams. All tests are administered by appointment only and there is a \$20 fee for this service. Contact Student Services at 541-506-6011 for hours of availability and general test procedures.

## GED Testing

Columbia Gorge Community College is an authorized GED testing center. Appointments for testing are made through the Pre-College Services Office at 541-506-6041. Each of the five GED tests requires approximately 90 minutes. A onetime fee is charged for GED testing. Practice testing, to determine readiness to pass the test, is available through CGCC's GED preparation classes. See Special Instructional Programs in this catalog for additional information on the GED.

# Student Services Activities & Policies

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### Academic Advising

CGCC offers academic advising for all students. If you are enrolling in a program of study, you are assigned an advisor. The advising staff can explain and help students select courses appropriate to their individual needs and goals. Advisors provide information about prerequisites, degree and certificate requirements, transfer credits, academic regulations, career pathways, and college support services. It is essential that you see your advisor to establish an academic plan. In order to be able to register, students must meet with an advisor to prepare an educational plan and set up an online account. To make an appointment with an advisor, call 541-506-6011 or 541-386-3510.

### Services for Students with Disabilities

Support services for students with disabilities are available at CGCC. The Office for Students with Disabilities (OSD) offers a wide-range of services to provide students access to college programs, activities, and auxiliary support. Accommodations (not special education) are provided by the Office for Students with Disabilities so students with disabilities can access and participate in the educational programs or courses attended by other students. Services may include: interpretive and communication technology assistance, note taking options, reader and scribe services, printed material in audio format and testing accommodations. Appropriate accommodations will be made on an individual basis.

Students wishing to request services from the Office for Students with Disabilities should:

1. Make an appointment with the Learning Assistance Advisor at 541-506-6025.
2. Provide current documentation from an appropriate certified professional or physician. Documentation is required to be on file before accommodations can be made. All information is kept confidential and will not be released to any person/agency without the student's written permission.
3. Request accommodations through the Office For Students with Disabilities at least two weeks *prior to each term*.
4. Follow the timelines and procedures for receiving each service as outlined in OSD's Student Handbook.

Additional resources available for students with disabilities include:

- Tutoring Lab
- Career Services
- CG 100: College Survival and Success

### Tutoring Services

Drop-in Tutoring assistance for CGCC students in math, chemistry, and business is available at the far end of the Class Act Cafe. The Writing Center is located in the library for tutoring. The tutoring schedule is available at the beginning of each term.

### Career Services

The CGCC Career Center, located in Student Services in both The Dalles and Hood River, invites you to take advantage of the services available to you! The Career Center is a valuable resource for all stages of your academic career, whether you are deciding on your major, deciding where to transfer, looking at employment while in school, or after you earn your degree.

The Career Center offers classes each term that help you make informed decisions on your training and career plans and prepare you to organize your job search efforts.

Career Center staff is available for personal assistance. Call 541-506-6024 or 541-386-3510 for an appointment.

### Child Care Services

Child Care Partners is a referral and resource program for students and the general public that helps find and evaluate the quality of care. Information about selecting care is provided. Referrals include child care centers, family child care providers, school-age programs, Head Start Programs and preschools located within Wasco and Hood River counties. Information is provided about state regulations, choosing quality child care, and possible help for paying for child care.

Experienced, friendly staff provide referrals and information on choosing quality child care. Child Care Partners is located in Building 2 Room 2.176. Students can walk in between 8 am and 5 pm or call between 9 am and 4 pm Monday through Thursday to talk with a child care expert. Students can stop in to discuss a family issue, ask parenting questions, or find out about available community resources. Call (541) 506-6131 (Friday (541-386-6300 ext. 211) or email [ccp@cgcc.cc.or.us](mailto:ccp@cgcc.cc.or.us).

### Library Information Commons

All CGCC students, faculty and staff are welcome to use the Library Information Commons (Library IC). The Library IC includes library resources, services and a Computer Lab. Quiet talking is allowed in the Library IC. Two study rooms are reserved for silent study only. Food, and drinks in spill proof containers are allowed in the Library IC.

The Library Team looks forward to meeting you. We can provide you individual assistance with your research questions. Stop by the Library IC on The Dalles campus, Building 1, room 1.250. You may also contact us by using the "Ask a Librarian Your Question" form <<http://www.cgcc.cc.or.us/library/forms/ask.htm>> or phone 541-506-6081.

The Library IC gives access to over 30 online research databases and 29,000+ e-books. In addition our collection includes over 22,000 books, various magazines, DVDs, videos, CDs and maps for check-out. If you live outside The Dalles area, you can request to have materials mailed to your address.

Media items may be checked out or viewed in the Library IC. The Library Computer Lab has computers, printers, scanners and a Lab Aide who can answer your questions about using the equipment, software and Moodle.

Ask at the Library IC Service Desk for your library card or request it online. The barcode on your library card gives you access to the online resources on the Library's web site <<http://www.cgcc.cc.or.us/library/>>. All patrons are required to have a Columbia Gorge Community College Library card to use the computers, access research databases and to check out all types of library materials.

Request books and articles from other libraries by using interlibrary loan service. The forms are online <<http://www.cgcc.cc.or.us/library/ill-request.htm>> or use print forms in the Library IC.

Faculty can contact the Public Services Librarian to schedule and plan library instruction for yourself and your students 541-506-6088 or [tscham@cgcc.cc.or.us](mailto:tscham@cgcc.cc.or.us).

### Library Services for Hood River and Distance Learning Classes

Students and faculty in Hood River and distance learning classes have access to the library's resources and services on the library web page for them <<http://www.cgcc.cc.or.us/library/library-distance.cfm>>. Use the barcode request link to have your library card with a barcode mailed to you. Your library barcode gives access to the online databases of articles and e-

books to which the library subscribes.

<<http://www.cgcc.cc.or.us/Library/articles/ArticlesandOtherDatabases.cfm>>.

For books and media you want from the online catalog, use the Request button. Select either pickup location, CGCC The Dalles or, CGCC ship to CGCC patron. The library will mail books and media to your home address. You can return these items in the mail or drop them off at the Hood River office or at The Dalles Library.

You can request books and articles from other libraries on interlibrary loan <http://www.cgcc.cc.or.us/library/ill-request.htm>

Contact us for research help or to find out how to get library materials and services at locations away from The Dalles. Send your questions and feedback using the [website](http://www.cgcc.cc.or.us/library/forms/contactus.htm) (<http://www.cgcc.cc.or.us/library/forms/contactus.htm>) or phone us at 541-506-6081 (ask us to call you back if it's long distance).

Fines are assessed on all library materials and equipment when they are not returned by the date and time due. Students with overdue library materials and/or owing \$10.00 or more to the Library will be prevented from registering. Grades, transcripts, and diplomas are held until all items are returned and fines/fees are paid.

### Student Organizations

Involvement in student organizations enhances students' overall educational experience. CGCC supports the ASCGCC Student Council and the Alpha Sigma Xi Chapter of Phi Theta Kappa and recognizes campus clubs including the Student Nurse Association.

The ASCGCC Student Council operates under a constitution designed to promote student activities which stimulate the social, physical, moral and intellectual growth of students. The Council is comprised of six representatives; elections are held annually during Spring Term. The Student Council provides an important link to other students, College staff, and the public through a variety of activities.

Phi Theta Kappa is the official honor society of two-year colleges. Phi Theta Kappa promotes scholarship, leadership, service, and fellowship. Invitations to join are extended to CGCC students who have established an academic record of 3.25 after 12 credits of coursework. Membership has many benefits, including opportunities for scholarships and leadership training. Special recognition is extended to these students by notation on degrees and certificates and recognition at graduation.

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

Students are encouraged to inquire in the Student Services Office about getting involved in student organizations at CGCC.

### Textbooks Sales

Students may purchase new and used books and supplies at the CGCC Bookstore, Building 2, room 2.138, after registering for classes. The cost of books and supplies is not included in tuition costs. You may receive a full refund for books during the first two weeks of each term for which they were purchased. All books must be returned in their original condition and accompanied by a sales receipt.

### Food Service

The College's Class Act Cafe is open Monday through Friday during the academic year. Students gather between classes in the Cafe where hot and cold foods and drinks are available. Fresh food and drinks are available in vending machines when the Class Act Cafe is closed.

### Campus Parking

There is no fee for campus parking at CGCC. Students are encouraged to car-pool. Motor vehicles must be parked only in designated parking areas and drivers are responsible for observing posted traffic signs. There is no parking in designated fire lanes.

Due to construction on The Dalles campus, parking is limited. The only areas available for parking are Lot D which is the lot west of building two, Lot A which is the area just east of building 4, and Lot B which is just north of building 4. Handicapped parking is available in lot D for buildings 1 and 2, and Lots A and B for building 4. Only vehicles displaying a state-issued disabled license plate or sticker may park in these designated locations.

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

Parking for students attending the Hood River Center is available on local streets close to the Center, some metered, some un-metered.

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

### Bus Service

Public transportation is now available to Columbia Gorge Community College students through "The Transportation Network" which is sponsored by the Mid-Columbia Council of Governments and is fully ADA

accessible. All ages are welcome to ride; call at least 24 hours in advance to make reservations. Scheduled stops at the College are available; group rates may apply. Contact The Transportation Network Office at 541-298-5345 or 1-877-875-4657 for more information.

The Columbia Area Transit (CAT) offers transportation in Hood River as a dial-a-ride service. Their number is 541-386-4202 and the student needs to call a day ahead to schedule the pick-up, although they will do same day pick-ups if there is space available. The service is door to door and there is a charge.

### Health Insurance

Students under the age of 65 who are registered for 6 or more credits may purchase student health insurance on a voluntary basis. The application and brochure describing coverage and cost is available in the Student Services Office.

### Publications

#### SCHEDULE OF CLASSES

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

#### COLLEGE CATALOG

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

#### STUDENT HANDBOOK

The Student Handbook describes services and programs available to students, student rights and responsibilities, as well as community resources for both The Dalles and Hood River. In addition, a weekly calendar and an instructional calendar with academic time lines and student events helps students stay organized. The handbook is produced for distribution fall quarter, but available to students throughout the year in Student Services or online. It is revised and printed annually for students.

#### THE CAMPUS VIEW

The Campus View is a bi-monthly bulletin which includes information for students regarding instructional services and student services, as well as providing information on campus events. The bulletin is available at several locations throughout the campus and on the Col-

lege's website.

## College Policies

### How We Use Your Social Security Number

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.

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

OCCURS and the College may also match your Social Security number with records from the following systems:

- State and private universities, colleges and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Oregon Employment Department, which gathers 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 Asset placement test, for educational research.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the College.
- The U.S. Military under requirement of the Solomon Amendment.
- The Office of Department of Education to provide reports to the state and federal government. The information is used to learn about education, training, and job market trends for planning, research, and program

improvement.

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

## Student Rights and Responsibilities

The College provides educational opportunities for a wide variety of individual and community needs. Rules and regulations regarding student conduct assure an atmosphere conducive to pursuit of education. At the same time students have certain rights guaranteed to them by the Constitution.

Students are expected to conduct themselves responsibly and in ways which reflect consideration and respect for the rights of others. The Student Rights and Responsibilities publication, available from Student Services and on the College website, describes fully the student rights and rules, and disciplinary procedures.

## Grievance Procedure

Columbia Gorge Community College has established a set of procedures designed to provide students and others an avenue whereby concerns and decisions made within the College can be appealed within the College. A person who has a grievance follows specified steps to assure the grievance is given fair and careful consideration. The steps will vary slightly depending on whether the grievance is related to instruction, student services/student life, or business/fiscal matters. A copy of the grievance procedure document is available in the Offices of Instruction, Student Services and the Business Office.

## Equal Opportunity, Non-Discrimination, Affirmative Action

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

People having questions about equal opportunity and nondiscrimination should contact:

Executive Director of Human Resources and Strategic Planning - Employment

Chief Academic Officer - Educational Program

Dean of Student Services - Student Programs, Activities, and Services

### Freedom From Sexual Discrimination/Harassment

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

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

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

### Student Records

Columbia Gorge Community College maintains student records in conformation with state and federal law. Except as provided in this policy, all information contained in the student records of Columbia Gorge Community College that is personally identifiable to any student shall be kept confidential and not released to any person without prior written consent of the student, or the parent or guardian of a minor student, or upon lawful subpoena or other order of a court of competent jurisdiction, provided the student (or parent of a minor) is notified in advance of compliance with the subpoena or court order.

An exception to this confidentiality policy is directory information which may be released to the media and for use in other local publications only at the direction of the Dean of Student Services. Students who do not wish to have any of the information listed below released by the College must make that request in writing each term at the time of registration. Directory information will not be released to vendors or others desiring to solicit students for contributions or purchases. Directory information includes: the student's name; address; phone number; the major field of study; participation in official college activities; periods of enrollment; degrees, awards and honors received; and illness or accident information, as required in health and safety emergencies.

### Solomon Amendment Disclosure

The Solomon Amendment requires by law that the College release student name, address, telephone number, date of birth, education level, academic major and degrees received upon request from recruiters of the branches of the U.S. Military. If you request that this information not be released, CGCC will not release to military recruiters or other parties except as specified in this notification or upon written permission from the student.

### Drug-Free School and Workplace

Controlled substance abuse is illegal and interferes with effective teaching and working and the development of a safe and healthy environment for learning. The College 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.

The College strictly enforces its drug and alcohol policy. It is a violation of that policy for students to possess, consume, be perceptibly under the influence of, or furnish alcoholic beverages, as identified by federal or state law, on college-owned or controlled property or at college or student organization/supervised functions. Violation of the policy may result in expulsion, suspension or disciplinary probation. The complete policy is available in any College office.

### Drug Awareness Program

The Drug Free School and Communities Act and Amendment of 1989 requires 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:

1. The dangers of alcohol/drug abuse in the workplace/school;
2. The district's policy of maintaining an alcohol/drug-free workplace/school;
3. Information on appropriate, available alcohol/

- drug counseling or assistance programs; and
4. Notice of the penalties that may be imposed upon employees/students for alcohol/drug abuse violations in the workplace/school.

### **Smoking/Use of Tobacco**

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

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

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of Columbia Gorge Community College to disclose its completion/graduation rate and transfer rate to all current and prospective students. This information can be found on the College web-site at [www.cgcc.cc.or.us](http://www.cgcc.cc.or.us).

### **Privacy Rights of Student Education Records**

The Family Education Rights and Privacy Act of 1974 (Statute: 20 U.S.C. 1232 g; Regulations: 34CFR Part 99) also known as the Buckley Amendment is a Federal Law which states (a) that 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.

#### **Educational Records Policy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their educational records. They are:

- The right to inspect and review the student's records. The student may request to review his/her records by submitting a written request to the Records Office or other school official having custody of such records;
- The right to seek amendment of the student's records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests for amendment of records must be in writing and must describe the specific portions or specific record(s) the student wishes to have amended, instructions as to the change desired, and reasons why the change is justified;
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except for when consent is not required by FERPA. 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.

- The right to file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA.

# Special Instructional Programs & Services

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### Adult Continuing Education

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

### Pre-College Programs

CGCC offers opportunities to gain skills which will lead to employment, job advancement, and other training options. Pre-College Programs offer a variety of instructional options, including day and evening classes. Small group classes, self-paced labs, and one-on-one sessions are all available. For information or an appointment for program orientations, call (541) 506-6041. Pre-College Programs include:

#### A. Adult Basic Skills Development (ABSD)

The Adult Basic Skills Development Program serves students 18 years of age and older. Development of communication, computation and technical skills are emphasized in a life and work skills context. Instructional options include one-on-one tutoring, small group classes, and individualized lab study. Orientation and assessment appointments may be made by calling The Dalles Campus (541) 506-6041 or at the Hood River Center (541) 386-3178.

#### B. General Education Development (GED)

The GED Program provides students 16\* and older with an opportunity to study the five subject areas of the GED exam: reading, writing, social studies, science, and mathematics. Teachers place an emphasis on the application of skills to daily living and employment opportunities.

Instructional options include small group learning and individualized lab study. Instructors use basic skills assessment and GED practice tests to determine study plans. Instruction is available in English and in Spanish. Appointments for initial assessments, GED orientation and the official GED examination may be made through the Pre-College Program at (541) 506-6041 or (541) 386-3178.

*\* Students 16-17 and still attending school must have a release from their high school before entering the GED program.*

### C. English for Speakers of Other Languages (ESOL)

The English for Speakers of Other Languages program provides adults who are limited in English proficiency with the English skills needed to communicate and participate more fully within the community. Beginning instruction focuses on speaking and listening skills presented in practical, life-skills contexts, and in more advanced classes, the instruction focuses on reading, writing, and workplace skill building.

Classes are held at various times and locations in Wasco and Hood River counties. Information is available by calling (541) 506-6041 or (541) 386-3178.

### D. Adult High School Diploma (AHSD)

The Adult High School Diploma program is designed to offer adults 18 years of age and older the opportunity to earn the credits and meet the competencies needed to satisfy Oregon graduation requirements. Students may earn the needed credits in three ways:

- 1) by completing independent study courses;
- 2) by completing college credit or professional/technical courses; and
- 3) by documenting life experience such as community service, military service, or work experience.

Appointments for evaluation of high school transcripts and advising may be made through the Pre-College Program at (541) 506-6041.

### E. High School Credit Completion (HSCC)

The High School Credit Completion program is available for high school students who need credits in order to graduate from the high school in which they are enrolled. Courses available include supervised independent study high school credit courses and college credit courses as listed in the current term's Schedule of Classes. Students must have a referral from their high school counselor.

### Gorge Literacy

Gorge Literacy provides free, basic literacy instruction and support to all adults in the Columbia Gorge enabling them to reach their goals and realize their potential in their family, work and community lives. The program trains community volunteers to tutor adults who wish to improve their reading, writing, math or English conversation skills. Services are open to all community members and not limited to CGCC students. Tutors meet with students individually or in small groups. There is no charge, and tutors are available to fit a variety of schedules. For more information call 541-506-6043 in The Dalles or 541-387-5887 in Hood River.

### Small Business Development Center (SBDC BizCenter)

The Small Business Development Center is a resource for business firms and organizations. A member of the Oregon Small Business Development Center Network, this office has access to resources of the state-wide network of professional counselors and directors. Ongoing business enterprises are supported through individual counseling services and short-term training courses. Services to ongoing business enterprises include detailed financial analysis of business operations, a retailer's institute, access to financing options and the eBiz Center. The Small Business Development Center also provides resources for entrepreneurs wishing to start a business in Oregon. Call 541-506-6121 for an appointment.

### Small Business Management Program

The Small Business Management Program is open to business owners and managers. The ten-month program provides intensive business counseling and mentoring. It provides an opportunity for established business owners to improve their management skills. Classes meet once each month and cover key business management and business subjects including cash flow analysis, financial records and marketing plans.

### Customized Training

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

### Elderhostel

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

### Distance Learning

CGCC is committed to facilitating a variety of learning environments in order to provide expanded student access, improved instructional quality, and increased effectiveness. Distance learning offerings are listed each quarter in the College's Schedule of Classes. Most distance learning class will have a small fee for the technology. Robert Kovacich (541-506-6174) is the CGCC Dis-

tance Learning Administrator. Distance Education courses include:

#### Online Classes

Online classes take place via the Internet, using a software tool called Moodle. These classes are accessed through <http://cgccmoodle.com/>. Moodle allows instructors to place course content in a password-protected site that only students who are registered for the class can access. Students can access these courses from any computer that has a connection to the Internet anytime day or night. As with a campus class, you will have assignment and online exam due dates. Students and instructors will typically interact with each other via e-mail and bulletin board discussions.

#### Hybrid Classes

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

#### Telecourses/Teleweb Classes

Telecourses combine video taped lessons, study guides, textbook readings, written assignments, and traditional on-campus testing. Contact with the instructor may include telephone calls, e-mail and personal conferences on campus. When a telecourse includes an online component through our distance learning management system, WebCT, then it is called a teleweb class.

#### Videoconferencing or Interactive television (ITV)

Videoconferencing generally uses cameras at both the broadcasting and receiving site classrooms, as well as two-way audio. ITV technology is available at the Hood River Center and through the Educational Service District on The Dalles campus.

#### Satellite

You can watch a satellite class on television, much as you would do at home. Almost all of the classrooms at The Dalles campus of CGCC are satellite ready. The college often provides non-credit workforce classes in this way.

### Commercial Kitchen Facility

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

### **Rural Clinical Simulation Center**

CGCC's Simulation Lab provides students with state of the art, high fidelity clinical experience in which theory is incorporated into clinical practice. Students are able to practice clinical situations not regularly encountered in rural healthcare settings. The Associate Degree in Nursing Program was funded in part by two separate Federal Funding sources. The funding received April 1, 2004 – September 30, 2006 by CGCC through a grant awarded under the President's High Growth Job Training Initiative, as implemented by the U.S. Department of Labor's Employment and Training Administration for the Health Occupations Career Ladder Nursing Program. Additional funding received from May 1, 2004 – June 30, 2005 was awarded under the U.S. Department of Education Legislative Authority PLPL 105-277 Omnibus Appropriations Act Program Title and Fund for the Improvement of Postsecondary Education.

# Degrees and Programs

*building dreams  
transforming  
lives*

## EDUCATIONAL PROGRAM CHOICES AT A GLANCE

### GENERAL DEGREE PROGRAMS

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Associate of Arts Oregon Transfer  
Associate of General Studies  
Associate of Science  
Associate of Applied Science  
Oregon Transfer Module

### BUSINESS PROGRAMS

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Associate of Science Oregon Transfer - Business  
Associate of Applied Science - Accounting  
Associate of Applied Science - Management  
Accounting Clerk Certificate  
Marketing Certificate  
Retail Management Certificate

### COMPUTER PROGRAMS

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Associate of Applied Science - Administrative Assistant  
Associate of Applied Science - Administrative Assistant  
(Office Management Emphasis)  
Computer Applications/Office Systems Certificate

### CRIMINAL JUSTICE

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Juvenile Corrections Certificate

### EDUCATION PROGRAMS

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Early Childhood Education Certificate  
Associate of Applied Science - Early Education and  
Family Studies  
Associate of Applied Science - Paraeducator-Special  
Education  
Associate of Applied Science - Paraeducator-English  
Language Learners  
Paraeducator-Special Education Certificate  
Paraeducator-English Language Learners Certificate

### HEALTH OCCUPATIONS

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Diagnostic Imaging (in partnership with Linn Benton  
Community College)  
Emergency Medical Technician Certificate  
Nursing Assistant  
Phlebotomy  
Practical Nurse Certificate  
Associate of Applied Science - Nursing  
Medical Assisting Certificate  
Medication Aide

### PROFESSIONAL SKILLS PROGRAM

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Professional Skills Certificate

### RENEWABLE ENERGY TECHNOLOGY

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Renewable Energy Technology Certificate  
Associate of Applied Science - Renewable Energy  
Technology

### TRANSFER INFORMATION: BACHELOR DEGREES

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Many majors for associate degree programs are possible for students who want to acquire a general education or want to complete their education at a four-year college. Students pursuing a four-year degree should consider completing the Associate of Arts Oregon Transfer Degree at CGCC. This degree will prepare the student to transfer to a four-year college to complete a bachelor's degree in majors such as:

- Agriculture
- Anthropology
- Art
- Computer Science
- Criminal Justice
- Economics
- Education
- English
- Environmental Science
- Forestry
- History
- Journalism
- Nursing
- Philosophy
- Physical Education
- Political Science
- Psychology
- Recreation
- Sociology
- Speech

### DEGREE PARTNERSHIP PROGRAMS

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CGCC offers dual admission and enrollment programs with: Concordia University, Linfield College, Marylhurst University, Portland State University, Oregon Institute of Technology and Oregon State University. The benefits of these programs include:

- One application process for both Columbia Gorge Community College and the partner colleges
- Advising available at either institution.
- Flexibility in scheduling with access to classes at both institutions.
- Opportunity to access services and participate in college life on both campuses.
- Coordinated financial aid and scholarships for qualified students.
- Access to library and computer lab resources on both campuses.
- Skill building through preparatory courses at Columbia Gorge Community College and lower division courses at either Columbia Gorge Community College or the four-year institution.
- Easier transition from community college to university.
- More affordable route to your degree.

Applications are available in the Student Services Office.

# CAREER PATHWAYS TO ADVANCEMENT

## What is a Career Pathway to Advancement?

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

## How can this information help me?

High school students across the nation are looking to career pathways to identify course work they need to take in order to prepare themselves for entry into the work world. At Columbia Gorge Community College, students are using those same career pathways to identify career opportunities that are supported by the degrees and certificates we offer.

The information below describes each of the six career pathways and gives you information to help you decide if that career path is right for you. As you look through the CGCC catalog descriptions of degrees and certificates, you will notice the career pathway related to that degree or certificate. By using these tools, you can plan your college experience and academic preparation to target your desired career focus area. By having a plan, you can give purpose to your learning.

### Arts & Communications

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

### Business, Management, Marketing, & Technology

Careers related to the business environment include sales, marketing and advertising, computer/information systems, accounting, economics, management, and personnel.

Do you enjoy being a leader, organizing people, planning activities, and talking? Do you like working with numbers or ideas and seeing those ideas come to completion? Then this career pathway may be for you!

### Engineering, Manufacturing, & Industry

Careers in this pathway are related to technologies necessary to design, develop, install, and maintain physical systems.

Are you mechanically inclined and practical? Do you like reading diagrams and blueprints or drawing building structures? Are you curious about how things work? Then this career pathway may be for you!

### Human Services

Careers in this category are related to economic, political, and social systems.

Do you like to work with people to solve problems? Is it important to you to do something that makes things better for other people? Do you like helping people? Then this career pathway may be for you!

### Health Sciences

Careers in this pathway are related to the promotion of health and the treatment of disease.

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

### Natural Resources and Agri-Science

Careers in this category are related to the environment, natural resources, and agriculture.

Are you practical or curious about the physical world, plants, and animals? Do you enjoy outdoor activities? This this career pathway may be for you!

### General Program Requirements

Graduates of Columbia Gorge Community College are awarded an Associate of Arts Oregon Transfer degree, an Associate of Science degree, an Associate of General Studies degree or an Associate of Applied Science degree. The choice a student makes will depend on his/her major and goals following graduation. All of the degrees have some requirements in common. These general requirements are as follows. CGCC operates on the quarter system.

#### • MINIMUM CREDITS

All associate degree candidates are required to earn a minimum of 90 quarter-hour credits with passing grades. Many programs require more than 90 credits. See descriptions in this catalog for the specific number of credits required.

#### • MINIMUM GRADE POINT AVERAGE

All candidates for associate degrees must have a minimum cumulative grade point average of 2.0 for courses applied to the degree. Credit courses with passing grades are only counted once in the accumulated hour and point totals.

#### • MINIMUM RESIDENCY

All degree candidates must attend Columbia Gorge Community College for at least two terms and accumulate at least 30 credits of satisfactory work. Non-traditional credit, credit transferred from another institution or credit earned throughout the course challenge process may not be used to establish the 30 credit residency requirement and the student petition process may not be used to waive the residency requirement. The final 16 credits that apply to the degree must include at least eight credits earned at CGCC that apply to the specific program requirements, excluding courses used solely for the General Education requirements.

#### • EFFECTIVE CATALOG

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 unless they choose to meet the requirements of a later catalog. A new academic year begins with each fall term, continues through the following winter and spring terms, and concludes at the end of the summer term. No catalog is valid for longer than summer 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.

#### • PETITIONING FOR GRADUATION

Two terms before students expect to complete requirements for a degree or certificate, they should file a petition to graduate with the Student Services Office. This allows College staff to check students' plans to be sure they meet all requirements. In any event, students must file their petitions within one year after completing all requirements. Students must clear all debts to the College before their degree or certificate will be awarded. A separate petition is required for each degree or certificate application.

A formal commencement ceremony is held at the end of spring term. All students in the current academic year (fall, winter, spring and summer) are eligible to participate. Graduating students will receive diplomas by mail from Portland Community College eight to ten weeks after the completion of their degree or certificate.

#### • COMPETENCY

All degree candidates must demonstrate competency in basic mathematics and writing skills prior to receiving their degree.

Competency in writing can be demonstrated by completing WR 121 with a grade of "C" or higher; successfully completing a writing course for which WR 121 is a prerequisite with a grade of "C" or higher; or passing the WR121 challenge exam. Students must meet criteria to sit for the exam.

Competency in mathematics for AAS and AGS degrees can be demonstrated by completing MTH 65 with a grade of "C" or higher; passing the competency exam for MTH 65; or successfully completing a math course (minimum of 3 credits) for which MTH 65 is a prerequisite with a grade of "C" or higher.

Competency in mathematics for AS degrees must be demonstrated by completion with a letter grade of "C" or better in MTH 111A, MTH 111C or a lower division collegiate math class of three credits or more with intermediate algebra as a prerequisite.

Students who have one of the following degrees from a U.S. accredited institution: A.A., A.S., A.G.S., A.A.S., B.A., B.S. and higher will have the basic competency in writing (WR 121) waived. Other writing requirements specified by the program remain in effect.

#### • GENERAL EDUCATION WAIVER FOR PRIOR DEGREE

The general education requirements for one-year certificates and for the Associate of Applied Science and Associate of General Studies degrees will be waived for

students who enroll at CGCC with a B.A., B.S., A.A., A.A.S., A.G.S., or A.S. degree from an accredited U.S. institution. Program-specific general education requirements for some certificates or Associate of Applied Science degrees will not necessarily be waived. Students should consult an academic advisor for specific courses required for general education.

### OTHER REQUIREMENTS

- A maximum of 3 credits of physical education courses may be used as electives, except for the Associate of General Studies, which can include 6 credits.
- Credit courses with passing grades are only counted once in accumulated hour and point totals.
- Degree candidates must have a 2.0 ("C") grade point average or higher for courses applied to the degree.
- Degree candidates must attend CGCC for at least 2 terms and earn at least 30 credits at CGCC. The final 18 credits must include 9 credits earned at CGCC.
- Twenty-four credits earned at CGCC must apply to degree requirements.
- No more than 12 credits of Cooperative Education courses may be used.
- No more than 9 credits of special topics courses can be used (course numbers 199-199Z and 299-299Z).
- No more than 24 credits of English as a Non- Native Language (ENL) can be counted.
- Developmental Education courses may not be applied to the degree.
- Course numbers beginning with a zero may not be applied to the degree.
- One-credit MSD (Management/Supervisory Development) workshops may only be applied to the Associate of General Studies Degree (Maximum 6 Credits).

### Certificate Requirements

Certificates are awarded in several programs at Columbia Gorge Community College to students who satisfactorily complete the prescribed course of study and maintain at least a 2.0 grade point average. Certificates can be earned in Accounting, Paraeducator, Computer Applications/ Office Systems, Computer Information Systems, Criminal Justice/Juvenile Corrections, Early Education and Family Studies, Marketing, Practical Nursing, Retail Management and Professional Skills Training. Students pursuing a prescribed certificate program must satisfy residency regulations that require that at least 12 credits of a one-year certificate be earned through Columbia Gorge Community College, of which 9 credits apply to the requirements of the certificate. The final 9 credits that apply to the certificate must be earned at Columbia Gorge Community College.

### Computer Proficiency: A Statement to Students

Students at Columbia Gorge Community College, in order to succeed here and in the communities outside the college, need to be familiar with and capable of using computers and computer software. Both upper

division college work and the requirements of the workplace demand such skills. Many CGCC faculty will require students to access class materials on the Internet, or use word processing, e-mail and data bases as part of regular course activities. Students need to determine which computer skills are appropriate to their areas of study and take positive steps to acquire and use them early. Students should contact their Academic Advisor to find out what computer resources and courses are available to help them achieve computer proficiency.

### General Education Philosophy Statement

The faculty of Columbia Gorge Community College affirms that a prime mission of the college is to aid in the development of educated citizens. Ideally, such citizens possess:

- Understanding of their culture and how it relates to other cultures
- Appreciation of history both from a global perspective and from a personal perspective, including an awareness of the role played by gender and by various cultures
- Understanding of themselves and their natural and technological environments
- Ability to reason qualitatively and quantitatively
- Ability to conceptually organize experience and discern its meaning
- Aesthetic and artistic values
- Understanding of the ethical and social requirements of responsible citizenship.

Such endeavors are a life-long undertaking. The General Education component of the associate degree programs represent a major part of the College's commitment to that process.

### Core Outcomes

#### COMMUNICATION

Graduates of CGCC should be able to communicate effectively by determining the purpose of communication; analyzing audiences and context to use appropriate language and modality; and by responding to feedback to achieve clarity, coherence, and effectiveness.

#### COMMUNITY AND ENVIRONMENTAL RESPONSIBILITY

Graduates of CGCC should be able to apply scientific, cultural and political perspectives in understanding the natural and social world and in addressing the consequences of human activity both globally and locally by demonstrating an understanding of social change and social action.

#### CRITICAL THINKING AND PROBLEM SOLVING

Graduates of CGCC should be able to think critically and creatively solve problems by understanding and using various methods of reasoning and evaluating information.

### **CULTURAL AWARENESS**

Graduates of CGCC should be able to demonstrate an understanding of the varieties of human cultures, perspectives, and forms of expression as well as their own culture's complexities.

### **PROFESSIONAL COMPETENCE**

Graduates of CGCC should demonstrate mastery in a discipline or profession at a level appropriate to program and transfer requirements through the application of concepts, skills, processes and technology in the performance of authentic tasks that enhance community involvement and employability.

### **SELF-REFLECTION**

Graduates of CGCC should be self-appraising in applying the knowledge and skills they have learned, examining and evaluating personal beliefs and comparing them with the beliefs of others.

### **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.

### **Experimental Courses**

Courses numbered 99, 199, and 299 are experimental in nature. These course may be offered twice (and only in one academic year) and after that must either be converted to a regular number course or inactivated. While these courses count for graduation, they do not transfer to other institutions.

### **Prerequisite Change**

Beginning Fall term 2008, most of the course on the general education distribution list will have standard prerequisites of a letter grade of "C" or higher in:

- WR 115, or placement into WR 121, **and**
- RD 115, or equivalent test scores, **and**
- MTH 20 or placement into MTH 60.

Some course may have higher requirements in these areas and/or additional prerequisites as appropriate. See course descriptions for current prerequisites. Prerequisites may be waived on a case-by-case basis.

**ASSOCIATE OF ARTS OREGON  
TRANSFER DEGREE**

The Associate of Arts Oregon Transfer Degree is the best choice for students who plan to transfer to a college or university in the Oregon University System. Students who have completed this degree and are accepted will be admitted as having completed all lower division comprehensive and general education requirements for a baccalaureate degree. Students, however, may not necessarily have met department or major requirements with regard to grade point average or specific courses. Students should consult an advisor at the institution to which they plan to transfer regarding requirements of the specific major. Depending on the university, a maximum of 120 credits may be transferred. Degree candidates must complete at least 90 transferable credit hours, which include the following requirements.

<b>REQUIREMENTS</b>	<b>MIN # CREDITS</b>	<b>COURSES WHICH SATISFY REQUIREMENTS</b>
<b>Writing<sup>1</sup></b>	<b>8</b>	WR 121, WR 122, WR 227
<b>Math<sup>1</sup></b>	<b>4</b>	MTH 111A, MTH 111C or any mathematics course with a minimum of four credits with Intermediate Algebra as a prerequisite. May also be applied to distribution requirements for Science/Mathematics.
<b>Oral Communications/4 Rhetoric<sup>1</sup></b>	<b>4</b>	SP 111 or SP 112. May also be applied to distribution requirements for Arts and Humanities.
<b>Health and Physical Education<sup>1</sup></b>	<b>3</b>	HPE 295 or HE 250 and one credit of PE.
<b>Cultural Diversity</b>	<b>3</b>	See list of acceptable courses on next page. The course may be from any area (List A or list B) and may also count as part of the overall distribution requirement.

**General Education**

All candidates must complete 15 courses (quarter system) listed on next page. The distribution areas are:

- Arts and Letters
- Social Science
- Science and Mathematics

The 15 courses (quarter system) must include:

1. Five (5) courses from each of the three distribution areas.
2. One (1) two course sequence from List A in the Arts and Letters and Social Science distribution areas plus three (3) courses from List A or B, one of which is in a different discipline than the sequence courses.
3. One (1) two course lab sequence from List A in the Science and Mathematics distribution area plus three (3) courses from List A or B in a different discipline from the sequence courses and one which must be a biological or physical lab science course.

<sup>1</sup>These courses must be completed with a grade of “C” or higher.

**OTHER REQUIREMENTS:**

- No more than 24 credits may be taken as Pass/No Pass.
- See “General Degree Requirements” (page 33) for more information.
- Transfer credit is allowed for grades “C” or higher. Transfer grades of “pass” are considered equivalent to a “pass” grade at CGCC, even when that institution defines a pass as “D” or better. Except when a letter grade is required, pass grades may be applied to the degree where applicable.
- One-credit MSD workshops may not be applied to this degree.
- All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective credits may include:
  - A maximum of 12 credits of professional/ technical courses.
  - Courses from List A or List B or any lower division collegiate course.

**ASSOCIATE OF ARTS OREGON TRANSFER DEGREE:  
DISTRIBUTION REQUIREMENT COURSES**

**Arts and Letters**

**Courses that meet sequence requirement:**

ART 101, 102, 103	Introduction to Art
ENG 104, 105, 106	Introduction to Literature
ENG 204, 205	Survey of English Literature
Two classes chosen from the next three classes:	
ENG 240*	Intro to Native American Literature
ENG 250*	Intro to Folklore and Mythology
ENG 260*	Introduction to Women Writers
ENG 253, 254	Survey of American Literature
PHL 201 or 202 and one of PHL 204 or PHL 205	Introduction to Philosophy

**Additional Courses:**

ART 115, 116, 117	Basic Design
ART 231	Drawing
ART 253	Ceramics I
ART 256	Ceramics II

ART 281	Painting
ART 284	Watercolor I
ART 292	Sculpture: Mixed Media
ART 293	Sculpture
MUS 105	Music Appreciation
MUS 108*	Music Cultures of the World
MUS 110	Fundamentals of Music
SP 111, 112	Fundamentals of Speech
SP 140*	Intercultural Communication
SP 215	Small Group Communications
SPA 201, 202, 203	Second Year Spanish
SPA 270*, 271*, 272*	Reading in Spanish Literature
TA 101	Theater Appreciation
TA 141	Fundamentals of Acting
TA 180	Theater Rehearsal & Performance
WR 240 241, 242, 243	Creative Writing
WS 101*	Women's Studies

**Social Science**

**Courses that meet sequence requirement:**

ATH 101, 102, 103	Anthropology
EC 201, 202	Principles of Economics
HST 101, 102, 103	Western Civilization
HST 104*, 105*, 106*	History of Eastern Civilization
HST 201, 202, 203	History of the U.S.
HST 204*, 205*, 206*	History of Women in the U.S.
PS 201, 202, 203	Government
PSY 201, 202	Introduction to Psychology
PSY 201A*, 202A*	Introduction to Psychology
SOC 204, 205	General Sociology

**Additional Courses:**

ATH 210*	Selected Topics in Ethnology
EC 200	Principles of Economics
HST 218*	Native American History

HST225*	History of Women, Sex, Family
HST 270*	History of Mexico
HST 277	Oregon Trail
PS 204	Comparative Political Systems
PS 211	Peace and Conflict
PS 220	U.S. Foreign Policy
PSY 101	Psychology and Human Relations
PSY 215	Human Development
PSY 222*	Family & Intimate Relationships
PSY 231, 232	Human Sexuality
PSY 239	Abnormal Psychology
PSY 240	Personal Awareness and Growth
SOC 218*	Sociology of Gender
SOC 232	Death and Dying: Culture & Issues
WS 101*	Women's Studies

**Science and Mathematics**

**Courses that meet sequence requirements:**

BI 101 or 101B, 102, 103	Biology
BI 141, 142, 143	Habitats
BI 231, 232, 233	Anatomy & Physiology
CH 104, 105, 106	General Chemistry
CH 221, 222, 223	General Chemistry
ESR 171, 172, 173	Environmental Science
G 201, 202, 203	Geology
GS 106, 108, 109	Physical Science
PHY 201, 202, 203	General Physics
PHY 211, 212, 213	General Physics (Calculus)

**Additional Courses:**

BI 200	Principles of Ecology
BI 202	Botany
BI 234	Microbiology
CH 100	Fundamentals of Chemistry
CIS 120, 121	Computer Concepts I, II
CIS 122	Software Design
MTH 111A, 111C	College Algebra
MTH 112	Elementary Functions
MTH 211, 212, 213	Found. of Elementary Math
MTH 243, 244	Statistics I, II
MTH 251, 252, 253	Calculus I, II, III
MTH 254	Vector Calculus

Courses marked \* will satisfy the diversity requirement.



**ASSOCIATE OF GENERAL STUDIES DEGREE**

The Associate of General Studies Degree 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

<b><u>REQUIREMENTS</u></b>	<b><u>MIN # CREDITS</u></b>	<b><u>COURSES WHICH SATISFY REQUIREMENTS</u></b>
<b>Writing</b>	<b>4</b>	WR 121 (with grade "C" or higher)
<b>Mathematics</b>	<b>4</b>	MTH 65 (with grade "C" or higher)
<b>General Education</b>	<b>16</b>	

All candidates must complete 16 credits from courses listed under General Education on page 45. The 16 credits must include at least one course and no more than eight credits from the following three categories: Arts and Humanities, Social Sciences, and Mathematics, Natural and Physical Sciences, and Computer Studies. No more than eight credits may come from any one subject. No more than 2 courses may come from program prerequisites or from courses required by specific programs.

\* See General Program Requirements on page 35 for more information.

**OTHER REQUIREMENTS**

- Maximum of 24 credits of professional skill classes (PST) may apply to degree.
- MTH 30 or higher may be used as elective credit.

**ASSOCIATE OF SCIENCE DEGREE**

The Associate of Science Degree is primarily designed for students planning to transfer credits to a baccalaureate degree program at a four-year institution. This degree allows more freedom in course selection than the Oregon Transfer Degree but does not guarantee that students will be accepted as having completed all lower-division comprehensive and general education requirements for a baccalaureate degree. Up to 120 credits may be transferable to the Oregon University System. Students should consult an advisor in selecting appropriate courses. To be assured of meeting additional requirements at four-year colleges and universities, students should meet with an advisor at the school to which they plan to transfer. Degree candidates must complete at least 90 transferable credit hours which include the following requirements.

<b><u>REQUIREMENTS</u></b>	<b><u>MIN # CREDITS</u></b>	<b><u>COURSES WHICH SATISFY REQUIREMENTS</u></b>
<b>Writing</b>	<b>8</b>	WR 121 (with grade "C" or higher) plus a lower division collegiate writing course for which WR 121 is a prerequisite.
<b>Mathematics*</b>	<b>4</b>	MTH 111A or 111C or any mathematics course, minimum 4 credits, with Intermediate Algebra as a prerequisite with grade "C" or higher.

**Personal Health** 3 HPE 295

**General Education: 21**

All candidates must complete a minimum of two courses (must be 3 credits or more), seven quarter credits of lower division collegiate courses in each of the three following distribution areas:

**Arts and Humanities** 7 See list of acceptable courses on page 45.

**Social Science** 7 See list of acceptable courses on page 45.

**Science/Mathematics** 7 See list of acceptable courses on page 45.

**\*OTHER REQUIREMENTS**

- Degree candidates must earn additional credits to bring their total to at least 90 transferable credits
- See "General Degree Requirements" (page 35) for more information.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science Degree is designed for students who complete approved coursework in professional/technical programs. This degree is not generally considered a transfer program. Students are responsible for checking with the college of their choice if transferability is desired. Candidates for the A.A.S. degree must satisfy the following requirements:

<b><u>REQUIREMENTS</u></b>	<b>MIN # CREDITS</b>	<b><u>COURSES WHICH SATISFY REQUIREMENTS</u></b>
<p>Degree candidates must complete the required courses in the major field of each program.</p> <p style="text-align: center;"><b>Variable</b></p>		
<b>Writing</b>	<b>4</b>	WR 121 (with a grade of "C" or higher or a course for which WR 121 is a prerequisite)
<b>Mathematics</b>	<b>4</b>	MTH 65 (with a grade of "C" or higher)
<b>General Education</b>	<b>16</b>	

All candidates must complete 16 credits from courses listed under General Education on page 43. The 16 credits must include at least one course and no more than eight credits from the following three categories: Arts and Humanities, Social Sciences, and Mathematics, Natural and Physical Sciences, and Computer Studies. No more than eight credits may come from any one subject. No more than 2 courses may come from program prerequisites or from courses required by specific programs.

\* See General Program Requirements on page 33 for more information.

GENERAL EDUCATION COURSE LIST

*Associate of Science*  
*Associate of General Studies*  
*Associate of Applied Science*

**Arts and Humanities**

ART 101, 102, 103	Introduction to Art	MUS 105	Music Appreciation
ART 115, 116, 117	Basic Design	MUS 108	Music Cultures of the World
ART 231	Drawing	MUS 110	Fundamentals of Music
ART 253, 256	Ceramics I, II	PHL 201, 202	Introduction to Philosophy
ART 281	Painting	PHL 204	Philosophy of Religion
ART 284	Watercolor I	PHL 205	Biomedical Ethics
ART 292	Sculpture: Mixed Media	SP 111, 112	Fundamentals of Speech
ART 293	Sculpture	SP 140	Intercultural Communication
ENG 104, 105, 106	Introduction to Literature	SP 215	Small Group Communication
ENG 204, 205	Survey of English Literature	SPA 101, 102, 103	First Year Spanish
ENG 214	Literature of the Northwest	SPA 201, 202, 203	Second Year Spanish
ENG 240	Native American Literature	SPA 270, 271, 272	Readings in Spanish Literature
ENG 250	Intro to Folklore and Mythology	TA 101	Theater Appreciation
ENG 253, 254	Survey of American Literature	TA 180C	Theater Rehearsal and Performance
ENG 260	Introduction to Women Writers		Creative Writing
JPN 101, 102, 103	First Year Japanese	WR 240, 241, 242, 243	Women's Studies
		WS 101	

**Social Science**

ATH 101, 102, 103	Anthropology	PSY 101	Psychology and Human Relations
EC 200, 201, 202	Principles of Economics		General Psychology
HEC 226	Child Development	PSY 201, 202	General Psychology
HST 101, 102, 103	Western Civilization	PSY 201A, 202A	Human Development
HST 104, 105, 106	History of Eastern Civilization	PSY 215	Family & Intimate Relationships
HST 201, 202, 203	History of the U.S.	PSY 222	Human Sexuality
HST 204, 205, 206	History of Women in the U. S.	PSY 231, 232	Introduction to Abnormal Psychology
HST 218	Native American Indian History	PSY 239	Personal Awareness and Growth
HST 225	History of Women, Sex, and the Family	PSY 240	General Sociology
HST 270	History of Mexico		Sociology of Gender
PS 201, 202	U.S. Government	SOC 204, 205, 206	Sociology of Health and Aging
PS 203	State and Local Government	SOC 218	Death and Dying: Culture and Issues
PS 204	Comparative Political Systems	SOC 231	Women's Studies
PS 205	Global Politics: Conflict & Cooperation	SOC 232	
PS 211	Peace and Conflict	WS 101	
PS 220	U.S. Foreign Policy		

**Mathematics, Natural and Physical Sciences, and Computer Studies**

BI 101, 101B, 102, 103	Biology	G 201, 202	Physical Geology
BI 112	Cell Biology for Health Occupations	G 203	Historical Geology
BI 141, 142, 143	Habitats	GS 106, 108, 109	Physical Science
BI 231, 232, 233	Human Anatomy & Physiology	MTH 111A, 111C	College Algebra
BI 234	Microbiology	MTH 112	Elementary Functions
CH 100	Fundamentals of Chemistry	MTH 211, 212, 213	Foundations of Elementary Math I, II, III
CH 104, 105, 106	General Chemistry	MTH 243, 244	Statistics I, II
CH 221, 222, 223	General Chemistry	MTH 251, 252, 253	Calculus I, II, III
CIS 120, 121	Computer Concepts, I, II	MTH 254	Vector Calculus
CIS 122	Software Design	PHY 201, 202, 203	General Physics
ESR 171, 172, 173	Environmental Science	PHY 211, 212, 213	General Physics (Calculus)
FN 225	Nutrition		

### **OREGON TRANSFER MODULE (OTM)**

The OTM was created jointly by Oregon community colleges and universities to meet the needs of the increasing numbers of students who transfer among these institutions. The OTM does not replace the need for effective advising, but it will facilitate transfer without loss of credit toward associate's and bachelor's degrees and without unnecessary duplication of courses. Its intent is to help students structure their first year of college in a way that is both academically sound and readily transferable within Oregon. Once a student completes the courses and applies for the OTM, it is documented on the student's transcript.

The OTM is not a certificate or degree, but is documentation that students have met a subset of common General Education requirements. It includes both Foundational Skills (Communication and Mathematics) and Introduction to the Disciplines (Arts and Letters, Social Science, and Science), and students will complete the certificate by selecting from General Education courses that have been approved for the Associate of Arts Oregon Transfer degree.

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 institution in the Oregon University System. Upon transfer, the receiving institution may specify additional course work that is required for a major or for degree requirements or to make up the difference between the OTM and the institution's total general education requirements.

Guidelines: The Oregon Transfer Module includes the following course work, which is equivalent to 3 academic quarters. The coursework must be chosen from the courses approved for the categories below by the institution issuing the credit. In the case of community colleges, these will be courses approved for the AAOT degree. All courses must be passed with a grade of "C-" or better and must be worth at least 3 credits (quarter system). Students must have a minimum cumulative GPA of 2.0 at the time the module is posted.

### **Foundation Skills**

- Writing: Two courses of college-level composition.
- Oral Communication: One course of fundamentals of speech or communication.
- Mathematics: One course of college-level mathematics, for which at least Intermediate Algebra is a prerequisite.

### **Introduction to Disciplines**

- 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.

### **Electives**

- As required to bring the total credits to 45. Courses must be from the Introduction to Disciplines areas (Arts & Letters, Social Science, or Science/Math/Computer Science).

### **Notes**

1. Courses that are designed to prepare students for college-level work are not applicable to the transfer module.
  2. When choosing courses in science and mathematics, students and advisors should check the specific requirements at receiving schools. Courses that include a laboratory component, or that deal with specific subjects, may be required for majors or degrees.
  3. Computer Science courses used in the Math/Science/Computer Science area must meet Oregon Council of Computer Chairs criteria for a science course. See list of courses at (<http://cs.bmcc.cc.or.us/occc/>).
  4. In Arts and Letters, the second year of a foreign language may be included, but not the first year. American Sign Language (ASL) is considered a foreign language.
  5. All Oregon community colleges and Oregon University System institutions will offer students the opportunity to complete an Oregon Transfer Module and the OTM designation will be posted on the transcript by the issuing institution upon request. Regionally accredited private colleges and universities within the state are also welcome to offer and issue Oregon Transfer Modules, which will be accepted at any Oregon public college or university.
  6. Oregon Transfer Module credits may not match program requirements in the receiving school. The OTM supplements, but does not supplant, existing articulation agreements and does not replace effective advising.
- Adopted by Joint Boards of Education (Oregon Board of Education and Oregon Board of Higher Education) February 3, 2005.

## OREGON TRANSFER MODULE (OTM) 2007-2008

The Oregon Transfer Module (OTM) provides a one-year curriculum for students who plan to transfer to a state of Oregon community college or university. The module allows students to complete one year of general education foundation course work that is academically sound and will meet the admission standards of the receiving school.

Students should work closely with an academic advisor to ensure selection of appropriate course work. Upon transfer, students may be required to complete additional course work in general education, or an academic major that is specific to the receiving institution. Students who transfer prior to the completion of the OTM will have their courses individually evaluated by the receiving institution. Students must complete a minimum of 45 credits of lower division course work with a grade of (C-” or better) in order to receive credit for the OTM.

### 1) FOUNDATIONAL SKILLS

#### Writing and Oral Communication

**Writing:** Two courses - WR 121 and a second writing course for which WR 121 is a prerequisite, or two writing courses for which WR 121 is a prerequisite.

WR \_\_\_\_\_ and WR \_\_\_\_\_

**Oral Communications:** One course - SP 111 or SP 112

\_\_\_\_\_

#### MATHEMATICS

One course - MTH 111A or a math course of three credits or more for which MTH 95 Intermediate Algebra is a prerequisite.

MTH \_\_\_\_\_

### 2) INTRODUCTION TO DISCIPLINES

**Arts & Letters:** Three (3) courses from the AAOT Arts and Letters list; a speech course taken to satisfy Foundation Skills requirement above will not count in this category.

\_\_\_\_\_ credits \_\_\_\_\_

\_\_\_\_\_ credits \_\_\_\_\_

\_\_\_\_\_ credits \_\_\_\_\_

**Social Science:** Three (3) courses from the AAOT Social Science list

\_\_\_\_\_ credits \_\_\_\_\_

\_\_\_\_\_ credits \_\_\_\_\_

\_\_\_\_\_ credits \_\_\_\_\_

**Science/Math/Computer Science:** Three (3) courses from the AAOT Science and Mathematics list, including at least one biological or physical science course with a lab; a mathematics course taken to satisfy the Foundation Skills requirement above will not count in this category.

\_\_\_\_\_ credits \_\_\_\_\_

\_\_\_\_\_ credits \_\_\_\_\_

\_\_\_\_\_ credits \_\_\_\_\_

“The OTM is not a certificate or degree, but is documentation that students have met a subset of common General Education requirements. It includes both Foundational Skills (communication and mathematics) and Introduction to the Disciplines (arts and letters, social science and science), and students will complete the certificate by selecting from General Education courses that have been approved for the AAOT degree, the ASOT-Business degree, or for bachelor’s degrees from OUS institutions.” — Joint Boards of Education

## BUSINESS PROGRAMS

### **ASSOCIATE OF SCIENCE OREGON TRANSFER DEGREE BUSINESS (ASOT-BUSINESS)**

#### **Career Pathways: Business, Management, Marketing, & Technology and Human Services**

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

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

#### **REQUIREMENTS**

**1. Writing:** Students must complete a minimum of eight (8) hours in writing with a grade of "C" or better. The courses must be selected from: WR 121, WR 122 & WR 227.

**2. Math:** Students must complete a minimum of 12 credits in MTH 111C or above, four (4) of which must be statistics.

**3. Computer Applications:** Students must demonstrate proficiency in word processing, spreadsheet, database, and presentation software by the successful completion of BAS 131 or CAS 133 and CAS 170 or CAS 171.

**4. General Education Distribution Requirements:** Students must earn the following credits from the General Education Course List:

**Arts and Letters:** Must complete a minimum of 12 credits chosen from at least two of the following disciplines: Art, Literature, Music, Philosophy, Speech, Theater Arts, Women's Studies (WS 101 only) and Writing (excluding WR 115, 121, 122 and 227). One of the courses must be SP 111, completed with a grade of "C" or higher. Second year of a Language may be included, but not first year.

**Social Science:** Must complete a minimum of 12 credits with a minimum of eight credits in microeconomics and macroeconomics with a grade of "C" or better.

**Science:** Must complete a minimum or 12 credits of laboratory courses in the biological or physical sciences.

**5. Business Specific Requirements:** Each course must be completed with a grade of "C" or better: BA 101, BA 211, BA 212, BA 213, BA 226. BA 226 may be replaced by any other faculty approved 200-level BA course.

**6. Electives Requirements:** Must complete additional elective or university specific prerequisite courses for a minimum of 90 credits. The ASOT-Business may include up to a maximum of 12 credits of professional/technical courses.

#### **University Specific Prerequisites**

**Eastern Oregon University** — BA 226 Business Law.

**Oregon Institute of Technology** — BA 226 Business Law (Recommended BA 206 Management Fundamentals and PSY 201 General Psychology).

**Oregon State University** — BA 226 Business Law, BA 275 Business Quantitative Methods, MTH 241 Calculus, MTH 245 Math for Social Science.

**Portland State University** — BA 205 Solving Communication Problems with Technology, CIS 122 Software Design, MTH 244 Statistics II, GPA 2.75 for all core classes.

**Southern Oregon University** — BA 271/282 Applied Business Statistics, GPA 2.0, GPA 2.75 pre-business core.

**BUSINESS PROGRAMS**

**ACCOUNTING CLERK**

**PROFESSIONAL TECHNICAL CERTIFICATE**

(48-49 Credit Hours)

**Career Pathway: Business, Management, Marketing, & Technology**

**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 Prerequisites:** College entry-level competencies in English and in computational skills. Additional skill requirements for individual business courses are listed in the Course Description section of this catalog.

**Course of Study:** The program emphasizes bookkeeping and accounting specialty courses plus keyboarding, in addition to general business microcomputer applications courses.

**Fall Term**

BA 101	Introduction to Business	4
BA	Approved Business Elective	3 - 4
BA 111	Introduction to Accounting	3 <sup>1</sup>
CAS 121	Beginning Keyboarding <b>OR</b>	
CAS 122	Keyboarding for Speed & Accuracy	3 <sup>2</sup>
EC 200	Introduction to Economics <b>OR</b>	
EC 201	Principles of Economics: Microeconomics <b>OR</b>	
EC 202	Principles of Economics: Macroeconomics	4 <sup>3</sup>

**Winter Term**

BA 211	Principles of Accounting I	3
BA 131	Computers in Business	4
BA 285	Human Relations - Organizations	3
CAS 216	Beginning Word <b>OR</b>	
CAS 170	Beginning Excel <b>OR</b>	
CAS 171	Intermediate Excel <b>OR</b>	
CAS 216	Beginning Word <b>OR</b>	
CAS 217	Intermediate Word	3
WR 121	English Composition	4

**Spring Term**

BA 228	Computer Accounting Applications	3
BA 205	Solving Comm. Problems/Technology	4
BA 177	Payroll Accounting	3
OS 131	10 Key on Calculators	1
BA 212	Principles of Accounting II	3

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

<sup>2</sup>Students who can touch type should substitute an approved business elective.

<sup>3</sup>Students considering the Associate of Applied Science (Accounting) degree are advised to take EC 201 or EC 202.

**MARKETING CERTIFICATE**

**PROFESSIONAL TECHNICAL CERTIFICATE**

(44 Credit Hours)

**Career Pathways: Business, Management, Marketing, & Technology Human Services**

Forty-four credit hours includes 41 credit hours of required courses and 3 credit hours of approved business electives.

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

**Program Prerequisites:** College entry-level competencies in English and in computational skills. Additional skill requirements for individual business courses are listed in the Course Description section of this catalog.

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

**Fall Term**

BA 101	Introduction to Business	4
BA 111	Intro to Accounting	3 <sup>3</sup>
CAS 121A	Beginning Keyboarding	1 <sup>1</sup>
BA 223	Principles of Marketing	3
WR 121	English Composition	4

**Winter Term**

CAS 216	Beginning Word: WIN	3
BA 238	Sales	3
BA 131	Computers in Business	4
BA 239	Advertising	3
BA 285	Human Relations - Organizations	3

**Spring Term**

BA 249	Principles of Retailing & E-tailing	3
BA 280 A & B	Co-op Business Experience <b>OR</b>	
CAS 230	Pagemaker	3-4
	Business Elective	6 - 8 <sup>2</sup>

<sup>1</sup>Students who can touch type should substitute an approved business elective.

<sup>2</sup>See list of approved business electives on page 43.

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

<sup>3</sup>Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective.

**BUSINESS PROGRAMS****RETAIL MANAGEMENT****PROFESSIONAL TECHNICAL CERTIFICATE**

(34 Credit Hours)

**Career Pathways: Business, Management, Marketing, & Technology and Human Services**

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

Adding to that foundation is a cluster of business, marketing, human resources, management, and retailing courses. This Certificate can easily transfer into a two-year Associate of Applied Science Degree and beyond.

- Increase your knowledge of the retail industry
- Improve your business and your professional skills
- Enhance your employability and your promotion potential
- Earn credits towards your college degree

Total Credits: 34. This certificate is approved by the Western Association of Food Chains (W AFC) and supported by several major retail members: [www.wafc.com/links/groceryretailers.htm](http://www.wafc.com/links/groceryretailers.htm).

**Required Courses**

MTH 30	Business Math (or MTH 60 or higher)	4
SP 111	Public Speaking	4
BA 131	Computers in Business <b>OR</b>	
CIS 120	Computer Concepts I	4
BA 205	Solving Communication Problems with Technology	4
BA 211	Principles of Accounting I	3
BA 206	Management Fundamentals	3
BA 223	Principles of Marketing	3
BA 224	Human Resources Management	3
BA 249	Principles of Retailing and E-tailing	3
BA 285	Human Relations-Organizations	3

## BUSINESS PROGRAMS

### Degrees and Certificates

Two associate of applied science degrees in business administration are offered. They are Accounting and Management.

These two-year degrees emphasize skills to be used on the job upon completion of the degree requirements and are not designed for students intending to transfer to four-year schools. If transferability of courses is a concern, students should consult with the institution of their choice regarding transfer possibilities. All courses and programs of study in business require a minimum of college entry-level competency in English and in computational skills. Additional skill requirements are specified through the listing of prerequisites. Students with questions about this entry-level readiness should arrange for evaluations of their skill levels through the CGCC advising department. Placement testing designed to assist students in selecting appropriate writing and mathematics courses may be required prior to registration. Due to the rapid changes in employment opportunities, technological advances and certifying agency regulations, business programs are subject to change. Students must meet CGCC's writing and math competencies prior to graduation. See Comprehensive Degree Requirements in this catalog.

### ACCOUNTING

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

(92 credit hours)

#### Career Pathway: Business, Management, Marketing, & Technology

Ninety-seven to ninety-nine credit hours are required including 76-78 credit hours of required courses and 16 credit hours of General Education. Consult a program advisor for assistance in planning General Education courses. MTH 65 with a grade of "C" or better is required for graduation. A math competency exam is available. Students must meet college graduation requirements including General Education, math and English competencies.

**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 Prerequisites:** College entry-level competencies in English and in computational skills. Additional skill requirements for individual business courses are listed in the course description section of this catalog.

**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.

#### Fall Term

BA 111	Introduction to Accounting	3 <sup>1</sup>
BA 101	Introduction to Business	4
CAS 170	Beginning Excel <b>OR</b>	
CAS 171	Intermediate Excel	3
OS 131	10-Key on Calculators	1
	General Education	4

#### Winter Term

BA 211	Principles of Accounting I	3
BA 131	Computers in Business	4
BA 285	Human Relations - Organizations	3
CAS 216	Beginning Word <b>OR</b>	
CAS 217	Intermediate Word	3
WR 121	English Composition	4

#### Spring Term

BA 212	Principles of Accounting II	3
BA 228	Computer Accounting Applications	3
BA 226	Business Law I	3
BA 205	Solving Comm Problems/Technology	4
BA 177	Payroll Accounting	3

#### Fall Term

BA 256	Income Tax**	3
	General Education	4
	Approved Business Elective	6 - 7

#### Winter Term

BA 222	Financial Management**	3
PHL 202	Elementary Ethics	4 <sup>3</sup>
EC 201	Principles of Economics: Microeconomics	4 <sup>3</sup>
BA 206	Management Fundamentals**	3
	General Education	4

#### Spring Term

BA 213	Principles of Accounting III	3
BA 242	Introduction to Investments	3
EC 202	Principles of Economics: Macroeconomics	4 <sup>3</sup>
	Business Elective	6 - 7 <sup>2</sup>

(\*\*Courses may be offered every other year)

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

<sup>2</sup>See a list of approved business electives for Business Administration programs on next page.

<sup>3</sup>For the program a maximum of two courses may count toward 16 credits of general education.

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

**BUSINESS PROGRAMS**

**BUSINESS MANAGEMENT**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

(91 credit hours)

**Career Pathways: Business, Management, Marketing, & Technology and Human Services**

This program includes 75 credit hours of required courses and 16 credit hours of General Education classes. Consult a program advisor for assistance in planning general education classes. MTH 65 with a grade of "C" or better is required for graduation. A math competency exam is available.

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

**Program Prerequisites:** College entry-level competencies in English and in computational skills. Additional skill requirements for individual business courses are listed in the "Course Description" section of this catalog.

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

**Fall Term**

BA 111	Introduction to Accounting	3 <sup>1</sup>
BA 101	Introduction to Business	4
CAS 121	Beginning Keyboarding <b>OR</b>	
CAS 122	Keyboarding for Speed & Accuracy	3 <sup>2</sup>
WR 121	English Composition	4
	General Education	4

**Winter Term**

BA 211	Principles of Accounting I	3
BA 131	Computers in Business	4
BA 285	Human Relations - Organizations	3
CAS 170	Beginning Excel <b>OR</b>	
CAS 171	Intermediate Excel	3
CAS 216	Beginning Word <b>OR</b>	
CAS 217	Intermediate Word	3

**Spring Term**

BA 212	Principles of Accounting II	3
BA 226	Business Law I	3
BA 205	Solving Comm. Problems/Technology	4
OS 131	10-Key on Calculators	1
	Business Elective	3

**Fall Term**

BA 223	Principles of Marketing	3
BA 224	Human Resource Management	3
EC 200	Principles of Economics, Intro	4 <sup>3</sup>
	General Education	4

**Winter Term**

BA 206	Management Fundamentals**	3
	General Education	4
	Business Electives	8

**Spring Term**

	Business Electives	13 <sup>4</sup>
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(\*\*Courses are offered every other year)

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

<sup>2</sup>Students who can touch type should substitute an approved business elective.

<sup>3</sup>This course may count toward 16 credits of General Education. Consultation with an advisor is critical to the student's selection of courses.

<sup>4</sup>See list of approved Business Electives on this page.

Choose a minimum of 15 BA credits from the following list:

BA 177	Payroll Accounting	3
BA 203	Intro to International Business	3
BA 207	Introduction to E-Commerce	4
BA 215	Basic Cost Accounting	3
BA 218	Personal Finance	3
BA 228	Computer Accounting Applications	3
BA 238	Sales	3
BA 239	Advertising	3
BA 242	Introduction to Investments	3
BA 249	Principles of Retailing and E-tailing	3
BA 250	Small Business Management	3
BA 280A	CE: Business Experience	3
BA 280B	CE: Business Experience-Seminar	1

Choose a minimum of 9 credits from the following list:

CAS 109	Powerpoint	1
CAS 111D	Beginning Dreamweaver	3
CAS 140	Beginning Access	3
CAS 171	Intermediate Excel	3
CAS 217	Intermediate Word	3
CAS 230	PageMaker: WIN	3
CAS 231	Publisher	3
OS 240	Filing and Records Management	4

## **BUSINESS PROGRAMS**

### **APPROVED BUSINESS ELECTIVES FOR BUSINESS ADMINISTRATION PROGRAMS**

These business electives apply to all business administration degrees and certificates that have electives identified in the curriculum. Prerequisites for business courses are listed in the Course Description section of this catalog.

BA 131	Computers in Business	4
BA 177	Payroll Accounting	3
BA 203	Intro to International Business	3
BA 205	Solving Communication Problems	4
BA 206	Management Fundamentals	3
BA 207	Introduction to E-Commerce	4
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 213	Principles of Accounting III	3
BA 215	Basic Cost Accounting	3
BA 222	Financial Management	3
BA 223	Principles of Marketing	3
BA 224	Human Resource Management	
3BA 226	Business Law I	3
BA 228	Computer Accounting Applications	3
BA 238	Sales	3
BA 239	Advertising	3
BA 242	Introduction to Investments	3
BA 249	Principles of Retailing and E-tailing	3
BA 250	Small Business Management	3
BA 256	Income Tax	3
BA 280A	CE: Business Experience	3
BA 280B	CE: Business Experience-Seminar	1
BA 285	Human Relations-Organizations	3
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 123	Production Keyboarding	3
CAS 133	Basic Computer Skills/Microsoft Office	4
CAS 140	Beginning Access	3
CAS 170	Beginning Excel: WIN	3
CAS 171	Intermediate Excel: WIN	3
CAS 216	Beginning Word: WIN	3
CAS 230	PageMaker: WIN	3
CAS 246	Integrated Computer Projects	4
OS 131	10-Key on Calculators	1
OS 240	Filing and Records Management	4

**COMPUTER APPLICATIONS PROGRAMS**

**Program Description**

Columbia Gorge Community College offers associate degrees and certificates of study within the Computer Applications and Office Systems Department. Associate degree programs may be completed in approximately two years and the certificate programs may be completed in approximately one year, assuming the student is enrolled on a full-time basis.

**Forms of Recognition**

Students completing the Computer Applications and Office Systems Certificate will have also completed the first year's work toward the Administrative Assistant and Administrative Assistant-Office Management associate degrees.

All courses and programs of study in CAS /OS require placement in WR 115 and MTH 20 and keyboarding by touch or CAS 121. Additional skill requirements are specified in course descriptions. Students with questions about this entry-level readiness should arrange for evaluations of their skill levels through the CGCC Advising Department. Placement examinations to assist students in selecting appropriate writing and mathematics courses are required prior to registration. Students must meet CGCC's writing and math competencies prior to graduation. See academic requirements in this catalog.

Due to the rapid changes in employment opportunities, technological advances, and certifying agency regulations, these programs are subject to change.

Important: See the course descriptions at the back of the catalog for recommended competencies for all classes. The courses below are not listed in the order in which they should be completed. It is important to see a an advisor to assist you in scheduling classes.

**COMPUTER APPLICATIONS AND OFFICE SYSTEMS CERTIFICATE**

**PROFESSIONAL TECHNICAL CERTIFICATE**  
(52 Credit Hours)

**Career Pathways: Business, Management, Marketing, & Technology and Human Services**

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

**Program Outcomes:** Students who successfully complete the one-year certificate will develop skills and knowledge appropriate to basic entry-level office work.

**Program Prerequisites:** Placement in WR 115, MTH 20 and keyboarding by touch or CAS 121. Additional skill requirements are recommended for some business administration and computer application and office system courses as listed in the Course Description section of this catalog. All CAS/OS courses must be passed with a "C" grade or better.

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

**Fall Term**

OS 240	Filing	4
OS 131	10 Key on Calculators	1
BA 111	Introduction to Accounting	3
WR 121	English Composition	4
MTH 30	Business Math	4
CAS 133	Basic Computer Skills <b>OR</b> CAS Elective	3-4

**Winter Term**

OS 120	Business Editing Skills	4
BA 285	Human Relations-Organizations	3
CAS 216	Beginning Word: WIN	3
CAS 170	Beginning Excel	3

**Spring Term**

CAS 246	Integrated Computer Projects	4
OS 245	Office Systems & Procedures	4
BA 205	Solving Comm Problems/Technology	4
CAS 123	Production Keyboarding	3
	Restricted Electives	3
	General Education	3 - 4

**Restricted Electives**

(Choose 3 credits total for certificate)

CAS 111D	Beginning Web Site Creation: Dreamweaver	3
CAS 122	Keyboarding/Speed & Accuracy	3
CAS 140	Beginning Access	3
CAS 171	Intermediate Excel	3
CAS 217	Intermediate Word	3
OS 280F	CE: Work Experience	1-2
OS 280G	CE: Seminar	1

**COMPUTER APPLICATIONS PROGRAMS**

**CERTIFICATES OF COMPLETION (LESS THAN ONE YEAR)**

State-approved Certificates of Completion are designed to be completed in as short as one term but less than one year. These certificates help students attain skills for targeted entry-level jobs in specific areas. The credits earned will provide a convenient pathway for students who wish to continue to pursue the one-year certificates and two-year AAS degree in the program.

**Basic Computer Literacy: 13 credits**

Targeted jobs: Office support, information clerk

CAS 122	Keyboarding for Speed & Accuracy	3
CAS 133	Basic Computer Skills	4
CAS 216	Beginning Word: WIN	3
CAS 170	Beginning Excel	3

**Word Processing: 26 credits**

Targeted jobs: Word Processing, clerical support, project assistant

CAS 122	Keyboarding for Speed & Accuracy	3
CAS 216	Beginning Word	3
CAS 170	Beginning Excel	3
OS 120	Business Editing Skills	4
CAS 123	Production Keyboarding	3
CAS 217	Intermediate Word	3
CAS 231	Publisher	3
WR 121	English Composition	4

**Spreadsheet: 27 credits**

Targeted jobs: Bookkeeping assistant, data entry, office assistant, bank teller

CAS 122	Keyboarding for Speed & Accuracy	3
CAS 216	Beginning Word <b>OR</b>	
CAS 217	Intermediate Word	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
OS 131	10-key on Calculator	1
CAS 140	Beginning Access	3
BA 111	Introduction to Accounting	3
WR 121	English Composition	4
MTH 30	Business Mathematics	4

**ADMINISTRATIVE ASSISTANT**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
(90 Credit Hours)

**Career Pathways: Business, Management, Marketing, & Technology and Human Services**

Ninety credit hours includes required courses and 16 credit hours of General Education. Consult an Academic Advisor for assistance in planning your classes. MTH 65 with a grade of "C" or better is required for graduation.

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

**Program Outcomes:** Students who successfully complete the AAS, Administrative Assistant Degree will develop skills and knowledge appropriate to an entry-level office position as an administrative assistant.

**Program Prerequisites:** Complete the Computer Applications and Office Systems Certificate. All CAS/OS courses must be passed with a "C" grade or better.

**Course of Study:** The program emphasis is on communications, business software, Internet and emerging technologies.

This degree requires a CAS/OS certificate with an additional 38-48 credit hours of required course work as outlined below.

**REQUIRED COURSES (26-33 credits)**

CAS 140	Beginning Access	3
CAS 217	Intermediate Word	3
OS 280F	CE: Administrative Assistant	4
OS 280G	CE: Administrative Assistant-Seminar (Unless taken in first year)	1
MTH 65	Introductory Algebra-2nd Term Writing course with WR 121 as a prerequisite	4 4
	General Education	12-13

**CAS/OS ELECTIVES (7 credits minimum)**

CAS 111D	Beginning Web Site Creation: Dreamweaver	3
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 171	Intermediate Excel	3

**BUSINESS ADMINISTRATION ELECTIVES (6-8 credits)**

Take any two BA courses not including BA courses from one-year CAS/OS certificate. May not include BA 131 if CAS 133 was taken.

## COMPUTER APPLICATIONS PROGRAMS

### ADMINISTRATIVE ASSISTANT OFFICE MANAGEMENT

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
(90 Credit Hours)

**Career Pathways: Business, Management, Marketing, & Technology and Human Services**

Ninety credit hours includes required courses and 16 credit hours of General Education. Consulting an Academic Advisor for assistance is critical in planning your classes. MTH 65 with a grade of "C" or better is required for graduation.

**Career Description:** Coordinates various office support services. Often supervises office support staff. Establishes short range and long-range plans for the office. Requires excellent communication and organizational skills.

**Program Outcomes:** Students who successfully complete the AAS, Administrative Assistant Office Management degree will develop skills and knowledge appropriate to an entry-level office position as an administrative assistant leading to managerial responsibilities.

**Program Prerequisites:** Complete the Computer Applications and Office Systems Certificate. All CAS/OS courses must be passed with a "C" grade or better.

**Course of Study:** The program emphasis is on communications, business software, Internet, emerging technologies and office management skills.

**Required Courses** (30-34 credits)

CAS 140	Beginning Access	3
BA 211	Principles of Accounting I	3
BA 206	Management Fundamentals	3
CAS 171	Intermediate Excel	3
MTH 65	Introductory Algebra-2nd Term	4
	Writing course with WR 121 as a prerequisite	4
	General Education	12-13

**CAS/OS ELECTIVES** (6 credits)

CAS 111D	Beginning Web Site Creation Dreamweaver	3
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 217	Intermediate Word	3

**BUSINESS ELECTIVES** (6-8 credits)

BA 101	Introduction to Business	4
BA 177	Payroll Accounting	3
BA 203	Intro to International Business	3
BA 207	Introduction to E-Commerce	4
BA 212	Principles of Accounting II	3
BA 223	Principles of Marketing	3
BA 224	Human Resource Management	3
BA 226	Business Law	3
BA 228	Computer Accounting Applications	3
BA 238	Sales	3
BA 239	Advertising	3
BA 242	Introduction to Investments	3

**CRIMINAL JUSTICE PROGRAM**

**JUVENILE CORRECTIONS  
CERTIFICATE**

**PROFESSIONAL TECHNICAL CERTIFICATE**  
(46 Credit Hours)

**Career Pathway: Human Services**

**Career Description:** The statewide Juvenile Corrections Certificate was developed at the request of the Oregon Youth Authority (OYA) to provide entry-level workers to fill positions in the juvenile detention facilities. The primary focus of juvenile corrections programs is rehabilitation. Because the quality of the juvenile corrections employee's ability to provide treatment is key to the success of the rehabilitation effort, juvenile corrections employees need a unique core of skills and knowledge in psychology and treatment as well as a grounding in criminal justice. This skill core must include an understanding of the psychological, developmental, and sociological issues that interact within the juvenile correctional system.

**Program Pre-requisites:** Completion of MTH 20 or placement at MTH 60; completion of WR 90 or placement at WR 115; and completion of RD 90 or placement at RD 115.

**Course of Study:** The courses in this certificate program have been designed in conjunction with both the needs and the authority of the Oregon Youth Authority. Students may continue at Portland Community College to earn an Associate of Science or Associate of Applied Science Degree in Criminal Justice. Students who plan to transfer to a four-year institution should contact that institution for transfer information.

Suggested coursework plan to be completed in 7 terms of part-time study:

**Fall Term**

CJA 113	Introduction to Criminal Justice System: Corrections	3
PSY 201	General Psychology	4

**Winter Term**

CJA 222	Introduction to Juvenile Process	3
PSY 202	General Psychology	4

**Spring Term**

CJA 263	Introduction to Corrections Casework	3
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**Fall Term**

AD 101	Alcohol Use and Addiction	3
CJA 101	Cultural Diversity in Criminal Justice Professions	3

**Winter Term**

AD 150	Basic Counseling and Addiction	3
AD 151	Basic Counseling Skills Mastery	1
PSY 222	Family and Intimate Relations	4

**Spring Term**

CJA 280A	Cooperative Work Experience	3
PSY 239	Abnormal Psychology	4
SOC 206	General Sociology: Social Problems	4

**Other Required Courses**

MTH 60	Introductory Algebra - First Term	4
CAS 133	Basic Computer Skills/Microsoft Office	4
WR 121	English Composition	4

**EARLY EDUCATION AND FAMILY STUDIES PROGRAMS**

**EARLY CHILDHOOD CERTIFICATE**

**PROFESSIONAL TECHNICAL CERTIFICATE**

(33-34 Credit Hours)

**Career Pathway: Human Services**

**Career Description:** Teachers and home care providers of young children, ages birth through five, plan the environment, develop suitable learning experiences, and work closely with families in child care 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 childhood graduates may also work in related fields such as child care resource and referral.

Columbia Gorge Community College’s Early Childhood Education (ECE) articulation agreement with Portland State University (PSU) allows for up to 80 transfer credits toward PSU’s Child and Family Studies degree when students are accepted into the program.

**Program Requirements:**

1. An initial advising/information session with an Early Childhood Education Program advisor.
2. Students entering into the ECE Program must demonstrate through transcribed record or by appropriate ASSET test scores the ability to be placed into WR 115 for certificate course work, and completion of WR 121 for AAS degree classes. Math 20A is a prerequisite for Environments (ECE 122) and Administration (ECE 238).

**Criminal Background Check**

All CGCC students enrolled in a child care program with requirements for practical experience of field training may have to pass a Criminal History Check. Students who do not pass the Criminal History Check may not be eligible to complete training at affiliated practicum sites or be hired for some professional positions. If you believe that your past history may interfere with your ability complete the program of student, you should contact the program advisor.

**Course of Study:** The Early Childhood Education Program is planned as a career ladder to accommodate the part-time as well as the full-time student. An Early Childhood Certificate provides entry level child care skills and meets the minimum requirements for 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 Oregon Child Care Division. The National Association for Education of Young Children’s (NAEYC) minimum suggested training for teachers is also an AAS degree in ECE. All required courses and competencies mastered for the certificate apply to the AAS degree. Certificate classes may apply toward a CDA credential. CDA and PDR cre-

dentials may articulate into certificate level coursework.

**Program Exit Requirements:** Exit requirements for the Early Childhood Certificate and the AAS degree in Early Childhood Education are as follows: Students must receive a grade of “C” or better in every required Early Childhood Education class in order to receive a certificate or degree. Students must meet practicum competencies for the certificate and the degree. Students may retake classes in order to meet the grade requirement with the exception of ECE Practicum I (ECE 130, ECE 133), ECE Practicum II (ECE 130, 134), and ECE Advanced Practicum (ECE 250, ECE 251-259) seminar and lab classes. These classes may be re-enrolled in only once after a student receives a grade of less than “C”.

A minimum of 5 credits and a maximum of 10 practicum lab credits are required for the Early Childhood Certificate. Credits required depend on individual student competency as evaluated by ECE instructors. Students must enroll in Practicum Seminar each term they take Practicum I, II, or Advanced Practicum. To be considered for a practicum, students must 1) be enrolled in the Oregon Child Care Division, Criminal History Registry; 2) submit verification of measles immunization; and 3) complete a Food Handlers Certificate.

Early Childhood Certificate requires WR 115 or its equivalent.

**Core Courses Required are (24 credits):**

ECE 120	Introduction to Early Education and Family Studies	3
ECE 121	Observation & Guidance I	3
ECE 122	Environments for Young Children	4
ECE 123	Curriculum for Young Children	4
ECE 124	Multicultural Practice: Exploring Our Views	3
ECE 201	Family Partnership in Education	3
HE 112	First Aid and Infant/Child CPR	1 <sup>1</sup>
HEC 262	Children’s Health, Safety, and Nutrition	3

**Additional required courses:**

ECE 130	Practicum Seminar	2 <sup>2</sup>
ECE 133	Practicum I Lab	3
ECE 134	Practicum II Lab	3

A minimum of five credits and a maximum of 10 practicum lab credits are required to meet Practicum I and Practicum II competency levels. Credits required depend on individual student competence as evaluated by ECE instructors.

<sup>1</sup>Or current Infant/Child First Aid and CPR cards.

<sup>2</sup>Students must enroll in Practicum Seminar each term they take Practicum.

**EARLY EDUCATION AND FAMILY STUDIES PROGRAMS**

**EARLY EDUCATION AND FAMILY STUDIES**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
(90 Credit Hours)

**Career Pathway: Human Services**

WR 121 is a prerequisite for the AAS degree. This degree requires completion of the Early Childhood Certificate, plus the course listed below. MTH 65 with a grade of "C" or better is required for graduation.

**REQUIRED CORE COURSES**

HEC 226	Child Development	4
ECE 200	The Professional in ECE	3
ECE 221	Observation and Guidance II	3
ECE 224	Multicultural Practices: Curriculum & Implementation	3
ECE 234	Children with Special Needs in Early Childhood Education	3
ECE 236	Language and Literacy Development in ECE	3

**ADDITIONAL REQUIRED COURSES**

ECE 260	Advanced Practicum Seminar	3 <sup>1</sup>
ECE 263	Advanced Practicum Lab	3
	or	
ECE 264	Advanced Practicum Lab	4 <sup>2</sup>
	Electives - ECE related	6-10
	Specified General Education	21 <sup>3</sup>

<sup>1</sup>Seminar (three credits) is taken each term with advanced practicum lab.

<sup>2</sup>Advanced practicum lab is taken each term for two terms. A minimum of eight credits is required, although a student may take a maximum of 12 lab credits to achieve competence. Competence is evaluated by ECE instructors. To be considered for practicum, students must 1) be enrolled in the Oregon Child Care Division Criminal History Registry; 2) submit verification of measles immunization; and 3) complete a Food Handlers certificate.

<sup>3</sup>These credits include WR 121 plus 16 credit hours of college required General Education courses.

**ECE ELECTIVES**

ECE 170	Coaching & Mentoring in Early Education and Family Studies	1
ECE 175A	Infant/Toddler Caregiving: Growth & Development	1
ECE 175B	Infant/Toddler Caregiving: Group Care	1
ECE 175C	Infant/Toddler Caregiving: Social/Emotional Growth	1
ECE 175D	Infant/Toddler Caregiving: Family Provider Relationships	1
ECE 177	Tiny to Tall: Making Mixed Age Groupings Work	1
ECE 185	Planning Fun and Meaningful Field Trips for Young Children	1
ECE 190-192	Reading and Conference in Child Development	1-3
ECE 191	Interest-Based Planning for Infants	1
ECE 194	Surviving and Thriving: Managing Stress in Early Education	1
ECE 197	Career Exploration in Early Education and Family Studies	1
ECE 199	Special Topics in ECE	2-5
ECE 235	Music and Movement in ECE	3
ECE 237	Science and Math in ECE	3
ECE 238	Administration of Early Childhood Programs	3
ECE 239	Helping Children & Families Cope with Stress	3
ECE 273	Team Building and Supervision	3
ECE 274	Expanded Curriculum Pre K, Kindergarten and Mixed Age Classrooms	3
ECE 299	Special Topics in ECE	3

For a list of approved, out-of-department ECE electives, please contact an Academic Advisor.

**EDUCATION PROGRAMS**

**PARAEDUCATOR**

**PROFESSIONAL TECHNICAL CERTIFICATE**

(51 Credit Hours)

**Career Pathway: Human Services**

Students may elect a one-year certificate focusing on either special education or English for Second Language Learners or a two-year program culminating in an associate of applied sciences. Students complete a 42-credit hour core and add either the emphasis in English for Second Language Learners (nine credits) or in special education (nine credits) to complete the 51 credit hours for the certificate.

**CAREER DESCRIPTION**

The Paraeducator Program prepares students to resolve everyday challenges and to professionally support teachers in planning, presenting and evaluating instruction and learning.

The paraeducator’s responsibilities may include the following:

1. Working under the supervision of a teacher.
2. Assisting small group instruction in reading, math, spelling, etc.
3. Assisting individual students in the above academic areas and self-help skills, daily living skills, physical therapy and other skills depending on the functioning level of the student.
4. Following behavior programs as directed by the teacher.
5. Preparing and assembling materials.

The particular responsibilities assigned to an assistant depend on the program and personnel in each school. Employment opportunities exist in Portland and in surrounding areas as a result of the present legislative support for equal education for students with special needs (IDEA). The Paraeducator Program is designed for persons of all ages, races, cultures and economic backgrounds. The program values and encourages diversity in the field of education.

**PROGRAM REQUIREMENTS**

Students in the Paraeducator Program are required to demonstrate competencies in writing, reading, mathematics, and computer literacy (students must complete CAS 121 and CAS 133).

Check individual courses for prerequisite or basic competencies required. Many courses require ASSET placement test scores high enough to qualify students for enrollment in WR 121 and/or MTH 60. Students must be fingerprinted and submit a criminal background check.

**COURSE OF STUDY**

Education courses may be applied to the 90 credit hours required for an Associate of General Studies degree. See a program advisor if you are considering transferring to a four-year institution.

CGCC offers a 51 credit hour certificate with emphasis on field experience in public or private elementary and secondary schools. The program has three goals:

1. To train students to work with special needs in an academic or vocational environment;
2. To allow students to progress toward teacher certification at a four-year institution; and
3. To provide exploratory experience for students who are considering regular education, English language learner education, or special education as a career. Some classes will be available via distance learning during the year. Please refer to the quarterly schedule or contact an academic advisor for details.

ED 131	Applied Learning Theory	3
ED 136	Computers in Education	3
ED 200	Introduction to Education for Paraprofessionals	4
ED 251	Overview of Exceptional Learners	3
ED 258	Multicultural Education	3
PSY 215	Human Development	3
ED 123	Instructional Methods: Reading	3
ED 209	Practicum	1
ED 216	Practicum: Seminar	1
ED 217	Classroom Management	3
	<b>or</b>	
ED 252	Behavior Management	3
ED 259	Multicultural Education II	3
	<b>or</b>	
ED 269	Introduction to Teaching the Learning Disabled	3
ED 290	Introduction to English Language Learners Strategies	3
ED 102	Displays & Graphics for Educators	3
ED 124	Instructional Methods: Math and Science	3
ED 211	Practicum	3
ED 216	Practicum: Seminar	1
ED 224	Foundations in Education	3
ED 268	Introduction to Developmental Disabilities	3
	<b>or</b>	
ED 291	Advanced English Language Learner Methods	3

**EDUCATION PROGRAMS**

**PARAEDUCATOR**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

(90 Credit Hours)

**Career Pathway: Human Services**

Successful completion of the 90 credit hour program satisfies the requirement for the associate of applied science degree and equips the student with the specialized skills afforded by the Paraeducator certificate. The 90 credit hours within the program includes 16 credit hours of General Education and six credit hours of required education elective credits.

ED 131	Applied Learning Theory	3
ED 136	Computers in Education	3
ED 200	Introduction to Education for Paraprofessionals	4
ED 251	Overview of Exceptional Learners	3
ED 258	Multicultural Education	3
PSY 215	Human Development	4
ED 123	Instructional Methods: Reading	3
ED 209	Practicum	3
ED 216	Practicum: Seminar	1
ED 217	Classroom Management <b>OR</b>	
ED 252	Behavior Management	3
ED 259	Multicultural Education II <b>OR</b>	
ED 269	Introduction to Teaching the Learning Disabled	3
ED 290	Introduction to English Language Learners Strategies	3
ED 102	Displays & Graphics for Educators	3
ED 124	Instructional Methods: Math and Science	3
ED 211	Practicum	3
ED 216	Practicum: Seminar	1
ED 224	Foundations in Education	3
ED 268	Introduction to Developmental Disabilities	
	<b>OR</b>	
ED 291	Advanced English Language Learner Methods	3

**SUGGESTED EDUCATION ELECTIVES**

(Six credit hours required)

Other education courses may apply; consult an education advisor.

ED 112	Children's Literature	3
ED 116	Literature for Adolescents & Young Adults	3
ED 260	Multicultural Literature for Children and Young Adults	3
ED 171	Computers in Education II	3
ED 210	Practicum (3rd term)	3

**BASIC COMPETENCY REQUIREMENTS**

Students may satisfy the basic competency requirements through test-out, course completion, or prior transcribed academic equivalency. Students satisfying the basic competency requirements in this manner will need to complete another six hours of General Education to equal the required 90 credit hours.

WR 121	English Composition	4
MTH 65	Introductory Algebra	4

**GENERAL EDUCATION REQUIREMENTS**

Eight credits from the arts and humanities General Education list (recommended: eight credit hours in foreign language)

Eight credits from the social sciences General Education list (recommended: PSY 101)

Eight credits from the math and science General Education list (recommended: MTH 211, 212, 213 - requires MTH 95 as a prerequisite or ESR 171, 172, 173 (Environmental Science)).

**EDUCATION PROGRAMS**

**ELEMENTARY EDUCATION TRANSFER**

**Career Pathway: Human Services**

Interested students should see an education academic advisor.

Students planning a career in teaching are allowed to take up to nine (9) credit hours from the following classes as general electives without having to be admitted into the program:

ED 209	Practicum	3
ED 251	Overview of Exceptional Learners	3
ED 252	Behavior Management	3
ED 258	Multicultural Education	3
ED 269	Introduction to Teaching the Learning Disabled Student	3

However, students will still be expected to meet the same prerequisite in writing and be in good academic standing. Students interested in elementary education may wish to pursue an associate of arts, Oregon transfer degree, transferrable to four-year public universities and colleges in Oregon. Please see an academic advisor for more information

**OTHER RECOMMENDED ELECTIVES**

ED 131	Applied Learning Theory	3
ED 136	Computers in Education	3
ED 209	Practicum	3
ED 259	Multicultural Education II	3
ED 112	Introduction to Children's Literature	3
ED 116	Literature for Adolescents & Young Adults	3
ED 251	Overview of Exceptional Learners	3
ED 252	Behavior Management	3
ED 258	Multicultural Education	3
ED 260	Multicultural Literature for Children and Young Adults	3
ED 268	Introduction to Developmental Disabilities	3
ED 269	Introduction to Teaching the Learning Disabled Student	3
ED 290	Strategies for Teaching English Language Learners	3
ED 298C	Special Projects in Education	3

**TEACHER RELICENSING**

**Career Pathway: Human Services**

Teachers may use CGCC courses for relicensing. Oregon Teacher Standards and Practices Commission should be contacted for specific requirements as these may vary for each individual case (1-503-378-3586 or www.tspc.state.or.us). A CGCC advisor will be glad to help in developing a relicensing plan. Courses numbered 101 or higher may generally be used for relicensing. Some recommended courses are:

ED 102	Displays and Graphics for Educators	3
ED 112	Introduction to Children's Literature	3
ED 116	Literature for Adolescent and Young Adults	3
ED 123	Instructional Strategies: Reading	3
ED 124	Instructional Strategies: Math and Science	3
ED 131	Applied Learning Theory	3
ED 136	Computers in Education	3
ED 171	Computers in Education II	3
ED 209	Practicum	3
ED 217	Classroom Management	3
ED 224	Foundations in Education	3
ED 251	Overview of Exceptional Learners	3
ED 252	Behavior Management	3
ED 258	Multicultural Education	3
ED 259	Multicultural Education II	3
ED 260	Multicultural Literature for Children and Young Adults	3
ED 268	Introduction to Developmental Disabilities	3
ED 269	Introduction to Teaching the Learning Disabled Student	3
ED 290	Strategies for Teaching English Language Learners	3
ED 291	Advanced English Language Learner Methods	3

Other courses may be suitable for relicensing depending on Oregon Teacher Standards and Practices Commission recommendations.

**HEALTH OCCUPATIONS**

**CAREER AND PROGRAM DESCRIPTION**

The Emergency Medical Services Department offers career training for entry-level positions in emergency medical settings. Ambulance companies, fire departments, police departments, and various other industries requiring emergency medical services may employ emergency medical technicians.

**EMERGENCY MEDICAL TECHNICIAN**

**PROFESSIONAL/TECHNICAL CERTIFICATE**

(60 Credit Hours)

**Career Pathway: Health Sciences**

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

**Career Description:** Emergency Medical Technicians may be employed by ambulance companies, fire departments, police departments, and various other industries. After successful completion of all requirements for EMT-Basic and Intermediate training, the student is eligible to apply and take the respective state certification exams. Other emergency medical training offered includes First Responder, First Aid, CPR and EMT Continuing Education.

**EMT-Basic Prerequisites:**

1. ASSET placement into WR 121, or complete WR 115 with a grade of "C" or better recommended; MTH 60, or complete MTH 20 with a grade of "C" or better; RD 115, or complete RD 90 with a grade of "C" or better.
2. Must have completed high school or GED.
3. Must be a minimum of 18 years of age.
4. Must have documented results of TB Exam (within 12 months), MMR (measles immunity) if born after 12-31-56, Tetanus (within 10 years), Hepatitis B immunization series started, Influenza (one dose each Fall for students receiving placements during the flu season), Varicella (chicken pox).

**EMT-Intermediate Prerequisites:** (this class is a stand-alone course and not a part of a program.)

1. Current Oregon EMT-Basic Certificate.
2. Current BLS Health Care Provider Course Completion Certificate.
3. Photocopies of all current immunizations. (see EMT-Basic above)
4. Hepatitis B immunizations.

**Legal Limitations for EMT Certification**

Applicants should be aware that the following questions are asked on the National Registry EMT-Basic and/or the Oregon EMT Application:

1. Do you have or have you been diagnosed with any medical, mental, physical impairment(s), within the last 10 years that may affect your ability to perform all duties and functions of an EMT at that level of certification?

2. Have you ever engaged in excessive or habitual use of chemical substances for other than legitimate medical purpose or been treated for addiction or dependency?
3. Have you ever engaged in habitual use of alcohol or received treatment for alcoholism in the last 10 years?
4. Have you ever been convicted of any misdemeanor, felony, or other crime except for minor traffic infractions, under the laws of any state or foreign country? Minor traffic violations need not be reported; felony or misdemeanor traffic crimes and any violations involving driving while impaired, intoxicated, or under the influence of any drug or alcohol must be reported.
5. If you have been or are certified as an EMT in this or any other state, have you ever been disciplined by your employer or supervising physician, within the past 10 years (including but not limited to restricted scope of practice, suspension, letter or reprimand, etc.) in connection with inappropriate or unprofessional conduct or questionable medical care, malpractice or misconduct?
6. If you have ever been certified as an EMT or other certified or licensed health care provider, have you ever been named in a lawsuit alleging medical malpractice or misconduct?

**Application and Acceptance:** Bring photocopies of transcripts, immunization documentation and completed EMT-Basic and Intermediate applications to Student Services. Applications are accepted on a first-come first-served basis. Attendance at the first class is mandatory.

**Course of Study:** The EMT Program is designed to train and educate EMS professionals to excel in meeting the needs of the community. EMT's respond to medical and trauma emergencies by providing immediate care and transportation to the ill and injured. This program combines classroom lectures, hands-on skill labs and appropriate cooperative field experience to provide students with cognitive, psychomotor and affective competence to function as effective EMT's.

SP 111	Fundamentals of Speech	4
BI 112	Cell Biology for Health Occupations	5
HPE 295	Health and Fitness for Life	3
BI 231	Human Anatomy & Physiology I	4
EMT 105	EMT Basic-Part I	4
EMT 100	Intro to Emergency Medical Services	3
EMT 118	EMT Medical Terminology	3
BI 232	Human Anatomy & Physiology II	4
EMT 106	EMT Basic- Part II	5
EMT 115	Crisis Intervention	3
EMT 280B	Cooperative Education: EMT-Seminar	1
BI 233	Human Anatomy and Physiology III	4
EMT 116	EMT Rescue	3
CIS 120	Computer Concepts I <b>OR</b>	4
CAS 133	Basic Computer Skills	4
EMT 117	Emergency Response Communication and Patient Transport	3
MTH 65	Introductory Algebra Second Term	4
General Education credits taken from the Arts and Humanities and Social Sciences.		9

**HEALTH OCCUPATIONS****DIAGNOSTIC IMAGING****Career Pathways: Health Sciences****Career and Program Description**

The Diagnostic Imaging program is a partnership program with Linn-Benton Community College. The program prepares students through a progressive, outcomes-based educational format. Content matter is categorized into specific modules that serve as tools for measuring student progress in every element of the program. The purpose of this program is to prepare students to practice as proficient, multi-skilled professionals in culturally diverse health care settings; to demonstrate outcomes required by the American Registry of Radiologic Technologists (ARRT) and program guidelines; and to apply for an successfully complete AART certification examinations.

The Diagnostic Imaging program combines online instruction, synchronous web-based learning and local clinical placement in the Mid-Columbia region. Students are required to attend Linn-Benton 2-3 times per term. Students will be expected to meet the program delivery model expectations and technical requirements. This program begins fall semester and runs for 18 months. Students move through this training as a cohort. Two students from the CGCC district are accepted each year. Students attend two and a half terms of full-time coursework and then transition into a 40 hour per week clinical experience with supporting coursework.

**DEGREE OFFERED - Linn-Benn Community College Associate of General Studies, 2-year certificate in Diagnostic Imaging.**

**Admission Requirements**

Special admission requirements include:

- Completion of MTH 111 College Algebra, within the last five years, or an equivalent math course from a regionally accredited institution with a "C" or better, or have taken the ASSET Placement Test and place into MTH 112 Elementary Functions.
- WR 121 English Composition or an equivalent course from a regionally accredited institution with a "C" or better.
- 3 credits of speech (SP 100, 111, 112, or 218), or an equivalent course through an accredited institution with a "C" or better.
- Anatomy & Physiology (BI 231, 232, AND 233) or equivalent course through an accredited institution with a "C" or better.
- MP 111 Medical Terminology or equivalent course from an accredited institution with a "C" or better or pass the LBCC Challenge Exam.

- 4 credits of HPE/PE (HPE 295 and PE 182 or HE 112), or an equivalent course through an accredited institution with a "C" or better.
- Possess a current CPR card: American Heart Association or Red Cross.
- Students are required to have current vaccinations and complete a criminal background check. Students also may be required to submit to a drug screen test.

Diagnostic Imaging is a limited-entry program. Completing admission requirements and applying to the program does not guarantee admission.

For specific application procedures see the Diagnostic Imaging application packet available in Student Services or online at

[www.cgcc.cc.or.us/Academics/DiagnosticImaging.cfm](http://www.cgcc.cc.or.us/Academics/DiagnosticImaging.cfm)

### MEDICAL ASSISTING

#### ONE-YEAR CERTIFICATE

43 credit hours of required medical assisting courses. For requirements for an associate of general studies degree, refer to Comprehensive Degree Requirements within this catalog.

#### Career Pathway: Health Occupations

#### 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 physician and preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medication; collecting and processing specimens. Administrative duties may include: scheduling and receiving patients; maintaining medical records; handling telephone calls; correspondence and reports; insurance matters; office accounts; fees and collections.

#### PROGRAM REQUIREMENTS

1. High school completion or GED.
2. Asset scores to show readiness for WR 121, RD 115 and MTH 60.
3. Students must demonstrate a working knowledge and/or background of basic computer skills including windows, keyboarding, Internet and email. Students not able to demonstrate a working knowledge and/or background will be required to take a course(s) prior to admission.
4. MA 134 requires a keyboarding speed of 35/wpm with no more than three errors.
5. Program advising with a Medical Assisting Program advisor.
6. Students must have transportation to clinical facilities throughout the Mid-Columbia area.
7. Two statements of recommendation from a recent employer, instructor or counselor.

#### APPLICATION AND ACCEPTANCE

Students will receive acceptance to the medical assisting program by meeting the Asset placement scores and in addition must demonstrate satisfactory English language ability through a written and oral interview assessment.

Upon acceptance to the Medical Assisting Program,

students must have documentation of the following prior to the beginning of winter term: satisfactory physical examination, Mantoux Test, evidence of immunity to measles, evidence of initiating the immunization series to Hepatitis B or sign a waiver.

Admissions instructions may be obtained from Students Services at 541-506-6011 or 541-386-3510. Qualified applicants are accepted in the order in which the application process is completed.

Application documents should be sent to the attention of:

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

#### LEGAL LIMITATIONS FOR CMA CERTIFICATION

Individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the Certified Medical Assistance Examination (CMA). 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.

#### CRIMINAL BACKGROUND CHECK

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

Students who do not pass the CHC may not be eligible to complete training at affiliated practicum sites, to sit for licensure or certification exams, or to be hired for some professional positions. 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 the program director.

#### COURSE OF STUDY

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

Students are prepared to function under the supervision of a licensed physician. The program is modeled after the program at Portland Community College which is accredited by the Commission on Accredita-

**HEALTH OCCUPATIONS**

tion of Allied Health Educational Programs (CAAHEP). CGCC will go through the accreditation process through the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) after the first graduating class, per CAAHEP's policy. Once accredited, students in the first graduating class (and future graduates) can sit for the certifying exam given through AAMA.

**FIRST TERM**

MTH 22	Measurements	1
BI 55	Human Biology	4
MA 111	Medical Terminology	3
MA 117	Medical Office Administration Procedures	4
MA 118	Medical Office Admin Procedures Lab	2
MA 112	Seminar I	1

**SECOND TERM**

MA 180	Coding & Reimbursement	1
MA 123	Medical Office Clinical Procedures	3
MA 124	Medical Office Clinical Procedures Lab	2
MLT 100	Medical Office Lab Orientation	3
MA 122	Seminar II	1
MA 125	Administrative Directed Practice	2
HE 112	First Aid & Emergency Care	1

**THIRD TERM**

MA 131	Introduction to Medical Science	5
MA 132	Seminar III	1
MA 133	Clinical Directed Practice	2
MA 136	Medications	2
MA 121	Legal & Ethical Aspects of Health Care	2
MA 134	Medical Record Transcription Lab I	1
MA 147	Specialty Directed Practice	2

### NURSING PROGRAM

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

(98 Credit Hours)

#### PROFESSIONAL/TECHNICAL CERTIFICATE

(48 Credit Hours)

#### Career Pathway: Health Sciences

**Program Accreditation:** The Nursing Program at Columbia Gorge Community College is approved by the Oregon State Board of Nursing and the Oregon State Board of Education to offer a nursing program.

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

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

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

Curriculum requirements are subject to change, when indicated, to maintain a quality program.

**Program Prerequisites:** To be considered for the nursing program, applicants must meet the following requirements:

1. A high school diploma or GED Certificate;
2. Cumulative college G.P.A. of 2.50 or greater;
3. Complete at least 22 college credits including the following courses with a "C" or better: CH 104 and BI 231 within 10 years of the application deadline **and** MTH 95 and WR 121 within 5 years of the application deadline.\*
4. Admitted and wait listed students must complete NUR 60 by Fall Term 2008.

\*Applicants who hold an associate degree or higher from an accredited institution may be exempt from the three year policy if scored at the appropriate level on a current ASSET Test (within the last three years).

**Application and Acceptance:** Applications for the nursing program are accepted during winter quarter each year for entry the following September. Contact the Student Services Office at (541) 506-6011 for information and admission instructions.

**Additional Requirements Prior to First Day of Class:** Students selected for admission to the Nursing Program must meet the following requirements: 1) physical exam with evidence of good physical health, performed within one year prior to the first day of class; 2) immunity to measles, mumps, rubella, tetanus, diphtheria, and hepatitis B; 3) tuberculin skin test or chest x-ray within three months of entry to the nursing program; 4) current CPR level C certificate prior to entry into each term of the program; 5) Criminal history check prior to the first day of class. The nursing information packet describes these requirements in more detail.

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

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

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

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

**Student Disability Information:** Nursing is a physically

**HEALTH OCCUPATIONS**

and mentally challenging occupation. Education related to this field is designed to prepare nurses for these challenges. Nursing students must be able to meet all established essential academic and clinical requirements to successfully complete the program. Persons with questions concerning particular qualifications are encouraged to contact the Academic and Learning Assistance Advisor at (541) 506-6025 for information. Students must provide documentation and request services a minimum of two weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

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

In order to continue in the Nursing Program and progress to the next term, the student must: a) earn a "C" grade or higher in all required nursing courses and b) complete all required first year courses in sequence and in the term designated by the Program (including BI 232, BI 233, PSY 201, PSY 240, BI 234) with a "C" grade or higher before entering the second year of the Program. Students who are unable to complete the courses within the first year must apply for readmission. c) Complete all required courses with a "C" grade or higher to receive the Practical Nursing Certificate or the Associate of Applied Science Degree in Nursing.

**Fall Term**

NUR 110	Fundamentals of Nursing	9
PSY 201	General Psychology	4

**Winter Term**

BI 232	Human Anatomy & Physiology	4
NUR 111	Nursing Fundamentals: Care Across the Life-span	9
PSY 215	Human Development	4

**Spring Term**

BI 233	Human Anatomy & Physiology	4
NUR 112	Nursing Care: Childbearing Family and Clients with Chronic Health Care Needs	9
BI 234	Microbiology	5

**Fall Term**

NUR 210	Nursing Care: Clients with Complex/Acute Health Needs	9
	Social Science Elective	4
	General Education Elective	4

**Winter Term**

NUR 211	Nursing Care: Clients with Emergent Health Needs	9
	Sociology Elective	4
	General Education Elective	4

**Spring Term**

NUR 212	Nursing Care: Preceptorship Humanities/Fine Arts/ Communication Elective	8
	General Education Elective	4

## HEALTH OCCUPATIONS

### NURSING ASSISTANT 1

#### **Career Pathway: Health Sciences**

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

### NURSING ASSISTANT 2

#### **Career Pathway: Health Sciences**

This course is designed to assist the Certified Nursing Assistant 1 (CNA 1) with developing the knowledge and skills necessary to become a Certified Nursing Assistant 2 (CNA 2) Restorative Care. The Oregon State Board of Nursing created the CNA 2, Restorative Care classification in 2004. Course consists of 40 hours of classroom instruction and 40 hours of clinical instruction.

### MEDICATION AIDE

#### **Career Pathway: Health Sciences**

This course will prepare the successful CNA 1 or CNA 2 student to perform the tasks necessary to become a Certified Medication Aide (CMA) in Oregon and to understand the CMA's role in health care. The course consists of 48 hours of lecture and 32 hours of clinical experience. Upon successful completion of these hours, students will be eligible to sit for the Oregon State Board of Nursing Certifying exam.

### PHLEBOTOMY

#### **Career Pathway: Health Sciences**

This course and at least 120 hours of on-the job training will qualify the student to take the National Certifying Agency for Clinical Laboratory Science Phlebotomy Examination. Upon successful completion of this class, the student will understand the concepts related to phlebotomy and the laboratory, including non-analytical factors affecting test results, knowledge about basic anatomical systems related to venipuncture and micro-collection, and many of the special tests phlebotomists are required to perform.

## OTHER PROGRAMS

### EMPLOYMENT SKILLS TRAINING

(Less than one year certificate requiring a minimum of 12 credits and a maximum of 44 credits.)

**Career Description:** This certificate is designed to provide maximum flexibility for short-term educational opportunities in order to meet individual student needs targeted at specific occupational goals. The purpose of this program is to enable students to upgrade current skills, maintain employment, and increase employability skills. Program content can be across a variety of areas of study for every approved technical program.

**Program Requirements:** An interview with an advisor is required to determine the student's career goals as they relate to employability and program content. All CGCC college-level courses are eligible to be included in the certificate. Developmental or basic education courses may not be included as part of the certificate. Next steps for continuing the educational process will be discussed and review by the student, the college advisor, the department, and possibly by the employer. Subject Area Curriculum Committees will determine prerequisite requirements for each Employment Skills Training Certificate.

### WORKBASED LEARNING/ PROFESSIONAL SKILLS TRAINING

#### **PROFESSIONAL/TECHNICAL CERTIFICATE** (64 Credit Hours)

One-year Certificate consisting of 52 weeks, 8 hours per day, with a professional skills trainer; 40 hours a week earns 16 credits; and 20 hours a week earns 8 credits a term.

**Career Description:** This is a unique off-campus program providing individuals the opportunity to develop marketable job skills. It is custom-designed training tailored to an individual's abilities, skills and interests.

**Program Prerequisites:** An interview with a College advisor is required to determine an individual's career goals and to determine if a suitable training site is available. Some training programs require minimum basic skills as well as basic math and writing skills.

**Course of Study:** Students train at off-campus sites under the supervision of a skilled trainer. Students train full-time with no breaks for traditional school vacations. Length of the program depends on the skill being taught. The students receive no wages for time spent in training and do not replace regular employees. This provides training in a variety of skilled areas including, but are not limited to, chemical dependency counseling, veterinary technician aide, sheriff's deputy trainee, medical office secretary, building trades, legal assistant and waste water treatment. Students interested should contact the Professional Skills Training program coordinator.

**TECHNOLOGY PROGRAM****RENEWABLE ENERGY TECHNOLOGY****ASSOCIATE OF APPLIED SCIENCE DEGREE**

(98-99 Credit Hours)

**PROFESSIONAL/TECHNICAL CERTIFICATE**

(48 Credit Hours)

**Career Pathways: Science, Engineering, Technology, and Math.**

Completers with the one-year certificate will be able to start employment at the \$18/hour wage range. If the person chooses to continue their education to earn the AAS degree, they will move into mid-range positions as supervisors or lead workers with an expected salary range of \$26-32/hour. With proper career advising and program articulation, graduates of the AAS degree can apply for admission into bachelor degree engineering programs.

Some industries will hire people with certificates of completion or as in the wind energy field, the employers are hiring people with life experience in mechanics. They are finding that the people without the certificates or AAS degrees are not able to move along the career ladder; thus, limiting the availability of those who can move into the mid-career range positions. Other employers require at least the two-year AAS degree for entry level jobs.

AAS degrees in electricity, electronics, manufacturing and maintenance are available at community colleges. Engineering BS degrees are available at universities. There are few training programs for the wind energy industry. Currently, there are five community college programs in the United States and four in Canada. There were no programs available west of Minnesota and Iowa before CGCC began this program. This program was designed by industry partners including **PPM Energy**, AES, PGE, enXco, Western Wind Power, and other wind development companies in addition to the Army Corps of Engineers, Bonneville Power Administration, The Insitu Group, Intel Corporation, Cardinal IG, and Black and Veatch.

**Career Description:**

Technicians apply electrical and electronic theory and related knowledge, usually under the direction of engineering staff, to design, build, repair, calibrate, and modify electrical components, circuitry, controls, and machinery for subsequent evaluation and use by engineering staff in making engineering design decisions.

A Wind Plant Technician is responsible for the on-site operations, maintenance, repair and replacement of equipment on a wind powered generation plant. Responsibilities include the following: Operate and maintain the wind plant equipment. Perform mechanical and electrical component repair or replacement of parts to correct malfunctions following all manufacturers' requirements.

Comply with all project environmental health and safety programs. Perform preventative maintenance in accordance with OEM maintenance manuals.

Preference may be given to candidates with the following: Experience in power plant operations and maintenance. Experience in wind plant operations and turbine experience.

**Program Prerequisites:**

- Students must be ready for intermediate-level algebra (MTH 95), college-level writing (WR 121), and college-level reading.
- Math and writing placement may be demonstrated by scores on the ASSET placement test or by accepted evidence of prerequisite courses taken within the last two years on an official transcript. Students need to determine their math and writing levels should schedule a time to take the ASSET test as soon as possible.

**Application and Acceptance:**

Applications for the Renewable Energy Technology program will be available during fall term 2007 for entry fall term 2008. Contact Student Services at 541-506-6011 or 541-386-3510 for information and admissions instructions.

**Program Outcomes:****For One-Year Certificate**

Upon completion of the certificate program, the student will possess and be able to apply knowledge, skills, and abilities in basic electricity, electronics, and mechanical systems related to wind turbine functions. Specific components include the following:

- Basic electrical theory
- Basic electronics
- Basic mechanical systems
- Basic aerodynamic principles

In addition to the above skills, the student will demonstrate the ability to work in a safe environment, possess the ability to apply entry-level mathematical formulas to basic wind turbine functions, communicate well within a work team, and have the basic knowledge and skills necessary to successfully complete industry specific training. The graduate will be qualified for entry-level wind energy technician positions.

**For 2-Year AAS Degree**

Upon completion of the degree program, the student will possess and be able to apply knowledge, skills, and abilities in electrical, electronic, and mechanical systems related to a broad array of industrial, mechanical, and manufacturing careers. Specific components include the following:

## TECHNOLOGY PROGRAM

- Electronics
- Electrical maintenance
- Hydraulics and lubrication
- Bearings
- Fluid dynamics
- Programmable logic controllers
- Motor controls
- Momentum and force
- Statics and dynamics related to friction
- Aerodynamic principles
- Power generation-distribution

In addition to the above skills, the student will demonstrate the ability to work in a safe environment, communicate well, perform calculations to formulas and apply to solutions, work as a team member or independently, and express the implications of renewable energy on the global society. The graduate will be qualified for mid-level technician positions with renewable energy companies, engineering firms, and manufacturing firms.

### Course of Study:

A program that prepares individuals to apply basic engineering principles and technical skills in support of electrical, electronics, and communication engineers. Includes instruction in electrical circuitry, prototype development and testing; systems analysis and testing, systems maintenance, instrument calibration, and report preparation

### One-Year Certificate

(52 credit Hours)

#### Fall Term

EET 111	Electrical Circuit Analysis 1	5
RET 120	Basic Hydraulics	5
RET 101	Intro to wind Turbine Operations	1
WR 121	English Composition	4

#### Winter Term

EET 112	Electrical Circuit Analysis 2	5
RET 121	Wind Mechanical Systems 1	5
	General Education (not math)	4
MTH 111C	College Algebra for Math, Science, & Engineering	5

#### Spring Term

EET 113	Electrical Circuit Analysis 3	5
RET 122	Wind Mechanical Systems 2	5
RET 141	Electric Motor Controls	3
CAS 133	Computer Applications	4
EET 188	Industrial Safety	1

### Associate of Applied Science Degree (98-99 Credit Hours\*)

#### First Year

##### Fall Term

EET 111	Electrical Circuit Analysis 1	5
RET 120	Basic Hydraulics	5
RET 101	Intro to Wind Turbine Operations	1
WR 121	English Composition	4

##### Winter Term

EET 112	Electrical Circuit Analysis 2	5
RET 121	Wind Mechanical Systems 1	5
	General Education (not math)	4
MTH 111C	College Algebra for Math, Science, & Engineering	5

##### Spring Term

EET 113	Electrical Circuit Analysis 3	5
RET 122	Wind Mechanical Systems 2	5
RET 141	Electric Motor Controls	3
CAS 133	Computer Applications	4
EET 188	Industrial Safety	1

#### Second Year

##### Fall Term

EET 221	Semiconductor Devices/Circuits	5
EET 121	Digital Systems I	3
PE 182H	Adult Fitness	1
PHY 201	Physics	4
MTH 112	Elementary Functions	5
<b>or</b>		
MTH 243	Statistics I	4

##### Winter Term

EET 222	Op Amp Circuits	5
EET 122	Digital Systems 2	3
RET 119	Programmable Controllers	3
EET 254	EET seminar – Job Search Arts or Humanities/ General Education	1 4

##### Spring Term

EET 255	Industrial Control Systems	4
EET 123	Digital Systems 3	5
RET 223	Wind Mechanical Systems 3	5
RET 102	Alternate Energy Power Generation	1

# Course Descriptions

*building dreams  
transforming  
lives*

### **AD - Alcohol and Drug Counselor**

**AD 101 Alcohol Use and Addiction, 3 Cr.** Basic overview of addiction with emphasis on alcohol addiction. Considers physiology, psychology, treatment, prevention, recovery and relapse.

**AD 150 Basic Counseling and Addiction, 3 Cr.** Introduces basic skills required for establishing an effective professional helping relationship. Emphasizes in-class practice and feedback. Prerequisite: AD 101. Corequisites: AD 151 and WR 122.

**AD 151 Basic Counseling Skills Mastery, 1 Cr.** Provides an opportunity to demonstrate a minimum level of facilitative skills. Demonstrate mastery in responding to client behavior, content, feelings and meaning, through in-class practice and videotape review. Offered on a pass/no pass basis only. Prerequisite: AD 101. Corequisites: AD 150 and WR 122.

### **ALC - Tutoring Center**

**ALC 56 Basic Study Skills Lab, 0.50 Cr.** Self-paced, individualized study skills instruction in lab setting. Topics may include note-taking, time management, concentration and memory, reading texts, test taking, self advocacy and CGCC resources.

### **ART - Art**

**ART 101 Introduction to Art, 4 Cr.** Addresses seeing, experiencing and appreciating the urban world as a reflection of human interaction with the sociopolitical and physical environment, such as with architecture, gardens, fountains and public spaces. Examines how cities express the values, technology, geography and economic structure of many cultures in the light of aesthetic, historic and critical factors. The Intro to Art series ART 101, 102, 103 may be taken in any order. Recommended: WR 115 placement.

**ART 102 Introduction to Art, 4 Cr.** Addresses issues of fine art, particularly painting, sculpture and drawing, in terms of experiencing, appreciating and understanding their role in our lives. Art is examined in the light of aesthetic, historic, and critical issues. The Intro to Art series ART 101, 102, 103 may be taken in any order. Recommended: WR 115 and RD 115 placement.

**ART 103 Introduction to Art, 4 Cr.** Addresses issues relating to design in our daily lives, particularly graphic design, and may include commercial, industrial, crafts, and product design. Examines how design expresses the values, technology, economy and taste of our culture in light of aesthetic, historic and critical issues. The Intro to Art series ART 101, 102, 103 may be taken in any order. Recommended: WR 115 and RD 115 placement.

**ART 115 Basic Design, 3 Cr.** Black and white design foundations studio experience centers on creative problem-solving, developing perceptual awareness and understanding and establishing critical skills and personal artistic vision. Use a broad range of materials, tech-

niques and projects to design concepts with reference to historical and contemporary perspectives. Basic Design series ART 115, 116, 117 may be taken in any sequence.

**ART 116 Basic Design, 3 Cr.** Color and design foundations studio experience centers on creative problem-solving, developing perceptual awareness and understanding, and establishing critical skills and personal artistic vision. Use a broad range of materials, techniques and projects to explore color and design concepts with reference to historical and contemporary perspectives. Basic Design series ART 115, 116, 117 may be taken in any sequence.

**ART 117 Basic Design, 3 Cr.** Three-dimensional foundations studio experience centers on creative problem-solving, developing perceptual awareness and understanding and establishing critical skills and personal artistic vision. Use a broad range of materials, techniques and projects to explore three-dimensional design concepts with reference to historical and contemporary perspectives. Basic Design series ART 115, 116, 117 may be taken in any sequence.

**ART 206 History of Western Art, 4 Cr.** Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Objectives center on viewing, analyzing and comparing many art forms in an historical context, and covers the Renaissance and Baroque periods, beginning about 1300 AD. Recommended: WR 121 placement and RD 115 placement.

**ART 211 Modern Art History - 19th Century Art in Europe, 4 Cr.** The Nineteenth Century saw the beginning of the modern world and modern societies in Europe. Examines and analyzes the visual arts to reveal some effects of those changes, and to gain insight into our modern world. Recommended: WR 121 placement and RD 115 placement.

**ART 212 Modern Art History - Early 20th Century Art, 4 Cr.** The turn of the Twentieth Century witnessed 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. Recommended: WR 121 placement and RD 115 placement.

**ART 231 Drawing, 3 Cr.** A studio experience exploring ways of seeing and basic drawing techniques, materials and concepts while addressing historical and contemporary issues. A conceptual framework for critical analysis is presented along with basic art theory. May be taken three times for credit.

**ART 237 Life Drawing, 3 Cr.** Students study and draw the human form from professional models. Applying various drawing techniques and concepts, students study the structure, form and proportions of the human figure. Emphasis is upon personal progress as an artist with attention to composition. May be taken three times for credit.

**ART 253 Ceramics I, 3 Cr.** An introductory studio experience exploring ceramic form, processes, techniques and concepts while addressing historical and contemporary issues. Students will use a variety of techniques to develop and encourage creative problem solving. Critiques, discussions, and ceramic presentations establish critical skills necessary to evaluate ceramics, explore artistic intent, examine and structural solutions, and expand perceptual awareness. Course includes demonstrations, lectures, slides and audiovisual materials. May be taken three times for credit.

**ART 256 Ceramics II, 3 Cr.** Allows further exploration of all aspects of clay processes: development of ideas, care and preparation of clay, skills and understanding related to clay work on and off the potter's wheel, glazes and firing procedures. May be taken three times.

**ART 281 Painting, 3 Cr.** A studio experience exploring ways of seeing and basic painting techniques, materials, and concepts while historical and contemporary issues. A conceptual framework for critical analysis is presented along with basic art theory. May be taken three times for credit. Recommended: ART 116.

**ART 284 Watercolor I, 3 Cr.** A studio experience exploring basic watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to become more visually literate. A conceptual framework for critical analysis is presented along with basic art theory. May be taken three times for credit.

**ART 292 Sculpture: Mixed Media, 3 Cr.** Studio experience exploring sculptural form, processes, techniques, and concepts while addressing historical and contemporary issues. Uses a variety of materials and techniques to develop and encourage creative problem solving. Critiques, discussions, and sculpture presentations establish critical skills necessary to evaluate sculpture, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. Course emphasizes the use of mixed media in sculpture. May be taken three times for credit.

**ART 293 Figure Sculpture, 3 Cr.** A studio experience exploring sculptural form, processes, techniques, and concepts while addressing historical and contemporary issues relating to figure sculpture. Students study and sculpt the human form from professional models, nude and clothed. Applying various sculpting techniques and concepts, students study the structure, form and proportions of the human figure. Critiques, discussions, and sculpture presentations establish critical skills necessary to evaluate figure sculpture and explore the expressive potential of the human form. May be taken up to three times for credit.

### **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 human fossil record, as well as the diversity and commonality of present and past populations of humankind.

**ATH 102 Introduction to Archaeology and Prehistory, 4 Cr.** Introduces methods and techniques used by archaeologists to study the development of human culture. Provides a survey of world prehistory, while emphasizing the development of social complexity and the origins of agriculture that precede both new and old world civilizations.

**ATH 103 Introduction to Cultural Anthropology, 4 Cr.** Examines modern human cultures. Analyzes a variety of ethnographic examples from various world societies to understand the diverse aspects of language, technology, economy, social structure, governance, religion, world views and expressive aspects of life.

**ATH 210 Selected Topics: Ethnology 4 Cr.** Introduces life styles and interactions with their environments of peoples in a selected part of the world. Uses ethnographic and other information for concentrated study of the cultural diversity and environmental adaptations of those peoples.

**ATH 211 Selected Topics in Anthropology 4 Cr.** Focuses on a specific anthropological topic and explores it in detail. Topics are drawn from the four sub-fields of anthropology and provide an in depth examination and analysis of the chosen subject. Topic specific theories and methods also highlighted.

**ATH 231 Native Americans of the Northwest 4 Cr.** An in-depth survey of the native peoples of Oregon, Washington, Alaska, and Southwest Canada. Individual native groups are studied to depict cultural variation within the region.

### **BA - Business Administration**

**BA 101 Introduction to Business, 4 Cr.** Survey course in the field of business including topics such as management, finance accounting, marketing, production, computers, international business, small business, investments and other areas of general business interest.

**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.

**BA 131 Computers in Business, 4 Cr.** Course in computer literacy that covers computer concepts and typical activities computers are used for in business. Includes introduction to hardware and software, operating systems, word processing, spreadsheet, database and electronic mail. Appreciate the value of ethical conduct in a business/computer environment.

**BA 177 Payroll Accounting, 3 Cr.** Learn fundamental skills and basic knowledge in the area of business payroll. The focus of the course is primarily in the following areas: payroll and personnel record keeping, calculation of gross pay using various methods, calculation of Social Security and Medicare taxes, calculation of federal and state income taxes, calculation of federal and state unemployment taxes, journalizing and posting payroll entries, and completing various federal and state forms. Prerequisites: BA 111 Introduction to Accounting or BA 211 or instructor permission. Recommended: MTH 30 Business and computer experience.

**BA 203 Introduction to International Business, 3 Cr.** Explores processes of international trade, whether the company is an importer, exporter, or a multinational firm. Forms a basis for further study and specialization in the international business field.

**BA 205 Solving Communication Problems with Technology, 4 Cr.** Focuses on using current technology to create, revise, and design business documents: letters, memos, e-mail, reports, minutes, simple instructions, and resumes. Students will use library and Internet resources to collect information. In addition, students will deliver oral presentations using presentation tools. Recommended: WR 121, BA 131, CAS 133, or computer literacy.

**BA 206 Management Fundamentals, 3 Cr.** Introduces basic business management concepts as well as current management experience and research regarding organizing and managing processes, resources and people to achieve the organization's purposes. Changes in management are included, recognizing that society and technology place new demands on business enterprises.

**BA 207 Introduction to E-Commerce, 4 Cr.** Presents concepts and skills for the strategic use of e-commerce and related information technology from three perspectives: business to consumers, business-to-business, and intra-organizational. Examination of e-commerce in altering the structure of entire industries, and how it affects business processes including electronic transactions, supply chains, decision making and organizational performance.

**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.

**BA 212 Principles of Accounting II, 3 Cr.** Continues the presentation of fundamental issues begun in BA 211. Introduces statement of cash flows and financial statement analysis. Prerequisite: BA 211.

**BA 213 Principles of Accounting III, 3 Cr.** Study managerial accounting: covers cost/volume relationships, manufacturing costs, cost decisions, management plan-

ning, budgeting and responsibility accounting. Prerequisite: BA 211.

**BA 215 Basic Cost Accounting, 3 Cr.** Covers cost accounting concepts, application, and techniques employed in the accumulation and reporting of manufacturing cost data. Particular attention shall be paid to job order costing, process costing, joint and by-product costing, standard costs, budgeting and analysis of variances. Recommended: BA 211.

**BA 222 Financial Management, 3 Cr.** Covers basic financial concepts and practices and includes analysis of company resources, types and sources of financing, forecasting and planning methods, and the roles of the money and capital markets. Recommended: BA 212; MTH 60.

**BA 223 Principles of Marketing, 3 Cr.** Provides a general knowledge of marketing with emphasis on the marketing mix elements and target markets for consumer and industrial products. Marketing strategies, customer behavior and international marketing are addressed. Recommended: BA 101.

**BA 224 Human Resource Management, 3 Cr.** Attention given to human behavior, employment, employee development, performance appraisal, wage and salary administration, employment and job rights, discipline and due process, and labor-management relations.

**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 and 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.

**BA 228 Computer Accounting Applications, 3 Cr.** Introduces double-entry, fully-integrated computerized general ledger software. Topics include general ledger, accounts receivable, accounts payable, payroll, fixed assets, bank reconciliations, and inventory. Recommended: BA 111 or BA 211 and CAS 133 or instructor permission.

**BA 238 Sales, 3 Cr.** Offers a blend of practicality and theory on industrial, commercial and retail sales. Demonstrates and practices basic sales techniques, explores communication and motivation as they relate to selling and examines the function of sales relative to the total marketing program.

**BA 239 Advertising, 3 Cr.** Covers the basics of planning, creating, using, and placing advertising in the business world. Reviews entire field of advertising as basis for students who select advertising as a career or as an integral part of a marketing program.

**BA 242 Introduction to Investments, 3 Cr.** Study popular investment vehicles—what they are, how they can be utilized and the risk and return possibilities. Emphasizes stocks and bonds, mutual funds, options and real

estate. Examines securities exchanges and the functions of the broker. Recommended: MTH 20.

**BA 244 Introduction to Records Management, 3 Cr.** Offers a study of the life cycle of records on all types of media from creation through disposition. Considers responsibilities of the records manager as they relate to each subsystem of the total records management program and to the needs of all types of organizations.

**BA 249 Principles of Retailing & E-tailing, 3 Cr.** Covers analyzing target market, developing retail marketing mix elements, and reviewing store planning techniques used by retailers. Includes discussions of changing retailing environment and impact of government regulations.

**BA 250 Small Business Management, 3 Cr.** Emphasizes general functions, procedures and specific subject areas related to starting, organizing and operating a successful small business, including franchising.

**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.

**BA 280A Cooperative Education: Business Experience, 1-3 Cr.** Offers relevant field experience in business environments in one of the following areas: book-keeping, marketing, management, international business, advertising, banking, purchasing, investment, finance and customer services (sales or credit services). Allows exploration of career options. Instructor permission required.

**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. Instructor permission required.

**BA 285 Human Relations-Organizations, 3 Cr.** Explores interactions in organizations by examining human perceptions, communications, small group dynamics and leadership. Includes dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, and the challenges of globalization.

### **BI - Biology**

**BI 55 Human Biology, 4 Cr.** Surveys human body systems. Includes the identification of structural components of the body as well as investigations in physiology. Designed for students in the Medical Assisting Program. Prerequisites: Command of the English language and placement into RD 90.

**BI 101 Biology, 4 Cr.** Laboratory science course designed for non-biology majors. Introduction to the properties of life, morphology and physiology of cells, cell chemistry, energy transformation, and the basic principles of ecology.

**BI 101B Introductory General Biology, 4 Cr.** One-

quarter laboratory science course designed as an introduction to biology for students interested in the health professions as well as a general science. Strongly recommended for students who intend to take 200-level microbiology and/or anatomy and physiology. Topics include study of the scientific method, cellular chemistry, cell structure and function, human ecology, and laboratory skills. Placement into WR 121 and MTH 60.

**BI 102 Biology, 4 Cr.** Laboratory science course designed for non-biology majors. The second term of a three-term sequence. Presents protein synthesis, cell division, genetics, reproduction and development, and evolution. Prerequisite: BI 101 or BI 101B.

**BI 103 Biology, 4 Cr.** Laboratory science course designed for non-biology majors. Presents the evolutionary relationship among the kingdoms. Introduces a comparison of biological systems across kingdoms. Prerequisites: BI 101 or BI 101B and BI 102.

**BI 141 Habitats: Life of the Forest, 4 Cr.** Examines structure and function of Oregon forest ecosystems. Covers distribution and interactions of plants, animals, microorganisms, climate and basic geology. Laboratory emphasizes identification and environmental testing.

**BI 142 Habitats: Marine Biology, 4 Cr.** Examines marine environment and the ecology, physiology, and morphology of marine plants and animals, emphasizing Oregon. Laboratory focuses on identification and environmental testing.

**BI 143 Habitats: Fresh Water Biology, 4 Cr.** Covers environments of freshwater streams, lakes, and marshes. Includes effects of physical and chemical factors on organisms, along with the organisms, their biological interactions and nutrient cycles. Explores ecological factors of freshwater environments and the effects of human activities on them.

**BI 231 Human Anatomy & Physiology I, 4 Cr.** First term of a three-term sequence covering: chemistry, cells, tissues; the skin, skeletal and muscular systems and nervous tissue. Lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer work. Prerequisite: BI 112.

**BI 232 Human Anatomy & Physiology II, 4 Cr.** Second term of a three-term sequence. Courses may not be taken out of sequence. Covers nervous, endocrine, cardiovascular and immune systems. Lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer work such as CD-ROM-based exercises. Prerequisite: BI 231 with a "C" or better.

**BI 233 Human Anatomy & Physiology III, 4 Cr.** Third term of a three-term sequence. Courses may not be taken out of sequence. Covers digestive, respiratory, urinary and reproductive systems; metabolism fluid and electrolyte balance; embryology and genetics. Lecture discussions will be complemented by laboratories

involving microscopy, animal dissection, physiological exercises and computer work such as CD-ROM-based exercises. Prerequisite: BI 232 with a "C" or better.

**BI 234 Microbiology, 5 Cr.** Lecture, recitation, and laboratory cover: bacterial identification, morphology, metabolism and genetics; bacterial, viral, and parasitic relationships with human health and disease; and basic immunology. Laboratory stresses aseptic technique, bacterial identification and physiology using a variety of media, culturing techniques, and staining techniques. Recommended: BI 231. Prerequisite: BI 112.

### **CAS - Computer Applications and Office Systems**

**CAS 111D Beginning Web Site Creation: Dreamweaver, 3 Cr.** Introduces basic elements of Web site creation using Dreamweaver. Includes web terminology, basic X/HTML, uploading pages to a server, site management, tables, layers, styles sheets, rollovers, optimizing graphics, and accessibility. Recommended: Basic working knowledge of Windows, word processing, browsers and file management. Placement into RD 115 or WR 115.

**CAS 121 Beginning Keyboarding, 3 Cr.** Learn to key alphabetic portion of computer keyboard by touch. Introduces the numeric portion of the keyboard. Develop or refine basic keyboarding techniques and increase speed and accuracy. Produce basic business and academic documents using a word processor. Recommended: Placement into RD 90 and WR 90 or above. Additional lab hours may be required, consult instructor.

**CAS 121A Beginning Keyboarding, 1 Cr.** Key alphabetic portion of computer keyboard by touch. Develop or refine basic keyboarding techniques. Recommended: Placement into RD 90 and WR 90 or above. Additional lab hours may be required, consult instructor.

**CAS 122 Keyboarding for Speed and Accuracy, 3 Cr.** Develops confidence, endurance, and control for accurate keyboarding while increasing keyboarding speed. Develops ability to proofread documents accurately and efficiently. Keying by touch is essential. Recommended: Placement in RD 115 or WR 115. Additional lab hours may be required, consult instructor.

**CAS 123 Production Keyboarding, 3 Cr.** Rapid keyboarding and accurate proofreading of business letters, memos, reports, and tables. Increased speed and accuracy of keyboarding skills. Recommended: Placement into RD 115 or WR 115; CAS 216; OS 120, keying 45 wpm by touch or instructor permission. Prerequisite: CAS 216. Additional lab hours may be required, consult instructor.

**CAS 133 Basic Computer Skills/Microsoft Office, 4 Cr.** Hands-on computer literacy course for beginners. Includes mouse and windows basics and file management. Use MS Word, Excel, Access, PowerPoint, email, and Internet basics. Recommended: RD 115 or WR 115.

Keyboarding by touch recommended. Additional lab hours required.

**CAS 140 Beginning Access: WIN, 3 Cr.** Hands-on microcomputer course covering beginning database management concepts including tables, forms, reports, queries and basic macros. Stresses a working knowledge of database management vocabulary. Emphasizes efficient use of Access toolbars and menus. Database design issues are discussed but not emphasized. Recommended: Placement into RD 115 or WR 115.

**CAS 170 Beginning Excel: WIN, 3 Cr.** An in-depth, hands-on course that presents beginning spreadsheet concepts. Use Excel efficiently 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. Focus 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 or WR 115. Additional lab hours may be required, consult instructor.

**CAS 171 Intermediate Excel, 3 Cr.** An in-depth, hands-on course that presents advanced features of Excel to design and create accurate, professional worksheets for use in business and industry. Includes financial, logical, statistical, lookup, and database functions; pivot tables; "what-if" analysis with data tables; importing data; complex graphs; macros; and solver features. Focus 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.

**CAS 216 Beginning Word: WIN, 3 Cr.** Create, edit, and print documents such as letters, memos, and manuscripts; produce multi-page documents; use headers and footers; become familiar with the program's writing tools and basics of enhancing documents; and produce merged copy. Recommended: Placement into RD 115 or WR 115, and keyboarding 25 words per minute.

**CAS 217 Intermediate Word: WIN, 3 Cr.** Review basic features and develop additional skill using Word. Enhance documents through special formatting features such as graphic lines and images, Word Art, and clipart; work with headers and footers in multi-page documents; create and format tables; use advanced merge; create documents with newspaper columns; and create and use fill-in forms. Recommended: Placement into RD 115 or WR 115; CAS 216; or instructor permission. Additional lab hours may be required, consult instructor.

**CAS 230 PageMaker: WIN, 3 Cr.** Use desktop publishing software features to design and create effective publications, such as announcements, fliers, advertisements and reports. Create, import, and manipulate text and/or graphics through use of software features. Rec-

ommended: Placement into RD 115 or WR 115, prior use and knowledge of Windows 95 or higher; CAS 133 or 216, or instructor permission.

**CAS 246 Integrated Computer Projects, 4 Cr.** Apply previous computer and business knowledge to create individual and group projects using software found in today's workplace. Use integrated software (i.e. MS Office) to learn skills such as linking and embedding, e-mail, Internet, Fax and scanners. Recommended: 3 credits of word processing and 3 credits of spreadsheet or instructor permission. Additional lab hours may be required, consult instructor.

### **CG - Counseling and Guidance**

**CG 100C College Survival and Success, 1 Cr.** Provides basic information on time management and goal setting for college success. Develop skills in communicating with instructors and accessing online and in-person college resources and services.

**CG 111A Study Skills for College Learning, 3 Cr.** Provides information, techniques, and strategies helpful in becoming more efficient in studying, note taking, textbook reading, and taking exams. Identify preferred learning style and develop skills in scheduling study time, library research, memory strategies, and critical thinking. Prerequisites: Placement into WR 115 or RD 115 or above, or instructor permission.

**CG 130 Today's Careers, 2 Cr.** Explores careers and what it takes to succeed in them. Covers ways of gathering information about specific occupations. Uses guest speakers from a variety of career areas and helps develop a plan for next steps. Provides basic career information.

**CG 140B Career and Life Planning, 2 Cr.** This course provides students with the tools needed to make informed career decisions. Students will assess skills, values, interests, personality, obstacles, attitudes and approaches to decision making. The course provides instruction on how to research career information, gain access to information materials, and methods of exploring careers. Prerequisites: Placement into WR 115 or RD 115.

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

### **CH - Chemistry**

**CH 100 Fundamentals for Chemistry, 4 Cr.** Covers selected basic chemical principles and computational problems found in first-year, 100-level chemistry courses. For students who have no chemical background and those with minimal problem solving skills. Recommended: Algebra I and II, or equivalent. Students who have

completed or are concurrently enrolled in MTH 95 should consider enrolling in CH 104.

**CH 104 General Chemistry, 5 Cr.** Includes general principles of chemistry, including atomic structure, mole concept, chemical reactions, stoichiometry, and gas laws. Designed for students in a health science curriculum leading to a Baccalaureate degree or liberal arts students who need a laboratory science elective. Credit for, or concurrent enrollment in MTH 95, or equivalent required.

**CH 105 General Chemistry, 5 Cr.** Includes stoichiometry, gases, oxidation-reduction, acid-base concepts, equilibrium, physical and chemical properties of solutions, and nuclear chemistry. Prerequisite: CH 104.

**CH 106 General Chemistry, 5 Cr.** Includes fundamental principles of organic chemistry and biochemical processes. Prerequisite: CH 105.

**CH 221 General Chemistry, 5 Cr.** Introduction to chemistry covering measurements, classification and properties of matter, nomenclature, atomic structure and modern atomic theory, periodic table and chemical periodicity, and chemical bonding. Recommended for chemistry and other natural science majors, and pre-professional majors in engineering, medicine and dentistry. Successful completion of high school or college chemistry class with a lab component (e.g. CH 100) in the last 5 years required. Students who have not taken high school chemistry within the last 5 years are STRONGLY encouraged to take CH 100 before CH 221. Prerequisite or concurrent registration: MTH 111C.

**CH 222 General Chemistry, 5 Cr.** Topics include: stoichiometry; chemical reactions and equations; thermochemistry; physical states of matter including properties of gases, liquids, solids and solutions; and, an introduction to organic chemistry. Special topics will be included as time and interest allows. Successful completion of Chem 221 and its prerequisites required.

**CH 223 General Chemistry, 5 Cr.** Topics include: chemical kinetics and ionic equilibria; electrochemistry; nuclear chemistry; thermodynamics; and descriptive chemistry topics. Special topics will be included as time and interest allows. Successful completion of Chem 222 and its prerequisites required.

### **CIS - Computer Information Systems**

**CIS 120 Computer Concepts I, 4 Cr.** Demystify computing and discover how computers work. Solve practical problems using computer technology. Explore the Internet and the creation of basic web pages. Discuss controversial ethical issues and their impact on society. Recommended: Completion of WR 90, MTH 65, and basic computer skills equivalent to CAS 133 or BA 131.

**CIS 121 Computer Concepts II, 4 Cr.** Evaluate, select and apply computer technology to solve practical problems. Use Internet technologies. Organize and display information using a database. Address ethical issues.

Recommended: CIS 120 or equivalent.

**CIS 122 Software Design, 4 Cr.** Illustrates the importance of software design as part of the software development life cycle. Prepares student to take programming courses by giving examples of well-designed software projects. Student is expected to design small programming projects and code the projects to prove the design. Focus is on the procedural design. May be taken concurrently with CIS 121. Recommended: CIS 120, 121. Additional lab hours may be required.

### **CJA - Criminal Justice**

**CJA 101 Cultural Diversity in Criminal Justice Professions, 3 Cr.** Provides introduction and familiarization with communication styles, customs, language and behavior patterns of various cultures, ethnic groups and nontraditional populations as employed by and encountered by criminal justice professions; including police, corrections, parole and probation, juvenile and adult casework, private security, loss prevention, investigation and 911 communications. Open to the general public.

**CJA 113 Introduction to Criminal Justice System Corrections, 3 Cr.** Covers theories and current practices in correctional treatment, crime prevention, contemporary criminal justice services and treatment methods, and professional career opportunities. Open to the general public.

**CJA 222 Introduction to Juvenile Process, 3 Cr.** Focuses on integrating juvenile law, theories of causation and procedural requirements. Discusses current programs in Oregon available to juveniles who have gone, or are going through, the Juvenile Justice System. Covers generic issues regarding some history of juvenile adjudication and correction law and philosophies. Open to the general public.

**CJA 263 Introduction to Corrections Casework, 3 Cr.** Introduces the process of casework and case management in a correctional setting. Develops both a theoretical and practical base of knowledge to allow the student to develop counseling techniques. Prerequisite: CJA 113.

**CJA 280A Cooperative Education: Criminal Justice, 1-3 Cr.** Students participate with various public sector criminal justice agencies to learn about their structure and function. The field placement must be program-related. Department permission required prior to registration. Prerequisite: CJA 113.

### **EC - Economics**

**EC 200 Introduction to Economics, 4 Cr.** A survey course covering: basic microeconomic and macroeconomic concepts, the history of economic ideas, and a variety of economic issues. Depending on the instructor's interests, the issues covered might include: price ceilings, price floors, pollution, income distribution, poverty, international trade issues, inflation, unemployment, economic growth, public finance, and transitional

economies. This course is recommended for students who desire a one term survey course. Recommended: MTH 95 and WR 115.

**EC 201 Principles of Economics: Microeconomics, 4 Cr.** A study of the market system, involving the essentials of demand and supply analysis; competition and monopoly; labor markets; public policy towards business; the distribution of income; international trade and commercial policy; comparative advantage, tariffs, and quotas. EC 201 and EC 202 together constitute the two-term transfer sequence. Recommended: MTH 95, WR 115.

**EC 202 Principles of Economics: Macroeconomics, 4 Cr.** A study of factors affecting the level of national income; the essentials of money and banking; the role of government expenditure and taxation in achieving economic stability, growth, and development; international monetary issues including exchange rates and the balance of payments. Recommended: MTH 95, WR 115, and EC 201.

### **ECE - Early Childhood Education**

**ECE 120 Introduction to Early Education and Family Studies, 3 Cr.** Introductory level child development class integrating the normal growth and developmental patterns of children from conception through age 10 with developmentally appropriate practices. Linkages between development and practice in a variety of settings are covered with particular emphasis on parent (family) -teacher (caregiver) partnerships.

**ECE 121 Observation and Guidance I, 3 Cr.** Focuses on age-appropriate guidance and observations techniques for individual children six weeks to six years. Topics include the ongoing dynamics of relationships, how values and belief systems impact guidance decisions, and the linkages between observation and guidance plans for individual children.

**ECE 122 Environments and Curriculum in Early Care and Ed I 4 Cr.**

An introduction to an overview of creating physical and social environments and curriculum for children six weeks to six years in home or center-based programs. Course covers theories and relationships between physical and social space, activities, experiences, and materials. Students are introduced to the use of developmentally and culturally appropriate practices in planning, selecting, and evaluating environments and curriculum for young children.

**ECE 123 Environments and Curriculum in Early Care and Ed II 4 Cr.** This course explores the use of developmentally and culturally appropriate practices in creating physical and social environments and curriculum for children six weeks to six years in home or center-based programs. Theories of play and early care and education are employed to plan and implement environments and curriculum for children. Students plan, implement, and

evaluate environments and curriculum for young children. Prerequisite: ECE 122.

**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.

**ECE 130 Practicum Seminar, 2 Cr.** Reviews lab experiences and observations. Focuses on the role of the teacher in carrying out a developmental philosophy of early childhood education.

**ECE 133 Practicum I, 3 Cr.** Develops skills in working with infants/toddlers in a group setting. Includes using developmentally appropriate methods in recognizing and providing a safe and sanitary environment; using positive guidance techniques, supporting language development, and planning a schedule and curriculum. Prerequisite: ECE 120. Prerequisite or concurrent registration: ECE 121.

**ECE 134 Practicum II, 3 Cr.** Develops skills in supervision of children in a group setting. Includes using developmentally appropriate methods in recognizing and providing a safe and sanitary environment; using positive guidance techniques, supporting language development; supporting and planning a schedule and curriculum. Prerequisites: ECE 120 and 121. Prerequisite or concurrent registration: ECE 122 and 123.

**ECE 199A Special Topics in Early Childhood Education, 2-5 Cr.** Designed to allow students an opportunity to explore special topics in the area of early childhood education.

**ECE 200 The Professional in Early Education and Family Studies, 3 Cr.** History, current programs and practices, and future issues of early childhood education. Includes professionalism, historic and current issues, types of programs for young children, parent interaction, job opportunities, ethical/legal issues and community resources. Develops a professional philosophy. Prerequisite: WR 115.

**ECE 201 Family Partnerships in Education, 3 Cr.** Foods and nutrients, and their relationship to health, growth and development. Covers planning and serving food to young children, and nutrition education for young children and their parents.

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

self-development. Prerequisites: WR 115 and ECE 121.

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

**ECE 226 Child Development, 3 Cr.** Basic theories, research and principles of physical, cognitive, language, social and emotional development of children from the prenatal period through adolescence. Includes observation and classroom processes. Placement into WR 121 strongly recommended.

**ECE 234 Children with Special Needs in Early Childhood Education, 3 Cr.** Become acquainted with areas of special needs in children from birth through six years of age. Emphasis is on inclusion of children in early childhood settings. Explore services available to children and their families. Child development helpful.

**ECE 235 Music and Movement in Early Childhood Education, 3 Cr.** Overview of the development of musical and motor skills in children from birth to age 6. Learn and develop a variety of music and movement activities, techniques and materials appropriate for them.

**ECE 236 Language and Literacy in Early Childhood Education, 3 Cr.** Overview of language and literacy development in children from infancy to age 6. Design and use a variety of language and literacy development activities with young children.

**ECE 237 Science and Math in Early Childhood Education, 3 Cr.** Develop activities and create and maintain a classroom in which young children, 6 weeks to 6 years, can discover and explore scientific and mathematical processes in a developmentally appropriate manner.

**ECE 238 Administration of Early Childhood Programs, 3 Cr.** Studies various tasks and responsibilities of program administration. Topics include licensing, program planning, organization, financial management, parent and community relationships, and personnel management. Prior ECE course work and experience working with children in groups is highly recommended.

**ECE 260 Advanced Practicum Seminar, 3 Cr.** Refine 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. Advisor permission required. Prerequisite Certificate level courses plus WR 121, HEC 226, ECE 221, and ECE 224. Corequisite: ECE 263.

**ECE 263 Advanced Practicum (Lab), 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. Advisor permission required. Corequisite:

ECE 260.

**ECE 273 Team Building and Supervision, 3 Cr.** Develops skills in building, maintaining, and working in teams in ECE settings. Develops skill in supervising others including communication, motivation, and assessment.

**ECE 274 Expanded Curriculum Pre-K, Kindergarten & Mixed Age Classroom, 3 Cr.** Examines the balance between open-ended and task-focused, child-directed activities in developmentally appropriate programs. Includes hand-on materials for skills development, techniques of teacher/child collaboration and the skill of observing children's use of materials as a non-testing diagnostic and assessment tool. Requires ECE 113 Early Childhood Materials and Activities or instructor permission. Geared primarily to teachers working with pre-K and Kindergarten children.

### **ED - Education**

**ED 102 Displays & Graphics for Educators, 3 Cr.** Presented as a means of visual communication that develops an understanding and usage of the Internet, digital camera, scanner, and word processing for graphics. Introduces dry mounting, laminating, enlarging, copying, poster making, award making and bulletin board creating. Provides opportunities to empower the prospective librarians/ teachers with the ability to promote content in different modalities. Prerequisite: ED 136.

**ED 112 Introduction to Children's Literature, 3 Cr.** Introduces children's literature, authors and illustrators. Covers current and classic works, book awards, artistic and literary elements, introduction to genres, basic book discussion techniques, and audio-visual and electronic formats. Prerequisite: WR 115.

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

**ED 123 Instructional Strategies: Reading, 3 Cr.** Introduces components of the reading process and techniques for teaching reading to kindergarten through grade 8 students. Includes assessment and methods for teaching students with special needs. Prerequisites: WR 115 and RD 115.

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

**ED 131 Applied Learning Theory, 3 Cr.** Prepares

teachers and instructional assistants to work in a standards-based setting. Offers strategies to plan and implement instruction, assess student progress and instructional effectiveness, and re-teach as needed. Focuses on learning and motivational theories that apply to instructional situations. Includes creating and studying activities for specific learning problems. Prerequisites: WR 115 and RD 115.

**ED 136 Computers in Education, 3 Cr.** Introduces various software applications in both stand-alone and network environments. Create educational word-processed documents, spreadsheets, databases, graphics, desktop publishing and presentation documents. Demonstrate computer-search skills using various network resources. Prerequisites: Completion of WR 115; RD 115; CAS 121 and CAS 133. Test out option will be available for CAS 121.

**ED 171 Computers in Education II, 3 Cr.** Provides introduction to all aspects of the Internet and email. Use internet browser. Recommended: Basic computer knowledge.

**ED 200 Introduction to Education for Paraeducators, 4 Cr.** Examines the role of paraeducators in schools. Includes personal responses to school situations, students, personnel, the roles of schools in American Society and ethical, legal, and administrative implications for the paraeducator.

**ED 209-211 Practicum, 3 Cr.** Spend nine hours per week in a supervised field experience after an orientation.

**ED 216 Practicum: Seminar, 1 Cr.** Discuss practicum experiences, problems and successes. Concurrent enrollment in a practicum is required.

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

**ED 224 Foundations of Education, 3 Cr.** Introduces the field of K-12 education. Helps prospective teachers acquaint themselves with selected facts, themes and ideas pertinent to professional education. Prerequisites: RD 115 and WR 115.

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

**ED 252 Behavior Management, 3 Cr.** Behavior terminology will be defined and applied. Students will demonstrate and practice baselining, setting up a program,

reinforcing, modeling, shaping, chaining, monitoring and graphing data.

**ED 258 Multicultural Education I, 3 Cr.** Introduces philosophy, activities and materials applied in developing a culturally sensitive multicultural classroom and curriculum. Achieves an understanding of multicultural education and its impact on teaching in the classroom. Prerequisites: RD 115 and WR 115.

**ED 259 Multicultural Education II, 3 Cr.** Provides an in-depth view into multicultural educational issues in the K-12 setting today. Gain skills to develop cultural appropriate pedagogy, materials and curriculum in order to serve the needs of an increasingly diverse U.S. educational system. Prerequisite: ED 258.

**ED 260 Multicultural Literature for Children and Young Adults, 3 Cr.** Introduces multicultural literature for early childhood through young adult. Emphasizes contemporary literature representing a range of cultures. Covers selection and evaluation, cultural considerations, and book awards. Prerequisite: Placement into WR 121.

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

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

**ED 290 Teaching Strategies for English Language Learners, 3 Cr.** Introduces learning strategies that will modify content for English language learners, and examines current theories in bilingual education. Provides opportunities to explore curriculum development and the needs of the learner. Prerequisite: RD 115 and WR 115.

**ED 291 Strategies for Teaching English Language Learners II, 3 Cr.** In depth approach to analyzing best practices and teaching strategies for assisting ELL learners in the K-12 setting. Further enhances students' ability to assess, design and provide appropriate instruction and communication for and to ELLs. Explores relevant linguistic and cultural theories and issues, and offers students a chance to connect theory to practice. Prerequisite: ED 290.

### **EET-Electronic Engineering Technology**

**EET 111 Electrical Circuit Analysis I, 5 Cr.** International System of Units; engineering notation and prefixes; definitions of current, voltage, resistance, power, work and efficiency; Ohm's and Kirchoff's Laws; series

and parallel circuit principles; series-parallel, DC resistive networks. Thevenin and Norton's theorems. Corequisites: MTH 95, WR 115.

**EET 112 Electrical Circuit Analysis II, 5 Cr.** Capacitance, inductance, time-constants, magnetic concepts, sinusoidal waveform characteristics, reactance, and impedance. AC power and phasor analysis of RLC circuits. Includes a 3 hour per week laboratory. Prerequisites: EET 111. Corequisite: MTH 111C.

**EET 113 Electrical Circuit Analysis III, 5 Cr.** Dependent voltage and current sources; superposition, nodal analysis; Thevenin and Norton theorems applied to AC circuits; AC power transfer; series and parallel resonant circuits; Q and selectivity; low-pass, high-pass, band-pass and band-reject filters; decibels; transfer functions and Bode diagrams; Fourier frequency spectrum of non-sinusoidal waveforms. Types of transformers, transformer coupling, analysis of transformer circuits, transformer characteristics with load, voltage and frequency, three phase delta and wye, three phase relationships, phase analysis for delta and wye, reactive, apparent and power factor. Includes a 3-hour per week laboratory. Prerequisite: EET 112. Corequisite: MTH 112.

**EET 188 Industrial Safety, 1 Cr.** Safety practices in the electronics industry. Emphasizes electrical and chemical hazards. Safe handling of electronic components in the manufacturing environment including ESD control. Prerequisite: EET 111 or 121.

**EET 121 Digital Systems I, 3 Cr.** The first course in digital electronics covering basic electrical concepts, number systems, combinational gates (AND, OR, NOT, NAND, NOR, and XOR), electrical characteristics and internal structures of TTL gates, Boolean algebra, Karnaugh mapping, and use of MSI devices including adders, decoders, encoders, multiplexers and demultiplexers. Includes a 3 hour per week laboratory. Prerequisite: MTH 65.

**EET 122 Digital Systems II, 3 Cr.** The second course in digital electronics presents sequential circuit elements (latches and D/JK flip-flops) with applications including counters, registers, and shift registers. Sequential network analysis and synthesis are covered including the use of state tables and state diagrams. An introduction to sampling and the Nyquist Sampling Theorem are included along with introductory coverage of analog-to-digital converters (ADC) and digital-to-analog converters (DAC). Includes a 3 hour per week laboratory. Prerequisite: EET 121.

**EET 123 Digital Systems III, 5 Cr.** The third course in digital electronics continues prior coverage of digital-to-analog converters (DACs) and analog-to-digital converters (ADCs) with additional conversion topologies, a more detailed analysis of the Nyquist sampling theorem, additional coverage of programmable logic devices

(PLDs), and the implementation of sequential state machines. Includes a 3 hour per week laboratory. Prerequisite: EET 122.

**EET 221 Semiconductor Devices/Circuits, 5 Cr.** Introduction to semiconductor devices. Characteristics and biasing of diodes and transistors. Design and analysis of circuits using diodes, bipolar transistors, and field effect transistors. Application of transistors as amplifiers and switches. A 3-hour per week laboratory includes applications of computer tools in circuit design, evaluation, and analysis. Prerequisites: EET 113, MTH 112.

**EET 222 Op Amp Circuits, 5 Cr.** Characteristics and applications of operational amplifiers (op-amps). Design and analysis of op-amp amplifiers, comparators, voltage and current regulators, summers, integrators, and differentiators. Frequency response of op-amp circuits. Applications of the op-amp in power supplies and control systems. A 3-hour per week laboratory includes project design, evaluation, and documentation. Use of computer tools. Prerequisite: EET 221. Recommended prerequisite or concurrent registration: MTH 251.

**EET 254 EET Seminar - Job Search, 1 Cr.** Topics include information on finding employment in the electronics industry, writing resumes, and interviewing. Prerequisite: Sophomore standing in RET.

**EET 255 Industrial Control Systems, 4 Cr.** This course introduces the student to the basic concepts, principles, and circuits of automated industrial control systems. The student will be expected to have completed a digital systems course, have a basic understanding of microprocessors and assembly language programming, and linear transistor and operational amplifier circuits. In addition, an introduction to integral and differential calculus is recommended.

### **EMT - Emergency Medical Technology**

**EMT 100 Introduction to Emergency Medical Services, 3 Cr.** Covers the roles and responsibilities of the EMT, emergency medical services system, medical-legal considerations, major incident response, hazardous materials awareness, and stress management.

**EMT 105 EMT Basic Part I, 4 Cr.** Part 1 of the Oregon EMT Basic course is designed to develop student skills in the recognition of symptoms of illness and injuries and proper procedures of emergency care. Department permission required. Prerequisites: WR 115, MTH 20, RD 90.

**EMT 106 EMT Basic Part II, 5 Cr.** Part 2 of the Oregon EMT Basic course is a continuation of EMT 105, including preparation for state and national certification exams. Department permission required. Prerequisite: Successful completion of EMT 105 at CGCC within the last year. Corequisite: EMT 280B.

**EMT 111 EMT Intermediate, 9 Cr.** Topics include intra-

venous fluid and medication administration, airway management, pharmacology, ECG and defibrillation, and protocol training. Designed for rural area EMT's providing care above the EMT Basic level. Current HCP level CPR and Oregon EMT Basic Certification required. Prerequisite: WR 121, MTH 60, RD 115.

**EMT 115 Crisis Intervention, 3 Cr.** Covers intervention in behavioral crises of sudden death, suicide, rape, murder, vehicle accidents, disease, trauma, and child abuse. Includes resources, supporting behavioral patterns and handling emotional stress of the individual as well as coping with emotional conflict within one's self.

**EMT 116 Emergency Medical Technology Rescue, 3 Cr.** Covers the elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduces techniques and tools of patient extrication, emphasizing application to traffic accidents.

**EMT 117 Emergency Response Communication & Patient Transportation, 3 Cr.** Covers ambulance operations, laws, maintenance and safety, emergency response driving and route planning, communication systems, radio types, codes, and proper techniques.

**EMT 118 EMT Medical Terminology, 3 Cr.** Analysis of anatomical roots, prefixes, and suffixes, and Greek and Latin verbs and adjectives. Helps build a medical vocabulary. Examination of representative anatomical structures, diseases, procedures, tumors, and descriptive terms by simple analysis of words.

**EMT 120 Emergency Medical Service: First Responder, 3 Cr.** For those who are usually the first persons 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.

**EMT 280B Cooperative Education: EMT - Seminar, 1 Cr.** This cooperative work experience requires clinical rotation. Designed to expose students to the EMT's role in the hospital emergency department and ambulance ride-along experience. Prerequisites: WR 115, MTH 20, RD 90. Corequisite: EMT 106.

### **ENG - English**

**ENG 104 Introduction to Literature (Fiction), 4 Cr.** Enhances enjoyment of short stories and novels, increases understanding of the conventions of fiction, and encourages exploration of human experience. Prerequisite: Placement into WR 121.

**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 human experience. Prerequisite: Place-

ment into WR 121.

**ENG 106 Introduction to Literature (Poetry), 4 Cr.** Enhances enjoyment of poetry, increases understanding of the conventions of poetry and poetic forms, and encourages exploration of human experience. Prerequisite: Placement into WR 121.

**ENG 204 Survey of English Literature, 4 Cr.** Literature of the British Isles: Medieval and Renaissance selections, from Beowulf to Shakespeare. Prerequisite: Placement into WR 121.

**ENG 205 Survey of English Literature, 4 Cr.** Literature of the British Isles: seventeenth, eighteenth, and early nineteenth century selections, from Donne through the Early Romantics. Prerequisite: Placement into WR 121.

**ENG 213 Latin American Literature, 4 Cr.** Explores fiction, poetry, drama, myths, and more from Latin America. Includes works of Hispanic, Indigenous, and Afro-Caribbean origin. All readings are in English. Prerequisite: Placement into WR 121.

**ENG 214 Literature of the Northwest, 4 Cr.** Studies fictional, factual, and poetic works by Northwest writers from before the arrival of Euro-Americans to the present. Emphasizes relationship between Northwest writing and Northwest social, cultural, and physical environment. Prerequisite: Placement into WR 121.

**ENG 240 Introduction to Native American Literatures, 4 Cr.** Studies oral and written composition by native Americans from both before and after contact with Euro-Americans. Provides historical, geographical, political, social, religious, linguistic, aesthetic and ethnopoetic contexts for understanding the various tribal literatures studied. Recommended: some background or experience in literature is desirable. Prerequisite: Placement into WR 121.

**ENG 250 Introduction to Folklore and Mythology, 4 Cr.** Explores origins, nature and content of myth and folklore. Offers students ability to recognize and appreciate myths from any culture. Through selected readings, students become aware of questions about life as expressed in myth. Prerequisite: Placement into WR 121.

**ENG 253 Survey of American Literature, 4 Cr.** Introduces students to the literature of the land which is now the United States from before European contact through the mid-nineteenth century. The course revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Prerequisite: Placement into WR 121.

**ENG 254 Survey of American Literature, 4 Cr.** Introduces students to the literature of the land which is now the United States from the mid-nineteenth century to the present. The course revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American

culture. Prerequisite: Placement into WR 121

**ENG 260 Introduction to Women Writers, 4 Cr.** An examination of writing by women. Students read poetry, fiction, plays, diary and journal entries by women from various places and periods. Prerequisite: Placement into WR 121.

### ENGR - Engineering

**ENGR 100 Exploring Engineering, 1 Cr.** Focuses on engineering careers and what engineers “do”. Presents various engineering disciplines and associated occupations through class discussions, presentations by practicing engineers, laboratory activities, and viewing of occupational videos. Designed to inform students of the attributes of a career in engineering and the academic preparation it requires.

**ENGR 101 Engineering Fundamentals, 4 Cr.** Introduces basic engineering problem solving, analysis and design. This course covers basic concepts of curve fitting, statistics, electricity, and mechanics, including vector algebra. It utilizes spreadsheet and computer programming applications as problem solving tools. Students will be introduced to non-technical aspects of engineering, such as registration laws and ethics. Labs may include group engineering project work. Prerequisite: Placement in MTH 251. Prerequisite or concurrent: WR 115.

**ENGR 102 Engineering Graphics, 3 Cr.** Introduces manual and computer-aided drafting including hand sketching, drafting standards, pictorial drawings, and dimensioning. Includes creation of 2-D drawings and 3-D solid models with AutoCAD. Prerequisite: ENGR 101.

**ENGR 211 Statics, 4 Cr.** Analysis of forces acting on particles and rigid bodies. Force systems, centroids, and moments of inertia are covered. Scientific, programmable, graphing calculator required. Prerequisites: MTH 253, PHY 211, ENGR 101.

**ENGR 212 Dynamics, 4 Cr.** Kinematics and kinetics of particles and rigid bodies are analyzed by Newton’s laws, work-energy and impulse-momentum methods. Prerequisite: ENGR 211.

### ESR - Environmental Studies

**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 labs will illustrate these topics.

**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 asso-

ciated laboratories will illustrate these topics.

**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.

### **FN - Foods and 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. Strong background in life sciences recommended. Prerequisites: MTH 20 or higher or placement into MTH 60; WR 115 or higher or placement into WR 121; placement into RD 115 or higher.

### **G - Geology**

**G 201 Physical Geology, 4 Cr.** Introduces physical geology which deals with minerals, rocks, internal structure of the earth, plate tectonics.

**G 202 Physical Geology, 4 Cr.** Introduces physical geology which deals with mass wasting, streams, glaciers, deserts, beaches, groundwater, and use of topographic maps.

**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.

**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.

**G 208 Volcanoes and Their Activity, 3 Cr.** Covers the origin, activity, products, classification and hazards of volcanoes.

### **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.

**GS 108 Physical Science (Oceanography), 4 Cr.** Includes the chemical, biological, physical and geological nature of the oceans.

**GS 109 Physical Science (Meteorology), 4 Cr.** Covers characteristics of our atmosphere, air pressure and winds, atmospheric moisture, large air masses, violent storms, the effect of oceans on weather, and climates.

### **HE - Health**

**HE 112 First Aid and Emergency Care, 1 Cr.** Describes emergency procedures and techniques of basic life support for adult, child, or infant victims of airway obstruction, respiratory arrest and/or cardiac arrest. Provides education and training in Automated External Defibrillator.

**HE 262 Children's Health, Nutrition & Safety, 3 Cr.** Explores current health and safety issues for infants and young children. Issues examined include childhood illnesses and ailments, nutrition, obesity, stress, safe environment, self esteem, and general first aid.

### **HEC - Consumer and Family Studies**

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

**HEC 226 Child Development, 3 Cr.** Basic theories, research and principles of physical, cognitive, language, social and emotional development of children from the prenatal period through adolescence. Includes observation and classroom processes. Prerequisite: WR 115.

### **HPE - Health and Physical Education**

**HPE 295 Health and Fitness for Life, 3 Cr.** Explores the role of wellness, physical fitness, stress, nutrition and cardiovascular health in promoting an individual's health and well being. Fitness testing and fitness lab are included.

### **HST - History**

**HST 101 Western Civilization: Ancient World to Medieval, 4 Cr.** Studies the ancient civilizations of Egypt, Mesopotamia, Greece and Rome. Covers development of Judeo-Christian beliefs, early Islamic civilization, the Byzantine Empire and the early Medieval period. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 102 Western Civilization: Medieval to Early Modern Europe, 4 Cr.** Studies the High Middle Ages and early modern Europe, including the Renaissance, Reformation, Scientific Revolution, Enlightenment, and the French Revolution. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 103 Western Civilization: Modern Europe, 4 Cr.** Studies history of the 19th and 20th centuries, including the Industrial Revolution, nationalism, imperialism, socialism, the Russian Revolution, Nazism, world wars and their aftermath. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 104 History of Eastern Civilization: Middle East, 4 Cr.** Surveys the Middle East from ancient to modern

times. Includes political, economic, social, religious and cultural themes from pre-history to modern times. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 105 History of Eastern Civilization: India and Subcontinent, 4 Cr.** Surveys India and Subcontinent including Pakistan and Afghanistan. Includes political, economic, social, religious, and cultural themes from pre-history to modern times. Recommended: Completion of WR 115 with "C" or higher grade.

**HST 106 History of Eastern Civilizations: East Asia, 4 Cr.** Surveys the eastern regions of Asia, specifically China and Japan. Includes political, social, religious and cultural themes from pre-history to modern times. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 201 History of the U.S.- I, 4 Cr.** Studies cause and effect, and significant trends and movements related to political, social and economic ideas and events from Colonial times to 1840. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 202 History of the United States -II, 4 Cr.** Studies cause and effect, and significant trends and movements related to political, social and economics ideas and events from 1840 to 1914. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 203 History of the United States-III, 4 Cr.** Studies cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1914 to present. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 204 History of Women in the U.S.: Colonial to 1848, 4 Cr.** Examines women's work, both domestic and in the labor force, education, religion, voluntary activities, social reform, and suffrage. Explores class, ethnic, racial and regional diversity. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 205 History of Women in the U.S.: 1848 to 1920, 4 Cr.** Examines women's work in a maturing industrial economy, women's social reform activities, and changing family and social relationships. Explores class, ethnic, racial, and regional diversity. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 206 History of Women in the U.S.: 1920 to Present, 4 Cr.** Examines women's work, family, social reform, and educational experiences in modern America and traces the history of the feminist movement. Explores class, ethnic, racial, and regional variation. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 218 Native American Indian History, 4 Cr.** Explores examples of Indian culture, general history of Indian life during the white occupation of North America and nature and effects of Native American and European American contact and conflict. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 225 History of Women, Sex, and the Family, 3 Cr.** Examines the role of women, sex and family in the social development of Europe and America from ancient time to present. Recommended: Completion of WR 115 with a "C" or higher grade.

**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. Recommended: Completion of WR 115 with a "C" or higher grade.

**HST 277 Oregon Trail, 4 Cr.** Examines Euro-American motivations for westward migration; indigenous peoples; predecessors of the route; trail life; impact on humans and environment; diversity in terms of race, class, ethnicity, gender, and religion. Recommended: Completion of WR 115 with a "C" or higher grade.

### JPN - Japanese

**JPN 101 First Year Japanese, 5 Cr.** Emphasizes the spoken language of Japanese. Skills of listening, speaking, reading, and writing are developed with emphasis on active use of these skills. Hiragana and Katakana syllabaries are introduced. Information is offered to help gain cultural awareness and appreciation. For beginners.

**JPN 102 First Year Japanese, 5 Cr.** Expands communicative use of Japanese and cultural awareness. Practice of Hiragana and Katakana syllabaries continued. Kanji characters are introduced. Communicative proficiency is the main objective of the sequence. Recommended: Completion of JPN 101 or instructor permission.

**JPN 103 First Year Japanese, 5 Cr.** Expands further the communicative use of Japanese and cultural awareness. The practice of Hiragana and Katakana syllabaries and Kanji characters are continued. Communicative proficiency is the main objective of the sequence. Recommended: Completion of JPN 102 or two and a half to three years high school Japanese.

### MA - Medical Assisting

**MA 111 Medical Terminology, 3 Cr.** Covers prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. Course taught by body systems. English communication skills necessary.

**MA 112 Medical Office Assistant Seminar I, 1 Cr.** The study of the health care delivery systems, medical office management, interpersonal communications; and coordination of directed practice which includes a review for the national credential examination.

**MA 117 Medical Office Administrative Procedures, 4 Cr.** Covers medical reception room techniques, including appointment scheduling, telephone techniques, mail handling, financial records, accounting, accounts receiv-

able and payable, insurance, office care and management, and medical records management.

**MA 121 Medical Legal Aspects, 2 Cr.** Introduces the legal system, emphasizing the doctrine of confidential communication, the relationship to the medical record and the disclosure of information. Includes the concepts of professional credentialing and responsibility, liability, and consents and moral issues.

**MA 122 Medical Office Assistant Seminar II, 1 Cr.** The study of the health care delivery systems, medical office management, interpersonal communications; and coordination of directed practice which includes a review for the national credential examination.

**MA 123 Medical Office Clinical Procedures, 3 Cr.** Examination room techniques, assisting the physician with examinations, treatment and minor surgery. Covers methods of asepsis and sterilization and the proper care of equipment and supplies. Concurrent enrollment MA 124. Prerequisite: MA 111 ; BI 55 or 233; MTH 22A and placement into RD 115 and WR 115.

**MA 124 Medical Office Clinical Procedures (Lab), 2 Cr.** Practice and demonstrate proficiency in the procedures in MA 123. Concurrent enrollment in MA 123.

**MA 125 Administrative Directed Practice, 2 Cr.** Develop proficiency in administrative duties and other office management tasks in a medical clinic/physician office setting. Department permission required.

**MA 131 Introduction to Medical Science, 5 Cr.** Concepts of disease processes as they relate to the normal physiology of the major body systems. Course specifically designed for students currently enrolled in the Medical Assisting program.

**MA 132 Medical Office Assistant Seminar III, 1 Cr.** The study of the health care delivery systems, medical office management, interpersonal communications, and coordination of directed practice which includes a review for the national credential examination.

**MA 133 Clinical Directed Practice, 2 Cr.** Develop proficiency in identification and care of equipment, sterile technique and asepsis, diagnostic and examination procedures, therapy, surgery, medication (pharmacology and administration) and handling of medical emergencies in a medical clinic/physician office setting. Concurrent enrollment in MA 131 and MA 136. Department permission required. Prerequisite: MA 123, MA 124; ML T 100; HE 112.

**MA 134 Health Record Transcription (Lab), 1 Cr.** Transcribe medical reports. A proficiency certificate is awarded to students who demonstrate satisfactory transcription speed, accuracy and quality of work. To successfully complete this course students must be able to keyboard 45 words per minute by touch. Prerequisites: MA 111; BI 55 or BI 233.

**MA 136 Medications, 2 Cr.** Covers appropriate drug uses, effects, dangers, and precautions; routes of administration, dilutions and calculations, management

and control. Review common prescription abbreviations, forms of medications and basic drug categories.

**MA 147 Specialty Directed Practice, 2 Cr.** Practice administrative skills, clinical skills or a combination of both in a medical clinic/physician office setting. Work two four-day, eight hour rotations and attend one six hour seminar. Prerequisite: MA 125, 133, 134.

**MA 180 Coding and Reimbursement, 1 Cr.** Introduces coding and reimbursement systems for physician offices and medical clinics.

### **MLT - Medical Laboratory Technology**

**MLT 100 Medical Office Laboratory Orientation 3 Cr.** Introduces clinical laboratory principles and procedures commonly performed in the small office setting, including specimen collection and handling, urinalysis, basic hematology, serology, microbiology and quality control. Prerequisites: MA 111, BI 55 or BI 233.

### **MP - Medical Professions**

**MP 111 Medical Terminology, 4 Cr.** Covers prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. Course taught by body systems. English communication skills necessary.

### **MTH - Mathematics**

**MTH 20 Basic Math (Arithmetic), 4 Cr.** Use fractions, decimals, percents, integer arithmetic, measurements, and geometric properties to write, manipulate, interpret and solve applications and formulas. Introduce concepts of basic statistics, charts and graphs. Concepts will be introduced numerically, graphically, and symbolically and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisites: Math placement test score above 32 or successful completion of MTH 10. Reading placement test score above 35.

**MTH 20B Basic Math (Arithmetic), 4 Cr.** Use fractions, decimals, percents, integer arithmetic, measurements, and geometric properties to write, manipulate, interpret and solve applications and formulas. Introduce concepts of basic statistics, charts and graphs. Concepts will be introduced numerically, graphically, and symbolically and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisites: Math placement test score above 32 or successful completion of MTH 10. Reading placement test score above 35.

**MTH 21C Percentage and Statistics, 1 Cr.** Use fractions, decimals, and percents to write, manipulate, interpret and solve applications and formulas. Introduce concepts of basic statistics, charts and graphs. Concepts will be introduced numerically, graphically, symbolically, and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisites: Math placement test score above 32 or successful completion of MTH 10. Reading placement test score above 35.

**MTH 22 Measurements, 1 Cr.** Use both English and Metric measurements, conversions, temperature, and

write, manipulate, interpret, and solve applications and formula problems. Concepts will be introduced numerically, graphically, symbolically, and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisites: Math placement test score above 32 or successful completion of MTH 10. Reading placement test score above 35.

**MTH 24C Pre-Algebra, 1 Cr.** Use integer arithmetic to write, manipulate, interpret and solve application and formula problems. Concepts will be introduced numerically, graphically, symbolically, and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisites: Math placement test score above 32 or successful completion of MTH 10. Reading placement test score above 35.

**MTH 25C Fractions, 1 Cr.** Use fractions to write, manipulate, interpret and solve application and formula problems. Concepts will be introduced numerically, graphically, symbolically, and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisites: Math placement test score above 32 or successful completion of MTH 10. Reading placement test score above 35.

**MTH 26C Decimals, 1 Cr.** Use decimals, to write, manipulate, interpret and solve application and formula problems. Concepts will be introduced numerically, graphically, symbolically, and in oral and written form. Scientific calculator with fraction capabilities required. Prerequisites: Math placement test score above 32 or successful completion of MTH 10. Reading placement test score above 35.

**MTH 30 Business Mathematics, 4 Cr.** Application of arithmetic to a variety of problems found in the business field, including simple and compound interest, annuities, payroll preparation, pricing, invoice preparation, trade discounts, taxes, and depreciation. Scientific calculator required. Prerequisite: MTH 20.

**MTH 60 Introductory Algebra - First Term, 4 Cr.** Use applications, formulas, and reasoning skills to write, manipulate, interpret, solve and graph linear equations. Concepts introduced numerically, graphically, and symbolically. Communicate results in oral and written form. See instructor for calculator recommendation. Prerequisite: MTH 20.

**MTH 65 Introductory Algebra - Second Term, 4 Cr.** Use applications, formulas, and reasoning skills to write, simplify, solve, and graph linear systems and quadratic equations. Concepts introduced numerically, graphically, and symbolically. Communicate results in oral and written form. See instructor for calculator recommendation. Prerequisite: Successful completion of MTH 60.

**MTH 93 Intro to the TI Graphics Calculator, 1 Cr.** Explores the power of your programmable graphing calculator for use at school and home. The TI graphing calculator is required.

**MTH 95 Intermediate Algebra, 4 Cr.** Functions are

investigated graphically and symbolically with an emphasis on function notation. Quadratic functions are examined in detail. Rational and radical expressions and equations are emphasized.

Technology is integrated as appropriate. Students communicate results in oral and written form. TI graphing calculator required. Prerequisites: MTH 65 and placement into WR 115.

**MTH 111A College Algebra for Liberal Arts, 4 Cr.** Functions are investigated graphically, numerically, symbolically, and verbally. Logarithmic, exponential, polynomial and rational functions are explored. Statistics, probability, geometry, systems, citizenship math and fractals. Applications are investigated from Liberal Arts perspectives. Technology is integrated throughout. TI Graphing calculator required. Prerequisite: MTH 95 and placement into WR115.

**MTH 111C College Algebra for Math, Science, & Engineering, 5 Cr.** Relations and functions are investigated graphically, numerically, symbolically, and verbally. Exponential, logarithmic, polynomial, power and rational functions are explored. Special topics include systems of linear and non-linear equations. Applications are investigated from science and engineering perspectives. Technology is integrated throughout the course. Students communicate results in oral and written form. Graphing calculator required. TI 89/92 plus recommended. Prerequisites: Successful completion of MTH 95 and a "C" or higher grade in WR 115.

**MTH 112 Elementary Functions, 5 Cr.** Topics investigated graphically, numerically, symbolically, and verbally and include: trigonometric functions and their graphs, trigonometric equations and identities, solution of right and oblique triangles, vectors, polar coordinates, parametric equations and complex numbers. Technology is integrated throughout the course. Students communicate results in oral and written form. TI Graphing calculator required. Prerequisites: MTH 111C and a "C" or higher grade in WR 115.

**MTH 211 Foundations of Elementary Math I, 4 Cr.** Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Topics emphasized are problem solving, patterns, sequences, set theory, logic, numeration systems, number bases, arithmetic operations and number theory. Various manipulatives and problem solving strategies are used. Prerequisite: MTH 95 or higher and placement into WR 121.

**MTH 212 Foundations of Elementary Math II, 4 Cr.** Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore rational numbers (fractions, decimals, percents), integers, the set of irrational numbers, the set of real numbers, and simple probability and statistics. Prerequisite: MTH 211.

**MTH 213 Foundations of Elementary Math III, 4 Cr.** Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches used to explore informal geometry, transformational geometry, and measurement systems. Prerequisite: MTH 211.

**MTH 243 Statistics I, 4 Cr.** Topics include displaying data with graphs, numerical descriptions of data, producing data, elementary probability, probability distributions, and introduction to confidence intervals. Applications are investigated from science, business, and social science perspectives. TI graphing calculator with advanced statistical program and/or computer software required. Prerequisites: MTH 111C and placement into WR 121.

**MTH 244 Statistics II, 4 Cr.** Topics include confidence interval estimation, tests of significance including z-tests, t-tests, ANOVA, and chi-square; and inference for linear regression. Applications are investigated from science, business, and social science perspectives. Software is integrated throughout the course. TI Graphing calculator required. Prerequisite: MTH 243 and placement into WR 121.

**MTH 251 Calculus I, 4 Cr.** The student will develop an understanding of limits, continuity, derivatives and applications of derivatives. Students will communicate results in oral and written form. Graphing calculator required. Prerequisites: MTH 112 and placement into WR 121.

**MTH 252 Calculus II, 5 Cr.** The student will develop an understanding of antiderivatives, the definite integral, topics of integration, and improper integrals. Students will communicate results in oral and written form. Graphing calculator required. Prerequisites: MTH 251 and placement into WR 121.

**MTH 253 Calculus III, 5 Cr.** Topics include infinite sequences and series (emphasis on Taylor series), an introduction to differential equations, and vectors in three space. Students will communicate results in oral and written form. TI Graphing calculator required. Prerequisites: MTH 252 and placement into WR 121.

**MTH 254 Vector Calculus I, 5 Cr.** Topics include multivariate and vector-valued functions from a graphical, numerical, and symbolic perspective. Applies integration and differentiation of both types of functions to solve real world problems. Students will communicate their results in oral and written form. TI graphing calculator required, see instructor at first class meeting. Prerequisites: MTH 253 and placement into WR 121.

**MTH 256 Differential Equations, 5 Cr.** Study a variety of differential equations and their solutions, with emphasis on applied problems in engineering and physics. Differential equations software will be used. Students communicate results in oral and written form. TI graphing calculator required, see instructor at first class meeting. Prerequisites: MTH 253 and placement into WR 121.

### **MUS - Music**

**MUS 105 Music Appreciation, 3 Cr.** Provides an introduction to understanding symphonic music in the vocal and instrumental genres from the ancient period through the contemporary music of our time. Class will be presented using a multi-media format.

**MUS 108 Music Cultures of the World, 3 Cr.** Examines the world's music with attention to musical styles and cultural contexts. Includes the study of Oceania, Indonesia, Africa, India, China, Japan, Middle East, Latin America, and ethnic North America.

**MUS 110 Fundamentals of Music, 3 Cr.** Covers concepts of sound, music notation, rhythm, meter, intervals, modes, scales, triads, sight singing and ear training. Introduces the basic terminology of music theory and begins development of musical skills.

**MUS 205 Introduction to Jazz History, 3 Cr.** Covers the 90-year history of jazz, a truly American art form. Eras, styles, and significant artists are examined and analyzed.

**MUS 299 Introduction to Music Composition, 2 Cr.** Course introduces the art of music composition. Topics covered will include traditional and contemporary notation, common forms, tonal and atonal idioms and a survey of compositional styles. Introduces instrumentation and orchestration. In-class performance of student pieces. Requires the ability to read and write music notation.

### **NUR - Nursing**

**NUR 060 Nursing Success Strategies, 3 Cr.** This course introduces students to basic skills that are built upon in the nursing curriculum. It includes an overview of the Nursing Program, math and writing for nursing, learning styles, coping strategies, workplace skills and study skills, as related to the nursing curriculum.

**NUR 110 Nursing Fundamentals, 9 Cr.** This course introduces the role and interaction of theory and practice to the beginning nursing student. Opportunity for client/patient data collection and initiation into nursing care responsibilities are introduced and practiced in long-term care and community-based settings. Emphasis is on the collection and organization of data related to the physiological, psychological, sociocultural, developmental and spiritual needs of the client/patient. This information will be used to guide nursing care to promote, maintain or enhance adaptive responses that contribute to health.

**NUR 111 Nursing Care: Across the Life-span, 9 Cr.** This course integrates theory and practice as it relates to growth and development, psychosocial coping responses to illness, and alterations in health status in children and adults. Nursing process is applied to promote health of clients/patients in long-term, acute care and community-based settings. Concepts relating to the

nursing care of hospitalized children and their families are introduced. In clinical, students will organize selected components of care for two clients/patients in long-term and acute care settings.

**NUR 112 Nursing Care: The Childbearing Family and Clients with Chronic Healthcare Needs, 9 Cr.** This course expands on theory and practice related to nursing care focusing on acute and chronic healthcare needs of medical-surgical patients and the childbearing family. In clinical, nursing care responsibilities are experienced in the acute care, obstetrical and community-based settings. Students will organize and prioritize components of care at the practical nurse level for two - four clients/patients. Professional accountability at the practical nurse level is emphasized.

**NUR 210 Nursing Care: Clients with Acute and Complex Healthcare Needs, 9 Cr.** This course provides the foundation for practice as an associate degree registered nurse. The course builds on the curriculum of the first year of the Nursing Program and socializes students into the nursing roles at the registered nurse level of responsibility. Course content focuses on complex illnesses in the medical-surgical and the psychiatric client/patient. Students are provided with opportunities to learn and to apply the knowledge and skills that are necessary to implement these roles in giving care to clients/patients with acute health care needs. In clinical, students will organize and prioritize components of care requiring complex assessments and interventions for two to three medical-surgical patients.

**NUR 211 Nursing Care: Clients with Emergent Health Needs, 9 Cr.** This course emphasizes the higher level nursing roles found in critical care and community settings. Course content addresses critical illness, discharge planning and caring for clients in community-based settings. In clinical, students will plan and deliver individualized, holistic care to seriously ill patients in the medical-surgical area. Students will also have the opportunity to participate in the care of critically ill patients and clients with mental illness. Students will have an opportunity to observe nursing care being delivered in a community-based setting.

**NUR 212 Nursing Care: Preceptorship, 8 Cr.** This capstone course integrates theory and practice as students participate in a four-week Preceptorship. Preceptorships are provided in a variety of settings, including acute care, specialty care, and community-based care, where students will demonstrate first level management skills in providing care for groups of clients/patients. Course content emphasizes leadership and management concepts. This course finalizes the preparation of students to practice at the Associate Degree Nurse level.

**NUR 9420 Nursing Assistant, 9 cr.** The primary focus of this course is to prepare the student with the knowledge and skills needed to provide safe physical care to

patients in long-term care facilities. Prereq: Basic Skills Assessment required, updated immunizations and a tuberculosis skin test.

### **OS - Office Systems**

**OS 120 Business Editing Skills, 4 Cr.** Develops skills necessary for editing, transcribing, and writing memos, letters and e-mail. Emphasis: punctuation, capitalization, spelling, grammar, and word use. Recommended: Qualify for WR 121, keyboard by touch and completion of a beginning word processing class, or consent of instructor.

**OS 131 10-key on Calculators, 1 Cr.** Develops 10-key skills by touch. Recommended: qualify to enter RD115 or WR 115.

**OS 240 Filing and Office Management, 4 Cr.** Develops skills for indexing, coding, and cross-referencing documents to be filed. Includes requisitions and charge-outs, records transfer, various filing systems, and an overall view of the role of records management in business including electronic and image records. Recommended: RD 115, WR 115 and basic computer skills.

**OS 245 Office Systems and Procedures, 4 Cr.** Use computer technology for tasks such as scheduling, e-mail, and faxing. Develop communication skills and telephone techniques. Organize and prioritize office work. Develop workplace readiness and job search skills. Prerequisites: CAS 216 and OS 120.

**OS 280F Cooperative Education: Administrative Assistant** Provides field experience for the administrative assistant student. Recommended: RD 115, WR 115 and satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission required.

**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, instruction in job-related area. Co-requisite: OS 280F. Recommended: RD 115, WR 115 and satisfactory progress through at least 15 credit hours of CAS/OS courses, or instructor permission required.

### **PE - Physical Education**

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

### **PHL - Philosophy**

**PHL 197 Critical Thinking: Television & The Presentation of Reality, 4 Cr.** Thoughtful and critical look at television programming. Includes news, entertainment programming and commercials. Emphasizes thinking, talking and writing about what students see on TV and

reflecting on how television influences their images of themselves and their reality.

**PHL 201 Introduction to Philosophy: Philosophical Problems, 4 Cr.** Introduces metaphysics and the theory of knowledge via the works of important figures in the history of philosophy. Recommended: College level reading and writing ability.

**PHL 202 Introduction to Philosophy: Elementary Ethics, 4 Cr.** Studies attempts by philosophers to account for the difference between right and wrong, for the notion of moral obligation and to answer the question: How should we lead our lives? Recommended: College level reading and writing ability.

**PHL 204 Philosophy of Religion, 4 Cr.** Examines the existence and attributes of God, faith, reason and mysticism, religion and science, religion and morality, religious language and life after death from the perspective of the philosopher. Recommended: College level reading and writing ability.

**PHL 205 Contemporary Moral Problems: Biomedical Ethics, 4 Cr.** Designed primarily for nursing and other health care students. Focuses on applying ethical concepts to the situations and dilemmas nurses and other health care workers confront in their professional roles.

### **PHY - Physics**

**PHY 201 General Physics, 4 Cr.** Introductory physics (algebra based) for science majors, pre-medical, pre-dental, pre-chiropractic and pre-physical therapy students. Topics include mechanics including statics, forces and motion energy, collisions, circular motion and rotational dynamics. Prerequisite or concurrent: MTH 111A or MTH 111 C.

**PHY 202 General Physics, 4 Cr.** Topics include mechanical properties of matter, heat, waves, sound and light. Algebra-based physics. Prerequisite: PHY 201.

**PHY 203 General Physics, 4 Cr.** Topics include electricity, magnetism and radioactivity. Algebra-based physics. Prerequisite: PHY 202.

**PHY 211 General Physics (Calculus), 5 Cr.** Topics include concepts in mechanics and their relationship to practical applications for science and engineering majors. Prerequisites: MTH 251, 252. MTH 252 can be taken concurrently with PHY 211.

**PHY 212 General Physics (Calculus), 5 Cr.** Topics include concepts in fluid mechanics, waves, thermodynamics and optics. Prerequisites: PHY 211; MTH 251, 252.

**PHY 213 General Physics (Calculus), 5 Cr.** Topics include concepts in electromagnetism together with their relationship to practical applications. Prerequisites: PHY 211; MTH 251, 252.

### **PS - Political Science**

**PS 201 U.S. Government: Foundations & Principles, 4 Cr.** Examines the development of constitutional traditions in America. Includes topics such as free speech, equal rights under law, movements, interest groups, political parties, and elections in a democratic struggle for power. PS 201, 202, and 203 need not be taken in sequence.

**PS 202 U.S. Government: Institutions & Policies, 4 Cr.** Examines the national institutions of American politics including the Legislative, Executive, Judiciary, and Bureaucracy. Topics include national policies, foreign policy, taxation, spending priorities, government regulations and entitlements. PS 201, 202, and 203 need not be taken in sequence.

**PS 203 State and Local Government, 4 Cr.** Examines state and local government policy formulation and outcomes on issues ranging from taxation to prisons, and education to environmental concerns. Focuses on Oregon state and local politics. PS 201, 202, and 203 need not be taken in sequence.

**PS 204 Comparative Political Systems, 4 Cr.** Covers the study of political systems in various countries. Includes such issues as policy-making, representation/participation, political culture, political economy and development and governance. Countries chosen will represent various political systems including democracies, totalitarian regimes, dictatorships, post-communist systems in transition, newly industrializing and developing countries.

**PS 205 Global Politics: Conflict & Cooperation, 4 Cr.** Examines the nature of relations among states. Topics include motivating factors such as nationalism and imperialism, economic rivalries and the quest for security, questions of national sovereignty and international cooperation, war and peace, global issues, and the future.

**PS 211 Peace and Conflict, 4 Cr.** Explores the causes and manifestations of violence in actions involving oneself, society, one's nation, and the global community. Alternatives to oppressive behavior, undemocratic institutions, and the violent resolution of conflict are considered. Recommended: WR 115.

**PS 220 U.S. Foreign Policy, 4 Cr.** Historical analytical treatment of select foreign policy themes since World War I is presented. 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.

**PS 225 Political Ideology: Alternative Idea Systems, 4 Cr.** Covers sources, strengths and weaknesses of contemporary ideologies, and the conditions which lead to conflict or to cooperation among them. Includes liber-

alisms, conservativisms, socialisms, fascisms, and other idea systems.

### **PST - Professional Skills Training**

**PST 101 Professional Skills Training, 1-16 Cr.** Unique off-campus training program which provides an opportunity to develop marketable job skills in areas not normally addressed by on-going programs. Custom designed training tailored to individual abilities, skills and interests. Program permission required.

### **PSY - Psychology**

**PSY 101 Psychology and Human Relations, 4 Cr.** Focuses on practical and personal applications of psychological principles. Encourages applications of psychological principles to daily living and human interactions to areas such as work, leisure, school and relationships. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 201 Introduction to Psychology - Part 1, 4 Cr.** First term of a two-term sequence in introductory psychology covering the history of psychology, scientific methods, the brain and nervous system, sensation and perception, states of consciousness, human development, learning, memory, language, and cognition. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 201A Introduction to Psychology - Part 1, 4 Cr.** First term of a two-term sequence in introductory psychology covering the history of psychology, scientific methods, the brain, nervous system, sensation, perception, consciousness, human development, learning, memory, language, and cognition. Taught from a socio-cultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Meets cultural diversity requirements for Associate Degrees. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 202 Introduction to Psychology - Part 2, 4 Cr.** The second term of a two-term sequence in introductory psychology, covering emotion, motivation, intelligence, personality theory, health psychology, abnormal psychology, therapies, and social psychology. Recommended: PSY 201 or 201A. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 202A Introduction to Psychology - Part 2, 4 Cr.** The second term of a two-term sequence in introductory psychology, covering emotion, motivation, intelligence, personality theory, health psychology, abnormal psychology, therapies, and social psychology. Course taught from a sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Meets cultural diversity requirements for Associate Degree. Recommended: PSY 201 or 201A. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 214 Introduction to Personality, 4 Cr.** Covers personality theories including the theoretical and scientific explanations for individuals' characteristic patterns of perception, thought, emotion, and behavior. Incorporates activities which help students apply what they have learned about personality theories to their personal and professional lives. Recommended: PSY 201 or 201A. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 215 Human Development, 4 Cr.** Surveys major theories of behavior and patterns of change and continuity in people over the life span. Emphasizes development from physical, cognitive, social, emotional, moral, and cultural perspectives from prenatal development through development of infants, children, adolescents, adults, and the elderly. Recommended: PSY 201A or 202A; Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 216 Social Psychology, 4 Cr.** Examines how society affects human behavior, including persuasion, conformity, aggression, conflict, and interpersonal attraction. Applications to business, politics, environment, health, the legal system and human relations. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**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. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 231 Human Sexuality, 4 Cr.** Part one of two-term sequence exploring sexual issues from scientific and humanistic perspectives. Topics: historical, cultural, cross-cultural perspectives on sexuality, sex research, female and male sexual and reproductive anatomy and physiology, gender issues, sexual response, communication, and behavior patterns, love and sexual orientations. Recommended: PSY 231 taken before PSY 232. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 232 Human Sexuality, 4 Cr.** Part two of sequence exploring sexual issues from scientific and humanistic perspectives. Topics: 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 commercialization of sex. Recommended: PSY 231 taken before PSY 232. Prerequisite: Placement in WR 121 or completion of WR 115 with a "C" or better.

**PSY 239 Introduction to Abnormal Psychology, 4 Cr.** Surveys the history, theories, diagnosis, etiology, and treatment of the major mental disorders. Prerequisites: Placement in WR 121 or completion of WR 115 with a

“C” or better; completion of PSY 201, 201A, 202, or 202A.

**PSY 240 Personal Awareness and Growth, 4 Cr.** Provides theory and experience to acquire a comprehensive perspective on intra- and inter-personal dynamics related to personal growth and awareness. Activities provide opportunities to increase self-understanding, awareness, and acceptance, identify areas for potential growth, and explore awareness of self as perceived by others to improve effectiveness relating to other people. Prerequisite: Placement in WR 121 or completion of WR 115 with a “C” or better.

**PSY 280A Cooperative Education: Psychology-Worksite Placement** Extends knowledge of psychology through work in settings which provide learning experiences supplementing classroom learning. Department permission required. Prerequisite: Placement in WR 121 or completion of WR 115 with a “C” or better.

### **RD - Reading**

**RD 90 Reading 90, 3 Cr.** Instruction in reading improvement through work on vocabulary development, motor skills, comprehension and some reading rate improvement. Prerequisite: Placement into RD 90.

**RD 115 College Reading, 3 Cr.** Improve reading rate, vocabulary and comprehension. Includes formation of efficient reading habits, vocabulary development, inferential and critical reading, and adapting reading rate to different reading tasks. Prerequisite: Placement into RD 115 or successful completion of RD 90 (“C” or better).

**RD 116 College Vocabulary Development, 3 Cr.** Adds significantly to the students’ reading, writing, and speaking vocabularies, fosters interest in words, and offers strategies for continuous vocabulary development throughout life. Prerequisite: Reading placement test into RD 115, or successful completion of RD 90.

### **RET - Renewable Energy Technology**

**RET 101 Intro to Wind Turbine Operations, 1 Cr.** This course is an introduction to the basic concepts and terminology for how wind energy is captured and transformed into electrical power. Topics covered include non-math mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. These physical principles underlie the engineering of wind towers and electrical generators.

**RET 102 Alternative Energy Power Generation, 1 Cr.** Subjects that will be explored in this course are biodiesel, wind, solar cells, fuel cells, ocean wave, geothermal, hydrogen, connection to grid, (homeowner), electric vehicles, effect of politics on long term wind generation, other forms. Also research into old technologies as well as new will be explored. This course also discusses the power grid, local utilities and how power is generated and sold back to local utilities.

**RET 119 Programmable Controllers, 3 Cr.** The student will understand the operation of a variety of programmable controllers. The applications, operations, and programming of PLC’s are the areas of study with the main emphasis on programming. (Computer and manual methods will be used to program PLC’s.)

**RET 120 Basic Hydraulics, 5 Cr.** Students learn fundamental concepts of hydraulics, lubrication, and bearing technology with a focus on entering a profession in the wind power industry. Lab work includes learning and applying hydraulic concepts using an MB 400 Hydraulic System. Prerequisites: Math 60 and 65. Corequisite: Math 95

**RET 121 Wind Mechanical Systems, 1-5 Cr.** This course focuses on learning the fundamentals of wind turbine construction. It emphasizes learning the different mechanical components that create a complete turbine from nuts and bolts to propellers, shafts, and bearings. It demonstrates the importance of lubrication in maintaining gears and other movable parts. Basic alignment is taught with regard to wind turbine structural stability. Basic classical mechanics physics, including aerodynamics, is used to demonstrate how wind energy is transmitted from propeller to electric generator. Prerequisites: Math 65, RET 120. Corequisite: Math 95.

**RET 122 Wind Mechanical Systems 2, 5 Cr.** This course introduces the student to the process of constructing a wind turbine. Discussion includes construction techniques involving cranes and rigging, and mechanical alignment procedures. Students assemble a functioning scale model of a wind turbine. They apply what they learned in Wind Mechanics I about types and functions of levers, inclined planes, screws, wheels and axles, and other mechanisms used in wind turbine construction. Prerequisites: RET 120, RET 121.

**RET 141 Electric Motor Controls, 3 Cr.** This course teaches electrical circuits, electromagnetism, AC and DC electrical theory, industrial sensors, voltage and relays, motor controls, and power distribution systems. Corequisite: MTH 95, WR 115.

**RET 223 Wind Mechanical Systems 3, 5 Cr.** This course focuses on methods used to evaluate land opportunities for developing wind farms, and managing a wind farm in both a field and an office setting. Students learn how to read and analyze topographic and wind maps as means to assessing the viability of developing wind farms on newly acquired land. They also learn MS Office software as wind farm management tools. Other topics covered include cranes and rigging methods, non-destructive materials testing, networking, and basic meteorological forecasting. Prerequisites: RET 121 and RET 122.

### **SOC - Sociology**

**SOC 204 General Sociology: Sociology in Everyday Life, 4 Cr.** Introduces sociological perspective and sociology as a scientific discipline. Focuses on individuals

and groups and how they are shaped by their social locations (status, roles, race, class, sex, age, etc.), society's structures, stratification, institutions, groups and organizations and by such cultural processes as socialization and group interaction.

**SOC 205 General Sociology: Social Change & Social Institutions, 4 Cr.** Explores various social institutions (family, economy, polity, and religion) from a social change perspective. Various theories of social organization and social change are compared and contrasted.

**SOC 206 General Sociology: Social Problems 4 Cr.** Applies the sociological frame of reference to the study of social problems, their identification, analysis of causes and possible solutions. Problems explored may include mental disorders, drug and alcohol addiction, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy.

**SOC 218 Sociology of Gender, 4 Cr.** Focuses on how socialization is affected by gender. Topics include how gender is reflected in culture through values, norms, language, media, power, violence, various theoretical approaches, significant social institutions, social movements and issues. SOC 204, 205 or instructor permission recommended.

**SOC 219 Religion & Culture: Social Dimensions, 3 Cr.** Explores the relationship between culture, social structure, and religion, through a comparative and cross-cultural examination of religious beliefs, practices, and organization.

**SOC 223 Sociology Gerontology/Sociology of Aging, 4 Cr.** Explores the impact of social and sociocultural conditions on the process of aging and the social consequences of this process. Also explores the aging process through a lifecourse perspective and adopts a social problems approach to aging and related issues. Recommended prerequisite: SOC 204 or 205, or instructor permission.

**SOC 230 Introduction to Gerontology, 4 Cr.** Introduces current theories policies, and practices in gerontology and professional opportunities in the field. Addresses the concerns of practitioners and focuses on service delivery and policy directions. Recommended prerequisite: SOC 204 or 205, or instructor permission.

**SOC 231 Sociology of Health & Aging, 4 Cr.** Provides an introduction to age-related health issues in social and cultural context. Topics include the social structuring of age, health and illness; demographics and patterns of health and illness of older adults; issues related to medical and healthcare services; and health and long term care policy and programs.

**SOC 232 Death and Dying: Culture and Issues, 4 Cr.** Introduces the student to the institution of death in the United States. From a sociological frame of reference, the student will study death as a system for dealing with the social processes of dying, death, and bereavement. SOC 204, 205, or instructor permission recommended.

ical and healthcare services; and health and long term care policy and programs.

### **SP - Speech**

**SP 111 Fundamentals of Speech, 4 Cr.** Introduction to speechmaking based primarily on a traditional public speaking approach. Aids students in developing theoretical understanding and practical application of oral communication skills. Also includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisite: Satisfactory completion of WR 121.

**SP 112 Persuasion, Argumentation and Debate. 4 Cr.** Explores theories of persuasion. Develops skills of inquiry and advocacy through oral discourse, including critical analysis and rules of evidence. Practice in using, planning, delivering and refuting persuasive arguments in a variety of extemporaneous formats. Through this course, students will learn how to more effectively influence others as well as how others are trying to influence them. Prerequisites: Placement into WR 121; successful completion of SP 111 or instructor approval.

**SP 113 Fundamentals of Speech: Argument and Debate, 3 Cr.** Principles of argumentation. Focuses on application of critical reasoning to decision-making and debate. Prerequisite: SP 111.

**SP 140 Introduction to Intercultural Communication, 3 Cr.** Explores the nature and impact of different cultures on communication. Includes interactive relationship forms as the basis for global understanding in the classroom, business or travel. Focus on processing messages with accelerating changes in political, economic and immigration patterns through individual cultural perceptions. Understand and communicate with people who are "different." Prerequisite: Placement into WR 121.

**SP 214 Interpersonal Communication: Process and Theory, 4 Cr.** Study of interpersonal communication in different contexts; focuses on message exchange in person-to-person interactions, emphasizing theoretical principles and their application. Concentration is in the development of various communication skills in interpersonal contexts. Prerequisite: Placement into WR 121.

**SP 215 Small Group Communication: Process and Theory, 4 Cr.** Problem solving aspects of small group activities. Includes process and task, leadership, verbal and nonverbal messages in the small group, norms and roles, conflict reduction, and decision making. Focuses on theory and practice. Prerequisite: Placement into WR 121.

**SP 228 Mass Communication, 4 Cr.** Explores the symbiotic relationship of the mass media and society from a rhetorical perspective. Investigation into the technological advancements in mass communications and their subsequent effect on public discourse and the individual in society will be examined. Prerequisite: Placement

into WR 121.

### **SPA - Spanish**

**SPA 101 First Year Spanish-First Term, 4 Cr.** Beginning communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture.

**SPA 102 First Year Spanish-Second Term, 4 Cr.** Active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Successful completion of SPA 101 or instructor permission.

**SPA 103 First Year Spanish-Third Term, 4 Cr.** Active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Successful completion of SPA 102 or instructor permission.

**SPA 111A-C First Year Spanish Conversation, 1-3 Cr.** Practice of structures and vocabulary of first year Spanish in a conversational format. Recommended: First year Spanish at the college level or instructor permission.

**SPA 112A-C First Year Spanish Conversation, 1-3 Cr.** Practice of structures and vocabulary of first year Spanish in a conversational format. Recommended: First year Spanish at the college level or instructor permission.

**SPA 113A-C First Year Spanish Conversation, 1-3 Cr.** Continuation of SPA 112A. Recommended: First year Spanish at the college level or instructor permission.

**SPA 201 Second Year Spanish-First Term, 4 Cr.** Reviews and expands the use of basic vocabulary, structural patterns, indicative tenses and commands from first-year college Spanish. Listen, speak, write and read in Spanish. SPA 103 or instructor permission required.

**SPA 202 Second Year Spanish-Second Term, 4 Cr.** Practice and expand vocabulary and structures. Emphasizes subjunctive tenses to express personal feelings, doubts and opinions in Spanish. Successful completion of SPA 201 or instructor permission.

**SPA 203 Second Year Spanish-Third Term, 4 Cr.** Practice and expand vocabulary and subjunctive patterns. Listen, speak, read, write and begin to sense the culture in the idiom. Successful completion of SPA 202 or instructor permission.

**SPA 217 Reading & Writing for Experienced Speakers of Spanish, 3 Cr.** Improve experienced speaker of Spanish skills in spelling, grammar, reading, composition and translation. Recommended: Experienced speaker of Spanish who can read and write.

**SPA 270A-C Readings in Spanish Literature (Hispanic), 1-3 Cr.** Reading and discussion of Hispanic people and culture through essays, poetry, short story, novels and theater. Focuses on the Hispanic

region, period and genre subtitled in the schedule. Conducted in Spanish.

**SPA 271A-C Readings in Spanish Literature (Women Writers), 1-3 Cr.** Literature written by women in Spanish. Read literary essays, poetry, short stories, novels and/or theater by Spanish and Latin American women. Conducted in Spanish.

**SPA 272A-C Readings in Spanish Literature (Spain), 1-3 Cr.** Reading and discussion of Spanish people and culture through essays, poetry, short story, novels and/or theater. Focuses on peninsular literature, period and genre subtitled in the schedule. Conducted in Spanish.

**SPA 290A-C Spanish Composition, 1-3 Cr.** Reviews and practices basic grammatical concepts to increase confidence and fluency in writing correctly. Recommended: Completion of SPA 203, 251 or instructor permission.

### **TA - Theater Arts**

**TA 101 Theater Appreciation, 4 Cr.** This course exposes students to several live theatrical productions with the purpose of enriching the understanding and appreciation of the theatrical event. Students will attend productions, write critiques and learn to appreciate the production from the viewpoints of the actors, directors, playwrights, designers and audience. Also, a brief history of the theatre is covered. Recommended: Placement into WR 121.

**TA 141 Fundamentals of Acting Techniques, 4 Cr.** Explores the actor's resources to develop physical and vocal expressiveness providing insight to the process of dramatic characterization and "believability" in a role. Includes two hours of group activity and two hours of lab time.

**TA 142 Fundamentals of Acting Techniques, 4 Cr.** Acquire concentration and relaxation in approaching a role. Improve performance skills with focus on vocal and physical control. Scene study is used. Prerequisite: TA 141.

**TA 180 Theater Rehearsal and Performance, 1-4 Cr.** Credit for performance in theater production, if cast. Gain first-hand experience in performance techniques. Audition required.

**TA 190A-C Projects in Theatre, 1-3 Cr.** Design an independent project associated with the theatre. Develop a contract with a theatre arts instructor covering the course content. May be repeated.

### **WLD - Welding**

**WLD 9904 Welding Practice, 2 Cr.** Covers personal safety, shop safety, and learning objectives agreed upon by the instructor and the student. Upgrade and develop welding skills as needed.

### **WR - Writing**

**WR 90 Writing 90, 3 Cr.** Instruction includes sentence structure, paragraph and essay development, and

written expression. Students can expect to increase working vocabulary and improve skills in basic communications. Prerequisite: Placement into WR 90 and RD 90.

**WR 115 Introduction to Expository Writing, 4 Cr.** Introduces college level skills in reading critically, exploring ideas, and writing. Students compose essays which support a thesis through structure appropriate to both thesis and reader and learn to revise for clarity and correctness. Prerequisites: Placement into WR 115 or completion of WR 90 and RD 115 or completion of RD 90.

**WR 121 English Composition, 4 Cr.** Develops skills in analytical reading, critical thinking, and expository and persuasive writing. Students compose several essays using a variety of strategies to present evidence in support of a thesis. Prerequisite: Placement into WR 121 and RD 115 or completion of WR 115.

**WR 122 English Composition, 4 Cr.** Focuses on argument as a means of inquiry, clear and appropriate writing style, and critical reading. Explores ideas and issues through discussion and writing. Students compose analytical, argumentative, and/or expository essays with appropriate documentation. Prerequisite: WR 121.

**WR 227 Technical Writing I, 4 Cr.** Introduces technical and professional communications. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents. Emphasizes precise use of language and graphics to communicate complex technical and procedural information safely, legally and ethically. Prerequisites: WR 121, basic computer literacy, and intermediate word processing skills.

**WR 240 Creative Writing (Nonfiction), 4 Cr.** Focuses on creative nonfiction and the writing of essays that use creative writing techniques, such as nature writing, reviews, satire, personal essays, and literacy journalism. Evaluates students' compositions in class discussion. Recommended: WR 122. Prerequisites: WR 121; or Instructor permission.

**WR 241 Creative Writing (Fiction), 4 Cr.** Focuses on writing and submitting fiction for class discussion and analysis in a workshop setting. Study established writers for techniques, structures, and styles. Recommended: WR 121-level reading and writing skills.

**WR 242 Creative Writing (Poetry), 4 Cr.** Focuses on writing and submitting poetry for class discussion and analysis in a workshop setting. Study established poets for techniques, structures, and styles. Recommended: WR 121-level reading and writing skills.

**WR 243 Creative Writing (Script Writing), 4 Cr.** Focuses on writing and submitting theatre and filmscripts for class discussion and analysis. Studies established writers for techniques, structures, and styles. Recommended: WR 121-level reading and writing skills.

### **WS - Women's Studies**

**WS 101 Women's Studies, 4 Cr.** Surveys and critically analyzes the position of women in society, in terms of present realities and future possibilities. Provides a framework to connect personal experience with contemporary social and political issues.

# Directory

*building dreams  
transforming  
lives*

# ADMINISTRATIVE, PROFESSIONAL & SUPPORT STAFF

## ADMINISTRATORS

**DR. FRANK K. TODA**  
President

**BILL BOHN**  
Executive Director of Information Technologies

**SAUNDRA BUCHANAN**  
Chief Financial Officer

**KAREN CARTER**  
Dean of Student Services

**DANIEL SPATZ**  
Executive Director of Resource Development

**ROBB VAN CLEAVE**  
Executive Director of Human Resources and Strategic Planning

**DENNIS WHITEHOUSE**  
Executive Director of Facilities Services

**DR. SUSAN J. WOLFF**  
Chief Academic Officer

## PROFESSIONAL STAFF

**PAULA ASCHER**  
Distance Education and Instructional Technology Coordinator

**JAMES AUSTIN**  
Facilities Services Supervisor

**SUZANNE BURD**  
Adult Continuing Education Coordinator

**CHAD DAHL**  
Life Skills Project Specialist

**SHAYNA DAHL**  
Student Life Advisor and Literacy Program Coordinator

**MICHAEL DEMOTT**  
Business Development Specialist

**ANN HARRIS**  
Academic Advisor (Career Pathways)

**KELLA HELYER**  
Accountant - General Ledger

**JENNIFER LADUKE JESCH**  
Career Development Specialist

**MAGGIE JOHNSON**  
Assistant to the President and the CGCC Board of Education

**KRISTEN KANE**  
Academic Advisor

**SUSAN LEWIS**  
Instructional Coordinator

**RUTH LUSK**  
Child Care Resource & Referral Coordinator

**DARLENE MARICK**  
Resource Development Coordinator

**DAVE MASON**  
Director of Transfer and Pre-College Programs

**MARILYN MCGUIRE-SESSIONS**  
Director of Nursing and Health Occupations

**CHRISTIAN MCQUADE**  
Network Specialist

**MARY MERRILL**  
Small Business Development Center Director

**MIMI MADURO**  
Director of Oregon Community College Pathways

**GUY MOSER**  
Business Development Specialist

**LINDA QUACKENBUSH**  
Health Occupations Coordinator

**DARRELL ROBERTS**  
Small Business Counseling Specialist

**ROSEMARY ROSS**  
Director of Library Services

**TRACY SCHARN**  
Pubic Services Librarian

**MICHAEL TAPHOUSE**  
Academic Advisor

**DIANE TRUBACHIK**  
Accountant - Payroll and Benefits

**LORI UFFORD**  
Director of Advising and Career Services

**DOROTHY VAN KESSEL**  
Project Services Specialist

**KAYLEEN WARNER**  
Region 9 Workforce Investment Coordinator

## SUPPORT STAFF

**SHARYN ANDERSON**  
Financial Aid Specialist

**JAMES BEEDIE**  
Instructional Assistant

**LAURA BERKOVICH**  
Student Services Administrative Assistant

**MAYRIE COX**  
Accounting Specialist

**CYNTHIA CRAMPTON**  
Student Services Administrative Assistant

**LYNNE DAVIDSON**  
Student Services Administrative Assistant - Hood River Center

**LAURIE DAWKINS**  
Library Assistant

**MARTHA DELL**  
Administrative Assistant to the Executive Director of Human Resources and Strategic Planning

**RICHARD DUNLOP**  
Facilities Services Technician

**ANTHONY DUNNE**  
Library Assistant

**JEAN EWALD**  
Pre-College Programs Administrative Assistant

**BRIAN FIX**  
Facilities Services Technician

**JOE GARCIA**  
Facilities Services Technician

**JENIFER HALTER**  
Instructional Services Administrative Assistant

**PAMELA HILL**  
Facilities Services Technician

**NICOLE JOHNSON**  
President's Office Administrative Assistant

**DONALD KNAPP**  
Facilities Services Technician

**DEBBIE KOCHIS**  
Facilities Services Technician

**TRACI JOHNSON**  
Instructional Assistant

**CHRISTINE LADOUCEUR**  
Small Business Development Administrative Assistant

**CHARLOTTE LAVENDER**  
Administrative Assistant to the Chief Academic Officer

**ANDREA LEPINSKI**  
Bookstore Specialist

**MARY MARTIN**  
Administrative Assistant to the Dean of Student Services

**KATHLEEN MCFARLANE**  
Child Care Specialist

**CYLENE NATHAN**  
Instructional Assistant

**INOCENTE OLIVAN**  
Facilities Services Technician

**TINA ONTIVEROS**  
Instructional Assistant

**ELISA PRECIADO**  
Instructional Assistant

**CHRISTIE ROY**  
Facilities Services Administrative Assistant

**SIDNEY SPAULDING**  
Accounting Specialist

**SUE STEPHENS**  
Business Office Administrative Assistant

**STEVE WADSWORTH**  
Computer Support Technician

**RON WATRUS**  
Computer Support Technician

**JOE WHITMORE**  
Facilities Services Technician

**KELLY WILEY**  
Instructional Assistant

## FACULTY

### **DAWN AGIDIUS: CLINICAL NURSING**

B.S. Nursing, Linfield College, 1999

### **BRYAN ALEXANDER: COMPUTER SCIENCE; BUSINESS**

B.S. Construction Management, California State University at Chico, 1994

M.B.A. Business Administration with Management of Information Systems Option, California State University at Chico, 2000

### **ELIZABETH ANDERSON-SHOCK: ART**

B.S. Fine Arts (Graphic Design), Pacific Northwest College of Art, 1990

### **DINAH BAGGENSTOS: PERSONAL ENRICHMENT**

Certificate in Dog Grooming, Olson's Dog Grooming, 1977  
Sixteen years teaching experience

### **ALAN BAILEY: RENEWABLE ENERGY TECHNOLOGY**

35 years mechanical engineering experience

### **HIEDI BAUER: ENGLISH; WRITING**

B.A. Liberal Arts (Interdisciplinary), Evergreen State College, 2004  
M.A. English, Portland State University, 2006

### **KIM BEAM: CLINICAL NURSING**

B.S. Nursing, Oregon Health Sciences University, 1999

### **MARCIA BECKMAN: NUTRITION**

B.S. Nutrition, Indiana University, 1983  
M.S. Nutrition, Pennsylvania State University, 1986

### **JULIE BELMORE: ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

B.A. History, Lewis and Clark College, 1983  
M.A. TESOL/Applied Linguistics, Portland State University, 2005

### **YUKARI BIRKETT: JAPANESE**

B.A. English Literature and Language, Seisen Women's College, 1985  
M.A. TESOL, Eastern Michigan University, 1988

### **DENNIS BOKOVOY: GEOLOGY**

B.A. Industrial Arts, Montana State University, 1963  
M.S. Geology and Biology, Montana State University, 1969

### **MERCEDES BOLTON: CLINICAL NURSING**

B.S.N. Nursing, University of Portland, 1978

### **DAVID BRAUN: BOTANY; ENVIRONMENTAL SCIENCE**

B.S. Biology, Fairfield University, 1982  
M.F.S. Forest Ecology, Yale University, 1986  
Ph.D. Forest Ecosystems Analysis, University of Washington, 1998

### **MARK BRYAN: EMERGENCY MEDICAL TECHNOLOGY**

EMT/Paramedic Certificate, Clark College, 1978  
Twenty-five years as Senior EMS (EMT Basic - Paramedic) instructor in Washington.  
Certified Paramedic in Oregon and Washington  
Certifications in AHA, PALS, ACLS, Trauma

### **JOHN BURBANK: WELDING**

A.S. Clatsop Community College, 1975  
Journeyman, Industrial Millwright, 1981

### **JOYCE BURKHART: MEDICAL TERMINOLOGY**

A.S. Radiologic Technology, Fullerton Community College, 1974  
A.R.R.T. Licensure, City of Hope Medical Center, 1976  
B.V.E. Vocational Education, California State University, 1992

### **ANNETTE BYERS: DEVELOPMENTAL EDUCATION**

B.A. Psychology, University of Puget Sound, 1985  
Standard Oregon Teacher's Certificate, Portland State University, 1987

### **WENDY CAMPBELL-WINDLE: DEVELOPMENTAL EDUCATION**

A.A. General Education, Mt. Hood Community College, 1996  
B.A. Spanish, Portland State University, 1999  
M.Ed. Adult Education and Higher Education Leadership, Oregon State University, 2007

### **RICHARD CHARLES: SPANISH**

B.A. Spanish/History, Brigham Young University, 1994  
M.A. Spanish, University of Washington, 1966  
Ed.D. Organization and Leadership, San Francisco University, 1980

### **LARRY CLARK: EMERGENCY MEDICAL TECHNOLOGY**

Emergency Medical Technician (Basic and Intermediate) Certification

### **JOHN COPP: HISTORY; PHILOSOPHY; POLITICAL SCIENCE**

B.S. History and Astrophysics, Michigan State University, 1978  
M.A. History, Portland State University, 1982  
M. Phil., Political Science, Columbia University, 1989  
Ph.D. Political Science, Columbia University, 1992  
Certificate: W. Averell Harriman Institute for Advanced Study of the Soviet Union

### **ROBERT DAVIS: PERSONAL ENRICHMENT**

Nine years teaching basic photography and portrait lighting for professionals

### **LOREN DELANEY: MATHEMATICS; DEVELOPMENTAL EDUCATION**

A.A. Centralia Community College, 1958  
B.A. Mathematics Education, Washington State University, 1960

### **TODD DIERKER: MATHEMATICS**

B.S. Biological Sciences (Marine Biology), Humboldt State University, 1993  
M.S. Environmental Education, Portland State University, 2004

### **HEATHER DOYLE: ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

B.A. English, Roger Williams University, 1997  
M.S. TESOL & Multicultural/Bilingual Education, Southern Connecticut State University, 2003

### **ALAN EAGY: BIOLOGY**

B.S. General Science, Oregon State University, 1976  
M.S. Science Education, Oregon State University, 1981

### **TERRY EMMONS: PHLEBOTOMY**

B.S. in Medical Laboratory from Oregon Institute of Technology, 1969

### **JOHN EVANS: MATHEMATICS**

B.S. Physics, Washington State University, 1983  
M.S. Mathematics, Washington State University, 1986

### **TESS FEGEL-OSBORNE: PSYCHOLOGY**

B.A. Psychology, Sociology, Portland State University, 1973  
M.A. Counseling, Psychology, Lewis and Clark College, 1984

### **DOUG FORBES: BUSINESS; ACCOUNTING**

B.S. Agriculture, University of Hawaii, 1975  
M.B.A. Finance and Accounting, University of New Mexico, 1986

### **EILEEN GARVIN: ENGLISH; WRITING**

B.A. English, Seattle University, 1992  
M.A. English, University of New Mexico, 2000

**JOHN GARCIA: MATHEMATICS**

B.S. Geology, University of Alaska Fairbanks, 1975  
Teacher Certification, University of Alaska at Fairbanks, 1979

**RALPH GIBBS: COMPUTER APPLICATIONS/OFFICE SYSTEMS**

B.S. Sociology, Portland State University, 1981  
M.B.A. Business Administration, Embry-Riddle Aeronautical University, 1995

**ROBERT GILCHRIST: ENGINEERING**

B.S. Mechanical Engineering, University of Wyoming, 2001  
M.S. Mechanical Engineering, University of Wyoming, 2005

**HOWARD GONSER: HEALTH**

B.A. Education, Western Washington University, 1967  
M.A. Education/Health Education, Oregon State University, 1972

**ADAM GRISANTI: ENGINEERING**

B.S. Electrical Engineering, Gonzaga University, 2003  
M.S. Electrical Engineering, Washington State University, 2005

**ROBERT HAECHREL: MATHEMATICS**

B.S. Mathematics, Bemidji State College, 1968  
M.S. Mathematics, University of Oregon, 1974

**BARBARA HAMMEL: BUSINESS TECHNOLOGY**

B.S. Business Education, Linfield College, 1970  
Court Reporting Institute, 1978

**LEIGH HANCOCK: WRITING**

B.A. English Literature, Reed College, 1984  
M.F.A. Fiction Writing, University of Virginia, 1989

**GRETCHEN HANSEN: PHYSICAL EDUCATION**

Certified Personal Trainer

**MAUREEN HARTER: CLINICAL NURSING**

A.S. Nursing, Purdue University, 1981  
B.S. Nursing, Purdue University, 1984

**KEVIN HASHIZUME: BUSINESS, CRIMINAL JUSTICE**

B.A. Political Science, University of California, 1994  
J.D. University of Iowa College of Law, 1999

**JO AN HENRICKS: MATHEMATICS**

B.S. Mathematics, Oregon State University, 1971  
M.S. Statistics, Oregon State University, 1978

**ROSEANNA HERTEL: MATHEMATICS**

B.S. Mathematics, Oregon State University, 1998  
M.A.T. Education, University of Portland, 2001

**ANGELA HOFFMAN: ACCOUNTING**

B.A. Accounting, Central Washington University, 1988  
M.S. Taxation, Golden Gate University, 1991

**DONALD HOFFMAN: BUSINESS**

B.S. Business Administration, Biola University, 1970  
M.B.A. Business Administration, California State Polytechnic University, 1974

**P.K. HOFFMAN: CERAMICS; SCULPTURE**

B.S. Fine Arts, University of Oregon, 1968  
Glasgow School of Art, 1976

**BILL HUGHITT: MATHEMATICS**

B.S. Business (Finance), Portland State University, 1979  
M.S. Elementary Education, Portland State University, 1983

**RONDA HULL: EARLY CHILDHOOD EDUCATION**

B.S. Interdisciplinary (Education, Social Work and Health), George Fox College, 1993  
M.S. Education (Curriculum and Instruction), Portland State University, 2000

**SILVIA HUSZAR: SPANISH**

B.S. Chemical Engineering, Universidad del Valle, 1984  
Specialization in Marketing Management, Universidad Libre, 1992  
M.A.T. Education, Western Oregon University, 2002  
Native Spanish Speaker

**LARRY JAMES: PHILOSOPHY**

B.A. Philosophy, Northwest Nazarene College, 1980  
M.A. Philosophy of Religion, Iliff School of Theology, 1982  
M.Div. Philosophy and Theology, Iliff School of Theology, 1987  
M.A. Marriage and Family Therapy, Northwest Christian College, 1997

**DORIS JEPSON: CLINICAL NURSING**

B.S. Nursing, Oregon Health Sciences University, 1999

**JENNIFER JESCH: CAREER GUIDANCE**

B.A. Psychology, University of Puget Sound, 1995  
M.A. Social Sciences (Marriage and Family Therapy), Pacific Lutheran University, 1997

**TRACI JOHNSON: MUSIC**

B.A. Vocal Performance, Linfield College, 2004  
M.A. Musicology, University of Leeds, 2006

**GWEN JOHNSTON: CLINICAL NURSING**

B.S. Nursing, University of Portland, 1979

**CALLIE JORDAN: COMPUTER APPLICATIONS**

A.S. Nursing, Highline College, 1977  
B.A. French/History, University of California at Santa Barbara, 1968  
Sixteen years as a Computer Consultant/Trainer

**CAROL JORDAN: COMPUTER APPLICATIONS/OFFICE SYSTEMS**

B.S. Mathematics, Santa Clara University, 1977  
Secondary Teaching Credential, Mathematics, University of California at Davis, 1978  
M.B.A. Computer Information Systems, Golden Gate University, 1988

**JOEL KABAKOV: MUSIC**

B.A. Music, University of California at Berkeley, 1966  
M.A. Music Composition, California State University at Northridge, 1968  
Ph.D. Music, Harvard University, 1977

**KRISTEN KANE: CAREER GUIDANCE, PSYCHOLOGY**

B.A. English Literature, University of Toronto, 1989  
M.A. Psychology, Antioch University, 1996

**THOMAS KASER: ENGLISH/WRITING**

B.A. Journalism, University of Michigan, 1961  
M.A. English, University of Hawaii, 1972

**JERRY KEITH: BUSINESS ADMINISTRATION**

B.A. English, St. Martin's College, 1992  
M.B.A. Business Administration, 1996

**MARJEAN KEMPEL: NURSING ASSISTANT**

A.D.N. Nursing, Blue Mt. Community College, 1989

**WILANNA KIEFER: NURSING**

B.S. Nursing, University of Evansville, 1984  
M.S. Nursing, University of Evansville, 1991

**KATIE KISSINGER: EARLY CHILDHOOD EDUCATION**

B.A. Social Science, Marylhurst College, 1981  
M.A. Human Development/Educational Leadership and Administration, Pacific Oaks College, 1985

**ROBERT KOVACICH: CHEMISTRY**

B.S. Education (Chemistry), Kutztown University, 1998  
M.S. Chemistry, Oregon State University, 2002

**BRUCE H. KRAUSE: BIOLOGY**

B.S. Biology, University of Arizona, 1970  
Teaching Certificate, Portland State University, 1985  
M.S.T Biology, Portland State University, 1995

**JENNIFER KRONER: ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

B.A. International Studies, University of North Carolina, 1994

**M.J. "ZIP" KRUMMEL: PSYCHOLOGY**

B.S. Education, Oregon State University, 1981  
M.Ed. Education, Oregon State University, 1986  
M.S. Counseling, Portland State University, 1992  
Ed. D. Counseling and Special Education, Portland State University, 2003

**RACHEL KRUMMEL: THEATER**

B.A. English, University of Utah, 1985  
M.A. Theater Production, Central Washington University, 2004

**MARYANNA KRUSE: ENGLISH LITERATURE; WRITING**

B.A. English, San Diego State University, 1974  
M.A. English, San Diego State University, 1979

**MARCIA LADUKE: EDUCATION**

B.S. Elementary Education, University of Oregon 1975  
Extreme Learning Problems Endorsement, University of Oregon, 1977  
Handicapped Learners Endorsement, 1990  
M.Ed. Education, University of Portland, 1994

**LUISE LANGHEINRICH: BUSINESS**

B.S. Geology, University of Washington, 1980  
M.B.A. Finance, University of Colorado, 1985  
Sixteen years experience in business management and marketing

**DIANA LEE-GREENE: MEDICAL ASSISTING**

B.S. Medical Terminology, University of Puget Sound, 1973  
M.T. (ASCP) Registry, Medical Terminology, St. John's Hospital, School of Medical Terminology, 1973  
M.B.A. Business Administration, Portland State University, 1988

**KENNETH LEIBHAM: BUSINESS; ACCOUNTING**

B.S. Accounting, Portland State University, 1972  
M.B.A. Accounting, Portland State University, 1981

**LYNN LEWIS: ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

B.A. English (Certificate in Teaching ESL), California State University at Long Beach, 1985  
M.A. English (Teaching English as a Second Language), San Francisco State University, 1992

**SUSAN LEWIS: DEVELOPMENTAL EDUCATION; POLITICAL SCIENCE**

B.A. Drama, University of California at Irvine, 1986  
M.A. International Policy Studies, Monterey Institute of International Studies, 1992

**THOMAS LIEURANCE: ELECTRONIC ENGINEERING TECHNOLOGY**

A.A.S. Electronics, Spokane Community College, 1990  
Ten years experience as Electronics Technician

**KATHERINE LONG: PERSONAL ENRICHMENT**

B.A. Elementary Education, Central Washington State, 1967  
Traffic Control and Flagging Trainer, Chemeketa Community College, 1997  
ODOT Traffic Control Certification, 1995

**RUTH LUSK: CHILD CARE PROVIDER TRAINING**

B.A. Religious Education and History, Defiance College, 1964  
M.Div. Chicago Theological Seminary, 1969

**MOSTAFA MANDI: ANTHROPOLOGY, ENGLISH AS A SECOND LANGUAGE**

Certificate in Computer Programming and Operations, Computer Learning Center in San Francisco, 1988  
Teaching Credential for Secondary Schools, San Francisco State University, 1994  
B.A. Liberal Studies, John F. Kennedy University, 1988  
M.A. Anthropology, California State University, 2002

**DAVE MASON: ALCOHOL & DRUG COUNSELING, PSYCHOLOGY**

B.S. Math and Psychology, Western Illinois University, 1973  
M.S. Psychology, Western Illinois University, 1974  
Certified Alcohol and Drug Counselor

**NANCY (BROOK) MAURER: PRE-COLLEGE, DEVELOPMENTAL EDUCATION, CAREER GUIDANCE**

B.S. Biology, Environmental Studies, University of Michigan, 1973  
M. Ed. Adult Education and Organizational Development, Oregon State University, 2003

**CLAYTON MCCREA: EMERGENCY MEDICAL TECHNOLOGY**

Certified Emergency Medical Technician (Paramedic)

**MARILYN MCGUIRE-SESSIONS: NURSING**

B.S. Nursing, Oregon Health Sciences University, 1991  
M.S. Clinical Nurse Specialist-Oncology/Palliative Care, Oregon Health Sciences University, 1999

**JOHN MENDEZ: PERSONAL ENRICHMENT**

Certification in Technology Design, National Institute Isidro Menendez, 1990  
Training Certificate in Social Services, Portland State University, 2000  
Language and Teaching, National University in El Salvador, 1991-1994

**MARY MERRILL: SMALL BUSINESS MANAGEMENT**

B.S. Management Technology, Lewis and Clark State College  
M.S. Education, Oregon State University, 2005

**DAVID MILLER: ENGLISH AS A SECOND LANGUAGE**

B.A. Social Science (Interdisciplinary), San Francisco State University, 1973  
M.A. Teaching English as a Second Language (TESL), University of Idaho, 2003

**JOSH MOLNAR: PHYSICAL EDUCATION**

Certified Personal Trainer

**KAREN MOONEY: SPANISH GED**

A.A. Oregon Transfer, Columbia Gorge Community College, 1996

B.A. Spanish (TESL), Portland State University, 1999

M.A. Spanish (TESOL), Portland State University

**BILL NOONAN: PHILOSOPHY**

B.A. Theology/Psychology, University of San Francisco, 1975

M.T.S. Religion/Psychology Harvard University, 1978

Ph.D. Religion/Psychology Graduate Theological Union, 1994

**NANCY NOTEBOOM: WRITING**

B.S. Geography, South Dakota State University, 1987

M.A. English, South Dakota State University, 1996

**RICHARD PARKER: THEATER**

B.A. Drama, Catholic University of America, 1973

M.A. Drama, Catholic University of America, 1992

**SHAWN PAYNE: FIRST AID/CPR;  
EMERGENCY MEDICAL TECHNOLOGY**

Oregon State Emergency Medical Services Certified

Oregon State Board of Health Certified

American Red Cross Certified Instructor

**MARK PETERSON: ENGINEERING/MATHEMATICS**

B.A. Mathematics, University of Colorado at Boulder, 1969

B.S. Civil Engineering, University of Colorado at Denver, 1989

M.S. Civil Engineering/Water Resources, University of Colorado at Denver, 1993

**ROBIN PHILLIPS: ART HISTORY**

B.A. Art History, University of California at Riverside, 1988

M.A. Art History, University of California at Riverside, 1993

**NICHOLAS PUFF: FIRST AID/CPR; EMERGENCY  
MEDICAL TECHNOLOGY**

EMT/Firefighting/Paramedic Certificates, Sinclair Community College  
Certifications in ACLS, BLS, Heartsave First Aid, NRP

**PATRICK RAWSON: DEVELOPMENTAL EDUCATION**

B.A. Philosophy, Don Bosco College, 1975

M.Div. Theology, Franciscan School of Theology, 1980

Teaching Certificate in Elementary Education/English as a Second  
Language, San Jose State University, 1987

M.S.W. Social Work, Portland State University, 1996

**KALAMA REUTER: CHEMISTRY**

B.A. Psychology, University of California, 1973

B.S. Chemistry, Sonoma State University, 1978

M.S. Biochemistry, Oregon Health and Science University, 1980

**KRISTI RIDGEWAY: NURSING**

B.S. Nursing, University of Washington, 2000

Pursuing M.S. Nursing, Washington State University

**PAM RITZENTHALER: BUSINESS TECHNOLOGY**

B.S. Business Administration (Human Resources Management),  
Portland State University, 1997

M.B.A. Business Administration, Portland State University, 1999

**MOLLY ROGERS: CRIMINAL JUSTICE**

B.S. Sociology/Anthropology, Eastern Oregon University, 1993

Pursuing M.S. Justice Management, University of Nevada

**DAN ROPEK: BIOLOGY**

B.S. Biology, Eastern Michigan University, 1983

M.S. Biology, Eastern Michigan University, 1988

**LORIE SAITO: NURSING**

B.S. Nursing, San Diego State University, 1983

M.S. Nursing, California State University, 1996

**TIM SCHELL: LITERATURE, WRITING**

B.A. Journalism, University of Oregon, 1978

M.F.A. Creative Writing, Arizona State University, 1995

**DEBBIE SHOUGH: NURSING**

B.S. Nursing, Walla Walla College, 1989

M.S. Nursing Education, St. Joseph's College of Maine, 2005

**MARY SMITH: MATHEMATICS**

B.A. Mathematics, Marylhurst College, 1967

Fifth-year Certification, Mathematics, Portland State University, 1985

**MIKE SMITH: EMERGENCY MEDICAL TECHNOLOGY**

B.S. Biology/Secondary Education, Portland State University, 1972

Basic Teaching Certificate, Portland State University, 1972

22 years as Lieutenant of the Tualitan Valley Fire and Rescue  
Department

**LETA SPARKS; ENGLISH AS A SECOND LANGUAGE**

B.A. Latin American Studies, University of Texas at Austin, 1996

M.A. Bicultural and Bilingual Studies (ESL), University of Texas at  
Austin, 2003

**SCOTT SPARKS: ENGLISH AS A SECOND LANGUAGE**

B.A. History, University of Texas at San Antonio, 200

M.A. Bilingual/Bicultural Education (ESL Concentration), University of  
Texas at San Antonio, 2003

**LAURA SPINNEY: MICROBIOLOGY**

B.A. English/Art, University of Vermont, 1994

M.A. Ecology and Evolutionary Biology, Princeton University, 2003

Pursuing Ph.D. Ecology and Evolutionary Biology, Princeton University

**MARK STEIGHNER: MUSIC**

B.A. Music, University of California at Santa Barbara, 1977

28 years as Music Teacher at Hood River Valley High School

**SCOTT STEIN: LITERATURE, WRITING**

B.A. English, Westmont College, 1971

M.A. Interdisciplinary studies (English/History), Western Oregon Uni-  
versity, 1975

**KIRSTEN STEVENS: EDUCATION**

B.A. Education (Secondary Social Studies), Western Oregon  
University, 1978

M.Ed. Educational Leadership, University of Portland, 1996

Oregon TSPC Reading Endorsement, 1998

Oregon TSPC ESOL Endorsement, 2000

Oregon TSPC Standard Teaching License, 2004

**JEFFERY STEWART: ART**

B.A. Art, French, University of Oregon, 1965

M.F.A. University of Oregon, 1967

Professional artist

**SUSAN STEWART: MATHEMATICS**

B.S. Elementary Education (Mathematics), University of Nevada, 1971  
M.Ed. Elementary Education, University of Hawaii, 1975  
Teaching English as a Second Language Certificate, Portland State University, 1986

**KRIS STOLTEY: PRE-COLLEGE**

B.S. Business Administration, Oregon State University, 1986  
Oregon Basic Teaching Certificate in Elementary Education (Pre K-9), Warner Pacific College, 1992

**FRANCIS SULLIVAN: COMPUTER SCIENCE**

A.A.S. General Studies, Northern Virginia Community College, 1981  
A.A.S. Computer Science, Northern Virginia Community College, 1987  
B.S. Computer Science, Portland State University, 1991  
Eight years as a Network Administrator

**KATIE SULLIVAN: SOCIOLOGY**

B.A. Psychology, Portland State University, 1991  
M.S. Sociology, Portland State University, 1996  
7 years experience teaching computer classes

**RONALD SUTHERLAND: HEALTH**

B.S. Physical Education/Health, Western Oregon State College, 1967  
M.A. Health Education, Oregon State University, 1974

**PHILIP K. (P.K.) SWARTZ: BIOMEDICAL ETHICS**

B.A. Chemistry/Zoology, Dartmouth College, 1954  
M.D. Medicine, Temple University School of Medicine, 1958  
Certificate in Health Care Ethics, University of Washington, 1992

**MIKE TAPHOUSE: CAREER GUIDANCE, MANAGEMENT & SUPERVISORY DEVELOPMENT**

B.S. Social Science, Portland State University, 2001  
Pursuing M.S. Counseling, Portland State University

**MARGARET TAYLOR: MATHEMATICS**

B.A. Mathematics, University of Texas at Arlington, 1965  
M.S. Architecture/Urban Design, University of Washington, 1978  
M.S. Teaching Mathematics, Portland State University, 1997

**SALLY TEMPLE: BUSINESS MANAGEMENT**

B.S. Dietetics, Oregon State University, 1976  
M.B.A. Business Administration/Management, Our Lake of the Lake University, 1994

**KEITH THOMPSON: WELDING**

B.A. Industrial Arts Education, University of Idaho, 1975  
M.A. Industrial Arts Education, Oregon State University, 1981

**ROY TORLEY: GEOLOGY, PHYSICS, RENEWABLE ENERGY TECHNOLOGY**

B.A. Geophysics, University of California at Berkeley, 1975  
Ph.D. Geology, University of Oregon, 1998

**KRISTEN TOWELL: ENGLISH; WRITING**

B.A. English, Lewis and Clark College, 1991  
M.A. English (Medieval Literature), Portland State University, 1995  
M.A.T. Secondary Language Arts, Lewis and Clark College, 1996

**LORI UFFORD: CAREER GUIDANCE**

B.A. Liberal Studies, California State University, 1984  
M.S. Education Post-Secondary Adult and Continuing Education, Portland State University, 2006

**DIANE UTO: SPEECH**

B.A. Journalism, University of Oregon, 1985  
M.A. International Studies, University of Oregon, 1995  
M.A. Speech Communications, Portland State University, 2002

**NINA VAN ES; SOCIOLOGY**

A.S. Nursing, Portland Community College, 1984  
B.S. Sociology, Portland State University, 1992  
M.S. Sociology, Portland State University, 1994  
M.S.N. Advanced Practice Nursing (Adult and Geriatric Nurse Practitioner), Oregon Health Sciences University, 2001

**JEAN VERCOUTEREN: PARENTING**

B.A. Early Childhood Education, Rhode Island College of Education, 1955

**DAVID WAGENBLAST: ECONOMICS**

B.S. Agricultural Engineering Technology, Oregon State University, 1977  
M.S. Agricultural & Resource Economics, International Marketing

**ALLISON WALSTON: BIOLOGY**

B.S. Agricultural Biotechnology, University of Kentucky-Lexington, 1998  
M.S. Entomology, University of Wisconsin-Madison, 2002

**AMANDA WEBSTER: ENGLISH; WRITING**

B.A. English Literature, University of Colorado-Boulder, 2002  
M.A. Education (Instruction and Curriculum), University of Colorado-Boulder, 2003

**DEVON WELLS: EMERGENCY MEDICAL TECHNOLOGY**

B.S. Agriculture, Oregon State University, 1996  
EMT Paramedic Certification, Northwest Regional Training Center, 2004

**NORMAN WELLS: PERSONAL ENRICHMENT**

Masters in Teacher Education  
12 years Wood Shop Instruction

**JANE WELP: ENGLISH AS A SECOND LANGUAGE**

B.S. Community Services and Public Affairs, University of Oregon, 1981  
Certified Rehabilitation Counselor, 1985  
M.A. TESOL, Portland State University, 1998

**HEIDI WEST: PHYSICAL EDUCATION**

Certified Personal Trainer  
B.A. English/French Literature, Middlebury College, 1987

**FERN WILCOX: PERSONAL ENRICHMENT**

B.S. Home Economics, Oregon State University, 1976  
M.S. Education, Oregon State University, 1985

**DAVID W. WILD: WRITING; LITERATURE**

B.A. English, Oregon State University, 1967  
Ph.D. English, University of Washington, 1972

**CAROL WILD-DELANO: ART**

B.A. Fine Arts, Central Washington University, 1976  
M.F.A. Central Washington University, 1979

**KAREN WILLIAMS: FIRST AID/CPR**

First Responder Certification  
American Heart Association Basic Life Support and First Aid Certification  
Fire Fighter I Instructor, Mid Columbia Fire and Rescue  
Emergency Medical Technician (Basic) Certification

**FREDERICK WILLIAMS: ENGLISH AS A SECOND LANGUAGE**

B.A. Spanish, Brigham Young University, 1994  
M.A. Teaching, Pacific University, 2002

**LINDA WILSON: PERSONAL ENRICHMENT**

Thirty-five years experience as a horse trainer

**GRACE WINDSHEIMER: EDUCATION; READING**

B.A. Elementary Education, Eastern Washington University, 1971  
Fifth Year Standard Certificate, Education/Elementary Classroom, 1976  
Reading Endorsement, Portland State University, 1984  
M.Ed. Instructional Technology, American InterContinental University (Online), 2004

**ABEL WOLMAN: MATHEMATICS**

B.A. Mathematics, Johns Hopkins University, 1985  
M.A. Mathematics, Johns Hopkins University, 1987  
Ph.D. Mathematics, Johns Hopkins University, 1992

**SANDRA WONG: MATHEMATICS**

B.S. General Science, Oregon State University, 1977  
M.S.T. Mathematics, Portland State University, 1984

**LUIS ZIEGNER: ENGLISH AS A SECOND LANGUAGE**

B.A. Spanish Translation/Management, Brigham Young University, 1993

# CITIZEN BOARDS & COMMITTEES

Columbia Gorge Community College is a community-based, community-oriented, and community-operated college. Every year volunteers give hundreds of hours of service to the College by serving on committees and boards.

## BOARD OF EDUCATION

Charleen Cobb  
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Christie Reed

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M.D. VanValkenburgh

## BUDGET COMMITTEE

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## FOUNDATION BOARD

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## QUALITY BOARD OF ADVISORS

Gene Barker  
Pat Butler  
Dr. John R. Dew

Robert Drewes  
James Sanford  
Dr. Charles Sorensen

## NURSING ADVISORY COMMITTEE

Monica Bell, RN  
Tina Castañares, MD  
Josie Castañeda, RN  
Chris Duniphin, RN  
Margaret Hall, RN  
John Jessup, RN, MPH

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Ellen Larsen, RN, MSN  
Cheryl Maitland, RN  
Marilyn McGuire-Sessions,  
B.S., M.S.  
Joyce Powell-Morin, RN, MN

## STEM ADVISORY COMMITTEE (SCIENCE, TECHNOLOGY, ENGINEERING AND MATH)

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Tom Ames  
Alan Bailey  
Allen Barkley  
Todd Brogna  
Martin Cavassa  
Scott Cloutier  
Dan Dunham  
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Stan Felderman  
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Bob Ford  
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Rob Gilchrist  
Jim Gizzi  
Adam Grisanti  
Ken Hall  
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Libby Herrera  
Ken Hillen  
Ross Hoag  
Paul Joiner  
Stephen Jupe  
Kristen Kane

Gary Kelley  
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Jeremy Norton  
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Jim Radda  
Amanda Remington  
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Dan Spatz  
Bob Stocking  
Corrina Ann Sutter  
Michael Taphouse  
Dr. Frank Toda  
Dr. Roy Torley  
John Tortorici  
Nancy White  
Dr. Susan Wolff  
Paul Woodin  
Bob Young

## SMALL BUSINESS DEVELOPMENT CENTER ADVISORY COMMITTEE

Mary Zenorini, Chair  
Lee Curtis  
Bev Eagy  
Ray Felton  
Carol Friend  
Marc Geller

Dave Lutgens  
Megan McKenzie  
Mary Mosier  
Rodger Nichols  
Bill Paulsen  
David Ryan

## CHILD CARE PARTNERS ADVISORY COMMITTEE

Kim Granville  
Mary Hodges  
Barbara Riley

Janet Schmidt  
Billie Stevens  
Trudy Townsend

In collaboration with:

Hood River County Families First Coalition  
Wasco County Commission on Children & Families Early  
Childhood Committee

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Date: \_\_\_\_\_ Term: 20\_\_\_\_\_  Fall  Winter  Spring  Summer

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. Please read the statement in the class schedule that 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.

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth date: \_\_\_\_\_ Gender  Female  Male  
MM/DD/YY

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_  
Day Evening

Educational major \_\_\_\_\_ (Choose from list on back of this form.)

US Citizen?  Yes  No Permanent US Resident?  Yes  No Oregon resident for past 90 days?  Yes  No

CGCC is committed to affirmative action goals and would appreciate your response to the following:

Mark the category that best fits you.

- American Indian/Native American  Asian/Pacific Islander  Black, non-Hispanic  Hispanic  
 White, non-Hispanic  Other  Prefer not to answer

Are you an honorably discharged veteran?  Yes  No

Is this your first time enrolling at any college or university for credit classes?  Yes  No

High School Information:

High School \_\_\_\_\_ City/State \_\_\_\_\_ Year Last Attend \_\_\_\_\_  
 Received diploma  Obtained GED  Still in High School

Education/training beyond high school:

- None  Some college courses  Other  
 Associate Degree  Bachelor's Degree  Certificate from community college  
 Master's Degree  PhD or Professional (MD, LLD, etc.)

College/University \_\_\_\_\_ State \_\_\_\_\_ Graduation Date \_\_\_\_\_

What is your educational goal at CGCC?

- Earn a degree or certificate  Complete a high school diploma or GED  
 No formal award – just take classes  Undecided

What is your main reason for attending CGCC?

- Explore and educational opportunity  Explore a new career area  
 Finish high school/GED  Improve reading, writing, or math skills  
 Job skills improvement  Learn English  
 Personal interest/enrichment  Skills to get a job  
 Start on a bachelor degree  Undecided

Do you plan to transfer?  Yes  No

If yes, where do you plan to transfer to?  Another two-year college  A four-year university  Other

Current Employment Status:  Full time  Part time (fewer than 35 hrs/wk)  Not employed

## EDUCATIONAL MAJORS

THE FOLLOWING DEGREES AND CERTIFICATES ARE AVAILABLE AT  
COLUMBIA GORGE COMMUNITY COLLEGE

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### DEGREES

- Associate of Arts Oregon Transfer
- Associate of Science
- Associate of Science Oregon Transfer - Business
- Associate of General Studies
- Associate of Applied Science
  - Accounting
  - Administrative Assistant
  - Administrative Assistant - Office Management
  - Early Education and Family Studies
  - Management
  - Nursing
  - Office Management
  - Paraeducator
  - Renewable Energy Technology

### CERTIFICATES

- Accounting Clerk
- Computer Applications/Office Systems
- Criminal Justice/Juvenile Corrections
- Diagnostic Imaging (with Linn-Benton Community College)
- Early Education and Family Studies
- Emergency Medical Technician
- Marketing
- Medical Assisting
- Paraeducator
- Instructional Assistant – Special Education
- Practical Nurse
- Professional Skills Training
- Renewable Energy Technology
- Retail Management

### OTHER PROGRAMS AVAILABLE AT COLUMBIA GORGE COMMUNITY COLLEGE

- Oregon Transfer Module
- General Studies and Liberal Arts
- High School Completion
- Adult Education
- English Language Proficiency
- Personal Enrichment Courses