

College Catalog

2015-2016



Change your mind. Change your life.



		SUMMER 2015	FALL 2015	WINTER 2016	SPRING 2016
DATES TO KNOW	Class Registration Begins	May 18	August 17	November 23	February 22
	New Student Orientation (call for day/time)	May 19 –June 20	August 17-September 18	November 24-December 31	February 23-March 25
	Registration Closes at Midnight	June 21	September 22	January 3	March 27
	Term and Classes Begin	June 22	September 23	January 4	March 28
	Deadline to Drop a Course or Audit	June 26	September 29	January 8	April 1
	Complete Payment or Payment Arrangements	June 26	September 29	January 8	April 1
	Last Day to Withdraw From a Course	August 13	November 20	February 26	May 20
	Last Day to Change Grade Option	August 13	November 20	February 26	May 20
	Final Exam Week	August 31-Sept 4	December 7-11	March 14-18	June 6-10
	Grades Available online at MyTBCC	September 9	December 16	March 23	June 15
	Textbook Buy-Back	September 2-3	December 9-11	March 16-18	June 8-10
	Graduation Application (2 Terms Before Graduation)	May 8	July 31	October 30	February 12
	Commencement				June 10
	Term Breaks	September 7-22	December 14 - January 3	March 21-25	June 13-17
Holidays-Offices Closed	July 3, September 7	September 17-18 November 11,26,27, December 21-28	January 1 January 18	April 29 May 30	

WELCOME TO TILLAMOOK BAY COMMUNITY COLLEGE



**Tillamook Bay
Community College
provides access to
quality education in
response to the
needs of our
community.**

We are excited that you have chosen to make us a part of your career and educational journey.

TBCC is unlike any other college you will come across. Whether you are joining us to gain new job skills, taking the core classes you need to transfer to a 4-year degree program at a university or to enjoy community education classes, we believe you will come to understand what we mean when we say we're not just any college. And to us, you're not just any student. There are so many facets of your skills, experiences and knowledge that make you who you are, and it is this uniqueness that requires a college experience just as individual as you are.

We pride ourselves on being small and personal and getting to know our students. At TBCC, we know you. You're not just a number. You're a member of our small, close-knit community striving toward a path to

success. We're here to support your learning as life brings you joys and struggles. We desire to celebrate your accomplishments and triumphs. We're excited that you are ready to join our community of learners.

For some of you, college is a brand new experience. You may not be sure how to navigate your way yet. You might even feel overwhelmed just flipping through this catalog, and that's OK. If you have a question, come ask us. We mean it when we say that we're here for you. We look forward to getting to know you. So come introduce yourself and ask questions.

We know that not all dreams look alike. Last year, one of our graduating students had a goal of completing her degree before she started collecting social security. She achieved that goal by coming to TBCC. Other students are coming to us directly from high school. Some of our students are looking for a better job, or just want to learn a new hobby for fun. Some are currently working and want to learn new skills to advance their career. This colorful blend of hopes, dreams, ages, and experiences is what excites us each day as we come to TBCC to help students learn. No matter what your next step looks like, we can help you get there.

So I thank you for choosing to walk this journey with us. Welcome to the next phase of your life – it might not always be easy, but I promise it will be worth it.

Connie Green
TBCC President

VISION, MISSION, CORE THEMES

VISION

Tillamook Bay Community College is a local leader in educational excellence and innovation, community advancement, and economic success.

MISSION

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

VALUES

Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

STUDENT SUCCESS

TBCC values being keenly receptive and intentionally responsive to students and fully supports achievement of their goals.

ACADEMIC EXCELLENCE

TBCC values rigorous, relevant education and training for students and the community.

RESOURCEFUL TEAMWORK

TBCC values collaboration, effective communication, and the wise use of resources to accomplish our mission.

PERSONAL & FRIENDLY ENVIRONMENT

TBCC values and demonstrates genuine concern and respect for each other, communities we serve, and our students while helping each achieve their potential.

CORE THEMES

Educational Excellence

Economic Success

Leadership, Partnership and Community Engagement

ACCREDITATION

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

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

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

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

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While every effort is made to ensure accuracy of the information in this catalog, Tillamook Bay Community College has the right to make changes at any time without prior notice. This catalog is not a contract between TBCC and any current or prospective student. Some policies and procedures are subject to change.

GETTING STARTED AT TBCC

Academic Services
(503) 842-8222, ext. 1030
annahovey@tillamookbaycc.edu

Bookstore/Cashier
(503) 842-8222, ext. 1240
hollykraus@tillamookbaycc.edu

Business Office
(503) 842-8222, ext. 1210
kyrawilliams@tillamookbaycc.edu

Career Education Advisor
(503) 842-8222, ext. 1145
johnsousa@tillamookbaycc.edu

Career and Technical Education
(503) 842-8222, ext. 1030
annahovey@tillamookbaycc.edu

Computer Services
(503) 842-8222, ext. 1610
sherylneu@tillamookbaycc.edu

COLLEGE BOARD OF EDUCATION

Deborah Lincoln, Chair
Craig Wakefield, Vice-Chair
Robert Weitman
William Schreiber
Mary Faith Bell
Kathy Gervasi
Danell Boggs

COLLEGE PRESIDENT

Connie Green

Community/Continuing Education
(503) 842-8222, ext. 1320
ginafox@tillamookbaycc.edu

Disability Services
(503) 842-8222, ext. 1145
johnsousa@tillamookbaycc.edu

Financial Aid Office
(503) 842-8222, ext. 1135
rhodahanson@tillamookbaycc.edu

Human Resources
(503) 842-8222, ext. 1020
patryan@tillamookbaycc.edu

Learning Center
(503) 842-8222, ext. 1845
suzannebannan@tillamookbaycc.edu

Library
(503) 842-8222, ext. 1710

LOCATIONS

Central Campus
4301 Third Street
Tillamook, Oregon 97141
(503) 842-8222
Toll Free: (888) 306-8222
FAX (503) 842-8334
TDD (503) 842-2467

Registrar
(503) 842-8222, ext. 1110
micheleburton@tillamookbaycc.edu

Small Business Development Center
(503) 842-2236
mikecohen@tillamookbaycc.edu

Student Services
(503) 842-8222, ext. 1110
micheleburton@tillamookbaycc.edu

Veteran Services
(503) 842-8222 ext. 1130
sallyjackson@tillamookbaycc.edu

Workforce Development
(503) 842-8222, ext. 1030
annahovey@tillamookbaycc.edu

TBCC South

34660 Parkway Drive
Cloverdale, Oregon

TBCC North

24705 Hwy 101 N.
Rockaway Beach, Oregon

GETTING STARTED AT TBCC

WELCOME

Tillamook Bay Community College has an open admissions policy meaning that anyone may enroll at the College. We welcome students from all backgrounds who wish to obtain a quality education and we are here to help you be successful.

Tillamook Bay Community College (Colegio comunitario de la bahia de Tillamook) mantiene una politica de matricula abierta y da bienvenido a los estudiantes con todo tipo de fondo educativo.

Previous college experience or a high school diploma is not necessary for entry. Enrollment in degree or certificate programs is open to students who provide evidence of suitable preparation for course work at the college level. You can find the complete criteria outlined on pages 132-134.

We are committed to providing an environment that allows all students to develop to their fullest potential. If you have questions please ask. We are here to help.

STEPS TO BECOME A TBCC STUDENT

There are three basic steps to becoming a student at TBCC.

1. Complete an Admissions Application
2. Provide or take a college placement assessment
3. Attend a new student orientation

Each of these steps is explained below in a quick start format. Additional information about admissions to take credit courses, and paying for and financing your education is provided in the back of this catalog starting on page 132.

Throughout the catalog you will be referred to complete actions or find information at MyTBCC. MyTBCC is our student portal located at www.tillamookbaycc.edu. It is an important resource where you will register for classes each term and find links and information to support your success at Tillamook Bay Community College. In order to fully access MyTBCC you will need your user name and password which is emailed to the personal email account that you provided when submitting your admissions application.

QUICK START

1 COMPLETE AN ADMISSIONS APPLICATION

To start the process of becoming a student at TBCC, we need to learn more about you.

You will need to complete an online Admissions Application to give us the information to start your student record.

An Admissions Application is available at the student portal called MyTBCC (found at www.tillamookbaycc.edu). There are three categories for students applying for admissions:

Credit: Students planning to enroll in credit courses or planning to earn a degree or certificate.

High School: Students who are attending high school/home school and are applying to take a course.

Non Credit: Students interested in taking community education courses for personal interest, college preparation courses, GED preparation, or English for Speakers of Other Languages.

GETTING STARTED AT TBCC

Select which of the categories applies to you and fill out the Admissions Application.

If you have a question, or if you do not have access to the internet and need a paper copy of an application, contact Student Services at (503) 842-8222 ext. 1100, visit them at our main campus, 4301 Third Street, Tillamook or email them at studentservices@tillamookbaycc.edu.

After you submit your application, you

2 TAKE PLACEMENT TESTS

For correct college placement, reading, writing, and math skills are assessed before registration. Assessment in these areas may be demonstrated with a COMPASS placement test, a previous college degree, college courses, Smarter Balance score of 3 or 4 with approved high school courses, or SAT, ACT, or other college placement assessments.

TBCC administers COMPASS placement testing through the TBCC Library. The test is to gauge a students' academic strengths. This is not a graded or a "pass or fail" test. The scores are used to place a student into the appropriate course. To take the COMPASS placement test, contact the TBCC Librarian 503-842-8222 ext. 1720 for the assessment schedule or visit our main campus library.

3 NEW STUDENT ORIENTATION

All students taking credit courses must complete a New Student Orientation. The sign up for New Student Orientation is located on the Admissions tab of MyTBCC. Dates and times are also published in the TBCC Schedule of Classes for each term.

If you have questions about this process please contact Student Services by either emailing studentservices@tillamookbaycc.edu, calling (503) 842-8222 ext. 1100, or visiting them at 4301 Third St. Tillamook.

ADDITIONAL ENROLLMENT INFORMATION

A student under the age of 18 who has not graduated from high school or earned a GED must visit with a Career Education Advisor and have his or her parent(s) fill out the "High School and TBCC Concurrent Enrollment" form. A student 15 years old or younger needs to submit the completed "Underage Student Enrollment Agreement". Please contact Career Education Advising at 503-842-8222 ext.1140.

Any individual may be denied admission or continued admission if the appropriate college procedure indicates that the individual cannot benefit from the instruction desired.

REGISTRATION INTO COURSES

Each term TBCC publishes a Schedule of Classes. The Schedule of Classes is located on the TBCC website and printed versions are available at the college. To support you in your success, and to make sure that students are adequately prepared to begin classes at the beginning of the term, TBCC has a no late add policy. This means that registration for classes must be completed before the start of each term. Students are not permitted to attend classes unless they are registered in the course.

ONLINE REGISTRATION

- Go to MyTBCC found on the TBCC website: www.tillamookbaycc.edu
- Enter your user name and password which was emailed to the personal email you provided when applying for admission. If you don't know your user name or password, come to TBCC Student Services with your photo ID to receive a copy.
- Select the Student Tab and choose the Registration link.
- Click on the *Add/Drop Courses* link.
- Click on Course Search to open the list of courses offered for the term.
- Add a course by checking the ADD checkbox on the left-hand column on the screen.

GETTING STARTED AT TBCC

- Scroll down to see and click the ADD COURSES button to add all selected courses.
- Be sure you have completed your registration before the start of each term.

DROPPING COURSES

Prior to the published drop deadlines, students may drop any registered course by completing the official drop process. Such action by the student will result in no charges for the course or courses (or reimbursement will be made if charges have already been paid); the course or courses shall be removed from their transcript.

Dropping Courses

- Go to MyTBCC
- Enter your user name and password.
- Click Add/Drop Courses link.
- The courses you have registered for will be listed on this screen.
- Check the DROP checkbox next to the name of the course you plan to drop.

Courses may be dropped through the first week of the term for 10 week courses.

For registration concerns, please call Student Services at (503) 842-8222 ext.1100 for assistance.

Withdrawing from College

You may formally withdraw from courses by filing a Withdrawal form with Student Services. If you have applied for financial aid or veterans' benefits, you must also notify the appropriate office of your intentions to withdraw.

Official Withdrawal: Withdrawing will result in a grade of "W" appearing for the course or courses on your transcript. The student's withdrawal date is based on the date that the college is provided with "official" notice of withdrawal. Official notice occurs when the Student Services Office is notified of intent to withdraw.

PAYING FOR COLLEGE

TUITION, FEES, AND PAYMENT

Credit Courses:		Other Fees and Expenses:	
In-State Tuition:	\$94 per credit	Special Course Fee: ¹	Varies per course
Out-of-State Tuition:	\$114 per credit	Return Check Fee:	\$25
Technology Fee:	\$5 per credit	Placement Assessment:	\$20 –Fee waived for first time a TBCC student takes the COMPASS Assessment
Student Services Fee:	\$2 per credit	Late Payment Fee:	\$75
Base Course Fee:	\$4 per credit		
Hybrid Course Fee:	\$15 per course		
Online Course Fee:	\$35 per course		

¹ Certain courses such as art, computer, science, and physical activities have special fees in addition to tuition and general fees that cover additional costs of supplies, equipment, instruction, and facilities. These fees are listed in the credit course listings in the Schedule of Classes each term.

Non-Credit Courses and Continuing Education Unit Courses:

Non-credit and CEU tuition and fees vary by class or workshop and are published each term in the Schedule of Classes with non-credit course listings.

All tuition and fees are due as specified in the quarterly Schedule of Classes. Payment may be made by cash, check, money order, VISA, MasterCard, American Express, or Discover Card. Checks and money orders should be made payable to *Tillamook Bay Community College*. Payments may be made online through MyTBCC on the website, at the TBCC Bookstore, by calling the Business Office and making a payment by phone, or by mailing payments to the business office at 4301 Third Street, Tillamook, OR 97141

Complete instructions for all options for making payments to your account including setting up an online payment plan are listed in the back of this catalog under the student processes and resources section.

If you need support you can contact the Business Office at 503-842-8222 ext.1220 or paymentinformation@tillamookbaycc.edu.

APPLY FOR FINANCIAL AID

To be sure you are taking advantage of all opportunities to finance your education, we encourage you to apply for financial aid. The TBCC Financial Aid Office administers a variety of financial aid programs, grants, loans, and part-time employment to eligible degree-seeking students who need assistance to attend college.

The TBCC Financial Aid Office is located in Student Services, at our main campus. You can also contact them by phone at (503) 842-8222 ext. 1130 or tbccfinancialaid@www.tillamookbaycc.edu.

Complete instructions for how to apply and maintain your financial aid award and make payments to your account are located in the back of this catalog in the student processes and resource section.

WE ARE COMMITTED TO YOUR SUCCESS

PUBLIC NOTICE OF NON-DISCRIMINATION

Tillamook Bay Community College Board of Education Notice of Non-Discrimination

Students, their families, employees and potential employees of the Tillamook Bay Community College District are hereby notified that Tillamook Bay Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning TBCC's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact Pat Ryan, Director of Facilities, Human Resources, Safety, 4301 Third Street, Room 122, Tillamook, Oregon, Phone (503) 842-8222, ext. 1020 or TDD (503) 842-2467.

Title II Coordinator, Pat Ryan, Director - Facilities, Human Resources, Safety, 4301 Third Street, Tillamook, Oregon, Room 122,
Phone (503) 842-8222, ext. 1020

Title IX Coordinator, Pat Ryan, Director - Facilities, Human Resources, Safety, 4301 Third Street, Tillamook, Oregon, Room 122,
Phone (503) 842-8222, ext. 1020

Section 504 Coordinator, Michele Burton, Chief Student Services Officer, 4301 Third Street, Tillamook, Oregon, Room 116,
Phone (503) 842-8222, ext. 1110

Equal Opportunity

Tillamook Bay Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, religion, marital status, sexual orientation, or sex. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results. For additional information on TBCC's commitments to safety and equality please visit the consumer information section of this catalog.

DEGREE, CERTIFICATE AND APPRENTICESHIP PROGRAMS AT TBCC

DEGREES, CERTIFICATES AND APPRENTICESHIPS

TBCC offers a variety of certificates and degrees that can help lead to family wage jobs and advancement in a variety of fields. Certificates take less credit hours to complete and Associate degrees can be completed in 2-years in most cases. There truly is a place for everyone at TBCC, so ask how we can help you start on a pathway to success today.

TRANSFER AND GENERAL STUDIES DEGREES

Intended for students who want to transfer to a 4-year College or University and earn a Bachelor's degree.

Associate of General Studies

see pages 30-32

Associate of Science

see pages 28-29

Associate of Arts Oregon Transfer

see pages 18-21

Associate of Science Oregon Transfer in Business

see pages 24-27

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREES

Intended for students who want to earn a college degree and gain technical skills in a specific area.

Associate of Applied Science degrees are offered in the following areas. Information begins on page 33.

Agriculture and Natural Resources

see pages 35-39

Business Administration

see pages 40-46

Criminal Justice

see pages 47-51

Culinary Arts

see pages 52-57

Hospitality, Tourism, Recreation Management

see pages 58-63

Industrial Maintenance Technology

see pages 64-59

CAREER AND TECHNICAL CERTIFICATES

Intended for students who want to enter the workforce with some technical skills.

Accounting

See page 40

Corrections Technician

See page 47

Culinary Arts

See page 52

Hospitality, Tourism, Recreation Management

See page 59

Industrial Maintenance Technology

See page 64

GENERAL APPRENTICESHIP DEGREES AND CERTIFICATES

Apprenticeship is a partnership between business and industry that enables a student to receive training in a skilled trade through classroom and on-the-job training. See pages 70-72

- Limited Electrician Apprenticeship Technologies Certificate
- Electrician Apprenticeship Technologies Certificate
- Mechanical Maintenance Apprenticeship Certificate
- Industrial Mechanics & Maintenance Technology Apprenticeship Certificate and AAS

DEGREE PARTNERSHIP OPTIONS THROUGH TBCC

DEGREE PARTNERSHIPS IN HEALTHCARE

Tillamook Bay Community College has developed partnerships with several colleges and Tillamook Regional Medical Center to provide training for several healthcare occupations in Tillamook County. These certificates and degrees are granted by partner colleges, but TBCC offers program prerequisites, general education requirements, related coursework, and sometimes program courses. Program information starts on page 74.

Diagnostic Imaging AAS Degree - Linn-Benton Community College

Medical Assisting Certificate - Clatsop Community College

Medical Laboratory Technology AAS Degree - Portland Community College

Nursing AAS Degree - Clatsop Community College

Occupational Therapy Assistant AAS Degree - Linn-Benton Community College

Pharmacy Technician Certificate - Central Oregon Community College

DEGREE PARTNERSHIP PROGRAM (4-YEAR TRANSFER)

In order to assist TBCC students achieve their career and education goals, TBCC offers a number of options for students planning to transfer to other colleges and universities. Through our agreements with other institutions, we are able to offer dual enrollment agreements with these institutions that let you use the classes, services and expertise at each school. These programs make it easier to tailor your education to fit your personal goals, preferences and timelines.

The Degree Partnership Program (DPP) with Oregon State University (OSU) provides an opportunity for students to complete one application process and be admitted to TBCC and OSU. Students will be assigned advisors at both schools, gain increased flexibility in scheduling with access to more courses, and enjoy opportunities to access services and participate in college life on both campuses. OSU offers online courses and four-year degree programs that can be completed in Tillamook County or DPP students can take on-campus courses and pursue additional on-

campus degree programs. Contact Emily Henry, the OSU Open Campus Coordinator by phone at (503) 842-8222 ext. 1870, or email Emily.Henry@Oregonstate.edu.

Portland State University (PSU) at TBCC provides opportunities for students to earn a bachelor's degree from PSU by taking courses at TBCC and online or on-campus from PSU. If you have fewer than 90 transfer credits at TBCC and are planning to transfer to PSU, you're a very good candidate for co-admission to PSU. Co-admission is also a great way to access university resources and acclimate yourself prior to attending PSU full-time. Contact a Career Education Advisor at TBCC, for co-admission information.

TBCC also offers opportunities for completion at additional schools, including Oregon Tech, Linfield College, Western Governors' University, and others. Contact a Career Education Advisor at TBCC and the school where you intend to transfer for additional information.

NON-CREDIT AND CONTINUING EDUCATION OPTIONS AT TBCC

COLLEGE PREPARATION AND TRANSITION (NON-CREDIT COURSES)

TBCC cares about all of our students and we want to see each of you succeed. We offer services that provide students with the opportunity for self-improvement as well as preparation for higher education through classes in reading, writing, and math. Each term TBCC publishes a Schedule of Courses that shows what is being offered for that term. The schedule can be found at www.tillamookbaycc.edu or in hard copy at the main campus. If you have questions you can contact Student Services at (503) 842-8222 ext. 1100, studentservices@tillamookbaycc.edu, or visit them at the main campus.

ADULT BASIC EDUCATION PROGRAM

Designed for adult learners who need to re-learn basic skills in reading, writing and math. Students build upon past experience and knowledge to progress toward their educational goals. Adult Basic Skills classes improve basic skills for students whose abilities range from the non-literate to the pre-college level.

GENERAL EQUIVALENCY DIPLOMA PREPARATION

Students who have not received their high school diploma may study and prepare for the GED examination at TBCC. General Education Development Preparation classes provide students 16 and older an opportunity to study for the GED exam.

Adult Basic Skills and General Education Development (GED) classes are open to anyone 18 or over who desires to improve basic reading, writing,

and math skills at the pre-college level. Students 16 and 17 years old must first obtain an official release from high school before attending class. Adults interested in earning a GED may obtain information from Student Services (503) 842-8222 ext. 1100 or visit them at the main campus.

The GED State Examination

The GED State Exam includes four tests: Reasoning through language arts, Social Studies, Science, and Mathematical Reasoning. The GED exam is available at Tillamook Bay Community College. Registration and schedules for GED exams are available through the TBCC Library (503) 842-8222 ext. 1710. Candidates should arrive for testing 10-15 minutes before the scheduled exam with state-issued photo identification. Students will need to register and pay for testing online at <https://ged.com>.

TBCC Adult Literacy Program

The Tillamook Bay Community College Adult Literacy Program offers limited free tutoring to adults who want to work on math, literacy, English language, or reading skills. Instruction is offered by volunteer tutors. Adults interested in tutoring may obtain information from the TBCC Library by calling (503) 842-8222 ext. 1710.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The English for Speakers of Other Languages (ESOL) Program offers classes for persons whose native language is not English. Students study reading, writing, speaking, listening and other language skills to improve English in employment, community, and academic settings.

NON-CREDIT AND CONTINUING EDUCATION OPTIONS AT TBCC

ESOL classes are open to U.S. citizens, immigrants, and refugees who desire to improve their English language skills. Students needing special assistance to participate in the ESOL courses should contact Student Services at (503) 842-8222 ext. 1100 or visit them at the main campus.

CONTINUING AND COMMUNITY EDUCATION (NON-CREDIT COURSES)

TBCC is committed to life-long learning. The Continuing and Community Education Program plays an important role in this philosophy. The classes in this program are non-credit and students take them for personal enrichment, personal interest, or to enhance work skills.

For the convenience of all district residents, classes are offered throughout Tillamook County and include a mix of full-term courses, short sessions, and workshops and are scheduled during the day, evenings and weekends. Each term TBCC publishes a Schedule of Courses that shows what is being offered for that term. The schedule can be found on our website www.tillamookbaycc.edu or in hard copy at the main campus. If you have questions you can contact Gina Fox, Community Education and Dual Credit Coordinator/Curriculum Support Specialist, (503) 842-8222 ext. 1320 or ginafox@tillamookbaycc.edu.

CONTINUING EDUCATION UNITS

Course numbers beginning with "CEU" are classes that award Continuing Education Units (CEUs) rather than college credits. CEUs are not equivalent to credit hours and therefore may not be used toward TBCC certificates or degrees. Some programs offering CEU classes offer recertification or CEU

certificates. One CEU is awarded for each 10 hours or their equivalent. TBCC transcript records are available for CEU hours. Tuition for CEU courses is charged regardless of the number of credit hours for which the student enrolls. CEU classes do not meet the federal requirements for financial aid or most Veterans' benefits.

For more information contact Gina Fox, Community Education and Dual Credit Coordinator/Curriculum Support Specialist, (503) 842-8222 ext. 1320 or ginafox@tillamookbaycc.edu.

NON-CREDIT TRAINING AND DEVELOPMENT OPTIONS AT TBCC

CUSTOMIZED AND WORKFORCE TRAINING

The customized and workforce training program provides customized training and development solutions to business, industry and government. Opportunities are designed to help businesses achieve success by providing employee training programs especially designed for individual business needs. Training is usually offered on site at the workplace. Services include basic skills training, computer technology education and training, leadership and management development, occupational language services, safety and health programs, technical training, and workforce programs. Programs are customized to meet each client's individual needs and are delivered at times and locations convenient to the client. For more information, contact Tom Atchison at (503) 842-8222 ext. 1815.

THE SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center is a service of TBCC in cooperation with the U.S. Small Business Administration and Oregon Business Development Department. The Small Business Development Center helps businesses in Tillamook County solve day-to-day problems and offers guidance to those entrepreneurs interested in starting and growing a small business. The professional staff of the Small Business Development Center offers free counseling tailored to meet the needs of the entrepreneur. A long-term program tailored to the small business owner is available which offers classroom training and monthly on-site counseling visits.

The Small Business Development Center maintains excellent business resources in the Center with up-to-date business magazines, books, and videos available on a variety of business topics. All of this information may

be checked out for in-depth study. Each term the Small Business Development Center offers workshops, seminars and training sessions on subjects of interest to small business owners and managers. Each term TBCC publishes a Schedule of Courses that shows what is being offered for that term. The Schedule of Courses can be found in hard copy at the main campus or on our website www.tillamookbaycc.edu.

For more information about the Small Business Development Center and its services, call (503) 842-8222 ext. 1430 or mikecohen@tillamookbaycc.edu.

OVERVIEW OF DEGREE REQUIREMENTS

GENERAL EDUCATION STATEMENT

The General Education component of the associate degree programs and related instruction in certificates of one year or more represents a major part of the College's commitment to the process of lifelong learning and development of educated citizens. General Education coursework in degree programs is intended to introduce students to the discipline areas of Arts and Letters, Social Science, and Mathematics, Science, and Computer Science. Related instruction in certificate programs is intended to support student knowledge of communication, computation, and human relations. The value of General Education to students is to develop students' understanding of culture and how it relates to other cultures; appreciation of history both from a global perspective and from a personal perspective; understanding of self and natural and technological environments; an ability to reason qualitatively and quantitatively; an ability to conceptually organize experience and discern its meaning; aesthetic and artistic values; and understanding of the ethical and social requirements of responsible citizenship.

GENERAL EDUCATION WAIVER FOR PRIOR DEGREE

The general education requirements will be waived for students who enroll at TBCC with an AA, AAS, AGS, AS, BA, BS degree or higher from a regionally accredited United States institution. Program-specific general education requirements for some certificates or associate of applied science degrees may not be waived. Students should consult the program department for specific courses required for General Education.

THREE-FOUR CREDIT CONVERSION

Some Lower Division Collegiate (LDC) courses have changed from three to four credits at TBCC. For degrees and certificates requiring specific LDC courses, the three credit version of the same course is generally accepted. TBCC degree and certificate minimum requirements must be met.

EXPERIMENTAL COURSES

Courses numbered 99, 199, and 299 are experimental in nature. These courses may be offered twice (in a 15-month period). After that time they must either be converted to a regularly

numbered course or inactivated. While these courses may count for graduation at TBCC, they may not be acceptable for transfer to other institutions.

PREREQUISITE COURSES

Most lower division collegiate courses have standard prerequisites.

Reading: successful completion ("C" or better) of RD 115 or equivalent test score or completion of WR 121 and

Writing: successful completion ("C" or better) of WR 115 or placement into WR 121 and

Math: successful completion ("C" or better) of MTH 20 or placement into MTH 60.

A grade of "D," "F" or "NP" in a standard prerequisite course will not satisfy the requirement.

Some courses may have higher requirements in these areas and/or additional prerequisites as appropriate. See individual course prerequisites. Instructors may waive prerequisites on a case-by-case basis.

OVERVIEW OF DEGREE REQUIREMENTS

DEGREES AND MAJORS

TBCC students are asked to declare a major at the time of application. Some students find that once they start their education their interests and abilities lead them in a different direction. The option to change is available during the registration period prior to each term. A student's declared major can impact his/her eligibility for financial aid and the awarding of a degree or certificate. We encourage you to meet with a Career Education Advisor or a Financial Aid Advisor if you have questions about your major at any time.

Change of degree/certificate/major is available through the online student portal at MYTBCC on the student tab. A change of degree/certificate/major changes your catalog rights to the most current year.

CATALOG EDITIONS

Tillamook Bay Community College operates on the quarter system. A new edition of the TBCC Catalog is published and dated with each academic year, which begins summer term and ends with the next spring term.

To earn an Associate Degree or a Certificate, students must meet the requirements in the catalog that is in effect when they earn their first

credit(s) at TBCC, unless they choose to meet the requirements of a later Catalog. However, students who do not earn at least one TBCC credit applicable to their degree requirements each academic year lose the right to meet the requirements of their original Catalog. They must then meet requirements of the Catalog current at the time they resume work on their degree at TBCC, or the current Catalog at the time of graduation. Upon changing degree or major the Catalog rights are reset to the current Catalog.

An edition of the Catalog is valid for six academic years. For example, a catalog that takes effect summer term 2010 is only valid through spring term 2016. However, some programs may impose shorter time limits on accepting credits for degree or certificate requirements. Occasionally the College may change courses and course numbers within a program. Students should regularly consult the catalog and a career education advisor about their course of study.

While every effort is made to ensure the accuracy of the information in this Catalog, Tillamook Bay Community College has the right to make changes at any time without prior notice. This Catalog is not a contract between TBCC and current or prospective students.

PETITIONING FOR GRADUATION AND PAYING COLLEGE DEBTS

Students at Tillamook Bay Community College will receive degrees and/or certificates based upon an institutional awarding standard. The college will grant degrees and/or certificates upon completion of requirements for the student's recorded program of study. Opting out of an institutional award requires completing the appropriate request through TBCC student services. Multiple credentials may be institutionally awarded within a student's program of study.

A formal Commencement ceremony is held at the end of spring term. All students graduating in the current academic year (fall, winter, spring and summer) are eligible to participate if they have applied by the deadline and the application has been accepted.

Graduating students will receive diplomas by mail from TBCC eight to ten weeks after the degree or certificate has been awarded. The diploma will be mailed to the address of record for the student. Please contact TBCC Student Services office if there is an address change. Students must clear all debts to the college before their degree or certificate will be awarded.

OVERVIEW OF CERTIFICATE REQUIREMENTS

PATHWAY CERTIFICATES AND ONE-YEAR CERTIFICATES

Some career technical degrees offer certificates ranging from 12-108 credits to students who complete the specific course of study with a minimum 2.0 grade point average. Specific courses required for each certificate program, including any General Education requirements, are listed under the appropriate Associate of Applied Science Degree program. A complete list of Career and Technical certificates available at TBCC is on pages 10-11.

LESS-THAN-ONE-YEAR CERTIFICATE REQUIREMENTS

At least 6 credits must be earned at TBCC, all of which must apply to the certificate requirements. The final 6 credits that apply to the certificate must be earned at TBCC.

A maximum of 8 credits of "P" (Pass) grades may be applied to any less than one year certificate. Specific less than one year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for that specific certificate.

Only 9 credits of 199 and 299 experimental courses may be applied.

Pathway Certificates and One Year Certificates are not eligible for federal financial aid at TBCC. However, the Associate degrees are eligible and many certificates may be earned as a step toward the Associate degree in certain fields.

ONE-YEAR CERTIFICATE REQUIREMENTS

At least 12 credits must be earned at TBCC, 9 of which must be part of the certificate requirements. The final 9 credits that apply to the certificate must be earned at TBCC.

A maximum of 12 credits of "P" (Pass) grades may be applied to any one year certificate. Specific one year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific one year certificate.

A maximum of 12 credits of Cooperative Education courses may be applied to any one year certificate.

Only 9 credits of 199 and 299 experimental courses may be applied.

TWO-YEAR CERTIFICATE REQUIREMENTS

At least 24 credits must be earned at TBCC, 18 of which must be part of the certificate requirements. The final 9 credits that apply to the certificate must be earned at TBCC.

A maximum of 24 credits of "P" (Pass) grades may be applied to any two year certificate. Specific two year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific two year certificate.

A maximum of 12 credits of Cooperative Education courses may be applied to any two-year certificate. Specific two-year certificates that deviate from this maximum will state their Cooperative Education maximum up to 24 credits (12 per year) in the requirements for the specific two-year certificate.

Only 9 credits of 199 and 299 experimental courses may be applied to satisfy requirements.

ASSOCIATE OF ARTS: OREGON TRANSFER DEGREE



ASSOCIATE OF ARTS OREGON TRANSFER (AAOT)

The Associate of Arts Oregon Transfer Degree is an opportunity for students who wish to earn a four-year degree at an Oregon public university to complete lower division requirements of the degree at TBCC. Any student having the Associate of Arts Oregon Transfer (AAOT) degree recognized on an official TBCC college transcript will have met the lower division general education requirements of baccalaureate degree programs of any Oregon public university.

Students transferring under this agreement will transfer in to the Oregon public university with junior status for registration purposes. Course, class standing or GPA requirements for specific majors, departments or schools are not

necessarily satisfied by an AAOT degree. All TBCC courses the student takes should be aligned with the student's intended program of study and the degree requirements of the Oregon public university to which the student plans to transfer. For the best transfer experience, a student is encouraged to work with a career education advisor in the selection of their courses.

The Associate of Arts Oregon Transfer degree is awarded to students who meet the following requirements:

COMPREHENSIVE REQUIREMENTS

1. All candidates must earn a minimum of 90 credits which count toward an Associate degree. Credit courses numbered below 100 do not fulfill the 90 credit minimum requirement for any degree.
2. Residency Requirement:
 - All candidates for a degree at TBCC must accumulate at least 30 quarter hours of satisfactory work at TBCC to establish residency. Non-traditional credit, credit transferred from another institution or challenge credit do not qualify toward

establishing the 30 quarter hour residency requirement.

- Twenty-four of the credits earned at TBCC must apply to the specific Associate degree requirements the student is pursuing.
3. All candidates for a degree must have a 2.0 grade point average (C average). All courses for the AAOT must be passed with a "C" or better.
 4. Associate Degree Comprehensive Requirement limits are:
 - TBCC courses approved to be repeated for credit other than Cooperative Education may only be applied once in meeting a TBCC degree or certificate requirement. Students may take a course additional times for credit, if the course is so designated, but those additional credits are not applied toward the fulfillment of TBCC degree or certificate requirements.
 - In cases where a general education course has been split into a multi-course sequence (a 101 course becomes 101A, 101B, and 101C, for example), only one course in the sequence may be used to meet the general education requirement, even if the student takes multiple courses in the sequence.

ASSOCIATE OF ARTS: OREGON TRANSFER DEGREE

- A maximum of 12 credits of Cooperative Education courses may be applied to the degree.
- A maximum of 9 credits of 199 or 299 Experimental courses may be applied to the degree.
- A maximum of 24 credits of "P" (Pass) grades will apply to any degree.

The Associate of Art: Oregon Transfer (AAOT) degree requirements are composed of Foundational requirements, General Education/Discipline Studies requirements, and Degree electives, for a total of 90 minimum credits earned by the student. The chart below summarizes the number of credits required within each category:

Degree Information	
Category	Credit Total
Foundational Requirements	19
General Education/Discipline Studies	44
Degree Electives	At least 27
Total Credits for Degree (Minimum)	90

Details on specific requirements within each category (Foundational requirements, General Education/Discipline Studies, and Degree electives) are provided below:

FOUNDATION REQUIREMENTS: AAOT

Courses must carry a minimum of 3 credits each (except for Health/Wellness/Fitness which may be any number of credits). Students must complete the following with a grade of "C" or better:

WRITING

*Writing: WR 121 and either 122 or 227

ORAL COMMUNICATION

COMM 111 or 112 or 113

MATH

*MTH 105 or higher for which Intermediate Algebra is a prerequisite.

HEALTH/WELLNESS/FITNESS

One or more courses totaling at least three credits from HE 242, 250, 254, HE 295 & PE 295, or PE (not including PE 10, 199, or 299).

*Basic Writing and Math competency will be met by successfully completing these courses. The Information Literacy requirement is satisfied by successful completion of the Writing courses.

GENERAL EDUCATION/DISCIPLINE STUDIES REQUIREMENTS: AAOT

Students must complete at least 11 Discipline Studies courses from the General Education Distribution/Discipline Studies List on page 89. All courses in Discipline Studies must carry a minimum of 3 credits. A single course may be applied toward Foundational Requirements or Discipline Studies Requirements but not both.

ARTS AND LETTERS AREA (3 courses minimum)

Students should complete at least 3 courses, chosen from at least two disciplines in the Arts and Letters area. Course list found on page 89.

SOCIAL SCIENCE AREA (4 courses minimum)

Students should complete at least 4 courses, chosen from at least two disciplines in the Social Science area. Course list found on page 91.

MATH/SCIENCE/COMPUTER SCIENCE AREA (4 courses minimum)

Students should complete at least 4 courses, selected from at least two disciplines in the Science/Math/ Computer Science area. At least 3 laboratory science courses in biology and/or physical sciences must be selected. Course list found on page 92.

ASSOCIATE OF ARTS: OREGON TRANSFER DEGREE

CULTURAL LITERACY

Students should select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/Discipline Studies List on page 89-92). This course can be one of the 11 required Discipline Studies courses.

ELECTIVE CREDIT REQUIREMENTS: AAOT

All candidates must complete at least 27 credits of degree electives to meet the overall 90 credit requirement for this degree. Individual elective courses may carry any number of credits, and may include any lower division collegiate courses.

Limitations:

- A maximum of 12 credits of career and technical education courses may be applied to this degree.
- 1 credit MSD workshops may not be applied to this degree.
- A maximum of 3 credits of physical education (PE) courses may be applied to this degree.

OREGON TRANSFER MODULE



OREGON TRANSFER MODULE

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

Students are encouraged to work closely with a Career Education Advisor to ensure selection of appropriate course work. Upon transfer, students may be required to complete additional

course work in general education, or an academic major, that is specific to the receiving institution. Students who transfer prior to the completion of the Oregon Transfer Module will have their courses individually evaluated by the receiving institution.

Students must complete a minimum of 45 credits of lower division course work with a grade of "C" or better in order to complete the Oregon Transfer Module. Students only need to take one course at TBCC that applies to the OTM to have TBCC be the school which transcripts it.

OREGON TRANSFER MODULE FOUNDATIONAL SKILLS

WRITING AND ORAL COMMUNICATION

Writing: two courses –

WR 121 and

a second WR course for which WR 121 is a prerequisite.

Oral Communications: one course –
COMM 111

MATHEMATICS

Mathematics: one course – MTH 105 or a MTH course of four credits or more for which MTH 95: Intermediate Algebra is a prerequisite.

OTM INTRODUCTION TO DISCIPLINES

ARTS AND LETTERS

Arts and Letters: three courses -

Found on the AAOT Arts and Letters list, pages 89-90 (*COMM 111 is not applied in this category.*)

SOCIAL SCIENCE

Social Science: three courses

Found on the AAOT Social Science list, page 91

SCIENCE/MATH/COMPUTER SCIENCE

Math/Science/Computer Science: three courses from the AAOT Science and Mathematics list on page 92, 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.

OREGON TRANSFER MODULE

Foundational Requirements (17 Credits)			General Education Requirements (At least 27 credits - All GE courses must carry 3 or more credits)			Required Degree Electives			
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits	
MTH 105	Explorations in Math	5	Arts and Letters - 3 courses (pages 89-90)						
or MTH 111	College Algebra								
WR 121	English Composition	4							
and WR 122	English Composition	4	Social Science - 3 courses (page 91)						
COMM 111	Public Speaking	4							
Total		17	Science, Math, Computer Science - 3 courses, 1 must be a lab course (page 92)						
OTM Completion Information									
Category		Credit Total							
Foundational Requirements		17							
General Education		27							
Electives		As needed							
Total		Minimum credits 45	Total At Least 27						
All courses must be passed with a "C" grade or better.			"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." -- <i>Joint Boards of Education</i>						
			Total						

ASSOCIATE OF SCIENCE OREGON TRANSFER DEGREE IN BUSINESS



ASSOCIATE OF SCIENCE OREGON TRANSFER DEGREE IN BUSINESS

The Associate of Science Oregon Transfer in Business (ASOT-BUS) degree is designed for students planning to transfer credits to any Oregon Public University and seek entry into that institution's business program.

Students completing the ASOT-BUS degree will have met the lower-division General Education requirements of the institution's baccalaureate degree programs. Students transferring will have junior status for registration purposes.

Students should see advisors at TBCC and the institution to which they will transfer about the requirements of their major and that institution.

Admission to the business school of an institution is not guaranteed upon completion of the ASOT-BUS degree. Some institutions have specific requirements for admission to their business program. Examples include: a higher minimum GPA requirement; a requirement that specific courses within the ASOT-Business be taken for a letter grade (meaning that courses taken PASS/NO PASS will not be accepted); or additional coursework.

It is strongly recommended that students contact the specific Oregon Public University Business School program early in the first term of their ASOT-BUS program to be advised of additional requirements.

The Associate of Science Oregon Transfer Degree in Business is awarded to students who meet the following requirements:

COMPREHENSIVE REQUIREMENTS

1. All candidates must earn a minimum of 90 credits which count toward an associate degree. Credit courses numbered below 100 do not count toward fulfillment of the 90 credit minimum requirement for any degree.

2. Residency Requirement:

- All candidates for a degree at TBCC must accumulate at least 30 quarter hours of satisfactory work at TBCC to establish residency. Non-traditional credit, credit transferred from another institution or challenge credit cannot be used to establish the 30 quarter hour residency requirement.
- Twenty-four of the credits earned at TBCC must apply to the specific associate degree requirements the student is pursuing.

3. All candidates for a degree must have a 2.0 grade point average (C average). All courses for the ASOT-Business must be passed with a "P" or "C" or better.

4. Associate Degree Comprehensive Requirement limits are:

- TBCC courses approved to be repeated for credit other than Cooperative Education may only be applied once toward meeting a TBCC degree or certificate requirement. Students may take a course additional times for credit, if the course is so designated, but those additional credits may not be used toward fulfilling TBCC degree or certificate requirements.
- In cases where a general education course has been split into a multi-course sequence

ASSOCIATE OF SCIENCE OREGON TRANSFER DEGREE IN BUSINESS

(a 101 course becomes 101A, 101B, and 101C, for example), only one course in the sequence may be used to meet the general education requirement, even if the student takes multiple courses in the sequence.

- A maximum of 12 credits of Cooperative Education courses may be applied to the degree.
- A maximum of 9 credits of 199 or 299 Experimental courses may be applied to the degree.
- A maximum of 24 credits of "P" (Pass) grades may be applied to any degree.

FOUNDATION REQUIREMENTS FOR ASOT-BUSINESS

WRITING* - at least 6 credits
WR 121
WR 122 or WR 227

ORAL COMMUNICATION
COMM 111

MATHEMATICS*

A minimum of 3 courses MTH 111 or higher for which Intermediate Algebra is a prerequisite. One course must be Statistics.

COMPUTER APPLICATIONS

Students must demonstrate proficiency in word processing, spreadsheet, database, and presentation software by the successful completion of BA 131 or CAS 133 and CAS 170 or CAS 171.

*Basic Competency Requirements for writing and math will be met by successfully completing these courses. The Information Literacy Requirement is satisfied by successful completion of the Writing courses.

GENERAL EDUCATION/DISCIPLINE STUDIES REQUIREMENTS

Students must complete at least 11 Discipline Studies courses from the General Education/Discipline Studies List found on pages 89-92. All courses in Discipline Studies must be a minimum of 3 credits. A course may count towards Foundation Requirements or Discipline Studies but not both; except one math course may be one of the 3 math courses from the Foundational Requirements.

ARTS AND LETTERS

Students should complete at least 3 courses chosen from at least two disciplines in this area. A list of courses is on pages 89-90.

SOCIAL SCIENCE

Students should complete at least 4 courses chosen from at least two disciplines in this area. (A minimum of 2 courses) in Microeconomics and Macroeconomics must be included. A list of courses is on page 91.

MATHEMATICS, SCIENCE, AND COMPUTER SCIENCE

Students should complete at least 4 courses in at least two disciplines. At least 3 of those courses must be laboratory courses in the biological or physical sciences. The fourth course can be one of the 3 math courses from the Foundational Requirements. A list of courses is on page 92.

CULTURAL LITERACY

Students should select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education /Discipline Studies List located on page 89-92). This course can be one of the 11 required Discipline Studies courses.

BUSINESS-SPECIFIC REQUIREMENTS

Each course must be completed with a grade of "P" or "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.

ASSOCIATE OF SCIENCE OREGON TRANSFER DEGREE IN BUSINESS

ELECTIVES FOR ASOT- BUSINESS

All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective courses may carry any number of credits. Elective credits may include any Lower Division Collegiate course.

A maximum of 12 credits of Career and Technical Education courses may be applied to this degree. 1-credit MSD workshops may not be applied to this degree. A maximum of 3 credits of physical education (PE) may be applied to this degree.

UNIVERSITY SPECIFIC REQUIREMENTS

Each Oregon Public University has different requirements for their Business program. Some institutions have specific requirements for admission to their Business program. Examples include: a higher minimum GPA requirement; a requirement that specific courses within the ASOT-Business be taken for a letter grade (meaning that courses taken P/NP will not be accepted); or additional coursework.

Oregon Universities

Please refer to the university's website for additional courses beyond the minimum requirements for the ASOT-BUS degree.

EASTERN OREGON UNIVERSITY

www.eou.edu/business/bdm_course_transfer.htm

OREGON INSTITUTE OF TECHNOLOGY

www.oit.edu/programs/manage

OREGON STATE UNIVERSITY

www.business.oregonstate.edu/services/archived-transfer

PORTLAND STATE UNIVERSITY

www.pdx.edu/sba/transfer-students

SOUTHERN OREGON UNIVERSITY

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

UNIVERSITY OF OREGON

www.lcb.uoregon.edu/App_Aspx/advisingResources.aspx

ASSOCIATE OF SCIENCE OREGON TRANSFER DEGREE IN BUSINESS

Foundational Requirements (32 Credits)			General Education Requirements (At least 33 credits - All GE courses must be 3 or more credits)			Degree Electives		
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits
Complete a minimum of 3 courses MTH 111 or higher for which MTH 95 is a prerequisite			Arts and Letters --3 courses from at least 2 disciplines (pages 89-90)					
MTH 111	College Algebra	5						
MTH 243	Statistics I	5						
MTH _____	_____	4						
Complete a minimum of 8 credits of writing including WR 121			Social Science —4 courses from at least 2 disciplines (page 91)					
WR 121	English Composition	4						
WR 122	English Composition	4						
or								
WR 227	Technical & Professional Writing	4						
COMM 111	Public Speaking	4						
or								
COMM 112	Persuasion, Argumentation, Debate	4						
BA 131	Introduction to Business Technology	3						
or								
CAS 133	Basic Computer Skills/Microsoft Office	3						
and								
CAS 170	Beginning Excel	3						
or								
CAS171	Intermediate Excel	3						
Total Credits		32						
Business Requirements (18 Credits)								
Prefix	Course Title	Credits						
BA 101	Introduction to Business	4						
BA 211	Principles of Accounting I	3						
BA 212	Principles of Accounting II	3						
BA 213	Managerial Accounting	4						
BA 226	Business Law I	4						
or								
BA _____	_____ (200 level BA Course)							
Total Credits		18						
			Total Credits					
						33		
Degree Information								
			Category	Credit Total				
			Foundational Requirements	32				
			Business Requirements	18				
			General Education	33				
			Degree Electives					
			Total Credits for Degree	Minimum credits 90				
						Maximum of 12 Career Technical credits may be applied		
						Maximum of 3 Physical Education credits may be applied		
Total Credits								

All Foundational Requirements and General Education courses must carry a minimum of three (3) credits. A course may count towards Foundational Requirements or General Education, but not both. All courses must be passed with a "C" grade or better.

ASSOCIATE OF SCIENCE (AS)



ASSOCIATE OF SCIENCE

The Associate of Science degree is designed for students planning to transfer credits to a baccalaureate degree program at a four-year Oregon public university. It allows more freedom in course selection than the Associate of Arts Oregon Transfer Degree, but does not guarantee that the student will be accepted as having completed all lower division comprehensive and General Education requirements for a baccalaureate degree.

In selecting courses for this degree, students are encouraged to consult advisors at TBCC and the institution to which they will transfer about the requirements of their baccalaureate major.

The Associate of Science degree is awarded to students who meet the following requirements:

COMPREHENSIVE REQUIREMENTS

1. All candidates must earn a minimum of 90 credits which count toward an Associate degree. Credit courses numbered below 100 cannot may not be applied in fulfilling the 90 credit minimum requirement for any degree.
2. Residency Requirement:
 - All candidates for a degree at TBCC must accumulate at least 30 quarter hours of satisfactory work at TBCC to establish residency. Non-traditional credit, credit transferred from another institution or challenge credit cannot be used to establish the 30 quarter hour residency requirement.
 - Twenty-four of the credits earned at TBCC must apply to the specific associate degree requirements the student is pursuing.
3. All candidates for a degree must have a 2.0 grade point average (C average).

4. Associate Degree Comprehensive Requirement limits are:

- TBCC courses approved to be repeated for credit other than Cooperative Education may only be applied once in meeting a TBCC degree or certificate requirement. Students may take a course additional times for credit, if the course is so designated, but those additional credits may not be applied toward fulfilling TBCC degree or certificate requirements.
- In cases where a general education course has been split into a multi-course sequence (a 101 course becomes 101A, 101B, and 101C, for example), only one course in the sequence may be used to meet the general education requirement even if the student takes multiple courses in the sequence.
- A maximum of 12 credits of Cooperative Education courses may be applied to the degree.
- A maximum of 9 credits of 199 or 299 Experimental courses may be applied to the degree.
- A maximum of 24 credits of "P" (Pass) grades may be applied to any degree.

ASSOCIATE OF SCIENCE (AS)

SPECIFIC REQUIREMENTS FOR ASSOCIATE OF SCIENCE DEGREE

WRITING*

All candidates must complete a minimum of 6 credits with a grade of "C" or better in English Composition. The 6 credits must include WR 121, or include other Lower Division Collegiate WR courses that have WR 121 or WR 122 as a prerequisite.

MATHEMATICS*

Students should complete minimum of 4 credits with a grade of "C" or better in MTH 105 or any math course with Intermediate Algebra as a prerequisite.

* Basic Writing and Math competency will be met by these requirements.

HEALTH

Students should complete HE 250 Personal Health and 1 credit (100 level or above) of Physical Education (PE) or complete HE 295 & PE 295 Health and Fitness for Life.

GENERAL EDUCATION DISTRIBUTION REQUIREMENTS FOR ASSOCIATE OF SCIENCE

Students must earn a minimum of 21 credits of General Education taken from the General Education Distribution/Discipline Studies List found on pages 89-92.

A minimum of 7 credits must be earned in each of the following distribution areas:

Social Sciences

Arts and Letters

Mathematics, Sciences, and Computer Studies

ELECTIVE CREDIT REQUIREMENTS FOR ASSOCIATE OF SCIENCE

All candidates must complete sufficient elective credits to meet the overall requirement of 90 credits for this degree. Electives credits may include any lower division collegiate courses (course level of 100 or higher). A maximum of 3 credits of physical education (PE) courses may be applied to this degree.

ASSOCIATE OF GENERAL STUDIES



ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies Degree provides an opportunity to design a program that meets a student's particular needs. It is also designed for students wishing to acquire a broad education, rather than pursuing a specific college major or career technical program. College work may include courses selected from a variety of professional/technical and college transfer courses. This degree may be customized in consultation with your advisor at TBCC and an intended transfer institution. Students are responsible for checking with the college of their choice if transferability is desired.

The Associate of General Studies degree is awarded to students who meet the following requirements:

COMPREHENSIVE REQUIREMENTS

1. All candidates must earn a minimum of 90 credits which count toward an associate degree. Credit courses numbered below 100 may not be applied in fulfillment of the 90 credit minimum requirement for any degree.

2. Residency Requirement:

- All candidates for a degree at TBCC must accumulate at least 30 quarter hours of satisfactory work at TBCC to establish residency. Non-traditional credit, credit transferred from another institution or challenge credit may not be used to establish the 30 quarter hour residency requirement.
- Twenty-four of the credits earned at TBCC must apply to the specific associate degree requirements the student is pursuing.

3. All candidates for a degree must have a 2.0 grade point average (C average).

4. Associate Degree Comprehensive Requirement limits:

- TBCC courses approved to be repeated for credit other than Cooperative Education may only be applied once in fulfillment of a TBCC degree or certificate requirement. Students may take a course additional times for credit, if the course is so designated, but those additional credits may not be used toward fulfilling TBCC degree or certificate requirements.
- In cases where a general education course has been split into a multi-course sequence (a 101 course becomes 101a, 101B, and 101C, for example), only one course in the sequence may be used to meet the General Education requirement, even if the student takes multiple courses in the sequence.
- A maximum of 12 credits of Cooperative Education courses may be applied to the degree.
- A maximum of 9 credits of 199 or 299 Experimental courses may be applied to the degree.
- A maximum of 24 credits of "P" (Pass) grades may be applied to any degree.

ASSOCIATE OF GENERAL STUDIES

SPECIFIC REQUIREMENTS

WRITING

Competency in writing must be demonstrated by either:

Completing WR 121 with a grade of "C" or better, **or**

Passing a Lower Division Collegiate* writing course for which WR 121 is a prerequisite with a letter grade of "C" or better.

*See "Course Descriptions" in Catalog for a complete list.

Students with A.A., A.A.S., A.G.S., A.S., B.A., B.S., degrees or higher from a U.S. regionally accredited institution will have the basic competency in writing (WR 121) waived. Other writing requirements specified by the program remain in effect.

MATHEMATICS

Competency in mathematics must be demonstrated by either:

Completing MTH 65 with a grade of "C" or better, **or**

Passing a mathematics course (minimum of 3 credits) for which MTH 65 or higher is a prerequisite with a grade of "C" or better.

GENERAL EDUCATION DISTRIBUTION REQUIREMENTS

Students must earn a minimum of 16 credits of General Education taken from the General Education Distribution/Discipline Studies List found on pages 89-92. These credits must come from courses taken in the following categories:

Art and Letters

Social Sciences

Mathematics, Sciences, and Computer Studies

The 16 credits must include at least one course with a minimum of three credits from each category. General Education requirements for the AGS degree will be waived for students who enroll at TBCC with an A.A., A.A.S., A.G.S., A.S., B.A., B.S. degree or higher from a regionally accredited United States institution.

ELECTIVE CREDIT REQUIREMENTS

All students must complete sufficient elective credits to meet the overall requirement of 90 credits for this degree. Elective credits may be selected from any courses numbered 100 or

higher (either Lower Division Collegiate or Career Technical Education). Elective credit limitations are:

- Maximum of six credits (100 level and above) of physical education (PE) may apply
- Maximum of six credits of one credit MSD workshops may apply.

ASSOCIATE OF APPLIED SCIENCE



ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (AAS) Degree is awarded to students in career technical (CTE) programs who meet the requirements listed below. Many career technical programs require more than 90 credits for an Associate degree. See specific program requirements in the degree programs following this section of the catalog.

All AAS candidates must complete a program of approved course work in the major field.

The Associate of Applied Science degree is awarded to students who meet the following requirements:

COMPREHENSIVE REQUIREMENTS

1. All candidates must earn a minimum of 90 credits which count toward an Associate degree. Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirement for any degree.
2. Residency Requirement:
 - All candidates for a degree at TBCC must accumulate at least 30 quarter hours of satisfactory work at TBCC to establish residency. Non-traditional credit, credit transferred from another institution or challenge credit cannot be used to establish the 30 quarter hour residency requirement.
 - Twenty-four of the credits earned at TBCC must apply to the specific associate degree requirements the student is pursuing.
3. All candidates for a degree must have a 2.0 grade point average (C average). All courses for the AAOT must be passed with a "C" or better.
4. Associate Degree Comprehensive Requirement limits are:
 - TBCC courses approved to be repeated for credit other than Cooperative Education may only be applied once in meeting a TBCC

degree or certificate requirement. Students may take a course additional times for credit, if the course is so designated, but those additional credits may not be used toward fulfilling TBCC degree or certificate requirements. Certain CTE programs have exceptions to this requirement. Contact a career education advisor for information.

- In cases where a general education course has been split into a multi-course sequence (a 101 course becomes 101A, 101B, and 101C, for example), only one course in the sequence may be used to meet the General Education requirement, even if the student takes multiple courses in the sequence.
- A maximum of 12 credits of Cooperative Education courses may be applied to the degree. Specific AAS degrees that deviate from this maximum will state the degree maximum up to 24 credits (12 per year) in the degree requirements for the specific AAS degree.
- A maximum of 9 credits of 199 or 299 Experimental courses may be applied to the degree.
- A maximum of 24 credits of "P" (Pass) grades will apply to any degree. Specific AAS degrees that deviate from this maximum will state the degree maximum in the degree requirements for the specific AAS degree.

ASSOCIATE OF APPLIED SCIENCE

SPECIFIC REQUIREMENTS

All AAS candidates must complete a program of approved course work in the major field. The specific degree programs listed in the Applied Science degree section of the catalog contains these course work requirements. No more than 3 credits (100 level and above) in physical education (PE) may be applied to an AAS Degree unless specifically required by the program. Students enrolled in programs that are accredited or licensed must meet the requirements most recently approved by the accrediting agency or licensing authority.

The final 16 credits that apply to the AAS degree must include at least 8 credits at TBCC that apply to the specific program requirements, excluding courses used solely for the General Education requirements. Students may apply to the department chair for waiver of this requirement if they can demonstrate current knowledge and skills in the field.

All candidates must earn 24 credits from TBCC that apply to the specific program requirements excluding courses used solely for the General Education requirements. See specific program requirements for the degree you are interested in in the Applied Science degree section.

WRITING

Competency in writing must be demonstrated by either:

WR 121 with a grade of "C" or better,

or

Passing a lower division collegiate* writing course for which WR 121 is a prerequisite with a letter grade of "C" or better,

or

Students with A.A., A.A.S., A.G.S., A.S., B.A., B.S., degrees or higher from a U.S. regionally accredited institution will have the basic competency in writing (WR 121) waived. Other writing requirements specified by the program remain in effect.

MATHEMATICS

Competency in mathematics must be demonstrated by either:

Passing MTH 65 with a grade of "C" or better,

or

Passing a math class (minimum of 3 credits) with a grade of "C" or better for which MTH 65 or higher level math skills are a prerequisite.

GENERAL EDUCATION REQUIREMENTS

Students must earn a minimum of 16 credits of General Education taken from the General Education Distribution/Discipline Studies List found on pages 89-92. These credits must be applied from courses taken in the following categories:

Art and Humanities

Social Sciences

Mathematics, Sciences, and Computer Studies

The 16 credits must include at least one course with a minimum of 3 credits from each category. No more than two courses may come from program prerequisites or from courses required by specific programs. Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Students should consult an advisor or faculty member in an AAS degree program for advice on General Education courses appropriate to their goals and interests.

General Education requirements will be waived for students who enroll at TBCC with an AA, AAS, AGS, AS, BA, BS degree or higher from a regionally accredited United States institution. Program-specific General Education requirements for AAS degrees will not be waived.

ASSOCIATE OF APPLIED SCIENCE: AGRICULTURE AND NATURAL RESOURCES

with Coursework Emphasis in Agriculture and Animal Science or Natural Resources

Note: transcribed as Associate of Applied Science in Agriculture and Natural Resources



AGRICULTURE AND NATURAL RESOURCES (AAS)

with Coursework Emphasis in Agriculture and Animal Science or Natural Resources

TBCC's Agriculture and Natural Resources degree is the result of a unique partnership between the college, community industry partners and organizations.

The Associate of Applied Science Agriculture and Natural Resources Degree prepares students for entry into a variety of career opportunities in

agriculture, natural resources, forestry, fish and wildlife, food science, and other fields. The program provides options for those entering career fields and preparing for further education and career advancement. The Agriculture and Natural Resources AAS degree is connected to and articulated with high schools via dual credit and other postsecondary programs via transfer.

The program fits within career pathways as an entry into the same occupations as the degree program.

Tillamook Bay Community College (TBCC) participates in the **Degree Partnership Program** (DPP) with **Oregon State University** (OSU). This program enables eligible students to be jointly admitted and enrolled at both TBCC and OSU at the same time. The program is open to all U.S. citizens and residents pursuing their bachelor's degree.

If you are seeking a four-year degree from OSU in Agricultural Sciences, Animal Sciences, Fisheries and Wildlife, Natural Resources, Forestry, or Food Science and Technology and would like to learn how to start your degree at

TBCC, contact Emily Henry, OSU Open Campus Coordinator, (Room 229 at TBCC) or emily.henry@oregonstate.edu. You are also welcome to contact DPP Advising at <http://oregonstate.edu/partnerships/advising>.

PROGRAM OUTCOMES

Students who successfully complete the AAS in Agriculture and Natural Resources should be prepared to:

- communicate effectively, both in writing and orally, agriculture and natural resource concepts;
- fit into a business, agency, or academic setting and use concepts from agriculture and related fields to quantify and analyze issues and problems;
- perform critical reasoning, perceive assumptions, and make judgments based on the basic principles of agriculture, natural resources, and related fields;
- exhibit critical thinking skills when addressing issues in agriculture, natural resources, and related fields;
- compete in the seasonal or entry-level job market and/or continue education in agriculture, natural resources, and related fields.

ASSOCIATE OF APPLIED SCIENCE: AGRICULTURE AND NATURAL RESOURCES

with Coursework Emphasis in Agriculture and Animal Science or Natural Resources

Note: transcribed as Associate of Applied Science in Agriculture and Natural Resources

AGRICULTURE AND NATURAL RESOURCES DEGREE

CURRICULUM REQUIREMENTS

Minimum 90 credit hours which includes required program courses plus required degree electives and remaining General Education credit hours. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Consulting an advisor for assistance is critical in planning your classes. All program courses and program elective courses applied to this degree must be passed with a "C" or better.

CREDIT SUMMARY

Foundational Requirements	13
Degree Core Courses	27
Agriculture & Animal Science Emphasis	(19)
Natural Resource Emphasis	(21)
General Education Courses	8
Degree Electives	12
<u>General Electives</u>	<u>(29 or 31)</u>
Total	90

FOUNDATIONAL REQUIREMENTS

WR 121 English Composition 1	4
COMM 111 Public Speaking	4
<u>MTH 111 College Algebra</u>	<u>5</u>
Total	13

DEGREE CORE COURSES

AG 111 Computers in Agriculture	2
or	
BA 131 Intro to Bus Tech	4
AG 211 Survey and Construction	3
AG 221 Metals and Welding	3
BI 101 Biology	4
BI 102 Biology	4
BI 103 Biology	4
or	
BI 204 Biology (through OSU)	(6)
BI 205 Biology (through OSU)	(6)
BI 206 Biology (through OSU)	(6)
CG 100 College Survival and Success	3
<u>SOIL 205 Soil Science</u>	<u>4</u>
Total	27

AGRICULTURE AND NATURAL RESOURCES

PROGRAM ELECTIVES (Complete 12 credits)

HORT 120 General Viticulture	3
FST 251 Intro to Wine, Beer, Spirits	3
FST 252 Wine Lab	1
FST 253 Beer Lab	1
<u>FES 251 Rec Res Manage (through OSU)</u>	<u>4</u>
Total	12

Elective courses may also be taken from emphasis area

PROGRAM OF EMPHASIS

Choose only one emphasis		
<i>Agriculture and Animal Science Emphasis</i>		
AG 225 Organic Waste Management	2	
ANS 121 Intro to Animal Science	4	
ANS 215 Beef/Dairy Industry	3	
ANS 230 Dairy Cattle Evaluation	3	
ANS 231 Livestock Evaluation	3	
FST 101 Orientation to Food Service	1	
FST 212 Dairy Processing	2	
<u>FST 213 Cheese Making Lab</u>	<u>1</u>	
Total	19	

OR

Natural Resources Emphasis

CJA 246 Fish and Wildlife Enforcement	3
ESR 171 Environ Science: Biol Persp	4
FOR 111 Introduction to Forestry	3
FOR 240 Forest Biology (through OSU)	4
FOR 251 Prin of Fish and Wildlife Cons	3
FW 107 Orientation to Fish and Wildlife	1
<u>NAT 201 Manage Nat Res of Future</u>	<u>3</u>
Total	21

GENERAL EDUCATION REQUIREMENTS

Arts and Letters Elective	4
<u>Social Science Elective</u>	<u>4</u>
Total	8

ASSOCIATE OF APPLIED SCIENCE: AGRICULTURE AND NATURAL RESOURCES

with Coursework Emphasis in Agriculture and Animal Science or Natural Resources

Note: transcribed as Associate of Applied Science in Agriculture and Natural Resources

REQUIRED AGRICULTURE AND NATURAL RESOURCES DEGREE ELECTIVES

In addition to the Agriculture and Natural Resource Core Courses listed above, 29 or 31 credits of degree electives are required.

SUGGESTED ELECTIVES FOR STUDENTS INTERESTED IN TRANSFERRING TO OREGON STATE UNIVERSITY

WR 122	English Composition	4
WR 227	Technical Writing	4
HE 295	Health and Fitness for Life	2
PE 295	Health and Fitness for Life Lab	1
HST 201	History of the United States I	4
HST 202	History of the United States II	4
HST 203	History of the United States III	4
MUS 108	Music Cultures of the World	3
CH 121	General Chemistry	5
GS 108	Oceanography	4

AS DEGREE REQUIREMENTS

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS Degree as specified on pages 15-16 .

AGRICULTURE AND NATURAL RESOURCES DEGREE REQUIREMENTS: 90 CREDITS

ASSOCIATE OF APPLIED SCIENCE: AGRICULTURE AND NATURAL RESOURCES with Coursework Emphasis in Agriculture and Animal Science or Natural Resources

Note: transcribed as Associate of Applied Science in Agriculture and Natural Resources

Foundational Requirements (13 Credits)			Core Requirements (49 Credits)			*Ag and Animal Science Emphasis			
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits	
MTH 111	College Algebra	5	AG 111	Computers in Agriculture	3	AG 225	Organic Waste Management	2	
WR 121	English Composition	4	or			ANS 121	Intro to Animal Science	4	
COMM 111	Public Speaking	4	BA 131	Intro to Bus Tech	4	ANS 215	Beef/Dairy Industry	3	
Total Credits		13	AG 211	Survey and Construction	3	ANS 230	Dairy Cattle Evaluation	3	
General Education Requirements (8 credits)			AG 221	Metals and Welding	3	ANS 231	Livestock Evaluation	3	
Arts and Letters--1 course (page 89-90)			BI 101	Biology	4	FST 101	Orientation to Food Service	1	
Prefix	Course Title	Credits	BI 102	Biology	4	FST 212	Dairy Processing	2	
			BI 103	Biology	4	FST 213	Cheese Making Lab	1	
Social Science—1 course (page 91)			or			Total Credits		19	
Prefix	Course Title	Credits	BI 204	Biology (through OSU)	(6)	or			
			BI 205	Biology (through OSU)	(6)	*Natural Resources Emphasis			
Total Credits			8	BI 206	Biology (through OSU)	(6)	Prefix	Course Title	Credits
Degree Information				CG 100	College Survival and Success	3	CJA 246	Fish and Wildlife Enforcement	3
Category	Credit Total			SOIL 205	Soil Science	4	ESR 171	Environmental Science: Biological Perspectives	4
Foundational Requirements	13		Total Credits			28	FOR 111	Introduction to Forestry	3
Core Requirements	28		Program Electives(12 Credits)				FOR 240	Forest Biology (through OSU)	(4)
*Ag and Animal Science Emphasis	19		Prefix	Course Title	Credits	FW 251	Principles of Fish and Wildlife Conservation	3	
*Natural Resources Emphasis	or 21		HORT 120	General Viticulture	3	FW 107	Orientation to Fish and Wildlife	1	
General Education	8		FST 251	Introduction to Wine, Beer, Spirits	3	NAT 201	Managing Natural Resources for the Future	3	
Program Electives	12		FST 252	Wine Lab	1	Total Credits			21
General Electives	29 or 31		FST 253	Beer Lab	1	*Students earning an Associate of Applied Science: Agriculture and Natural Resources degree must complete all the courses in either the <i>Agriculture and Animal Science Emphasis</i> or the <i>Natural Resources Emphasis</i> .			
Total Credits for Degree	Minimum credits 90		ESR 251	Recreation Resource Management (through OSU)	(4)				
Total Credits			Total Credits			12			

ASSOCIATE OF APPLIED SCIENCE: AGRICULTURE AND NATURAL RESOURCES with Coursework Emphasis in Agriculture and Animal Science or Natural Resources

Note: transcribed as Associate of Applied Science in Agriculture and Natural Resources

A=Ag and Animal Science Emphasis			or N=Natural Resources Emphasis			
2015-2016	Fall Term	Winter Term	Spring Term			
	CG 100, 3 CR College Survival and Success	BA 131, 4 CR Intro to Business Technology	SOIL 205, 4 CR Soil Science			
	WR 121, 4 CR English Composition	AG 211, 3 CR Survey and Construction	MTH/Elective, 4/5 CR			
		MTH/Elective, 4-5 CR	ANS 230, 3 CR Dairy Cattle Evaluation	OR	FOR 240, 4 CR Forest Biology	
	ANS 121, 4 CR Intro to Animal Science	OR	FOR 111, 3 CR Intro to Forestry	ANS 215, 3 CR Beef/Dairy Industry	OR	ESR 171, 4 CR Environmental Science: Biological Perspective
	FST 101, 1 Cr Orientation to Food Science	OR	FW 107, 1 CR Orientation to Fish and Wildlife			
10-11 credits		14-15 credits		12-14 credits		
2016-2017	Fall Term	Winter Term	Spring Term			
	BI 101, 4 CR (or BI 204 through OSU) Biology	BI 102, 4 CR (or BI 205 through OSU) Biology	BI 103, 4 CR (or BI 206 through OSU) Biology			
	AG 221, 3 CR Metals and Welding	Elective, 3-5 CR		General Education Requirement		
	COMM 111, 4 CR Public Speaking	MTH/Elective, 4/5 CR		FST 212, 2 CR Dairy Processing	OR	NAT 201, 3 CR Managing Natural Resources for the Future
	MTH/Elective, 4/5 CR	AG 221, 3 CR Metals and Welding	OR	FW 251, 3 CR Fish and Wildlife	FST 213, 1 CR Cheese Making Lab	
	15-16 credits		14-16 credits		14-15 credits	

ASSOCIATE OF APPLIED SCIENCE: BUSINESS ADMINISTRATION

with Coursework Emphasis in Accounting or Management

Note: transcribed as Associate of Applied Science degree in Business Administration



BUSINESS ADMINISTRATION OFFERINGS

See page 17 for information for certificate requirements.

PATHWAY CERTIFICATE: BASIC COMPUTER LITERACY

The Basic Computer Literacy certificate provides students with a solid grounding in basic computer applications that are utilized in virtually all business operations today. Business and industry employers prefer entry-level employees to have a working knowledge of Word and Excel operations. A familiarity with other MS Office

applications is considered a valuable skill. Completion of this group of courses also prepares students for success in subsequent college coursework.

This Pathways Certificate is not eligible for federal financial aid at TBCC. However, courses for the certificate are applicable toward the Business Administration and the Retail Management AAS degrees, which are eligible for financial aid.

CURRICULUM REQUIREMENTS

CAS 122	Keyboarding for Speed/Accuracy	3
CAS 133	Basic Computer Skills/MS Office	4
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3
Requirements		13 credits

PATHWAY CERTIFICATE: ENTRY-LEVEL ACCOUNTING CLERK

This program prepares students for entry-level positions such as accounting or bookkeeping clerks. Skills gained in this program can lead to a variety of jobs that support the accounting and finance functions within an organization. Courses are applicable to the TBCC Accounting Clerk

Certificate and AAS degree in Business Administration.

CURRICULUM REQUIREMENTS

BA 101	Introduction to Business	4
BA 131	Intro to Business Technology	4
BA 111	Introduction to Accounting	3
BA 228	Quickbooks	3
Requirements		14 credits

PATHWAY CERTIFICATE: RETAIL SALES AND SERVICE

This program prepares students for entry-level positions such as cashier, customer service representative, retail salesperson, and order clerk. Courses are applicable to the TBCC Retail Management Certificate and AAS degree in Business Administration.

CURRICULUM REQUIREMENTS

BA 111	Introduction to Accounting	3
BA 249	Principles of Retailing and E-tailing	3
BA 131	Intro to Business Tech	4
BA 285	Human Relations-Organizations	3
Requirements		13 credits

ASSOCIATE OF APPLIED SCIENCE: BUSINESS ADMINISTRATION

with Coursework Emphasis in Accounting or Management

Note: transcribed as Associate of Applied Science degree in Business Administration

1-YEAR CERTIFICATE: ACCOUNTING CLERK

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

CURRICULUM REQUIREMENTS

Accounting Clerk Certificate Credit Summary

Accounting Clerk Core Courses	38
Accounting Clerk CAS Electives	<u>10</u>
Credit total	48

ACCOUNTING CLERK CORE COURSES

BA 101 Introduction to Business	4
BA 111* Introduction to Accounting	3
BA 177 Payroll Accounting	3
BA 205 Business Communication	4
BA 211 Principles of Accounting I	3
BA 212 Principles of Accounting II	3
BA 228 Quickbooks	3
BA 285 Human Relations Organizations	3

BA 131 Intro to Business Technology	4
CAS 121** Beginning Keyboarding	3
or	
CAS 122 Keyboarding for Speed & Accuracy	
OS 131 10-key on Calculators	1
<u>WR 121 English Composition</u>	<u>4</u>
Core Requirements	38 credits

OTHER REQUIREMENTS

Choose three credits from the following:	3
CAS 170 Beginning Excel	
CAS 171 Intermediate Excel	
CAS 216 Beginning Word	
CAS 217 Intermediate Word	

Choose four credits from the following:	4
EC 200 Introduction to Economics	
EC 201 Prin of Econ: Microeconomics	
EC 202 Prin of Econ: Macroeconomics	

Choose three credits of business electives:	
BA 177 Payroll Accounting	3
BA 203 Introduction to International Business	3
BA 207 Introduction to E-commerce	4
BA 208 Introd to Nonprofits & Philanthropy	4
BA 215 Basic Cost Accounting	3
BA 218 Personal Finance	3
BA 222 Financial Management	3

BA 227 Business Law II	3
BA 228 Quickbooks	3
BA 234 International Marketing	3
BA 240 Nonprofit Fin. Manage & Account	4
BA 242 Introduction to Investments	3
BA 256 Income Tax	3
BA 277 Business Ethics	4
BA 280B Coop Education: Bus. Seminar	1

CAS 121 Beginning Keyboarding	3
CAS 122 Intermediate Keyboarding	3
CAS 133 Basic Comp Skills/Microsoft Office	3
CAS 170 Beginning Excel	3
CAS 171 Intermediate Excel	3
CAS 216 Beginning Word	3
<u>CAS 217 Intermediate Word</u>	<u>3</u>
Other Requirements:	10 credits

*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.

**Students who can touch type more than 40 words per minute should substitute an approved business elective for CAS 121.

ASSOCIATE OF APPLIED SCIENCE: BUSINESS ADMINISTRATION

with Coursework Emphasis in Accounting or Management

Note: transcribed as Associate of Applied Science degree in Business Administration

BUSINESS ADMINISTRATION (AAS) WITH COURSEWORK EMPHASIS IN ACCOUNTING OR MANAGEMENT

The Accounting Emphasis in the Associate of Applied Science Business Administration Program prepares students for entry into the accounting field as bookkeepers, accounting clerks, or accounting assistants who perform routine calculations, posting 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.

The Management Emphasis in the Associate of Applied Science Business Administration Program focuses on management principles, marketing, accounting, office management and small business management. 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. Due to the rapid changes in employment opportunities, technological advances and certifying agency regulations, these programs are subject to change.

Minimum 90-91 credit hours; includes 23 credit hours of General Education courses and 53 credits in Business Administration core courses. Students select an emphasis area in either Accounting or Management, with the AAS degree including 18-19 credits in the selected emphasis area. Consult a program advisor for assistance in planning General Education courses. MTH 65 is required for graduation. Students must meet TBCC graduation requirements, including General Education and Math and English competencies.

College entry-level competencies in English and in computational skills must be met. Placement tests are available for writing and math. Additional skill requirements for individual business courses are listed in the Course Description section of this Catalog.

PROGRAM OUTCOMES

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

CURRICULUM REQUIREMENTS

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

ASSOCIATE OF APPLIED SCIENCE: BUSINESS ADMINISTRATION

with Coursework Emphasis in Accounting or Management

Note: transcribed as Associate of Applied Science degree in Business Administration

BUSINESS ADMINISTRATION AAS DEGREE CURRICULUM REQUIREMENTS

Credit Summary

Foundational Requirements	11
Degree Core Courses	53
Business Program Electives	18
General Education Requirements	8
Minimum Credit Total	90

Foundational Requirements

CG 100	College Survival & Success	3
WR 121	English Composition 1	4
COMM 111	Public Speaking	4
or		
COMM 140	Introduction to Intercultural Communication	4
MTH 65	Introduction to Algebra I	(4)
<i>or a MTH course with MTH 65 as a prerequisite</i>		
Total		11

Degree Core Courses

BA 101	Introduction to Business	4
BA 111*	Introduction to Accounting	3
BA 131	Intro. to Business Technology	4
BA 205	Business Communications	4
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 213	Managerial Accounting	4
BA 226	Business Law	4
BA 277	Business Ethics	4

BA 280A	Coop Ed: Business Experience	3
BA 285	Human Relations – Organizations	3
BA 290	Business Seminar	3
CAS 121	Beginning Keyboarding	3
or		
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 133	Basic Computer Skills	4
EC 201	Principles of Economics: Microeconomics	4
or		
EC 202	Principles of Economics: Macroeconomics	4
Total		53

Business Degree Emphasis Area Electives

Students working toward the accounting emphasis should complete the Accounting Emphasis under Business Program Electives. Students working toward the management emphasis should complete the Management Emphasis under Business Program Electives. Choose only one emphasis area.

Accounting Emphasis

BA 177	Payroll Accounting	3
BA 222	Financial Management	3
BA 228	Quickbooks	3
BA 256	Income Tax	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
Total		18

OR

Management Emphasis

BA 206	Management Fundamentals	3
BA 223	Principles of Marketing	4
BA 224	Human Resource Management	3
BA 250	Small Business Management	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3
Total		19

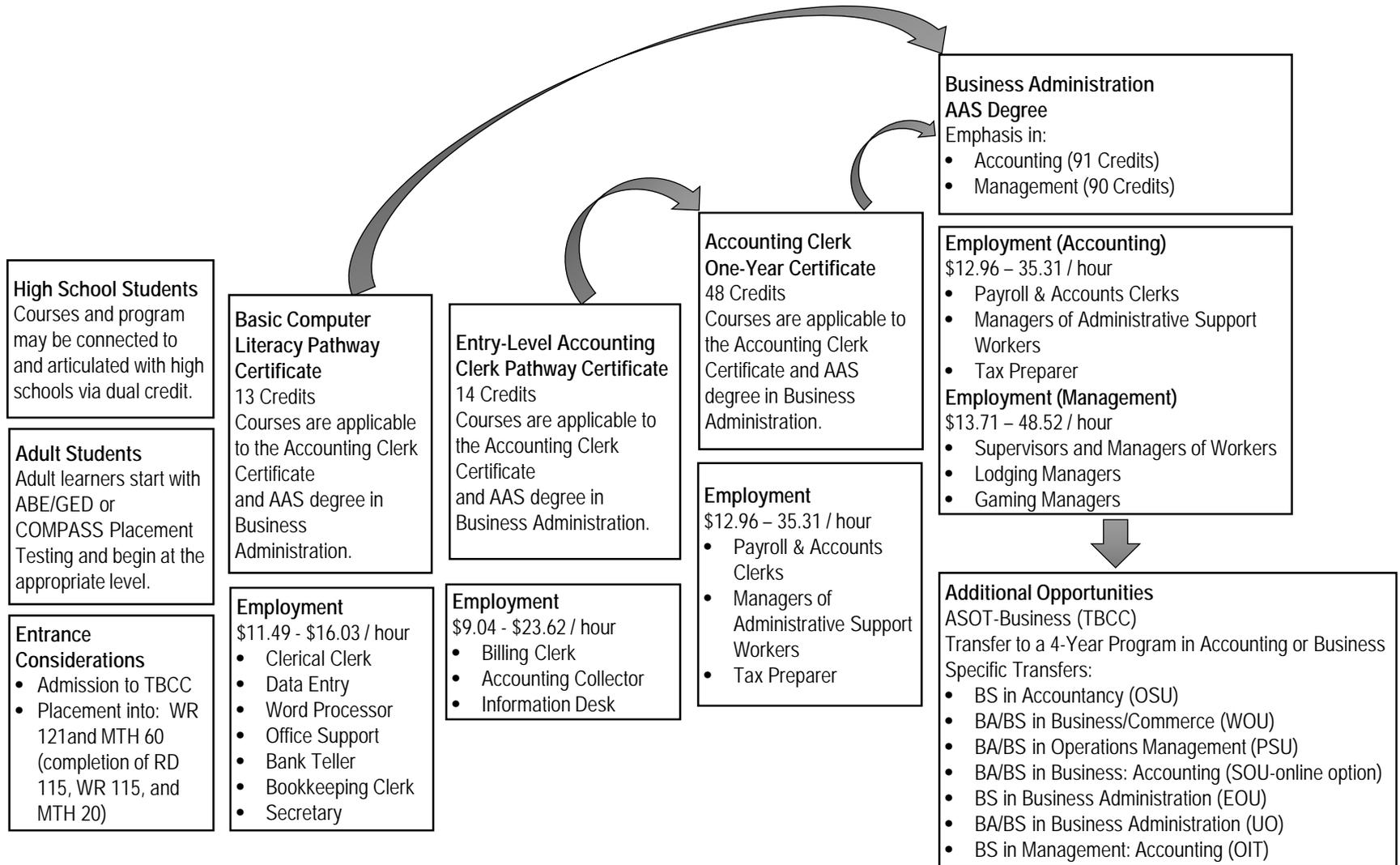
General Education Requirements

Arts and Letters Elective	4
Math/Science/Computer Science Elective	4
Total	8

AAS DEGREE REQUIREMENTS

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS Degree as specified on page 15-16. Prerequisites for business courses are listed in the Course Descriptions section of this catalog. 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.

MOVE AHEAD WITH A BUSINESS ADMINISTRATION PATHWAY:



ASSOCIATE OF APPLIED SCIENCE: BUSINESS ADMINISTRATION

with Coursework Emphasis in Accounting or Management

(Transcripted as Associate of Applied Science degree in Business Administration)

Foundational Requirements (11 Credits)			Core Requirements (53 Credits)			*Accounting Emphasis		
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits
MTH 65	Introduction to Algebra*	(4)	BA 101	Introduction to Business	4	BA 177	Payroll Accounting	3
CG 100	College Survival and Success	3	BA 111	Introduction to Accounting	3	BA 222	Financial Management	3
WR 121	English Composition	4	BA 131	Introduction to Business Technology	4	BA 228	Computer Accounting Applications	3
COMM 111	Public Speaking	4	BA 205	Business Communications	4	BA 256	Income Tax	3
or			BA 211	Principles of Accounting I	3	CAS 170	Beginning Excel	3
COMM 140	Introduction to Intercultural Communication	4	BA 212	Principles of Accounting II	3	CAS171	Intermediate Excel	3
Total Credits		11	BA 213	Managerial Accounting	4	Total Credits		18
General Education Requirements (8 credits)			BA 226	Business Law	4	*Management Emphasis		
Arts and Letters--1 course (pages 89-90)			BA 277	Business Ethics	4	Prefix	Course Title	Credits
Prefix	Course Title	Credits	BA 280A	Coop Ed: Business Experience	3	BA 206	Management Fundamentals	3
			BA 285	Human Relations – Organizations	3	BA 223	Principles of Marketing	4
Math, Science, Computer Science—1 course (page 92)			BA 290	Business Seminar	3	BA 224	Human Resource Management	3
Prefix	Course Title	Credits	CAS 121	Beginning Keyboarding	3	BA 250	Small Business Management	3
			or		3	CAS 216	Beginning Word	3
Total Credits			CAS 122	Keyboarding for Speed & Accuracy	4	CAS 217	Intermediate Word	3
		8	CAS 133	Basic Computer Skills	4	Total Credits		19
*MTH 65 meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.			EC 201	Principles of Economics: Microeconomics	4	or		
MTH and WR courses must be passed with a "C" or better.			or		4	*Students earning an Associate of Applied Science: Business Administration degree must complete all the courses in either the <i>Accounting Emphasis</i> or the <i>Management Emphasis</i> .		
Maximum of 3 credits of PE credit allowed for an AAS degree.			EC 202	Principles of Economics: Macroeconomics	4			
Maximum of 24 credits of "P" credit allowed for an AAS degree.			Total Credits		53			
			Degree Information					
			Category	Credit Total				
			Foundational Requirements	11				
			Core Requirements	53				
			Accounting Emphasis	(18)				
			Management Emphasis	or (19)				
			General Education	8				
			Total Credits for Degree	Minimum credits 90				

ASSOCIATE OF APPLIED SCIENCE: BUSINESS ADMINISTRATION

with Coursework Emphasis in Accounting or Management

(Transcribed as Associate of Applied Science degree in Business Administration)

Select Courses Based on Accounting or Management Emphasis: (M=Management Emphasis=91 credits) (A=Accounting Emphasis =90 credits)

	Fall Term	Winter Term	Spring Term				
2015-2016	BA 101, 4 Cr. Intro to Business	BA 131, 4 Cr. Intro to Business Technology	BA 205, 4 Cr. Business Communication				
	BA 111, 3 Cr. Intro to Accounting	BA 211, 3 Cr. Principles of Accounting	BA 212, 3 Cr. Principles of Accounting II				
	CAS 133, 4 Cr. Basic Computer Skills	HST 203, 4 Cr. History of the US III	MTH 65, 4 Cr. Intro to Algebra				
	CG 100, 3 Cr. College Success	WR 121, 4 Cr. English Composition	BA 206, 3 Cr. (M) Management Fundamentals	OR	BA 228, 3 Cr. (A) Quickbooks:		
		BA 216, 3 Cr. (M) Beginning Word	OR	CAS 170, 3 Cr. (A) Beginning Excel			
	14 credits	18 credits	14 credits				
2016-2017	BA 285, 3 Cr. Human Relations in Organizations	COMM 111, 4 Cr. Public Speaking	BA 213, 4 Cr. Principles of Accounting III				
	CAS 121, 3 Cr. Keyboarding	G 201, 4 Cr. Physical Geology	BA 277, 4 Cr. Business Ethics				
	EC 201, 4 Cr. Microeconomics	BA 226, 4 Cr. Business Law I	BA 280A, 3 Cr. Business Experience				
	CAS 217, 3 Cr. (M) Intermediate Word	OR	BA 177, 3 Cr. (A) Payroll Accounting	BA 223, 4 Cr. (M) Principles of Marketing	OR	BA 222, 3 Cr. (A) Financial Management	BA 290, 3 Cr. Business Seminar
	BA 250, 3 Cr. (M) Small Business Management	OR	CAS 171, 3 Cr. (A) Intermediate Excel	BA 224, 3 Cr. (M) Human Resources Management	OR	BA 256, 4 Cr. (A) Income Tax	
	16 credits	19 credits	18 credits	14 credits			

ASSOCIATE OF APPLIED SCIENCE: CRIMINAL JUSTICE DEGREE



CRIMINAL JUSTICE OFFERINGS

See page 17 for information for certificate requirements

CORRECTIONS TECHNICIAN (PATHWAY CERTIFICATE)

The Corrections Technician Certificate gives students the skills and knowledge needed for entry-level technical work in a correctional setting. This certificate identifies the first step in an educational pathway for the AAS degree in Criminal Justice. This certificate provides a credential to students who want to work in the field as they continue on their educational pathways. Most of the coursework can be applied to the AAS degree should the student choose to continue their education.

CERTIFICATE REQUIREMENTS

CAS 133	Basic Computer Skills	4
CJA 100	Intro to Professions in Criminal Justice	3
CJA 101	Cultural Diversity in Criminal Justice Professions	3
CJA 113	Intro to Criminal Justice Systems – Corrections	3
CJA 114	Introduction to Juvenile Process	3
CJA 115	Introduction to Jail Operations	3
CJA 263	Introduction to Corrections Casework	3
CJA 280A	Cooperative Experience: Criminal Justice	3
WR 121	English Composition	4
TOTAL CREDITS		29

PROGRAM OUTCOMES

Students who successfully complete the Criminal Justice AAS will:

- prepare quality reports of investigations in a manner that communicates concise and factual information and are capable of withstanding courtroom scrutiny;
- conduct searches and seizures in a manner that complies with statutory and constitutional requirements;
- communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations;

- carry out criminal investigations using effective and legal interrogation techniques;
- manage initial custody of adults and juveniles with an understanding of differing procedures; and recognize behaviors during encounters with individuals that indicate substance abuse or mental health issues.

CRIMINAL JUSTICE AAS DEGREE

Minimum 92 credit hours; includes minimum of 72 credit hours of Criminal Justice plus related requirements, General Education credit hours, and elective courses. Consult a Career and Education Advisor for assistance in planning General Education courses. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements.

Students must pass all prerequisites with a “C” or better in order to enroll in any CJA courses with a “200” or higher designator.

Students who plan to transfer to a four-year institution should contact that institution for transfer information, as well as consult a Career and Education Advisor.

ASSOCIATE OF APPLIED SCIENCE: CRIMINAL JUSTICE DEGREE

CRIMINAL JUSTICE AAS DEGREE

CURRICULUM REQUIREMENTS

Credit Summary

Foundational Requirements	16
Degree Core Courses	60
Criminal Justice Program Electives	12
<u>General Education Requirements</u>	<u>8</u>
Credit Total	92

Foundational Requirements

WR 121 English Composition	4
WR 227 Technical & Professional Writing	4
COMM 111 Public Speaking	4
MTH 65 Introduction to Algebra I	4
<u>or a MTH course with MTH 65 as a prerequisite</u>	
Total	16

Degree Core Courses

Students must pass all prerequisites with a grade of "C" or higher in order to enroll in any CJA courses with a "200" or higher designator, except for CJA 222. Prerequisites for criminal justice courses are listed in the Course Descriptions section of this catalog.

CAS 133 Basic Computer Skills	4
CJA 100 Intro to Professions in Criminal Justice	3
CJA 101 Cultural Diversity in Criminal Justice Professions	3
CJA 111 Intro to Criminal Justice Systems – Police	3

CJA 112 Intro to Criminal Justice Systems – Courts	3
CJA 113 Intro to Criminal Justice Systems – Corrections	3
CJA 114 Introduction to Juvenile Process	3
CJA 210 Arrest, Search, & Seizure	3
CJA 211 Civil & Ethical Issues for Criminal Justice Practice	3
CJA 212 Criminal Law	3
CJA 225 Criminal Justice and the US Constitution	3
CJA 230 Police Report Writing	4
CJA 243 Narcotics & Dangerous Drugs	3
CJA 244 Tactical Communication in Crisis Incidents	3
PS 201 US Government: Foundation & Principles	4
or	
PS 202 US Government: Institutions & Policies	4
or	
PS 203 State and Local Governments	4
PSY 201 Introduction to Psychology	4
PSY 239 Introduction to Abnormal Psychology	4
SOC 204 Sociology in Everyday Life	4
or	4
<u>SOC 206 Social Problems</u>	<u>4</u>
Total	60

Criminal Justice Program Electives

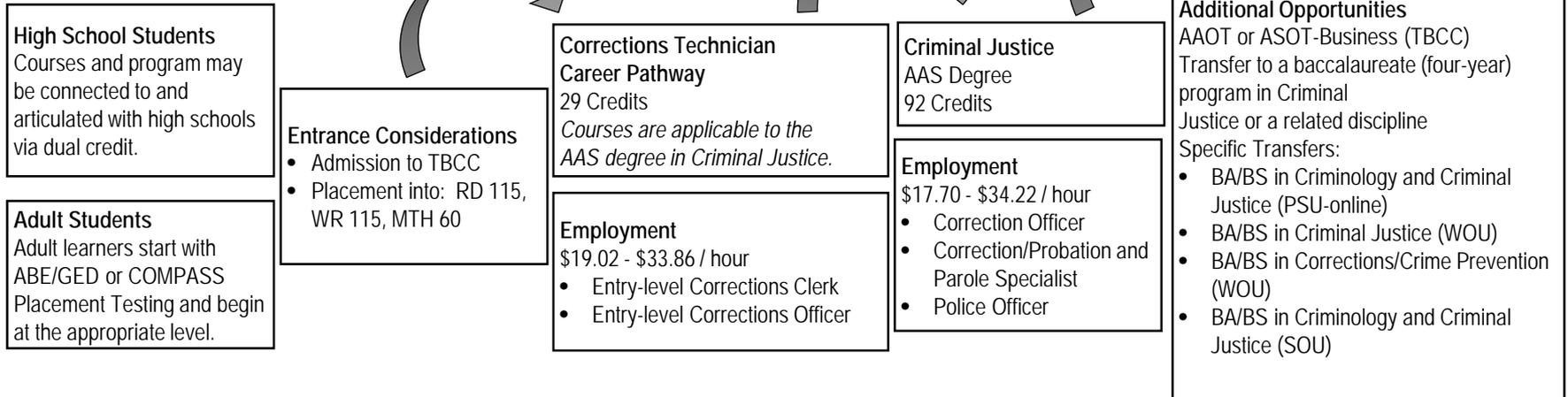
In addition to the Criminal Justice courses listed above 12 credits of CJA electives are required. Students should select CJA electives from the list below.

CJA 115 Introduction to Jail Operations	3
CJA 213 Evidence	3
CJA 214 Criminal Investigation	3
CJA 215 Forensic Science and Criminalistics	3
CJA 217 Interviewing & Investigation	3
CJA 218 Criminal Justice Perspectives of Violence & Aggression	3
CJA 228 Organized Crime & Terrorism	3
CJA 245 Search Warrant Preparation	3
CJA 246 Fish & Wildlife Enforcement	3
CJA 260 Introduction to Correctional Institutions	3
CJA 261 Introduction to Probation & Parole	3
CJA 262 Introduction to Correctional Treatment	3
CJA 263 Introduction to Corrections Casework	3
CJA 280A Cooperative Experience: Criminal Justice	3

AAS DEGREE REQUIREMENTS

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS Degree as specified on page 15-16.

MOVE AHEAD WITH A CRIMINAL JUSTICE PATHWAY



ASSOCIATE OF APPLIED SCIENCE: CRIMINAL JUSTICE DEGREE

Foundational Requirements (12 Credits)			Core Requirements (60 Credits)			Required Degree Electives (12 Credits)		
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits
Total Credits			Total Credits			Total Credits		
			Choose 4 Courses					
MTH 65	Introduction to Algebra*	(4)	CAS 133	Basic Computer Skills	4	CJA 115	Introduction to Jail Operations	3
COMM 111	Public Speaking	4	CJA 100	Introduction to Professions in Criminal Justice	3	CJA 213	Evidence	3
WR 121	English Composition	4	CJA 101	Cultural Diversity in Criminal Justice Professions	3	CJA 214	Criminal Investigation	3
WR 227	Technical & Professional Writing	4	CJA 111	Introduction to Criminal Justice Systems-Police	3	CJA 215	Forensic Science & Criminalistics	3
			CJA 112	Introduction to Criminal Justice Systems-Courts	3	CJA 217	Interview & Interrogation	3
			CJA 113	Introduction to Criminal Justice Systems-Corrections	3	CJA 218	Criminal Justice Perspectives of Violence & Aggression	3
			CJA 114	Introduction to Juvenile Process	3	CJA 228	Organized Crime & Terrorism	3
			CJA 210	Arrest, Search, & Seizure	3	CJA 245	Search Warrant Preparation	3
			CJA 211	Civil & Ethical Issues	3	CJA 246	Fish & Wildlife Enforcement	3
			CJA 212	Criminal Law	3	CJA 260	Introduction to Correctional Institutions	3
			CJA 225	Criminal Justice & US Constitution	3	CJA 261	Introduction to Probation & Parole	3
			CJA 230	Police Report Writing	4	CJA 262	Introduction to Correctional Treatment	3
			CJA 243	Narcotics & Dangerous Drugs	3	CJA 263	Introduction to Corrections Casework	3
			CJA 244	Tactical Communication in Crisis Incidents	3	CJA 280A	CE: Criminal Justice	3
			PSY 201	Introduction to Psychology	4	Total Credits 12		
			PSY 239	Introduction to Abnormal Psychology	4			
			Choose one Political Science Course					
			PS 201	US Government: Foundations & Principles	<u>OR</u>	Degree Information		
			PS 202	US Government: Institutions & Policies	<u>OR</u>	Category		Credit Total
			PS 203	State & Local Government	4	Criminal Justice Core	60	
			Choose One Sociology Course			<u>OR</u>		12
			SOC 204	Sociology in Everyday Life	<u>OR</u>	Foundational Requirements	12	
			SOC 206	Social Problems	4	Remaining General Education	8	
			Total Credits			Total Credits for Degree		92
			60					

*MTH 65 meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.

General Education Requirements (8 credits – One Course in Each Area)		
Arts and Letters (pages 89-90)		
Prefix	Course Title	Credits

Science, Math, Computer Science (page 92)

Prefix	Course Title	Credits
Total Credits		8

MTH and WR courses must be passed with a "C" or better.

Maximum of 3 credits of PE credit allowed for an AAS degree.

Maximum of 24 credits of "P" credit allowed for an AAS degree.

ASSOCIATE OF APPLIED SCIENCE: CRIMINAL JUSTICE DEGREE

	Fall Term	Winter Term	Spring Term
Year One	CG 100, 3 Cr. College Survival and Success	MTH 65, 4 Cr. MTH 65 or higher	WR 227, 4 Cr. Tech & Prof Writing I
	WR 121, 4 Cr. English Composition	COMM 111, 4 Cr. Public Speaking	PS Course, 4 Cr. PS 201, PS 202, or PS 203
	CJA 100, 3 Cr. Intro to Professions in Criminal Justice	CJA 101, 3 Cr. Cultural Diversity in CJ Professions	CJA 113, 3 Cr. Intro to CJ System - Corrections
	CAS 133, 4 Cr. Basic Computer Skills	CJA 111, 3 Cr. Intro to CJ System –Police	CJA 114, 3 Cr. Intro to Juvenile Process
		CJA 112, 3 Cr. Intro to CJ System - Courts	CJA 115, 3 Cr. Intro to Jail Operations (Elective)
	14 credits	17 credits	17 credits
Year Two	Fall Term	Winter Term	Spring Term
	Lab Science, 4 Cr. General Education Requirement	General Education Requirement, 4 Cr.	CJA 211, 3 Cr. Civil & Ethical Issues for CJ Practices
	PSY 201A, 4 Cr. Intro to Psychology, Part I	CJA 212, 3 Cr. Criminal Law	CJA 230, 4 Cr. Police Report Writing
	CJA 225, 3 Cr. CJ and the US Constitution	CJA 210, 3 Cr. Arrest, Search & Seizure	CJA 280A, 3 Cr. Cooperative Education: Criminal Justice (Elective)
	CJA 244, 3 Cr. Tactical Comm in Crisis Incidents	CJA 243, 3 Cr. Narcotics and Dangerous Drugs	PSY 239, 4 Cr. Intro to Abnormal Psychology
	CJA Elective, 3 Cr. Required Program Elective	CJA 263, 3 Cr. Intro to Corrections Casework (Elective)	PS Course, 4 Cr. PS 201, PS 202, or PS 203
	17 credits	16 credits	18 credits

ASSOCIATE OF APPLIED SCIENCE: CULINARY ARTS



CULINARY ARTS OFFERINGS

See page 17 for information for certificate requirements

PATHWAY CERTIFICATE: CULINARY (LESS-THAN-1-YEAR CERTIFICATE)

Students completing this program are prepared to enter the foodservice industry at entry-level positions in the kitchen, bakery, and related areas. The emphasis on this program is to provide a basic understanding of the foodservice industry and a career in the field. This certificate includes basic culinary courses as well as more-specialized industry courses. Practical experience is provided through outside cooperative education jobs. The program will

also prepare students to choose a specific career path in the foodservice field. 27 credit hours as outlined below.

CURRICULUM REQUIREMENTS

CA 141	Customer Service: Hosp. Ind.	2
CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1
CA 265	Culinary Arts Practicum II	7
CAS 133	Basic Computer Skills	4
HTM 105	Food Service Management	3
HTM 107	Sanit and Safety for Managers	3
TOTAL Credits		27

Scheduling requirements may prevent all courses from being offered every term. Students are encouraged to consult with an advisor before registration.

CULINARY ARTS (1-YEAR CERTIFICATE)

46 credits, including a Culinary Arts core plus related requirements. All required courses for the Culinary Arts Certificate meet requirements for this certificate.

CURRICULUM REQUIREMENTS

CA 141	Customer Service in the Hospitality Industry	2
CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1
CA 220	Food and Beverage Cost Control	4

CA 265	Culinary Arts Practicum II	7
CG 100	College Survival and Success	
3HTM 105	Food Service Management	3
HTM 107	Sanitation and Safety for Managers	3
CAS 133	Basic Computer Skills	4
PSY 101	Psych. and Human Rel	4
COMM 111	Public Speaking	4
WR 121	English Composition	4
Total Credits		46

PROGRAM OUTCOMES

Students who successfully complete the Culinary Certificate should:

- display skills and knowledge appropriate for entry-level employment in the foodservice industry, in kitchen, bakery or foodservice venues;
- understand broad food service concepts; demonstrate quality customer service skills and practices;
- demonstrate an understanding of the contemporary forces that shape the foodservice industry;
- demonstrate an understanding of the major functions of the kitchen including food theory, sanitation and safety practices, production methods, use of tools and equipment;
- develop practical experience in running a small catering operation;

ASSOCIATE OF APPLIED SCIENCE: CULINARY ARTS

- explain why team development is an integral part of every foodservice organization;
- understand the use of ingredients and the development of a menu and individual dishes;
- be proficient in operational functions and principles in the foodservice industry;
- understand the value of persons in a team;
- practice effective verbal communications in the kitchen environment;
- and be able to identify effective communications, problem-solving, and human relations skills.

CULINARY ARTS (AAS DEGREE)

The Culinary Arts AAS degree prepares graduates for management-level positions within foodservice and related industries. The degree adds depth and breadth to production and industry knowledge (understanding and application) as well as additional communication and general education knowledge.

CULINARY ARTS AAS DEGREE CURRICULUM REQUIREMENTS

Credit Summary

Foundational Requirements	16
Degree Core Courses	66
General Education Requirements	8
Credit Total	90

Foundational Requirements

WR 121	English Composition	4
WR 122	English Composition	4
WR 227	Technical & Professional Writing	4
COMM 111	Public Speaking	4
MTH 65*	Introduction to Algebra I	(4)
	<u>or a MTH course with MTH 65 as a prerequisite</u>	
Total		16*

*MTH 065 meets the basic foundational requirements set for all AAS degrees. As such, it does not count towards total credit hours earned toward the degree.

Culinary Arts Core Courses

CA 141	Customer Service in the Hosp. Ind.	2
CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1
CA 205	Restaurant & Menu Marketing	4
CA 220	Food and Bev Cost Control	4
CA 265	Culinary Arts Practicum II	7
CA 270	Foodservice Purchasing	3
CA 275	Nutr. for the Food Ser. Profess.	3
CA 292	Garde Manger & Pres	7
CA 295	Food Operations Supervision	7
CAS 121	Beginning Keyboarding	3
CAS 133	Basic Computer Skills	4
HTM 105	Food Service Management	3
HTM 107	Sanitation Safety for Managers	3
HTM 280A	CE: HTMR Experience	3
HTM 280B	CE: HTMR Exper. - Seminar	1
PSY 101	Psych. and Human Relations	4
Total		66

Remaining General Ed. Requirements 8

90 credits; including 74 credit hours of required courses and 16 credits of general education.

PROGRAM OUTCOMES

Students who successfully complete the Culinary Arts AAS program should develop skills and knowledge appropriate for:

- management employment in the foodservice industry, in kitchen, bakery or foodservice venues;
- apply food and bakery production and operational functions;
- and demonstrate a strong understanding of the major functions of the kitchen including food theory, sanitation and safety practices, production methods, use of tools and equipment and practical experience in running a small catering operation;
- apply team development skills as an integral part of foodservice organization;
- apply the use of ingredients and the development of a menu and individual dishes;
- be proficient in operational functions and principles in the foodservice industry;
- discuss the importance of the value of persons in a team;

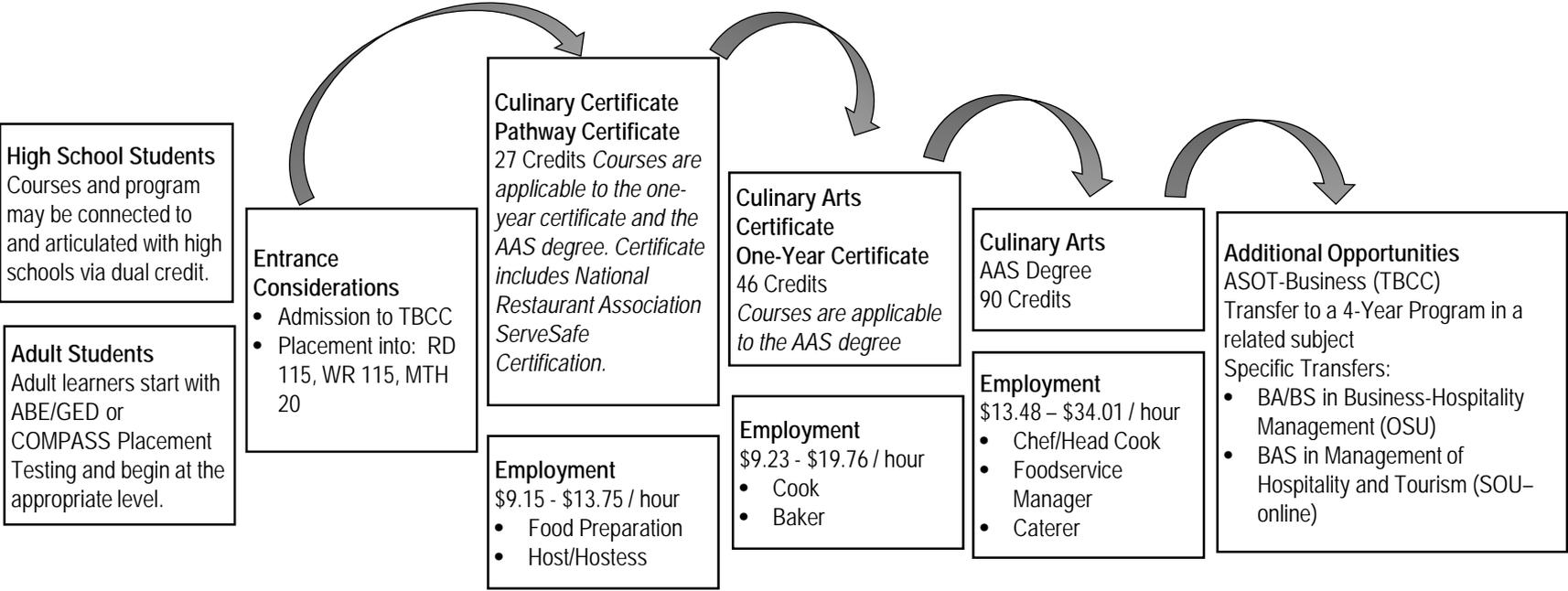
ASSOCIATE OF APPLIED SCIENCE: CULINARY ARTS

- develop proficiency in kitchen production and the communication skills needed at the management level in the foodservice industry;
- utilize technical/computer skills for kitchen communication, product purchasing and cost control;
- apply skills for human relations activities;
- apply effective routine, technical, and persuasive styles of written communication;
- apply effective verbal communications in various settings;
- demonstrate necessary professional skills for conducting business in the foodservice industry;
- and demonstrate effective communications, problem-solving, and human relations skills.

AAS DEGREE REQUIREMENTS

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS Degree as specified on page 15-16.

MOVE AHEAD WITH A CULINARY ARTS PATHWAY



ASSOCIATE OF APPLIED SCIENCE: CULINARY ARTS

Foundational Requirements (16 Credits)			Core Requirements (66 Credits)			Degree Information	
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Category	Credit Total
MTH 65	Introduction to Algebra*	(4)	CA 141	Customer Service in Hospitality Industry	2	Foundational Requirements	16
COMM 111	Public Speaking	4	CA 165	Culinary Arts Practicum I	7	Culinary Arts Core	66
WR 121	English Composition	4	CA 170	Beverage Server Training	1	Remaining General Education	8
WR 122	English Composition	4	CA 205	Restaurant & Menu Marketing	4	Total Credits for Degree	90
WR 227	Technical & Professional Writing	4	CA 220	Food & Beverage Cost Control	4	<p>MTH and WR courses must be passed with a "C" or better.</p> <p>Maximum of 3 credits of PE credit allowed for an AAS degree.</p> <p>Maximum of 24 credits of "P" credit allowed for an AAS degree.</p>	
Total Credits		16	CA 265	Culinary Arts Practicum II	7		
<p>*MTH 65 meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.</p>			CA 270	Food Service Purchasing	3		
			CA 275	Nutrition for the Food Service Professional	3		
			CA 292	Garde Manger & Presentations	7		
			CA 295	Food Operations Supervision	7		
			CAS 121	Beginning Keyboarding	3		
			CAS 133	Basic Computer Skills	4		
			HTM 105	Food Service Management	3		
			HTM 107	Sanitation & Safety for Managers	3		
			HTM 280A	Cooperative Education: Hospitality, Tourism, Recreation Experience	3		
			HTM 280B	Cooperative Education: Hospitality, Tourism, Recreation Experience-Seminar	1		
PSY 101	Psychology of Human Relations	4	Total Credits				
			66				
General Education Requirements (8 credits – One Course in Each Area)							
Arts and Letters (pages 89-90)							
Prefix	Course Title	Credits					
Science, Math, Computer Science (page 92)							
Prefix	Course Title	Credits					
Total Credits							
			8				

ASSOCIATE OF APPLIED SCIENCE: CULINARY ARTS

Year One	Fall Term	Winter Term	Spring Term
	CG 100, 3 Cr. College Survival and Success	WR 122, 4 Cr. English Composition	WR 227, 4 Cr. Technical & Professional Writing I
	WR 121, 4 Cr, English Composition	HTM 105, 3 Cr. Food Service Management	CA 220, 4 Cr. Food and Beverage Cost Control
	CAS 121, 3 Cr. Beginning Keyboarding	CAS 133, 4 Cr. Basic Computer Skills	CA 265, 7 Cr. Culinary Arts Practicum II
	HTM 107, 3 Cr. Sanitation and Safety for Managers	CA 165, 7 Cr. Culinary Arts Practicum I	
	CA 141, 2 Cr. Customer Service in the Hospitality Industry		
	15 credits	18 credits	15 credits
Year Two	Fall Term	Winter Term	Spring Term
	COMM 111, 4 Cr. Public Speaking	General Education Requirement, 4 Cr.	PSY 101, 3 Cr. Psych and Human Relations
	CA 205, 4 Cr. Restaurant & Menu Marketing	Science, 4 Cr. General Education Requirement	CA 270, 3 Cr. Foodservice Purchasing
	CA 292, 7 Cr. Garde Manger and Presentations	CA 295, 7 Cr. Food Operations Supervision	CA 275, 3 Cr. Nutrition for the Food Service Professional
		CA 170, 1 Cr. Beverage Server Training	HTM 280A, 3 Cr. Coop Ed: Hospitality, Tourism, Recreation Exper
			HTM 280B, 1 Cr. Coop Ed: HTR Experience - Seminar
	15 credits	16 credits	13 credits

ASSOCIATE OF APPLIED SCIENCE: HOSPITALITY, TOURISM, RECREATION MANAGEMENT



HOSPITALITY, TOURISM, RECREATION MANAGEMENT OFFERINGS

See page 17 for information for certificate requirements. See Also Culinary Arts Program information, page 52.

Students who successfully complete the HTRM Certificate program develop proficiency in technology and the communication skills needed in the hospitality and tourism industry: develop technical/computer skills for business communication, keeping business records, and financial statements; identify skills for human relations activities; become knowledgeable about necessary professional skills for

conducting business in the hospitality industry; and demonstrate effective communications, problem-solving, and human relations skills.

HOSPITALITY AND TOURISM (LESS-THAN-1-YEAR CERTIFICATE)

34 credit hours as outlined below. Scheduling requirements may prevent all courses from being offered every term. Consultation with an advisor is critical to student's selection of courses.

CURRICULUM REQUIREMENTS

BA 101	Introduction to Business	4
BA 111	Introduction to Accounting	3
BA 206	Management Fundamentals	3
BA 285	Human Relations-Organizations	3
CAS 133	Basic Computer Skills/MS Office	4
HTM 100	Intro. to Hospitality Industry	3
HTM 105	Food Service Management	3
HTM 107	Sanitation and Safety for Mgrs.	3
HTM 280A CE:	Hospitality/Tourism Exp.	3
and		
HTM 280B CE:	Hosp./Tourism Exp. Seminar	1
MTH 30	Business Mathematics	4
<u>Requirements</u>		<u>34 credits</u>

Students may substitute MTH 111 for MTH 30.

PROGRAM OUTCOMES

Students who successfully complete the Hospitality and Tourism Certificate will:

- develop skills and knowledge appropriate for entry-level employment in the hospitality and tourism industry, in food, recreation, travel, or lodging venues;
- understand broad hospitality, tourism, and food service concepts;
- demonstrate quality customer service skills and practices;
- demonstrate an understanding of the contemporary forces that shape business and economic structures;
- demonstrate an understanding of the major functions of business including Management, Accounting/Finance, Marketing, Investments, and Information Technology;
- explain why business ethics is an integral part of every business organization;
- be knowledgeable about the hospitality industry and travel and tourism operations;
- understand marketing and sales, operations, and human resources functions and principles in the hospitality industry;
- understand the value of persons in an organization;

ASSOCIATE OF APPLIED SCIENCE: HOSPITALITY, TOURISM, RECREATION MANAGEMENT

- practice effective verbal communications in various settings;
- and be able to identify effective communications, problem-solving, and human relations skills.

Additional skill requirements for individual courses are listed in the Course Description section of this catalog.

HOSPITALITY, TOURISM, RECREATION MANAGEMENT (1-YEAR CERTIFICATE)

52 credits, including a Hospitality, Tourism, Recreation Management and Business Administration core plus related requirements. All required courses for the Hospitality & Tourism (less than one year) Certificate meet requirements for this certificate.

While this certificate as a stand-alone course of study is not eligible for federal financial aid at TBCC, all of the coursework for this certificate is applicable toward the Hospitality, Tourism, Recreation Management AAS Degree, which is eligible for aid.

CURRICULUM REQUIREMENTS

BA 101	Intro to Business	4
BA 111	Intro to Accounting	3
BA 206	Management Fundamentals	3
BA 285	Human Relations-Organizations	3
CAS 121	Beginning Keyboarding	3
CAS 133	Basic Computer Skills	4
COMM 111	Public Speaking	4
HTM 100	Intro to Hospitality Industry	3
HTM 104	Hospitality Industry Marketing	3
HTM 105	Food Service Management	3
HTM 107	Sanitation & Safety for Mgrs.	3
HTM 280A CE:	Hospitality/Tourism Exp.	3
HTM 280B CE:	Hosp./Tourism Seminar	1
MTH 30	Business Math	4
PSY 101	Psych. and Human Relations	4
<u>WR 121</u>	<u>English Composition</u>	<u>4</u>
Requirements		52 credits

Students who can touch type should substitute an approved business elective for CAS 121.

Students may substitute MTH 111 for MTH 30.

In addition to completing the course requirements above, you must also meet the One-Year Certificate requirements found on page 17.

PROGRAM OUTCOMES

Students who successfully complete the HTRM Certificate program will:

- develop skills and knowledge appropriate for employment in the hospitality and tourism industry, in food, recreation, travel or lodging venues;
- become familiar with marketing and sales, operations, and human resources functions and principles generally and in the hospitality industry;
- demonstrate quality customer service skills and practices;
- and identify the importance of, and techniques for, maximizing hiring, training and development, and retention of hospitality employees.

HOSPITALITY, TOURISM, RECREATION MANAGEMENT (AAS DEGREE)

The Hospitality, Tourism, Recreation Management AAS degree prepares graduates for management-level positions within hospitality and related industries. The degree adds depth and breadth to business and industry knowledge (understanding and application) as well as additional communication and general education knowledge.

ASSOCIATE OF APPLIED SCIENCE: HOSPITALITY, TOURISM, RECREATION MANAGEMENT

Students who successfully complete the AAS degree will develop proficiency in technology and the communication skills needed at the management level in the hospitality and tourism industry; utilize technical/computer skills for keeping business records and financial statements; apply skills for human relations activities for hospitality industry operations; apply effective routine, technical, and persuasive styles of written communication; apply effective verbal communications in various settings; demonstrate necessary professional skills for conducting business in the hospitality industry; and demonstrate effective communications, problem-solving, and human relations skills.

CURRICULUM REQUIREMENTS

HTRM Degree Credit Summary	
Foundational Requirements	20
HTRM Core Courses	56
HTRM Program Electives	6
<u>Remaining General Education</u>	<u>8</u>
Credit total	90

Foundational Requirements

WR 121	English Composition	4
WR 122	English Composition	4
WR 227	Technical Writing I	4

COMM 111	Public Speaking*	4
<u>MTH 30</u>	<u>Business Math</u>	<u>4</u>
Total		20

Degree Core Courses

BA 101	Intro to Business	4
BA 111	Intro to Accounting	3
BA 131	Intro to Business Tech	4
BA 206	Management Fundamentals	3
BA 226	Business Law I	4
BA 238	Sales	3
BA 239	Advertising	3
BA 285	Human Rel.-Organizations	3
CAS 121	Beginning Keyboarding	3
CAS 133	Basic Computer Skills	4
EC 201	Prin of Econ: Microeconomics*	4
HTM 100	Intro to Hospitality Industry	3
HTM 104	Hospitality Industry Marketing	3
PSY 101	Psych. and Human Relations*	4
HTM 280A CE:	Hospitality/Tourism Exp.	6
<u>HTM 280B CE:</u>	<u>Hosp./Tourism Seminar</u>	<u>2</u>
Total		56

* Could be used as General Education.

HTRM Electives

Complete 6 credits HTRM Program Electives	6
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Approved HTRM Program Electives

BA 205	Business Communication	4
BA 207	Introduction to E-Commerce	3
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 222	Financial Management	3
BA 228	Quickbooks	3
BA 250	Small Business Management	3
CA 160	Culinary Theory	3
CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1
CA 205	Restaurant & Menu Marketing	4
CA 220	Food and Beverage Cost Control	4
CA 265	Culinary Arts Practicum II	7
CA 270	Foodservice Purchasing	3
CA 275	Nutr. for the Food Ser. Profess.	3
CA 292	Garde Manger & Presentations	7
CA 295	Food Operations Supervision	7
HTM 105	Food Service Management	3
HTM 107	Sanitation and Safety for Mgrs	3
HTM 141	Cust Service in the Hosp. Ind.	2

Other electives as approved by program director.

General Education Requirements

Arts and Letters Elective	4
<u>Math/Science/Computer Science Elective</u>	<u>4</u>
Total	8

ASSOCIATE OF APPLIED SCIENCE: HOSPITALITY, TOURISM, RECREATION MANAGEMENT

90 credits; includes 81 credits hours of required courses and general education.

PROGRAM OUTCOMES

Students who successfully complete the AAS degree will:

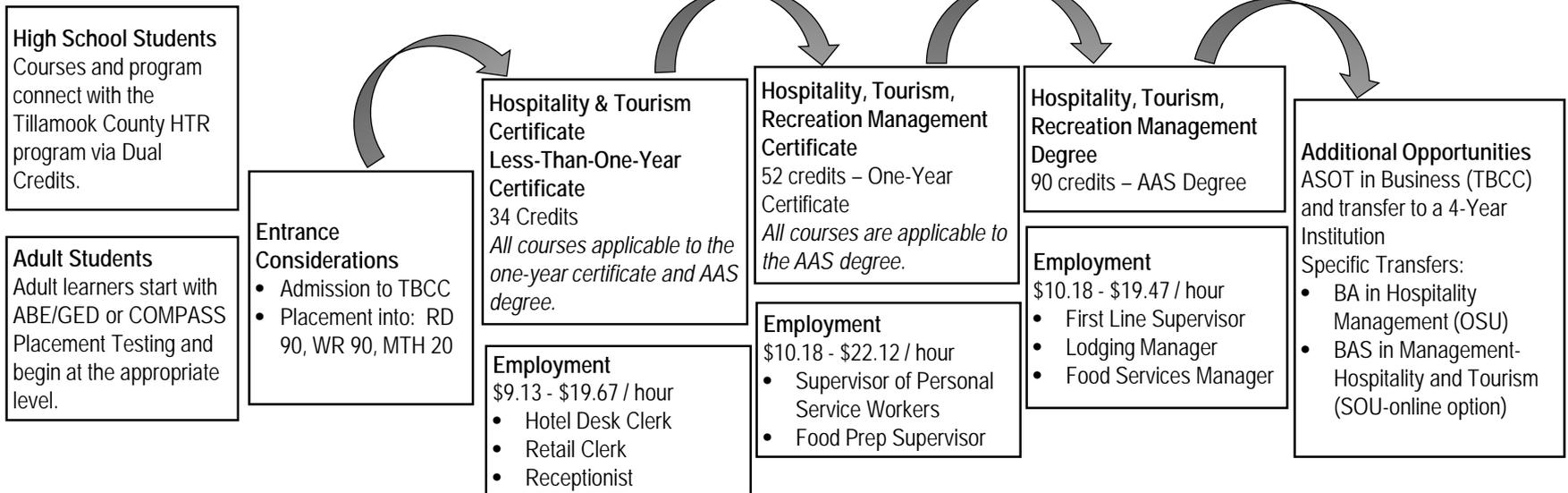
- develop skills and knowledge appropriate for management employment in the hospitality and tourism industry, in food, recreation, travel or lodging venues;
- apply marketing and sales, operations, and human resources functions and principles in the hospitality industry;
- demonstrate strong quality customer service skills and practices;
- apply professional market-appropriate guest service standards to deliver competitive guest experiences to diverse cultural groups;
- identify the various hospitality industry functions and their required procedural and legal techniques;
- and discuss the importance of, and techniques for, maximizing hiring, training and development, and retention of hospitality employees.

AAS DEGREE REQUIREMENTS

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS Degree as specified on page 15-16.

HTRM DEGREE REQUIREMENTS: 90 CREDITS

MOVE AHEAD IN A HOSPITALITY MANAGEMENT PATHWAY



ASSOCIATE OF APPLIED SCIENCE: HOSPITALITY, TOURISM, RECREATION MANAGEMENT

Foundational Requirements (20 Credits)		
Prefix	Course Title	Credits
MTH 65	Introductory Algebra II	4
COMM 111	Public Speaking	4
WR 121	English Composition	4
WR 122	English Composition	4
WR 227	Technical Writing I	4
Total Credits		20

*MTH 65 meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.

General Education Requirements (8 credits – One Course in Each Area)		
Arts and Letters (pages 89-90)		
Prefix	Course Title	Credits

Science, Math, Computer Science (page 92)

Prefix	Course Title	Credits
Total Credits		8

MTH and WR courses must be passed with a "C" or better.

Maximum of 3 credits of PE credit allowed for an AAS degree.

Maximum of 24 credits of "P" credit allowed for an AAS degree.

Core Requirements (56 Credits)		
Prefix	Course Title	Credits
MTH 30	Business Math	4
BA 101	Intro to Business	4
BA 111	Intro to Accounting	3
BA 131	Intro to Business Tech	4
BA 206	Management Fundamentals	3
BA 226	Business Law I	4
BA 238	Sales	3
BA 239	Advertising	3
BA 285	Human Rel.-Organizations	3
CAS 121	Beginning Keyboarding	3
CAS 133	Basic Computer Skills	4
EC 201	Principles of Economics: Microeconomics	4
HTM 100	Intro to Hospitality Industry	3
HTM 104	Hospitality Industry Marketing	3
HTM 280A	CE: Hospitality/Tourism Exp	6
HTM 280B	CE:Hosp./Tourism Seminar	2
PSY 101	Psych. and Human Relations*	4
Total Credits		56

Degree Information	
Category	Credit Total
HTRM Core	56
Degree Electives	6
Foundational Requirements	20
Remaining General Education	8
Total Credits for Degree	90

Required Degree Electives (6 Credits)		
Prefix	Course Title	Credits
Complete 6 Credits		
BA 205	Business Communication	4
BA 207	Introduction to E-Commerce	3
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 222	Financial Management	3
BA 228	Computer Accounting Appl.	3
BA 250	Small Business Management	3
CA 160	Culinary Theory	3
CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1
CA 205	Restaurant & Menu Marketing	4
CA 220	Food and Beverage Cost Control	4
CA 265	Culinary Arts Practicum II	7
CA 270	Foodservice Purchasing	3
CA 275	Nutr. for the Food Ser. Profess.	3
CA 292	Garde Manger & Presentations	7
CA 295	Food Operations Supervision	7
HTM 105	Food Service Management	3
HTM 107	Sanitation and Safety for Mgrs	3
HTM 141	Cust Service in the Hosp. Ind.	2
Total Credits		6

ASSOCIATE OF APPLIED SCIENCE: INDUSTRIAL MAINTENANCE TECHNOLOGY



INDUSTRIAL MAINTENANCE TECHNOLOGY OFFERINGS

The Industrial Maintenance Technology (IMT) program provides a pathway for high school students, employees, and job-seekers, through college courses, certificates, and/or apprenticeship to the AAS degree. After completion of the AAS in IMT, graduates will be prepared for career advancement within the industry. Additional education might lead to baccalaureate degrees and beyond in management or engineering.

Career opportunities include local and regional wood products mills, secondary wood products companies, local food processors, and additional opportunities outside the area in manufacturing and maintenance for pulp & paper, wood products, food processing, warehousing,

chemical processing etc. within Oregon or any industrial application needing maintenance technicians in the electro-mechanical systems and automation fields.

Courses and program will be connected to and articulated with the high school via dual credit. Recruitment will focus on the local high school. Course work will be community college courses. Although courses will be connected to an approved apprenticeship program, courses and program will be made available to the general public for upgrade training, advancement, or new jobs.

INDUSTRIAL MAINTENANCE TECHNOLOGY (PATHWAY CERTIFICATE)

PROGRAM OUTCOMES

Students who successfully complete the Industrial Maintenance Certificate should be able to:

- apply collegiate level thought processes in writing and computer literacy as necessary in the workplace,
- apply OSHA certified practices as well as Red Cross safety and first aid procedures to ensure a safe working environment,
- and use blueprints and techniques of SMAW to make repairs and build equipment in industrial settings.

CURRICULUM REQUIREMENTS

CAS 133	Basic Computer Skills	4
IMT 102	Industrial Safety: OSHA	4
IMT 103	Applied Industrial Math	4
WLD 102	Blueprint Reading	4
WLD 111	SMAW/Oxy-acetylene Cutting	4
WR 121	English Composition	4

Requirements: 24 credits

INDUSTRIAL MAINTENANCE TECHNOLOGY (1-YEAR CERTIFICATE)

PROGRAM OUTCOMES

Building on the outcomes gained in the pathway certificate, students who successfully complete this certificate should:

- be able to apply concepts gained in composition to develop and present public presentations in professional settings;
- use concepts of the scientific and mathematical method in areas such as biological and physical sciences to applications of electrical theory, rigging and hydraulics commonly used in modern world class manufacturing processes;
- and apply various theories of interpersonal and individual relationships and constructive team participation in work situations where common goals exist.

ASSOCIATE OF APPLIED SCIENCE: INDUSTRIAL MAINTENANCE TECHNOLOGY

CURRICULUM REQUIREMENTS

CAS 133	Basic Computer Skills	4
COMM 111	Public Speaking	4
DRF 270	SolidWorks Fundamentals	3
IMT 102	Industrial Safety: OSHA	4
IMT 103	Industrial Math	4
IMT 104	Rigging	3
IMT 105	Industrial Hydraulics I	3
PSY 101	Psych and Human Relations	4
WLD 102	Blueprint Reading	4
WLD 111	SMAW/Oxy-acetylene Cutting	4
WLD 112	SMAW (7018)	4
WR 121	English Composition	4
<u>Electives</u>		<u>9</u>
Requirements:		54 credits

Approved Industrial Maintenance Technology
One Year Certificate Electives – 9 Units
Required

IMT 209	Pipefitting	3
IMT 220	Proportional Hydraulics	3
IMT 222	Lean Manufacturing Process Control	3
IMT 230	Techniques of Preventive Maintenance	3
MCH 121	Manufacturing Processes I	4
MCH 220	Manufacturing Processes	4

INDUSTRIAL MAINTENANCE TECHNOLOGY (AAS DEGREE)

The Industrial Maintenance Technology degree program provides options for people either entering or working in various maintenance career fields. Students receive a strong theoretical foundation and application of skills and knowledge in electricity/electronics; mechanical systems; pneumatics; hydraulics; programmable logic controls (PLC); sensors; robotics; with applied theory in hands-on lab experiences. Individuals who have minimal experience, or are already working in the field, should work closely with the program advisor to explore options utilizing cooperative education and other on-the-job experience activities.

PROGRAM OUTCOMES

Building on the concepts, understandings, and applications gained through achievement of certificates, students who successfully complete this degree should be:

- able to integrate scientific and mathematical concepts in diagnosis and repair of industrial equipment;
- and apply scientific and mathematical concepts as well as technological applications in the improvement of work process and disciplines to aid team building

process and product improvement as well as assist in other life roles.

INDUSTRIAL MAINTENANCE TECHNOLOGY AAS DEGREE

CURRICULUM REQUIREMENTS

Credit Summary

Foundational Requirements	8
Degree Core Courses	68
IMT Program Electives	8
<u>General Education Requirements</u>	<u>8</u>
Credit Total	92

Foundational Requirements

WR 121	English Composition	4
COMM 111	Public Speaking	4
MTH 65	Introduction to Algebra I	(4)
	<i>or a MTH course with MTH 65 as a prerequisite</i>	
Total		8

IMT Core Courses

CAS 133	Basic Computer Skills	4
DRF 270	SolidWorks Fundamentals	3
IMT 102	Industrial Safety: OSHA	4
IMT 103	Industrial Math	4
IMT 104	Rigging	3
IMT 105	Industrial Hydraulics I	3
IMT 118	Bearings, Seals, and Lubricants	3

ASSOCIATE OF APPLIED SCIENCE: INDUSTRIAL MAINTENANCE TECHNOLOGY

IMT 120	Drive Systems	3
IMT 200	Pumps and Valves	3
IMT 204	Intro to Pneumatics	2
IMT 209	Pipe Fitting	3
IMT 220	Proportional Hydraulics	3
IMT 222	Lean Mfg and Process Control	3
IMT 230	Preventive Maintenance	3
MCH 121	Manufacturing Processes I	4
MCH 220	Manufacturing Processes II	4
PSY 101	Psych and Human Relations	4
WLD 102	Blueprint Reading	4
WLD 111	SMAW/Oxy-acetylene Cutting	4
<u>WLD 112</u>	<u>SMAW (7018)</u>	<u>4</u>
Total		68 Credits

IMT Electives

Complete 8 credits

APR 121	Introduction to Electricity & Circuits	3
APR 122	AC/DC Motors	3
APR 123	AC Theory of Motors/Transformers	4
APR 124	Electrical Systems Operations	3
APR 125	Electrical Circuits/Wiring Methods	3
APR 126	Electrical Systems Installation NEC	3
APR 201	Electrical Motor Controls	2
APR 221	Advanced AC Circuitry	3
APR 222	Hazardous Locations	3
APR 223	Motor Con. Ops Including PLCs	3
APR 224	Electrical Code I	4
APR 225	Electrical Code II	4
APR 226	Electrical Code III	4
APR 230	National Electrical Code I	3
APR 231	National Electrical Code II	3
ELT 110	Electricity for the Non-electrician	2
ELT 125	Basic Progr Controllers (PC Based)	2

ELT 126	Inter Progr Control (PC Based)	2
ELT 225	Adv Progr Controllers (PC Based)	2

General Education Requirements

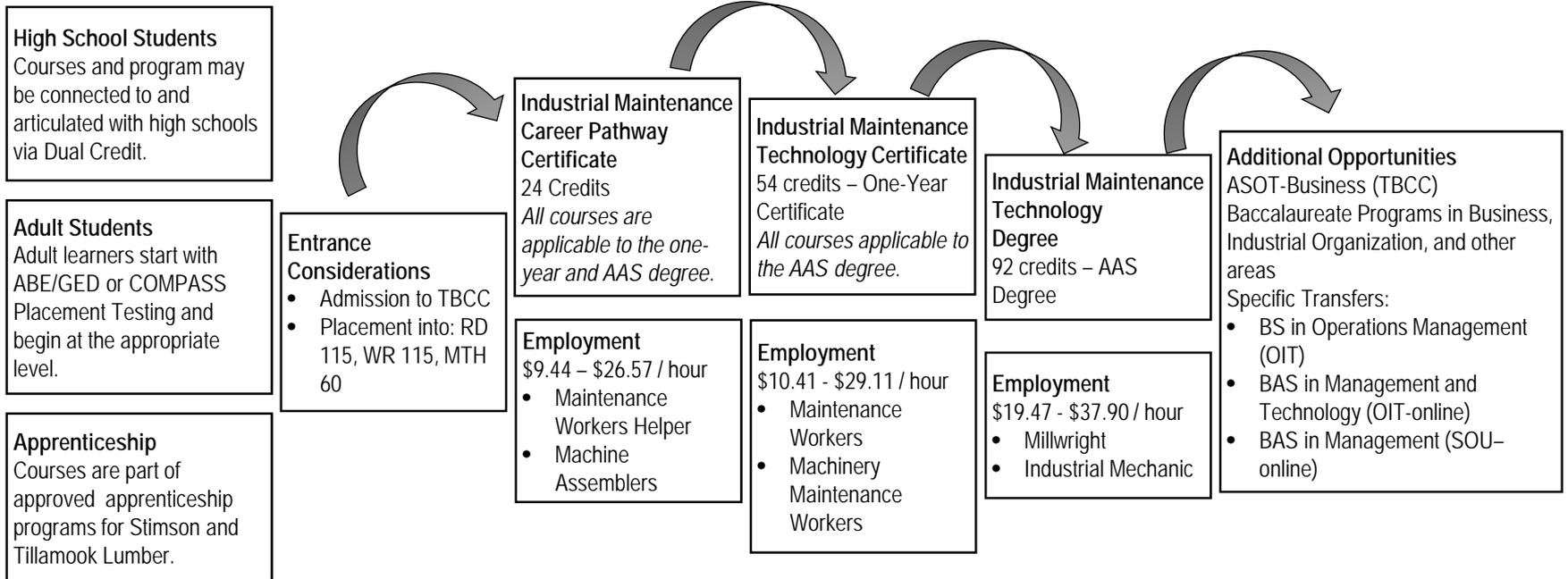
Arts and Letters Elective	4
<u>Math/Science/Computer Science Elective</u>	<u>4</u>
Total	8

General Education Requirements/Electives
found on pages 89-92.

AAS DEGREE REQUIREMENTS

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS Degree as specified on page 15-16.

MOVE AHEAD IN AN INDUSTRIAL MAINTENANCE TECHNOLOGY PATHWAY



ASSOCIATE OF APPLIED SCIENCE: INDUSTRIAL MAINTENANCE TECHNOLOGY

Foundational Requirements (8 Credits)			Core Requirements (68 Credits)			Required Degree Electives (8 Credits)		
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits
MTH 65	Introductory Algebra	(4)	CAS 133	Basic Computer Skills/Microsoft Office	4	APR 121	Introduction to Electricity & Circuits	3
COMM 111	Public Speaking	4	DRF 270	SolidWork Fundamentals	3	APR 122	AC/DC Motors	3
WR 121	English Composition	4	IMT 102	Industrial Safety (OSHA)	4	APR 123	AC Theory of Motors/Transformers	4
Total Credits		8	IMT 103	Applied Industrial Technology Mathematics	4	APR 124	Electrical Systems Operations	3
<p>*MTH 65 meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.</p>			IMT 104	Rigging, Lifting, and Safety Inspection	3	APR 125	Electrical Circuits/Wiring Methods	3
<p>General Education Requirements (8 credits – One Course in Each Area)</p>			IMT 105	Industrial Hydraulics I	3	APR 126	Electrical Systems Installation NEC	3
<p>Arts and Letters (pages 89-90)</p>			IMT 118	Bearings, Seals, and Lubrication	3	APR 201	Electrical Motor Controls	2
Prefix	Course Title	Credits	IMT 120	Drive Systems	3	APR 221	Advanced AC Circuitry	3
<p>Science, Math, Computer Science (page 92)</p>			IMT 200	Pumps and Valves	3	APR 222	Hazardous Locations	3
Prefix	Course Title	Credits	IMT 204	Introduction to Pneumatics	2	APR 223	Motor Control Operations Including PLCs	3
			IMT 209	Pipefitting	3	APR 224	Electrical Code I	4
Total Credits		8	IMT 220	Proportional Hydraulics	3	APR 225	Electrical Code II	4
<p>Degree Information</p>			IMT 222	Lean Manufacturing Process Control	3	APR 226	Electrical Code III	3
Category		Credit Total	IMT 230	Techniques of Preventive Maintenance	3	APR 230	National Electrical Code I	3
Foundational Requirements		8	MCH 121	Manufacturing Processes I	4	APR 231	National Electrical Code II	3
IMT Core		68	MCH 220	Manufacturing Processes II	4	ELT 110	Electricity for the Non-electrician	2
Remaining General Education		8	PSY 101	Psychology and Human Relations	4	ELT 125	Basic Programmable Controllers (PC Based)	2
Degree Electives		8	WLD 102	Blueprint Reading	4	ELT 126	Intermediate Programmable Controllers (PC Based)	2
Total Credits for Degree		92	WLD 111	Shielded Metal Arc Welding (E7024)	4	ELT 225	Advanced Programmable Controllers (PC Based)	2
<p>MTH and WR courses must be passed with a "C" or better. Maximum of 3 credits of PE credit allowed for an AAS degree. Maximum of 24 credits of "P" credit allowed for an AAS degree.</p>			WLD 112	Shielded Metal Arc Welding: Mild Steel (E7018)	4	Total Credits		8
			Total Credits		68			

ASSOCIATE OF APPLIED SCIENCE: INDUSTRIAL MAINTENANCE TECHNOLOGY

	Fall Term	Winter Term	Spring Term
Year One	WR 121, 4 Cr. English Composition	CAS 133, 4 Cr. Basic Computer Skills/ MS Office	COMM 111, 4 Cr. Public Speaking
	CG 100, 3 Cr. College Survival and Success	IMT 105, 3 Cr. Industrial Hydraulics I	PSY 101, 4 Cr. Human Relations
	IMT 102, 4 Cr. Industrial Safety/OSHA	IMT 120, 3 Cr. Drive Systems	WLD 111, 4 Cr. SMAW and Oxy-acetylene Cutting
	IMT 103, 4 Cr. Industrial Math	WLD 102, 4 Cr, Blueprint Reading	MTH 65, 4 Cr. Intermediate Algebra – 2 nd Term (or Higher)
		DRF 270, 3 Cr. SolidWorks Fundamentals	IMT 220, 3 Cr. Proportional Hydraulics
	15 credits	17 credits	19 credits
Year Two	Fall Term	Winter Term	Spring Term
	WLD 112, 4 Cr. SMAW: Mild Steel I	IMT 118, 3 Cr. Bearings, Seals, and Lubrication	IMT 222, 3 Cr. Lean Mfg and Process Control
	IMT 104, 3 Cr. Rigging, Lifting and Safety Inspection	IMT 209, 3 Cr. Pipe Fitting	IMT 230, 3 Cr. Preventative Maintenance
	IMT 200, 3 Cr. Pumps and Valves	MCH 121, 4 Cr. Manufacturing Processes I	MCH 220, 4 Cr. Manufacturing Processes II
	Science, 4 Cr. General Education Science Requirement	IMT 204, 2 Cr. Intro to Pneumatics	Gen Ed, 4 Cr. General Education Elective Requirement
	Elective, 3 Cr. IMT Program Elective	Elective, 3 Cr. IMT Program Elective	Elective, 3 Cr. IMT Program Elective
	17 credits	15 credits	17 credits

APPRENTICESHIP CERTIFICATES AND DEGREES



APPRENTICESHIP DEGREES AND CERTIFICATES

- **Limited Electrician Apprenticeship Technologies Certificate**
- **Electrician Apprenticeship Technologies Certificate**
- **Mechanical Maintenance Apprenticeship Certificate**
- **Industrial Mechanics & Maintenance Technology Apprenticeship Certificate**
- **Industrial Mechanics & Maintenance Technology Apprenticeship (AAS)**

The following apprenticeship certificates and degrees are not eligible for federal financial aid.

The Statewide Apprenticeship degree pathways offer AAS degrees and certificates in electrical, and industrial mechanics and maintenance. TBCC offers courses for Related Training for electrical and millwright apprentices, but students seeking certificates or degrees from TBCC in other trades will need to transfer in Related Training courses.

Apprenticeship is a partnership between business, industry, labor and government that enables a student to receive training in a skilled trade customarily learned in a practical way through classroom and on-the-job training (OJT).

Tillamook Bay Community College provides courses in accordance with the Apprenticeship and Training Laws for the State of Oregon. These courses present technical instruction for the trades and are intended to complement on-the-job skills for both men and women.

Each apprenticeable trade has a Joint Apprenticeship and Training Committee (JATC) which outlines the procedures to become a journey person. This outline usually consists of two to five years of supervised, on-the-job

experience in various aspects of the trade in conjunction with TBCC course work.

The JATC committees outline the type of supportive courses needed to prepare students to become qualified journey persons in addition to working with related training courses.

Students pursuing a designated and sponsored Oregon State Bureau of Labor and Industries (BOLI) occupation must meet entrance requirements for their chosen career.

RELATED INSTRUCTION

For related instruction, choose one course from each category for a minimum of 9 credits from the following lists: (Many other classes are available to meet Related Instruction; substitutes can be approved by the Department.) Consult the program advisor for assistance in program planning.

Computation:

PHY 101 Fundamentals of Physics I

Communication:

WR 115 Introduction to Expository Writing

WR 121 English Composition

COMM 100 Intro to Speech

PSY 101 Psychology and Human Relations

SOC 204 General Sociology

PSY 216 Social Psychology

APPRENTICESHIP CERTIFICATES AND DEGREES

**LIMITED ELECTRICIAN APPRENTICESHIP TECHNOLOGIES REQUIREMENTS:
16 – 44 CREDITS**

This certificate requires a minimum of 16 credits of related classroom training. Embodied in this Certificate are many state certifications. The total related training credits required depend upon which state apprenticeship the student is pursuing and the requirements of the governing Joint Apprenticeship and Training Committee.

LIMITED ELECTRICIAN APPRENTICESHIP TECHNOLOGIES (STATEWIDE CERTIFICATE)

4000 Hour BOLI-ATD Trades: Limited Energy Technician- License B, Limited Maintenance Electrician, Limited Renewable Energy Technician, and Limited Residential Electrician.

4000 Hour BOLI-ATD Trades:

College credit courses for Related-Training	16-44 credits
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Related Instruction	0 credits
Credit for Prior Certification	0 credits
Approved Program Electives	0 credits

MECHANICAL MAINTENANCE APPRENTICESHIP CERTIFICATE REQUIREMENTS: 16 – 44 CREDITS

This certificate requires a minimum of 16 credits of related classroom training. Embodied in this Certificate are many state certifications. The total related training credits required depend upon which state apprenticeship the student is pursuing and the requirements of the governing Joint Apprenticeship and Training Committee.

MECHANICAL MAINTENANCE APPRENTICESHIP (STATEWIDE CERTIFICATE)

4000 Hour BOLI-ATD Trades: Air Frame and Power Plant Technicians, Boiler Operator, and Programmable Logic Controller.

4000 Hour BOLI-ATD Trades:

College credit courses for Related-Training	16 – 44 credits
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Related Instruction	0 credits
Credit for Prior Certification	0 credits
Approved Program Electives	0 credits

ELECTRICIAN APPRENTICESHIP TECHNOLOGIES: 25 – 108 CREDITS

*See related instruction list on page 70 for approved courses.

This certificate requires a minimum of 16 credits of related classroom training as well as 9 credits of related instruction. Embodied in this Certificate are many state certifications. Both the total related training credits and the total related instruction credits depend upon which state apprenticeship the student is pursuing and the requirements of the governing Joint Apprenticeship and Training Committee; however, a minimum of 90 credits is required for all degrees.

ELECTRICIAN APPRENTICESHIP TECHNOLOGIES (STATEWIDE CERTIFICATE)

6000 Hour BOLI-ATD Trades: Limited Energy Technician-License A and Sign Maker/Fabricator.

8000 Hour BOLI-ATD Trades: Inside Electrician, Limited Manufacturing Plant Electrician, Sign Assembler/ Fabricator, Sign Maker/ Erector and Stationary Engineer.

APPRENTICESHIP CERTIFICATES AND DEGREES

6000-8000 Hour BOLI-ATD Trades:

College credit courses for	
Related-Training	16-99 credits
Related Instruction*	9 credits
Credit for Prior Certification	0 credits
Approved Program Electives	0 credits

INDUSTRIAL MECHANICS & MAINTENANCE TECHNOLOGY APPRENTICESHIP:

25 – 108 CREDITS

This certificate requires a minimum of 16 credits of related classroom training as well as 9 credits of related instruction. Embodied in this Certificate are many state certifications. Both the total related training credits and the total related instruction credits depend upon which state apprenticeship the student is pursuing and the requirements of the governing Joint Apprenticeship and Training Committee.

INDUSTRIAL MECHANICS & MAINTENANCE TECHNOLOGY APPRENTICESHIP (STATEWIDE CERTIFICATE)

8000 Hour BOLI-ATD Trades: Boiler/Turbine Operator, Die Cast Mold, Heat and Frost Insulator, Industrial Mobile Mechanic, Instrument Technician, Machinist, Millwright, Motor Winder, Pipefitter, Roll Turner, and Welder.

8000 Hour BOLI-ATD Trades:

College credit courses for	
Related-Training	16 – 99 credits
Related Instruction	9 credits
Credit for Prior Certification	0 credits
Approved Program Electives	0 credits

AAS DEGREE REQUIREMENTS

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS Degree as specified on page 15-16.

ELECTRICIAN APPRENTICESHIP TECHNOLOGY DEGREE REQUIREMENTS: 90 – 108 CREDITS

ELECTRICIAN APPRENTICESHIP TECHNOLOGIES (STATEWIDE AAS)

4000, 6000 or 8000 Hour BOLI-ATD Trades:

College credit courses for	
Related-Training	16 – 75 credits
General Education	16 credits
Credit for Prior Certification	0-22 credits
Approved Program Electives	0-41 credits

The AAS degree total credit requirement depends upon which state apprenticeship the student is pursuing and the requirements of the governing Joint Apprenticeship and Training Committee.

INDUSTRIAL MECHANICS & MAINTENANCE TECHNOLOGY APPRENTICESHIP (AAS): 90 – 108 CREDITS

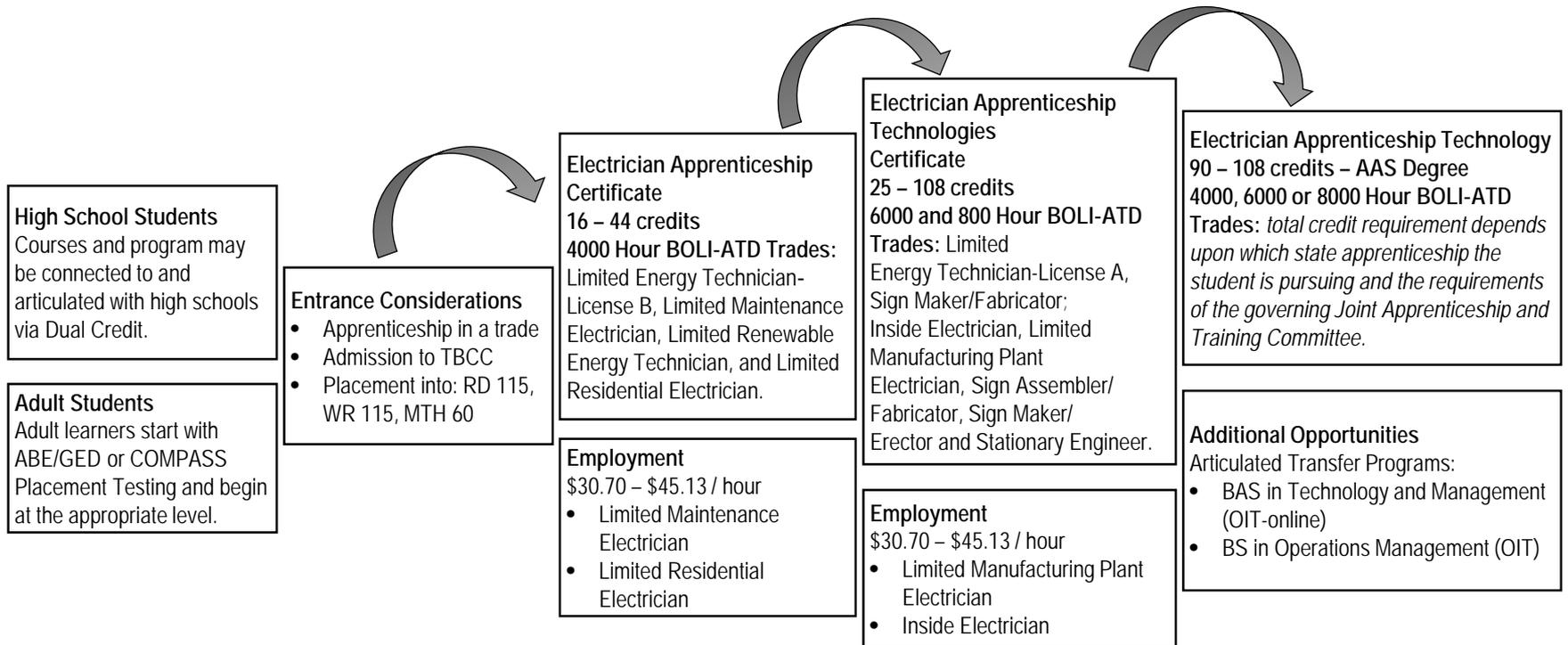
INDUSTRIAL MECHANICS & MAINTENANCE TECHNOLOGY APPRENTICESHIP (STATEWIDE AAS)

4000 or 8000 Hour BOLI-ATD Trades:

College credit courses for	
Related-Training	16-75 credits
General Education	16 credits
Credit for Prior Certification	0-22 credits
Approved Program Electives	0-41 credits

The AAS degree total credit requirement depends upon which state apprenticeship the student is pursuing and the requirements of the governing Joint Apprenticeship and Training Committee; however, a minimum of 90 credits is required for all degrees.

MOVE AHEAD IN AN ELECTRICIAN APPRENTICESHIP TECHNOLOGIES PATHWAY



DEGREE PARTNERSHIPS

- Diagnostic Imaging AAS Degree (LBCC)
- Medical Assisting One-Year Certificate (Clatsop Community College)
- Medical Laboratory Technology AAS Degree (PCC)
- Nursing AAS Degree (Clatsop Community College)
- Occupational Therapy Assistant AAS Degree (LBCC)
- Pharmacy Technician Certificate (COCC)

DEGREE PARTNERSHIPS

Tillamook Bay Community College has developed partnerships with several colleges and Tillamook Regional Medical Center to provide training for several healthcare occupations in Tillamook County. These certificates and degrees are granted by partner colleges, but TBCC offers program prerequisites, general education requirements, related coursework, and sometimes program courses. The programs are all offered predominantly or completely through distance learning so that students can complete the programs while still residing in Tillamook County. These are programs that TBCC is unable to support independently because of limited opportunities for required clinical

experiences in Tillamook County. All programs require application to the partner college and the specific program. In order to ensure that students are able to complete required clinical experiences in Tillamook County, admissions to each program from Tillamook County are limited to one to five students per year.

DIAGNOSTIC IMAGING (AAS AT LBCC)

Tillamook Bay Community College has developed a partnership with Linn-Benton Community College (LBCC) and Tillamook Regional Medical Center to provide training for radiologic technologists (radiographers) in Tillamook County. This degree is granted by Linn-Benton Community College. TBCC offers program prerequisites, general education, and related coursework. All Diagnostic Imaging

(RT) courses are offered by Linn-Benton Community College and require admission to their program as detailed below. This is a cost recovery program. Students must deposit a portion of the cost of the program prior to beginning classes. The cost of the program is subject to change but estimated at \$18,500.

CAREER AND PROGRAM DESCRIPTION

Diagnostic Imaging is a 22-month intensive program. Students receive an Associate of Applied Science (AAS) Degree from LBCC. 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

DEGREE PARTNERSHIPS

and to prepare students for application and completion of ARRT certification examinations. The Diagnostic Imaging program will provide all qualified students who meet the fixed minimum criteria, the opportunity to accomplish a fantastic educational program. Radiologic technologists, also known as radiographers, provide patient services using imaging modalities at the request of physicians qualified to prescribe and/or perform procedures.

A radiographer performs radiographic procedures, applied principles of radiation protection, evaluates radiographers for technical quality, exercises professional judgment and provides patient care. Radiographers can find employment in hospitals, clinics, private offices, industry, and public health facilities.

Radiography is the art and science of using ionizing to provide images of tissues, organs, bones, and vessels that compromise the body. These images may be recorded on film or displayed on video monitor. Motion studies may also be produced.

The program with TBCC is distance delivery via the Internet, with clinical experiences at Tillamook Regional Medical Center. Classes

are tailored specifically to the students in the training. Students attend class for approximately 40 hours a week. It does not follow the traditional college terms. Classes are taught using "Virtual Classroom" and a robust online course management system, and lab experiences will take place at the local healthcare facilities and/or the Lebanon lab. Distance Education (DE) designated students should expect to make a minimum of 7 trips to the LBCC campus during the course of the program. Traditional (TRAD) designated students are required to attend LBCC campus a minimum of twice per week. Once enrolled in the Diagnostic Imaging Program, students are LBCC students and are supported by LBCC.

The mission of the Linn-Benton Community College Diagnostic Imaging Program is three-fold:

1. To provide students with the knowledge and skills necessary to competently and safely perform radiologic procedures while delivering "best practices" patient care.
2. To help students develop problem solving, critical thinking, and effective communication skills that will enhance the students' scope of practice within the profession's legal and ethical boundaries.

3. To provide the medical community with entry-level radiographer professionals competent to perform diagnostic medical imaging within the profession's legal and ethical boundaries. Clinical education provides the students with hands on application of theory and demonstration of skills from all instructional methods. Students will complete program specific competencies in the clinical setting.

Web-based instruction is offered via a web browser, an email account, and the use of LBCC's eLearning System. Interaction with the instructor and classmates is through the forum, internet, email, virtual classroom, and web or phone conferencing. Students need to have high speed internet services available in their homes. Listed below are the requirements and skills necessary for web-based instruction.

Note: Please realize that despite meeting all technical recommendations you may still encounter difficulty accessing course content from your computer. It is required that you locate an alternate computer to use and have a plan for backup technical support in case you encounter difficulties which cannot be resolved with your instructor and LBCC Support Services. Personal computer problems will not be an acceptable excuse for not completing coursework on time.

DEGREE PARTNERSHIPS

Skills needed to be a successful Diagnostic Imaging learner: This is both an asynchronous and synchronous (real time) training environment. For learning to occur, learners must actively participate in the training experience and be responsible for completing the designated activities/assignments within the prescribed time lines.

ADMISSIONS

The required forms can be downloaded from <http://www.linnbenton.edu/admissions> (click on Forms and Applications then select Diagnostic Imaging). Forms are also available at TBCC Student Services and should be submitted at TBCC.

All LBCC Associate of Applied Science General Education requirements are prerequisites to the program. Students are also required to complete Medical Terminology I (MP 111 at TBCC) and BI 231 Anatomy and Physiology prior to admission. Students are required to have a current Health Care Provider CPR card, updated vaccinations, and complete a criminal background check and drug screen. Eligible applicants are admitted based on points awarded on the points worksheet in the Admission Bulletin, which includes the Written Experiential Assessment.

Writing: You must have completed WR121 or an equivalent writing course from a regionally accredited institution with a "C" or better (credits required for AAS degree).

Reading: Take the LBCC Computerized Placement Test (CPT) for reading or petition to have it waived. Students who have previously taken the LBCC CPT for reading do not need to repeat it for this requirement.

Communication: You must have completed an acceptable Communication course or equivalent course from a regionally accredited institution with a "C" or better. See LBCC's 2015-2016 Catalog for AAS degree requirements, Appendix A, for acceptable courses (credits required for AAS degree).

Math: You must have completed MTH111 or an equivalent math course from a regionally accredited institution with a "C" or better within the last 5 years or have taken the LBCC Placement exam and be placed above MTH111 (credits required for AAS degree).

Cultural Literacy: You must have completed an acceptable Cultural Literacy course or an equivalent course from a regionally accredited institution with a "C" or better. See LBCC's

2015-2016 Catalog AAOT degree requirements.

Medical Terminology: You must have completed Medical Terminology I (MO5.630) or an equivalent course from a regionally accredited institution with a "C" or better or pass the LBCC Challenge exam

Anatomy & Physiology: You must have completed BI 231 Anatomy & Physiology I or equivalent at a regionally accredited institution with a "C" or better.

PREREQUISITES AND GENERAL EDUCATION AT TBCC

BI 231	Anatomy and Physiology I	4
COMM 111	Public Speaking	4
MP 111	Medical Terminology	4
	or	
WR 121	English Composition	
COMM 214	Interpersonal Communication	4
MTH 111	College Algebra	5
	Cultural Literacy*	3

*Consult a TBCC advisor regarding courses at TBCC that satisfy these General Education requirements.

DEGREE PARTNERSHIPS

COURSES OF STUDY (LBCC)

RT 5.750 Fund of Diagnostic Imaging	2
RT 5.773 Exposure III	2
RT 5.755 Radiog Proc – Chest/Abdomen	3
RT 5.775 Patient Care in Rad Sci	2
RT 5.756 Radiog Proc – Extremities/Spine	5
RT 5.777 Radiation Biology	3
RT 5.758 Radiog Proc – Skull	5
RT 5.779 Radiation Protection	3
RT 5.759 Radiog Proc - Floroscopy	2
RT 5.780 Basics of Comp Tomography	2
RT 5.765 Clinical Radiography I	9
RT 5.786 Radiographic Pathology	3
RT 5.766 Clinical Radiography II	9
RT 5.796 Pharmacology for Imaging	2
RT 5.767 Clinical Radiography III	11
RT 5.798 Comprehensive Review I	1
RT 5.768 Clinical Radiography IV	11
RT 5.799 Comprehensive Review II	2
RT 5.771 Exposure I	3
AH 5.440 Interprofessional Educ	3
RT 5.772 Exposure II	3

MEDICAL ASSISTING (ONE-YEAR CERTIFICATE AT CLATSOP COMMUNITY COLLEGE)

Clatsop Community College will be offering their Medical Assisting program on TBCC

campus Fall 2015. (Students will be required to attend class in Astoria one day a week.)

Who do I contact for more information?

Allison Sansom, Director of Nursing & Allied Health, Clatsop Community College (503) 338-2436 asansom@clatsopcc.edu, or Holly Tumbarello, Medical Assisting Instructor, Clatsop Community College htumbarello@clatsopcc.edu

Medical Assistants perform routine administrative and clinical tasks to keep healthcare delivery systems running smoothly. They work in reception, scheduling, medical records, insurance billing, and as a medical office secretary. Medical Assistants will also work as a clinical assistant to the physician by preparing patients for examinations, assisting with treatments, collecting and testing specimens and educating patients on health promotion and disease prevention issues.

The Medical Assistant program has an excellent record of placing graduates into employment with 90% of graduates in the last two years working full or part time as Medical Assistants. Average wages for medical assistants in our region range from \$14 to \$18 per hour.

BEFORE YOU CAN ENROLL IN THE MEDICAL ASSISTING PROGRAM

Students wishing to enroll in the Medical Assistant Program at Clatsop Community College must meet the following requirements before they will be allowed to register for the course:

STEP ONE:

READING PROFICIENCY:

- COMPASS reading test score of 82 or higher
Or
- Completion of LA 090 Preparation for College Reading II Or
- Completion of a college level course with a "C" grade or better that requires college level reading.

MATH PROFICIENCY:

- Completion of MTH 10 with a "C" grade or better Or
- Pre-Algebra COMPASS test score 28-100, Or
- COMPASS Algebra score below 47

WRITING PROFICIENCY:

- COMPASS score of 79 or better Or
- Completion of or current enrollment in WR 115 or WR 121 with a "C" or better (must submit transcripts) Or
- WR 115/121

DEGREE PARTNERSHIPS

STEP TWO:

CRIMINAL BACKGROUND CHECK

In addition to the above, students must complete and pass a Criminal Background check prior to enrollment authorization. Go to www.myvci.com/clatsop and follow the instructions for obtaining the background check. Enter the password code that Holly will give you upon checklist completion. These reports usually take 7-10 working days.

URINE DRUG SCREEN

In addition to completing a Criminal Background Check, potential students must also take and pass a urine drug screen. These directions will be given to you as well once the checklist portion has been completed.

STEP THREE:

Once you have been cleared, you will be given a 4 digit code that is needed for registration. You will not be allowed to register without it. **YOU MUST REGISTER IN ORDER TO SECURE YOUR PLACE IN THE PROGRAM.** Contact Holly Tumbarello, Medical Assisting Instructor, Columbia Hall Room 203, Clatsop Community College, during the school year. During the summer months, you must contact Holly directly at htumbarello@clatsopcc.edu for further directions.

MEDICAL LABORATORY TECHNOLOGY (AAS AT PCC)

Tillamook Bay Community College has developed a partnership with Portland Community College (PCC) and Tillamook Regional Medical Center to provide training for medical laboratory technicians in Tillamook County. This degree is granted by Portland Community College. TBCC offers program prerequisites, general education, and related coursework. All Medical Laboratory Technology (MLT) courses are offered by Portland Community College and require admission to their program as detailed below. The cost of the program is subject to change but estimated at \$11,036.40 total for both years for residents.

CAREER AND PROGRAM DESCRIPTION

A medical laboratory technician performs routine clinical laboratory testing procedures to provide scientific information needed in diagnosis, prognosis and treatment of disease. Technicians use sophisticated instrumentation for these evaluations, which encompass quantitative and qualitative chemical and biological analyses of body specimens. Technicians function under the supervision of a qualified practitioner. The Portland

metropolitan area offers very good employment opportunities and jobs are readily available in smaller communities throughout the country. Opportunities are available in hospitals, independent laboratories, research and industry for graduates of the program. To successfully participate in the MLT Program and become employable, the student must be able to perform essential functions expected of the profession. Examples of essential functions for the MLT are communication, vision, manual dexterity, physical activity, analytical skills and technical aptitude.

Because of limited laboratory space and clinical facilities as well as the delicate balance of job opportunities in medical laboratory science, the MLT Program has a limited enrollment. Admission to the first year of the program is based on COMPASS scores in algebra and English, and achievement examinations in chemistry and biology, or equivalent courses.

It is strongly recommended that applicants have completed high school chemistry, biology, algebra and English or their equivalents. Students should not interpret acceptance into the first year of the program as automatic eligibility for entrance to the second

DEGREE PARTNERSHIPS

year of the program. Continuation into the second year is contingent upon performance during the first year. Each student entering into the second year is required to complete the health physical examination form provided by the MLT Department. Contact the department for any additional requirements.

Medical laboratory technology is one of the most rapidly expanding health care fields. As a medical laboratory technician, you will play an increasingly important role in health care delivery. The MLT Program provides extensive training, including a clinical internship with supervised work experience. This qualifies graduates to run clinical tests required by physicians to make life-affecting decisions in patient care.

In the distance option, students can complete the program pre-requisites, general education requirements, and first year co-requisites at their local college or university, and MLT program requirements through PCC's distance education option. MLT courses are delivered online, but periodic, hands-on, campus based laboratory activities are required as part of the program. Clinical laboratory practicums, which are part of the second year of the program, are

provided at local hospitals and clinical laboratories.

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631, telephone 773-714-8880.

PREREQUISITES AND REQUIREMENTS

College placement tests are administered through assessment centers.

- Completion of WR 115 with a "C" grade or better of placement into WR 121.
- Completion of RD 115 with a "C" grade or better or equivalent placement test score.
- Completion of MTH 95 with a "C" grade or better or placement into MTH 111.
- Completion of 100 level Biology or higher course with a "C" grade or better or pass a biology examination provided by the MLT department.
- Completion of 100 level Chemistry or higher course with a "C" grade or better or pass a chemistry

examination provided by the MLT department.

- High school diploma or GED.

During the first term of the MLT Program students must show evidence of beginning the Hepatitis B immunization series or sign a waiver acknowledging the risk factors involved without the immunization. The second year of the MLT Program has additional health and immunization requirements. Please contact the department for more information.

Students are required to pass a criminal background check and urine drug screen. Contact the PCC department office for more information.

Students planning to enroll in the MLT Program should contact the Health Professions Admissions Office for specific eligibility requirements and an appointment for a program advising session. Because of the unique responsibilities involved in the practice of clinical laboratory science, the MLT Department reserves the right to require that a student who appears to the department unsuited for clinical laboratory science be counseled into another area of study.

Students enrolled in the MLT Program will be required to use medical devices and follow

DEGREE PARTNERSHIPS

safety precautions of the clinical laboratory. Students who have a health, physical or psychological problem which may affect or be affected by the use of the devices or precautions should contact the department prior to entering the program. The graduates are eligible to sit for national examinations for certification given by several agencies.

Only those students who have been officially accepted by PCC into the first year of the MLT Program may enroll in MLT 111, MLT 112 and MLT 113.

CURRICULUM REQUIREMENTS

FIRST YEAR REQUIREMENTS

BI 121	Intro to Human Anat & Phys I*1	4
MLT 111	Medical Technology I	4
BI 122	Intro to Human Anat & Phys II*1	4
MLT 112	Medical Technology II	4
CH 104	Allied Health Chemistry*3	5
MLT 113	Intro to Medical Microbiology	4
CH 105	Allied Health Chemistry*3	5
WR 121	English Composition2	4
<u>CH 106</u>	<u>Allied Health Chemistry*3</u>	<u>5</u>
General Education		6

Only those students who have completed the first year requirements and have been officially accepted into the second year of the MLT

Program may enroll in the courses listed below.

*Could be used as General Education.

- BI 231, 232,233, may be taken in place of biology requirement.
- Or a lower-division collegiate writing course for which WR 121 is a prerequisite.
- CH 221, 222, 223 may be taken in place of chemistry requirement.

MLT PROGRAM REQUIREMENTS

MLT 221	Clinical Chemistry I	3
MLT 223	Clinical Chemistry III	3
MLT 250	Hematology	4
MLT 263	Medical Parasitology	3
MLT 261	Bacteriology I	4
MLT 264	Medical Mycology	3
MLT 241	Immunohematology I	3
MLT 230	Body Fluids	3
MLT 271	Clinical Laboratory Practice I	3
MLT 273	Clinical Laboratory Practice III	3
MLT 222	Clinical Chemistry II	4
MLT 281	Clinical Seminar	4
MLT 262	Bacteriology II	3
MLT 274	Clinical Laboratory Practice IV	8
MLT 242	Immunohematology II	4

MLT 272 Clinical Laboratory Practice II 3

AAS DEGREE REQUIREMENTS

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS Degree as specified on page 15-16.

MEDICAL LABORATORY TECHNOLOGY AAS REQUIREMENTS: 103 CREDITS

NURSING (AAS AT CLATSOP COMMUNITY COLLEGE)

Tillamook Bay Community College has developed a partnership with Clatsop Community College and Tillamook Regional Medical Center to provide training for skilled nurses in Tillamook County. This degree is granted by Clatsop Community College. TBCC offers program prerequisites, general education, and nursing-related coursework. All Nursing (NUR) courses are offered by Clatsop Community College and require admission to their program as detailed below.

NURSING (AAS AT CLATSOP COMMUNITY COLLEGE)

DEGREE PARTNERSHIPS

Registered Nurses (RNs) are caring and use their knowledge, skills and problem-solving to help individuals, families, and groups with health needs. RNs plan care and work with people to help them become healthier or to regain health after illness or surgery. Nurses teach health practices to clients and other health care providers, and frequently supervise the work of nursing assistants and practical nurses. RNs also administer medications and perform treatments for patients. Nurses work in a variety of settings, including hospitals and long-term care, schools, industry, clinics, and patients' homes. With advanced education, nurses may work as managers, educators, public health nurses, as a clinical specialist, or independently as a nurse practitioner. The cost of the program is subject to change but estimated at \$1,500 per term excluding books for 7 terms.

The nursing program is academically and physically rigorous. As a nursing student, you need to be able to grasp scientific concepts, set up and answer basic math and algebra problems and communicate well verbally and in writing. Enrollment in the Clatsop Community College Nursing program is limited. Acceptance into the Nursing program is determined by a weighted point system from

a pool of qualified applicants. A student must meet the minimum requirements to be considered for admission. If the minimum requirements have been met the student's application will be evaluated and awarded points in a competitive process. The top ranking individuals will be offered admission to the program. Remaining qualified candidates are placed on a ranked alternate list which expires when fall term commences. A program information and application packet can be obtained from the TBCC Student Services Office or the Clatsop Community College website.

A student must meet the following Minimum Evaluation Requirements:

GPA REQUIREMENT: You must meet one of the following criteria.

- Cumulative 3.0 GPA for all college credits earned.
- Or you may choose to use only those college credits you earned in the last 7 years. All of those credits must have a cumulative GPA of 3.0.

PLEASE NOTE: If you choose to use only those college credits that you have earned in the last 7 years, any courses you took more than 7 years ago (such as writing, psychology, or nutrition) will NOT be used to meet your

minimum evaluation requirements or to earn points or toward your graduation requirements. You will still have to meet those requirements before you graduate from Clatsop Community College.

WRITING REQUIREMENT: You must meet one of the following criteria.

- Completion of WR 121 English Composition or higher completed with a grade of "C" or above.
- Or demonstrated readiness for WR 121 by a minimum score of 79 on the COMPASS Writing Placement Test.

If you use the COMPASS test score to meet this requirement you will still be required to take WR 121, and WR 122, or WR 123 or WR 227 to meet Clatsop Community College graduation requirements.

THE FOLLOWING REQUIREMENTS MUST BE COMPLETED IN THE LAST 7 YEARS.

MATH REQUIREMENT: You must meet one of the following criteria.

- MTH 95 Intermediate Algebra or MTH 111 College Algebra or a course for which MTH 111 is a prerequisite completed with a grade of "C" or above. The program will accept a grade of "Pass" for MTH 95 Intermediate Algebra, if

DEGREE PARTNERSHIPS

that is the only grading option available for this course.

- Or demonstrated readiness for MTH 111 College Algebra or higher demonstrated by a minimum score of 46 on the COMPASS College Algebra Test.
- MTH 103 Applied College Algebra and MTH 105 Introduction to Contemporary Math at Clatsop Community College are not eligible courses and may not be used to meet the math requirement.

If you use the COMPASS test score to meet this requirement you will still be required to take math to meet graduation requirements.

ANATOMY AND PHYSIOLOGY

REQUIREMENT: You must meet this requirement.

- Completion of Human Anatomy & Physiology I (BI 231) and Human Anatomy & Physiology II (BI 232) or the equivalent as determined by the Clatsop Community College Registrar's Office completed with a grade of "C" or above.

PLEASE NOTE: If selected for the Nursing Program, you must complete Human Anatomy & Physiology III (BI 233) or the equivalent as determined by the Clatsop Community College Registrar's Office with a grade of "C" or above

before the start of the nursing program in the fall term.

Once accepted into the program the student will need to pay a non-refundable deposit, pass a Criminal Background Check and meet other requirements for immunization, basic nursing skills and CPR training. These requirements can be found in the nursing application.

If you do not meet the minimum requirements for nursing program admission at this time, you may begin taking college classes as a pre-nursing student. An advisor will help you plan your program and select courses to meet the minimum requirements for admission.

Because of the significant number of prerequisites, general education, and nursing-related courses required and the competitive nature of nursing program admissions, TBCC has degree plans for students wishing to complete an Associate of General Studies (AGS) or Associate of Science (AS) degree with an emphasis on allied health before entering a nursing program. Students interested in this option should consult a TBCC advisor for more information.

CLINICAL ROTATIONS

A student planning on entering the nursing program must be aware that clinical rotations may take place in Clatsop, Tillamook or Pacific Counties. These rotations may be on weekends, evenings or day shifts. Students are expected to have reliable transportation in order to attend required clinical rotations. Students are assigned to specific clinical sites based on a variety of factors including practice level, course curriculum goals, availability of experiences, faculty supervision and individual student needs. Each student's individual educational and practice needs are carefully considered when placements at the clinical sites are made.

ONLINE INSTRUCTION

Students need to be aware that the nursing program uses online instruction for selected courses, communication, assignments, testing and additional content delivery throughout the program. Students may use their own personal computers but support will only be provided by college personnel for issues directly related to the use of college email and BlackBoard (the course management system used by Clatsop Community College). Use of college computers is highly encouraged and made available in computer labs housed throughout the campus as well as at the Clatsop South

DEGREE PARTNERSHIPS

County Campus in Seaside. Students should be aware of hours of operations for the labs provided by Clatsop Community College. This information is published on the Clatsop Community College web site.

CURRICULUM REQUIREMENTS

Prerequisites, General Education, and Nursing-Related Requirements. Students are encouraged to complete as many of these requirements as possible before applying for admission. The TBCC equivalent courses of Clatsop's courses required for the Nursing (AAS) degree include:

BI 231 Human Anatomy & Phys.I (F)	4
WR 121 English Composition (Fall, Winter)	4
BI 232 Human Anatomy & Phys. II (W)	4
WR 122 English Comp. (Winter, Spring)	4
BI 233 Human Anatomy & Phys. III (Sp)	4
or	
BI 234 Microbiology (Spring)	5
WR 227 Tech and Prof Writing I (Spring)	4
CAS/CIS Computer Applications (F, W)	1-4
Arts and Letters elective (F, W, Sp)	4
FN 225 Nutrition (Winter)	4
Social Science elective (F, W, Sp)	4
MTH 95 Intermediate Algebra (Various)	4
Health or PE Electives:	
or	

HPE 295 Health and Fitness for Life (Sp)	3
MTH 111 College Algebra (F, W)	
PE 180-186	1
PSY 215 Human Development (Winter)	4

TBCC will offer courses to satisfy all of the requirements listed above. Terms that sequenced courses will be offered appear in parenthesis. Other courses will be offered based on student demand and enrollment.

General Education and Nursing-Related Requirements: 49-55 credits

FIRST YEAR NURSING COURSES (CLATSOP COMMUNITY COLLEGE)

NUR 101 Foundations of Care	8
NUR 102 Nursing: Focus on Individuals	9
NUR 103 Nursing: Focus on Families	9
NUR 105 Found of Pharm for Nurses	1
NUR 109 Nursing: Mental Health	4
NUR 111 Nursing Concepts & Clin Practice*	1-3
NUR 112 Collaborative Practice I	2
NUR 113 Collaborative Practice II	1
NUR 115A Strategies for Success in Nur Prog	1
NUR 115B Physical Assessment I	1
NUR 115C Physical Assessment II	1

*NUR 111 required for selected advanced placement students only.

First-Year Nursing Courses: 37 credits

SECOND YEAR NURSING COURSES (CLATSOP COMMUNITY COLLEGE)

NUR 201 Nursing: Clients in Crisis	8
NUR 202 Nursing: Families in Crisis	9
NUR 208 Nursing: Transition to Practice	8
NUR 231 Collaborative Practice III	2
NUR 232 Collaborative Practice IV	2

Second-Year Nursing Courses: 29 credits

NURSING DEGREE REQUIREMENTS: 96 CREDITS

OCCUPATIONAL THERAPY ASSISTANT (AAS AT LBCC)

Tillamook Bay Community College has developed a partnership with Linn-Benton Community College and Tillamook Regional Medical Center to provide training for occupational therapy assistants in Tillamook County. This degree is granted by Linn-Benton Community College. TBCC offers program prerequisites, general education, and related

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coursework. All Occupational Therapy Assistant (OTA) courses are offered by Linn-Benton Community College and require admission to their program as detailed below. Estimated cost of this program is \$17,865.

CAREER AND PROGRAM DESCRIPTION

Occupational therapy assistants help people who have mental, physical, or developmental disabilities. Their goal is to help patients live more independently. Major employers include hospitals, nursing homes, schools, rehabilitation centers, and occupational therapists' offices. The number of jobs for occupational therapy assistants nationwide is expected to grow much faster than the average through the year 2018. In Oregon, the annual entry-level wage for occupational therapy assistants is \$38,930 per year. The average annual median wage in Oregon is \$47,420, and the average top wage is \$54,430. The national entry level wage is \$31,150 per year. The national median wage is \$48,230 per year, and the top wage is \$65,160 per year.

This is a two-year associate degree program designed to prepare the student to function as an entry-level occupational therapy assistant (OTA). OTAs work under the supervision of occupational therapists to help clients develop,

maintain, and/or regain health and function through the use of purposeful activity. They address physical, mental, and social components of activity as they work with clients to improve the underlying cause of impairment and/or to adapt activities for client success. This program follows a hybrid-delivery model in which the "classroom" portion is delivered online (to allow participation by students at remote sites) and the "laboratory" and "clinical" portions are delivered locally and at partner sites throughout Oregon. Graduates will be eligible and prepared to sit for the national certification examination.

LBCC's Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In

addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Students who successfully complete the Associate of Applied Science in Occupational Therapy Assistant will be prepared to:

- Pass the national certification examination.
- Secure employment as an entry-level occupational therapy assistant.
- Use a client-centered, holistic, occupation-based approach to assessment and intervention.
- Establish therapeutic relationships with clients.
- Employ entry-level activity analysis, critical thinking, and clinical reasoning.
- Demonstrate entry-level technical skill and clinical competency.
- Follow current standards of practice and use evidence-based research.
- Display professional attitudes and behaviors. This involves following the profession's code of ethics and adhering to all laws and regulations governing the practice of occupational therapy.

DEGREE PARTNERSHIPS

- Communicate appropriately and effectively with clients, healthcare team members, and the public. This includes both verbal and written communication.

PROGRAM REQUIREMENTS

The following courses or their TBCC equivalents must have been completed with a grade of "C" or better: RD 115 (Advanced College Reading and Learning Strategies), WR 115 (Introduction to college writing or equivalent), MTH 065 (Elementary Algebra), BI 112 (Cell Biology for Health Occupations), CIS 120 Digital Literacy or equivalent, and MO 5.630 (Medical Terminology & Body Systems I), as prerequisites to the program. Students accepted into the program will also need to have current certification in First Aid/CPR, pass the Drug Test, pass the criminal background check, and provide documentation of required immunizations.

PREREQUISITES, GENERAL EDUCATION, AND REQUIREMENTS AT TBCC

WR 121	English Composition	4
BI 122	Essentials of Human Anat & Phys II	4
MTH 65	Introductory Algebra - 2nd Term	4
PSY 201	General Psychology	4

BI 112	Cell Biology for Health Occupations	5
PSY 215	Human Development	4
BI 121	Essentials of Hum. Anat & Phys I	4
PSY 239	Intro to Abnormal Psychology	4
	Cultural Literacy Requirement*	3
	Communication*	3
	Health/Physical Education*	3
	Digital Literacy Course*	3
	Science, Tech, & Society Perspective*	3

*Consult a TBCC advisor regarding courses at TBCC that satisfy these Prerequisite and General Education requirements.

COURSES OF STUDY (LBCC)

AH 5.440	Interprofessional Education	3
OTA 230	Innovative Theory & Practice	3
OTA 119	Prep for Success in the OTA Prog	1
OTA 240	Administration & Management	3
OTA 120	Occupational Therapy Foundations	3
OTA 160	Level I Fieldwork	2
OTA 140	Activity Analysis	4
OTA 260	Level II Fieldwork A	10
OTA 122	Mental Health Theory & Practice	3
OTA 261	Level II Fieldwork A Seminar	1
OTA 124	Physical Health Theory & Practice	4

OTA 270	Level II Fieldwork B	10
OTA 222	Pediatric Theory & Practice	4
OTA 271	Level II Fieldwork B Seminar	1
OTA 224	Geriatric Theory & Practice	4
Total Credits:		94

PHARMACY TECHNICIAN CERTIFICATE (CENTRAL OREGON COMMUNITY COLLEGE)

Tillamook Bay Community College has developed a partnership with Central Oregon Community College (COCC), Tillamook Regional Medical Center, and local businesses to provide training for pharmacy technicians in Tillamook County. This certificate is granted by Central Oregon Community College. TBCC offers program prerequisites, general education, and related coursework. All pharmacy technology courses are offered by Central Oregon Community College and require admission to their program as detailed below. Estimated cost of this program for tuition, fees, books, and supplies is \$5,656. In addition to standard tuition, student fees and textbooks, students should anticipate the following program costs:

- Program fee of \$150 per term (or a total of \$450 for the three-term pharmacy technician cohort);

DEGREE PARTNERSHIPS

- In some cases \$150 to \$300 for fees associated with required immunizations and tuberculosis screening;
- \$55 drug screening (if required by practicum site);
- \$65 background search (if required by practicum site);
- \$35 pharmacy technician license;
- \$65 for American Heart Association CPR for Health Care Providers certificate;
- Distance students will be responsible for the cost of travel and expenses to the COCC campus for the two-weekend lecture labs in the spring term.

CAREER AND PROGRAM DESCRIPTION

The Pharmacy Technician training program prepares individuals for employment as a pharmacy technician in a variety of pharmacy settings. Pharmacy technicians are skilled workers who are educated and trained to work in a pharmacy and assist in all areas of the pharmacy not requiring the professional judgment of the registered pharmacist. Courses are completed in an online and hybrid format, and focus on the abilities needed to assist the pharmacist and provide the skill necessary to process prescriptions accurately, participate in administration and management of a pharmacy, and maintain inventory.

The pharmacy technician curriculum was developed using the accreditation standards of the American Society of Health-System Pharmacists (ASHP) and is tailored specifically to the students in the program. This program prepares students to pass the National Pharmacy Technician Certification exam required by the Oregon Board of Pharmacy to practice as a pharmacy technician in the state of Oregon. To earn a certificate of completion all required courses must be completed with a grade of "C" or better and students must maintain a 2.0 overall GPA or higher.

This three-term program is developed to prepare individuals for employment in the pharmacy industry. Pharmacy technicians are skilled workers who are educated and trained to work in a pharmacy and assist in all areas of the pharmacy not requiring the professional judgment of the registered pharmacist. Some current practice areas for the pharmacy technician include retail, hospital, manufacturing, disease state management, and mail order and insurance claim specialists. The pharmacy technician processes prescriptions and medication orders and plays an integral role in maintaining the pharmacy department.

Courses are completed in an online and hybrid format, and focus on the abilities needed to assist the pharmacist and provide the skills necessary to process prescriptions accurately, participate in administration and management of a pharmacy, and maintain inventory. Topics of study include medical terminology, anatomy and functions of the human body, therapeutic classification and drug names, pharmacy procedures, pharmaceutical calculations, pharmacy law and interpersonal communications. Students will have a working knowledge of sterile technique, standards of practice, quality assurance and patient confidentiality. In addition, students will develop and practice communication skills needed to function in a professional setting. In order to gain workplace experience, students will also participate in a hospital and retail pharmacy practicum.

The program will prepare students to take the national certification examination to become a Certified Pharmacy Technician as required by the Oregon Board of Pharmacy and to be employed in a pharmacy setting.

CRIMINAL CHARGES OR CONVICTIONS

A history of criminal charges or convictions may prohibit a student from entering the

DEGREE PARTNERSHIPS

Pharmacy Technician profession. See list of Potentially Disqualifying Crimes at <http://www.cocc.edu/pharmacy-technician/criminal-charges-or-convictions/>.

PROGRAM PREREQUISITES

- High School Diploma or GED
- Admission to COCC and TBCC
- WR 115 or Placement into WR 121
- MTH 95
- CIS 120 or CAS 133
- COCC On-line Orientation (available after admission to COCC)
- Current AHA CPR/AED Certification for Healthcare Providers
- Proof of Immunizations (Hepatitis B, MMR, Tdap)
- TB Test (within last year)
- All COCC students enrolled in the Pharmacy Technician program, which includes requirements for practical experience, will have to pass Criminal History Checks (CHC) and/or a urine screen for drugs as a condition of their acceptance into a hospital or retail pharmacy practicum.

Students must provide verification that the prerequisite courses or competencies have been completed. All courses must be passed

with a grade of "C" or better. Students enrolled in these courses during the fall term, must also achieve a final grade of "C" or better in order to begin the program. Failure to do so may result in removal from the program eligibility list.

TBCC PREREQUISITES AND GENERAL EDUCATION COURSES

WR 121	English Composition (F, W)	4
BI 231	Human Anatomy & Phys.I (Fall)	4
BI 232	Human Anatomy & Phys. II (W)	4
BI 233	Human Anatomy & Phys. III (Sp)	4
MP 111	Medical Terminology (Spring)	4
COMM 218	Interpersonal Communications	
PSY 101	Psych of Human Relations (Sp)	
BA 285	Human Relations - Orgs	3
CAS 133	Basic Computer Skills (F, W)	4
	or	
CIS 120	Computer Concepts I (W)	4

COCC PHARMACY COURSES*

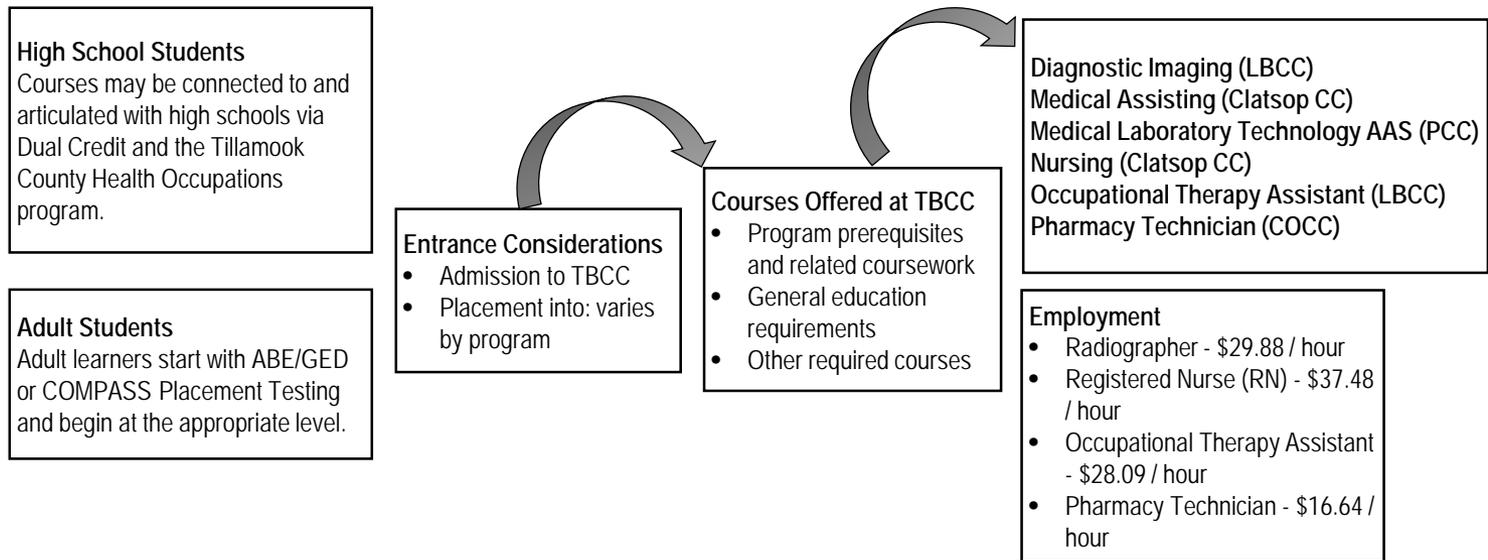
PHM 100	Introduction to Pharmacy Tech	3
PHM 101	Law and Ethics for Pharmacy Technicians	3
PHM 120	Drug Class and Therapeutics I	3
PHM 110	Pharmacy Calculations	3
PHM 130	Drug Class and Therapeutics II	3
PHM 140	Pharmacy Tech Procedures	4
PHM 181	Pharmacy Tech Seminar	1
	or	

PHM 190	Practicum I Hospital/Inst (Su)	3
PHM 191	Practicum II Retail/Community (Su)	3

*Pharmacy courses must be taken in sequence of terms. Terms indicated as Fall (F), Winter (W), Spring (Sp), Summer (Su).

**Pharmacy Technician Certificate:
44 credits**

MOVE AHEAD IN A HEALTHCARE PATHWAY



GENERAL EDUCATION COURSE LISTINGS

Candidates for the Associate of Arts Oregon Transfer (AAOT) may use any course listed in the AAOT column below to satisfy the required discipline studies requirements. **The AAOT also requires cultural literacy. AAOT cultural literacy courses are designated by a “#” in the AAOT column.**

Candidates for the Associate of Science Oregon Transfer in Business (ASOT) may use any courses in the ASOT Business column listed below to satisfy the distribution requirements.

Candidates for the Associate of Applied Science (AAS) and the Associate of Science (AS) and the Associate of General Studies (AGS) may use any of the courses in the AAS, AS, AGS column listed below to satisfy the distribution requirements.

ARTS AND LETTERS COURSES				
COURSE	TITLE	AAS, AS, AGS	AAOT	ASOT-Business
ART 101	Understanding Architecture	X	X	X
ART 102	Understanding the Visual Arts	X	X	X
ART 103	Understanding New Media Arts	X	X	X
ART 115	Basic Design - 2D Foundations	X	X	X
ART 116	Basic Design – Color Foundations	X	X	X
ART 117	Basic Design – 3D Foundations	X	X	X
ART 131	Introduction to Drawing	X	X	X
ART 140	Introduction to Art	X	X	X
ART 181	Painting I	X	X	X
ART 204	History of Western Art	X	X	X
ART 205	History of Western Art	X	X	X
ART 206	History of Western Art	X	X	X
ART 210	Women in Art	X	X#	X
ART 231	Drawing	X	X	X
ART 240	Digital Photography	X	X	X
ART 270	Printmaking	X	X	X
ART 279	Experimental Media	X	X	X

ARTS AND LETTERS COURSES				
COURSE	TITLE	AAS, AS, AGS	AAOT	ASOT-Business
ART 281	Painting II	X	X	X
ART 284	Watercolor I	X	X	X
ART 287	Watercolor II	X	X	X
COMM 100	Intro to Speech Communication	X	X	X
COMM 111	Public Speaking	X	X	X
COMM 112	Persuasion	X	X	X
COMM 140	Intro to Intercultural Communication	X	X#	X
COMM 214	Interper Comm: Process & Theory	X	X	X
COMM 215	Sm Grp Comm: Process & Theory	X	X	X
COMM 237	Gender and Communication	X	X	X
ENG 104	Introduction to Literature (Fiction)	X	X	X
ENG 105	Introduction to Literature (Drama)	X	X	X
ENG 106	Introduction to Literature (Poetry)	X	X	X
ENG195	Film Studies: Film as Art	X	X	X
ENG 196	Film Studies: Directors	X	X	X
ENG 197	Film Studies: Themes and Genres	X	X	X
ENG 204	Survey of English Literature	X	X	X
ENG 205	Survey of English Literature	X	X	X

GENERAL EDUCATION COURSE LISTING

ARTS AND LETTERS COURSES				
COURSE	TITLE	AAS, AS, AGS	AAOT	ASOT-Business
ENG 215	Literature of Genocide	X	X#	X
ENG 222	Images of Women in Literature	X	X#	X
ENG 250	Intro to Folklore & Mythology	X	X#	X
ENG 253	American Literature to 1865	X	X	X
ENG 254	American Literature from 1865	X	X	X
ENG 260	Intro to Women Writers	X	X#	X
FR 101	First Year French	X		
FR 102	First Year French	X		
FR 103	First Year French	X		
FR 201	Second Year French	X	X	X
FR 202	Second Year French	X	X	X
FR 203	Second Year French	X	X	X
J 201	Mass Media and Society	X	X	X
J 216	News Reporting and Writing	X	X	X
MUS 105	Music Appreciation	X	X	X
MUS 108	Music Cultures of the World	X	X#	X
MUS 205	Introduction to Jazz History	X	X#	X
MUS 206	Intro to History of Rock Music	X	X	X
PHL 201	Being and Knowing	X	X	X

ARTS AND LETTERS COURSES				
COURSE	TITLE	AAS, AS, AGS	AAOT	ASOT-Business
PHL 202	Ethics	X	X	X
PHL 209	Business Ethics	X	X	X
SPA 101	First Year Spanish-First Term	X		
SPA 102	First Year Spanish-Second Term	X		
SPA 103	First Year Spanish-Third Term	X		
SPA 150	First Year Spanish	X		
SPA 151	First Year Spanish	X		
SPA 201	Second Year Spanish-1st Term	X	X	X
SPA 202	Second Year Spanish-2nd Term	X	X	X
SPA 203	Second Year Spanish-3rd Term	X	X	X
SPA 250	Second-Year Spanish	X	X	X
SPA 251	Second-Year Spanish	X	X	X
WR 222	Writing Research Papers	X	X	X
WR 240	Creative Writing (Nonfiction)	X	X	X
WR 241	Creative Writing (Fiction)	X	X	X
WR 242	Creative Writing (Poetry)	X	X	X
WR 243	Creative Writing (Script Writing)	X	X	X

GENERAL EDUCATION COURSE LISTING

SOCIAL SCIENCES				
COURSE	TITLE	AAS, AS, AGS	AAOT	ASOT-Business
ATH 101	Intro to Physical Anthropology	X	X	X
ATH 102	Intro to Archaeology & Prehistory	X	X	X
ATH 103	Intro to Cultural Anthropology	X	X	X
BA 208	Intro to Non Profits and Phil	X	X	X
EC 200	Prin Econ: Intro, Inst & Phil	X	X	X
EC 201	Prin Econ: Microeconomics	X	X	X
EC 202	Prin Econ: Macroeconomics	X	X	X
GEO 105	Human Geography	X	X#	X
GEO 106	Geog of the Developed World	X	X#	X
GEO 107	Geog of the Developing World	X	X#	X
HST 101	West Civ: Ancnt to Mediev	X	X#	X
HST 102	West Civ: Med to Modern	X	X#	X
HST 103	Western Civ: Modern Europe	X	X#	X
HST 104	Hst of the Middle East	X	X#	X
HST 105	Hst of India & S. Asia Region	X	X#	X
HST 106	Hst East Civ: East Asia	X	X#	X
HST 201	History of the U.S. -I	X	X#	X
HST 202	History of the U.S. -II	X	X#	X
HST 203	History of the U.S. -III	X	X#	X
HST 218	Native American History	X	X#	X
HST 225	Hst of Women, Sex, & The Family	X	X	X
HST 240	Oregon History	X	X#	X
HST 246	Religion in U.S. to 1840	X	X#	X
HST 247	Religion in U.S. since 1840	X	X	X
HST 285	The Holocaust	X	X	X
PS 201	US Gov. Foundation and Principles	X	X	X
PS 202	US Govt: Institution & Policies	X	X	X
PS 203	State and Local Government	X	X	X

SOCIAL SCIENCES				
COURSE	TITLE	AAS, AS, AGS	AAOT	ASOT-Business
PS 204	Comparative Political Systems	X	X#	X
PSY 101	Psychology and Human Relations	X	X	X
PSY 201A	Intro to Psychology -Part 1	X	X#	X
PSY 202A	Intro to Psychology -Part 2	X	X#	X
PSY 214	Introduction to Personality	X	X	X
PSY 215	Human Development	X	X	X
PSY 216	Social Psychology	X	X	X
PSY 222	Family & Intimate Relationship	X	X#	X
PSY 239	Intro to Abnormal Psychology	X	X	X
PSY 240	Personal Awareness and Growth	X	X	X
SOC 204	Soc in Everyday Life	X	X#	X
SOC 205	Soc Change in Societies	X	X	X
SOC 206	Social Problems	X	X#	X
WS 101	Women's Studies	X	X#	
WS 201	Women of the World	X	X#	
WS 202	Women Working for Change	X	X#	

GENERAL EDUCATION COURSE LISTING

MATH, SCIENCE, COMPUTER SCIENCE COURSES				
* Denotes biological or physical science with lab				
COURSE	TITLE	AAS, AS, AGS	AAOT	ASOT-Business
BI 101	Biology*	X	X	X
BI 102	Biology*	X	X	X
BI 103	Biology*	X	X	X
BI 112	Cell Biology for Health Occs*	X	X	X
Bi 160	Ecology/Field Biology: Coast	X	X	X
BI 202	Botany*	X	X	X
BI 211	Principles of Biology I*	X	X	X
BI 212	Principles of Biology II*	X	X	X
BI 213	Principles of Biology III*	X	X	X
BI 222	Human Genetics	X	X	
BI 231	Human Anatomy & Physiology I*	X	X	X
BI 232	Human Anatomy & Physiology II*	X	X	X
BI 233	Human Anatomy & Physiology III*	X	X	X
BI 234	Microbiology*	X	X	X
CH 100	Fundamentals for Chemistry*	X	X	X
CH 104	Allied Health Chemistry I*	X	X	X
CH 105	Allied Health Chemistry II*	X	X	X
CH 106	Allied Health Chemistry III*	X	X	X
CH 221	General Chemistry I*	X	X	X
CH 222	General Chemistry II*	X	X	X
CH 223	General Chemistry III*	X	X	X
CIS 120	Computer Concepts I	X		
CIS 121	Computer Concepts II	X		
CIS 122	Software Design	X		
G 160	Geology: Oregon Coast	X	X	X
G 201	Physical Geology*	X	X	X
G 202	Physical Geology*	X	X	X
G 203	Historical Geology*	X	X	X

MATH, SCIENCE, COMPUTER SCIENCE COURSES				
* Denotes biological or physical science with lab				
COURSE	TITLE	AAS, AS, AGS	AAOT	ASOT-Business
G 207	Geology of the Pacific N.W.	X	X	
G 208	Volcanoes and Their Activity	X	X	
G 209	Earthquakes	X	X	
GS 106	Physical Science (Geology)*	X	X	X
GS 107	Physical Science (Astronomy)*	X	X	X
GS 108	Physical Science (Oceanography)*	X	X	X
GS 109	Physical Science (Meteorology)*	X	X	X
MTH 105	Explorations in Mathematics	X	X	
MTH 111	College Algebra	X	X	
MTH 112	Elementary Functions	X	X	
MTH 211	Foundations of Elem Math I	X	X	
MTH 212	Foundations of Elem Math II	X	X	
MTH 213	Foundations of Elem Math III	X	X	
MTH 241	Calc for Mgmt, Life/Social Sci	X	X	
MTH 243	Statistics I	X	X	
MTH 244	Statistics II	X	X	
MTH 251	Calculus I	X	X	
MTH 252	Calculus II	X	X	
MTH 253	Calculus III	X	X	
MTH 254	Vector Calculus I	X	X	X
PHY 101	Fundamentals of Physics I*	X	X	X
PHY 102	Fundamentals of Physics II*	X	X	X
PHY 103	Fundamentals of Physics III*	X	X	X
PHY 201	General Physics *	X	X	X
PHY 202	General Physics *	X	X	X
PHY 203	General Physics *	X	X	X
* Denotes biological or physical science with lab				

COURSE DESCRIPTIONS

Courses listed in alphabetical order. A number below 100 indicates a support course. These courses are not usually transferable. TBCC is committed to offering instruction providing students with the opportunity for self-improvement, entry level employment skills and to complete the first two years of a baccalaureate degree. The prefixes describe the primary intent of the course offered.

Lower Division Collegiate (LDC) Course

Codes (Only course numbers 100-299 are LDC at TBCC)

ART: Art
 ATH: Anthropology
 BA: Business Administration**
 (except BA 255)
 BI: Biology
 CG: Career Guidance and Student Success
 CH: Chemistry
 CJA: Criminal Justice (except 115, 199A,
 230, 244-247, 299B-D)
 COMM: Communications
 EC: Economics
 ED: Education (Except 102-116, 161-171,
 208, 218, 260, 263, 290)
 ENG: English
 ENGR: Engineering
 FN: Foods and Nutrition (only 225 and 270)
 FR: French
 G: Geology
 GE: General Engineering
 GEO: Geography
 GS: General Science
 HE: Health
 HST: History
 LIB: Library
 MTH: Mathematics

MUS: Music
 PE: Physical Education (except PE 10)
 PHL: Philosophy
 PHY: Physics
 PS: Political Science
 PSY: Psychology
 RD: Reading
 SOC: Sociology
 SPA: Spanish
 WR: Writing**
 WS: Women's Studies

Career and Technical Courses*

AG: Agriculture
 ANS: Animal Science
 APR: Apprenticeship
 BA: Business Administration (BA 255 only)
 CA: Culinary Arts
 CAS: Computer Applications
 CJA: Criminal Justice
 DRF: Drafting
 ELT: Electrical Trades
 EMS: Emergency Medical Technician
 ESR: Environmental Studies
 FN: Foods and Nutrition
 FOR: Forestry
 FST: Food Science Technology
 FW: Fish & Wildlife

HC: Health Careers
 HORT: Horticulture
 HTM: Hospitality, Tourism, Recreation
 Management
 IMT: Industrial Maintenance Technology
 J: Journalism
 MCH: Machine Manufacturing Technology
 MP: Medical Professions
 MSD: Managerial Skills Development
 NAT: Natural Resources
 OS: Office Systems
 SOIL: Soil Science
 WLD: Welding Technology

*Many career and technical courses are applicable to the baccalaureate degree. Check with the BA/BS-granting institution.

COURSE DESCRIPTIONS

AG - Agriculture

AG 111 Computers in Agriculture, 3 Cr. - Agriculture examples and problems utilized as a basis for the material in this course. Provides hands-on experience in the areas of word processing, e-mail, spreadsheets, data base, presentation and web site development.

AG 211 Survey and Construction, 3 Cr. - Land measurement and leveling as applied to agricultural uses. Concrete and agricultural building construction including the use of construction power tools, selection of materials and cost estimating.

AG 221 Metals and Welding, 3 Cr. - Practices of metal working including the use of metal working machines, metal identification, heat treating and metal properties. Fabrication of metals including arc and oxy-acetylene welding and cutting. Additional supply fee may be required.

AG 225 Organic Waste Management, 2 Cr. - Management and treatment of animal manure and organic waste, i.e., bio-waste. Provides insight and hands-on experience in the functionality of environmental technologies for the treatment of bio-waste.

ANS – Animal Science

ANS 121 Introduction to Animal Science, 4 Cr. - Principles of breeding, physiology, nutrition and management as they apply to modern livestock and poultry production.

ANS 215 Beef/Dairy Industries, 3 Cr. - Introduction to beef and dairy industries; history, current industry status, and demonstration and practice of basic husbandry skills. Prerequisite: ANS 121.

ANS 230 Dairy Cattle Evaluation, 3 Cr. - Phenotypic evaluation of dairy cattle in relation to the productive life of the animals as well as efficiency and the economic impact on dairy producers. Labs consist of students spending time cow-side evaluating animals via knowledge gained from lectures. Cow anatomy will be mastered, value of type traits will be learned, differentiation of dairy breeds will be understood, and oral presentation skills honed. Prerequisite: ANS 121.

ANS 231 Livestock Evaluation, 3 Cr. - Visual appraisal of market and breeding classes of beef cattle, sheep, and swine. Live animal and carcass comparisons. Prerequisite: ANS 121
Recommended: ANS 230.

APR – Apprenticeship

APR 100 Exploring Trades & Apprenticeship, 1 Cr. - Explores career opportunities within the Trades. Includes traditional careers and new opportunities in fields such as Renewable Energy and Sustainability. Introduces resources for assisting students in identifying skills needed to succeed in these fields.

APR 121 Introduction to Electricity and Circuits, 3 Cr. - Covers general atomic theory, electron flow in conductors, calculation of Ohms law when determining the values of voltage, current, resistance and power in series, parallel and combination

electrical circuits. Covers sizing and the application of conductors and the concept of Voltage Drop in electrical circuits. Additional supply fee may be required.

APR 122 AC/DC Motors Principles, 3 Cr. - Covers the basic principles of alternating current, direct current, and electromagnetism as applied to generators, and alternating current and direct current motors, including the concepts of inductance, inductive reactance, capacitors, capacitive reactance. and their effects upon alternating current circuits. Prerequisite: APR 121. Additional supply fee may be required.

APR 123 AC Theory for Motors/Transformers, 4 Cr. - Focuses on alternating current power distribution, transformers, motors, storage cells, solid state semiconductor devices, and Delta/Wye three phase motor winding connections as applied to the heavy industrial environment. Prerequisite: APR 122. Additional supply fee may be required.

APR 124 Electrical Systems Operations, 3 Cr. - Covers use of alternating current measure instruments, test equipment, advanced motor theory, blueprint reading, electrical related materials, AC systems, advanced transformer theory, lighting, grounding and bonding, contractors, relays and general installation requirements to meet code specifications. Prerequisite: APR 123. Additional supply fee may be required.

APR 125 Electrical Circuits Wiring Methods, 3 Cr. - Covers residential and commercial lighting, fixtures, and ballast in detail. Includes conductor selection,

COURSE DESCRIPTIONS

overcurrent, protection, motor maintenance, calculations, controls, troubleshooting, services, construction upgrades, wire methods, tagout, lockout and appliances. Covers series, branch, and parallel circuits in detail, and the basic use of a multimeter to check for voltage, current, and resistance. Prerequisites: APR 124. Additional supply fee may be required.

APR 126 Electrical Systems Installation/NEC, 3 Cr. - Covers standby electrical systems, temporary electrical services, fire alarm systems, specialty systems, advanced controls, heat tracing, freezing protection, installation practices, and what constitutes a low voltage and limited energy circuit as per the NEC and the requirements for each. Prerequisites: APR 125. Additional supply fee may be required.

APR 201 Electrical Motor Controls, 2 Cr. - Provides knowledge and skills needed to design, install, maintain, service and troubleshoot electric motors. Focuses on the operation and installation of control systems, specifically motor starters and controllers. Electromagnetic controls, motors and transformers will also be covered. Lab activities will utilize electrical test equipment to analyze electric motor control malfunctions. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. APR 201 and ELT 201 cannot both be taken for credit.

APR 221 Advanced AC Circuitry, 3 Cr. - Includes the theory of alternating current and power. Also includes alternating current, resistance in AC circuits, inductance and inductive reactance, capacitance and

capacitive reactance, power factor correction, power in AC circuits, vector analysis and three phase connections and calculations. Prerequisites: APR 124. Additional supply fee may be required.

APR 222 Hazardous Locations, 3 Cr. - Includes introduction to hazardous locations, Class I, II, III installations, commercial garages-repair and storage, aircraft hangers, gasoline dispensing and service stations, bulk storage plants, finishing processes and health care facilities. Prerequisite: APR 221. Additional supply fee may be required.

APR 223 Motor Control Operations including PLC's, 3 Cr. - Reviews basic motor controls and progresses to moderately complex machine controls. Includes fundamentals of motor control, control of motor starting, control components, programmable controllers, pilot devices, control circuit diagrams, solid state logic and diagrams, development of control circuits and troubleshooting electrical controls. Prerequisite: APR 222. Additional supply fees may be required.

APR 224 Electrical Code - Level 1, 4 Cr. - Emphasizes the use and understanding of the National Electrical Code. Assists plant maintenance electricians in preparing for the state electrical exam. Topics include grounding, motors, wiring methods, overcurrent protection, branch circuits, calculations, feeders and specialty codes. Prerequisite: APR 223. Additional supply fee may be required.

APR 225 Electrical Code - Level II, 4 Cr. - Emphasizes the use and understanding of the NEC. Topics include cable, raceway, busway, cablebus,

switches, panel boards, lighting, heating equipment, transformers and the taking of practice exams. Prerequisites: APR 224. Additional supply fee may be required.

APR 226 Electrical Code - Level III, 4 Cr. - Emphasizes the use and understanding of the NEC. Topics include code articles, OARs, supplemental code reference materials, calculations and practice exams. Completion of the series prepares the student apprentice to become a licensed Manufacturing Plant Electrician Journey person. Prerequisite: APR 225. Additional supply fee may be required.

APR 230 National Electrical Code I, 3 Cr. - Instructs the electrical professional where and how to find required information in the NEC book, demonstrating how the various articles work together to provide complete information on a subject. Most code articles (90 through 450) will be explained in detail. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. APR 230 and ELT 230 cannot both be taken for credit. Additional supply fees may be required.

APR 231 National Electrical Code II, 3 Cr. - Prepares electricians for state examination as prescribed by Oregon State Building Codes Division. Includes code explanations and applications. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. APR 231 and ELT 231 cannot both be taken for credit. Additional supply fees may be required.

COURSE DESCRIPTIONS

ART – Art

ART 101 Understanding Architecture, 4 Cr. - Introduces aesthetic, historical, and critical issues of architecture. Presents buildings, gardens, fountains, malls and public spaces in terms of experiencing, appreciating and understanding roles of architecture in the urban world and as reflections of human interaction with the socio-political and physical environment. The series 101, 102, 103 may be taken in any order. Prerequisites: WR 115, RD 115 and MTH 20 or placement above these levels. Additional supply fee may be required. *Arts and Letters*

ART 102 Understanding the Visual Arts, 4 Cr. - Introduces aesthetic, historical, and critical issues of the visual arts. Presents aspects of drawing, painting, sculpture and craft in terms of experiencing, appreciating and understanding their roles in our lives. The series ART 101, 102, 103 may be taken in any order. Prerequisites: WR 115, RD 115 and MTH 20 or placement above these levels. Additional supply fee may be required. *Arts and Letters*

ART 103 Understanding New Media Arts, 4 Cr. - Introduces aesthetic, historical, and critical issues of new media arts and design. Presents aspects of printmaking, photography, graphic design, video, film, performance, installation, and other forms of time-based art in terms of experiencing, appreciating, and understanding their roles in our lives. The series ART 101, 102, 103 may be taken in any order. Prerequisites: WR 115, RD 115 and MTH 20 or placement above these levels. Additional supply fee may be required. *Arts and Letters*

ART 115 Basic Design - 2D Foundations, 3 Cr. - Introduces two dimensional black and white foundations with studio experience centered on creative problem solving. Develops perceptual awareness and understanding. Establishes critical skills and personal artistic vision. Investigates a broad range of materials, techniques, and projects to explore black and white design concepts with reference to historical and contemporary perspectives. Basic Design series 115, 116, and 117 may be taken in any sequence. Additional supply fee may be required. *Arts and Letters*

ART 116 Basic Design-Color Foundations, 3 Cr. - Introduces color foundations with studio experience centered on creative problem solving. Develops perceptual awareness and understanding. Establishes critical skills and personal artistic vision. Investigates a broad range of materials, techniques, and projects to explore color design concepts with reference to historical and contemporary perspectives. Basic Design series 115, 116, and 117 may be taken in any sequence. Additional supply fee may be required. *Arts and Letters*

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

ART 131 Introduction to Drawing, 3 Cr. - Explores basic perceptual drawing techniques and tools as well as the development of the language of drawing in historical and contemporary contexts. Develops critical skills for sighting, measuring, designing, and constructing in drawing. May be taken three times for credit. Additional supply fee may be required. *Arts and Letters*

ART 140 Digital Photography I, 3 Cr. - Introduces digital photography as it relates to creative arts, history, media, and culture in both a historical and contemporary context. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. Requires access to a camera with manual exposure controls. DSLR (digital single-lens-reflex) cameras are preferred. May be taken 3 times for credit. Additional supply fee may be required. *Arts and Letters*

ART 181 Painting I, 3 Cr. - Explores basic studio painting techniques, materials, and concepts while addressing historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Recommended: ART 116. Additional supply fee may be required. *Arts and Letters*

ART 198 Special Topics in Art, 1 Cr. - A variable topics course offering special classes and workshops in art and in art history. Course affords novel opportunity to explore out-of-the-ordinary skills, themes, and subjects including art travel. Additional supply fee may be required. *Arts and Letters*

COURSE DESCRIPTIONS

ART 204 History of Western Art I, 4 Cr. - Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment of a particular era. Objectives center on viewing, analyzing, and comparing many art forms in a historical context, and covers the Paleolithic, Ancient Near Eastern, and Aegean cultures, beginning about 30,000 BCE. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

ART 205 History of Western Art II, 4 Cr. - Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Focuses on viewing, analyzing, and comparing many art forms in a historical context, and covers Late Antiquity, Early Christian, and Medieval periods, beginning about 500 BCE. Prerequisites: WR 115, RD 115 and MTH 20 or placement above these levels. *Arts and Letters*

ART 206 History of Western Art III, 4 Cr. - Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Focuses on viewing, analyzing, and comparing many art forms in an historical context, and covers the Renaissance and Baroque periods, beginning about 1300 CE. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

ART 210 Women in Art, 4 Cr. - Covers the work of women artists from antiquity to the present. Examines works of the most important women artists from each period in relation to the changing roles of women in society and to the canon of art history. Prerequisites:

WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

ART 231 Drawing, 3 Cr. - Deepens basic perceptual drawing techniques and tools as well as the understanding of the language of drawing in historical and contemporary contexts. Further develops critical skills for sighting, measuring, designing, and constructing in drawing. Prerequisite: Three terms of ART 131 or instructor permission. May be taken three times for credit. Additional supply fee may be required. *Arts and Letters*

ART 240 Digital Photography II, 3 Cr. - Explores the boundaries of digital photography to include a more personal practice while placing work within a historical, social, and cultural context. Establishes critical skills necessary to expand perceptual and visual cultural awareness by using a broad range of intermediate digital processes and concepts. Initiates development of a professional photographic practice. Requires access to a camera with manual exposure controls. DSLR (digital single-lens-reflex) cameras are preferred. Prerequisite: Three terms of ART 140 or instructor permission. Additional supply fee may be required. *Arts and Letters*

ART 279 Experimental Media, 3 Cr. - Students are introduced to and explore ways of seeing and creating that acknowledge personal artistic intentions. Studio experience examines various 2-D and 3-D experimental media and processes used to develop and encourage creative problem solving. The conceptual framework for critical analysis is structured with regard to contemporary and historical art making. Course intended for students willing to

formulate their own artistic directions. May be taken 3 times for credit. Additional supply fee may be required. *Arts and Letters*

ART 281 Painting II, 3 Cr. - Explores ways of seeing and elaborates on developed painting techniques, materials, and personal practice while relating to historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory. Prerequisites: Three terms of ART 181 or instructor permission. May be taken three times for credit. Additional supply fee may be required. *Arts and Letters*

ART 284 Water Media I, 3 Cr. - Explores basic studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Recommended: ART 131. Additional supply fee may be required. *Arts and Letters*

ART 287 Water Media II, 3 Cr. - Explores intermediate and more advanced studio watercolor painting techniques, materials, personal practice, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with advanced art theory. Prerequisite: Three terms of ART 284 or instructor permission. May be taken three times for credit. Additional supply fee may be required. *Arts and Letters*

COURSE DESCRIPTIONS

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 the human fossil record, as well as the diversity and commonality of present and past populations of humankind. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

ATH 102 Introduction to Archaeology and Prehistory, 4 Cr. - Introduces methods and techniques used by archeologists to study the development of human culture. Provides a survey of world prehistory, while emphasizing the development of social complexity and the origins of agriculture that precede both new and old world civilizations. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

ATH 103 Introduction to Cultural Anthropology, 4 Cr. - Examines modern human cultures. Analyzes a variety of ethnographic examples from various world societies to understand the diverse aspects of language, technology, economy, social structure, governance, religion, world views, and expressive aspects of life. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

ATH 298 Independent Study: Anthropology, 3 Cr. - Individualized, advanced study in areas of anthropology not considered in other courses, to meet special interests or program requirements.

Complete a term project and readings approved by the instructor. Recommended: Prior study in anthropology and instructor permission. *Social Sciences*

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. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

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

BA 114 Financial Survival, 1 Cr. - Provides basic information and strategies to empower individuals to make positive decisions about funding their education and establishing control over their financial lives, leading to financial independence and reduced life stress. Topics include student financial aid and funding college, budgeting, wise use of credit, controlling debt, basic financial planning, effective financial decision making, and avoiding financial mistakes and pitfalls. BA 114 and CG 114 cannot both be taken for credit. Prerequisite: WR 90, RD 90, and MTH 20 or placement above these levels.

BA 120 Project Management Fundamentals, 3 Cr. - Foundational course in project management. Students gain a thorough grounding in project management principles and techniques, including project life cycle, chartering, stakeholder management, work/task breakdown, network diagram and critical path, contingency planning, resource allocation, and project monitoring and reporting. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. Recommended: BA 101.

BA 131 Introduction to Business Technology, 4 Cr. - Covers computer concepts and the use of information technology in business organizations including the use of word processing, spreadsheet, and presentation software. Includes introduction to hardware, software, databases, system development, and tools that businesses use for communication and collaboration. Includes appreciating the value of ethical conduct in a business/computer environment and the impact of technology on industry and society. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

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

COURSE DESCRIPTIONS

BA 203 Introduction to International Business, 3 Cr. - Explores processes of international trade, whether the company is an importer, exporter, or a multinational firm. Forms a basis for further study and specialization in the international business field. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 205 Business Communication, 4 Cr. - Focuses on using current technology to create, revise, and design business documents: letters, memos, e-mail, reports, minutes, simple instructions, and resumes. Incorporates the use of library and Internet resources to collect information. In addition, students will deliver oral presentations using presentation tools. Recommended: WR 121, BA 101, BA 131, CAS 133, or computer literacy. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 206 Management Fundamentals, 3 Cr. - Introduces business management theory, including the basic functions of planning, organizing, directing, leading, and controlling as well as factors contributing to change in current management approaches. Recommended: BA 101. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

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

performance. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 208 Introduction to Nonprofits and Philanthropy, 4 Cr. - Surveys the role of the nonprofit and voluntary organizations in American society including the history, theory, and challenges of the third sector. Includes a service learning project where students serve as philanthropists to their local community. Recommended: BA 101. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 211 Principles of Accounting I, 3 Cr. - Introduces financial accounting theory, including the accounting cycle, analysis and recording of transactions, and reporting financial information in accordance with generally accepted accounting principles. Recommended: MTH 60 and BA 111. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 212 Principles of Accounting II, 3 Cr. - Continues the presentation of accounting fundamentals introduced in BA 211. Introduces statement of cash flows and financial statement analysis. Prerequisite: BA 211.

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

BA 218 Personal Finance, 3 Cr. - Studies role of the consumer in our economy, problems of financing family and individual needs, including budgeting, banking relationships, charge accounts, installment buying, insurance, wills, real estate investing, and personal taxes. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 222 Financial Management, 3 Cr. - Covers basic financial concepts and practices and includes analysis of company resources, types and sources of financing, forecasting and planning methods, and the roles of the money and capital markets. Recommended: BA 212; MTH 60. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 223 Principles of Marketing, 4 Cr. - Provides a general knowledge of marketing, emphasizing marketing mix elements and target markets for consumer and industrial products, marketing strategies, customer behavior, market planning, and promotion. Recommended: BA 101. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

COURSE DESCRIPTIONS

BA 224 Human Resource Management, 3 Cr. - Attention is given to human behavior, employment, employee development, performance appraisal, wage and salary administration, employment and job rights, discipline and due process, and labor management relations. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

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

BA 227 Business Law II, 3 Cr. - Discusses fundamental concepts, principles, and rules of law that apply to business organizations. Includes agency, property law, sales transactions, partnerships, corporations, and government regulations. Recommended: BA 226. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 228 Quickbooks: Computer Accounting Applications, 3 Cr. - Introduces double-entry, full integrated computerized general ledger software. Topics include general ledger, accounts receivable, accounts payable, payroll, fixed assets, bank reconciliations, and inventory. Recommended: BA 111 or BA 211 and CAS 133. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 234 International Marketing, 3 Cr. - Covers nature and concepts of international marketing including techniques for identifying potential markets and assessing uncontrollable elements such as economic, political, and socio-cultural environmental factors. International marketing strategies related to product/service, pricing, promotion, and distribution are examined. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 238 Sales, 3 Cr. - Offers a blend of practicality and theory on industrial, commercial, and retail sales. Demonstrates and practices basic sales techniques, explores communication and motivation as they relate to selling, and examines the function of sales relative to the total marketing program. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 239 Advertising, 3 Cr. - Covers the basics of planning, creating, using, and placing advertising in the business world. Reviews entire field of advertising as basis for students who select advertising as a career or as an integral part of a marketing program. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 240 Nonprofit Financial Management & Accounting, 4 Cr. - Develops conceptual foundation underlying financial management and accounting procedures, records, and statements for non-profit organizations. Prerequisites: BA 111 or BA 211 or equivalent.

BA 242 Introduction to Investments, 3 Cr. - Studies popular investment vehicles: what they are, how they can be utilized, and the risk and return

possibilities. Emphasizes stocks and bonds, mutual funds, options, and real estate. Examines securities exchanges and the functions of the broker. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 249 Principles of Retailing and E-tailing, 3 Cr. - Covers analyzing target market, developing retail marketing mix elements, and reviewing store planning techniques used by retailers. Includes discussions of changing retailing environment and impact of government regulations. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 250 Small Business Management, 3 Cr. - Designed for students and prospective small business owners and managers. Emphasizes the general functions, procedures, and specific subject areas related to initiating, organizing, and operating a successful small business. Specifically prepares the student to develop a business plan for opening a business. Recommended: BA 101. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 251 Office Management, 3 Cr. - Introduces organizing, planning, leading, and controlling functions of an office and the role and responsibilities of the office manager. Recommended: BA 206. Prerequisite: BA 101

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.

COURSE DESCRIPTIONS

BA 277 Business Ethics, 4 Cr. - Introduces contemporary socio-economic and best practices within the business environment with a focus on global, domestic and internal business concerns. Individual and corporate decision-making will be examined in a rational, pragmatic, responsible and decisive manner. Prerequisite: BA 101.

BA 280A Cooperative Education: Business Experience, 3 Cr. - Offers relevant field experience in business environments in one of the following areas: bookkeeping, marketing, management, international business, advertising, banking, purchasing, investment, finance and customer services (sales or credit services). Allows exploration of career options. Course may be repeated for credit up to 12 credits. Prerequisite: Completion of 12 BA credits and instructor permission. Prerequisite/concurrent: BA 280B.

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

BA 285 Human Relations-Organizations, 3 Cr. - Explores interactions in organizations by examining human perceptions, communications, small group dynamics, and leadership. Includes dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, and the challenges of globalization. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels.

BA 290 Business Seminar, 3 Cr. - Capstone course for all emphasis areas in the Associate of Applied Science degree in Business Administration. Provides an opportunity for the student to demonstrate all they have learned in the areas of accounting, management, marketing and operations in the project; communication and technology skills in the presentation. The end result will be a comprehensive project for the student's portfolio that can be used in seeking employment or career advancement. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels and instructor permission.

BI – Biology

BI 101 Biology, 4 Cr. - Introduction to the properties of life, morphology and physiology of cells, cell chemistry, energy transformation, homeostasis and vertebrate organ systems. A laboratory science course designed for non-biology majors. The first course of a three-course sequence. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

BI 102 Biology, 4 Cr. - Presents protein synthesis, cell division, genetics, reproduction and development, and evolution. A Laboratory science course designed for non-biology majors. The second course of a three-course sequence. Prerequisite: BI 101. Additional supply fee may be required. *Math/Science/Computer Science*

BI 103 Biology, 4 Cr. - Presents the evolutionary relationships among the kingdoms. Includes a

comparison of biological systems across kingdoms. A laboratory science course designed for non-biology majors. The third course of a three-course sequence. Prerequisites: BI 101 and BI 102.

Math/Science/Computer Science

BI 112 Cell Biology for Health Occupations, 5 Cr. - Includes the study of the scientific method, cellular chemistry, cell structure and function, principles of inheritance, and laboratory skills. A laboratory science course designed as a prerequisite course for students who plan to take microbiology and/or anatomy and physiology. Prerequisites: WR 115, RD 115, and MTH 65 or placement above these levels. Additional supply fee may be required.

Math/Science/Computer Science

BI 160 Ecology/Field Biology: Coast, 2 Cr. - Field trip experience designed to introduce the relationships among plants, animals and the general geologic formation of various life zones on the Oregon Coast. *Math/Science/Computer Science*

BI 211 Principles of Biology I, 5 Cr. - Includes introduction to science, biochemistry, metabolism, the cell, molecular biology, and reproduction. First course of a three course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Recommended: High school biology and chemistry in the past seven years. Prerequisites: WR 115, RD 115, and MTH 95 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

COURSE DESCRIPTIONS

BI 212 Principles of Biology II, 5 Cr. - Includes inheritance, the genetic code, modern and classical genetics, evolution, diversity, and systematics. May include some dissection of plants and animals. The second course in a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 211. *Math/Science/Computer Science*

BI 213 Principles of Biology III, 5 Cr. - Includes plant and animal anatomy and physiology, and individual, population, community and ecosystem ecology. The third course of a three-course sequence for students majoring in biology and the sciences, including pre-med, pre-dental, chiropractic, pharmacy and related fields. Prerequisite: BI 212. Additional supply fee may be required. *Math/Science/Computer Science*

BI 222 Human Genetics, 3 Cr. - Presents the fundamentals of human genetics. Includes physical basis and mechanics of inheritance, probability, sex chromosomal abnormalities, autosomal anomalies, gene structure and function, molecular genetics, behavioral genetics, twinning and contemporary issues in human genetics. Prerequisites: BI 112 or (BI 101 and BI 102) or (BI 211 or BI 212). *Math/Science/Computer Science*

BI 231 Human Anatomy and Physiology I, 4 Cr. - Introduces chemistry, cells, tissues, the integument, skeletal and muscular systems and nervous tissue. Includes lecture complemented by laboratory work involving microscopy, animal dissection, physiological and computer-based exercises. The

first course of three-course sequence. Prerequisite: BI 112 or (BI 211 and BI 212). Additional supply fee may be required. *Math/Science/Computer Science*

BI 232 Human Anatomy and Physiology II, 4 Cr. - Introduces the nervous, endocrine, cardiovascular and immune systems. Includes lecture complemented by laboratory work involving microscopy, animal dissection, physiological and computer-based exercises. The second course of a three-course sequence. Prerequisite: BI 231 with a "C" or better. Additional supply fee may be required. *Math/Science/Computer Science*

BI 233 Human Anatomy and Physiology III, 4 Cr. - Introduces the respiratory, digestive, urinary, and reproductive systems; metabolism, fluid, and electrolyte balance; embryology and genetics. Includes lecture complemented by laboratory work involving microscopy, animal dissection, physiological and computer-based exercises. The third course of a three-course sequence. Prerequisite: BI 232 with a "C" or better. Additional supply fee may be required. *Math/Science/Computer Science*

BI 234 Microbiology, 5 Cr. - Lecture 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 straining techniques. Recommended: BI 231. Prerequisites: BI 112 or (BI

211 and BI 212). Additional supply fee may be required. *Math/Science/Computer Science*

BI 280A CE: Biology, 1 Cr. - Requires students to make a cooperative education training agreement with an instructor, an employer/supervisor, and a cooperative education specialist. The agreement will clearly define student, employer/supervisor, and instructor information as well as the job description (paid or unpaid) and length of job. The job should involve laboratory or field work associated with biology and/or environmental science and should extend student knowledge of Biology/Environmental Science. Prerequisite: BI 101 or BI 211, and instructor permission. *Math/Science/Computer Science*

BI 298 Biology Independent Study, 1 Cr. - Provides an opportunity for students to work independently on an advanced individualized area of study within biology under the sponsorship and guidance of a biology faculty member. Recommended: Prior study in biology. Prerequisites: Instructor permission. *Math/Science/Computer Science*

CA – Culinary Arts

CA 141 Customer Service in the Hospitality Industry, 2 Cr. - Introduces the student to basic concepts and the importance of customer service in the hospitality industry. Also explores customer expectation and its relationship to the success of the hospitality business.

CA 160 Culinary Theory, 3 Cr. - Introduces the student to the science and art of food. Also provides

COURSE DESCRIPTIONS

a solid background in food production, handling techniques and cooking methods, including how foods react to different cooking methods and techniques. Prepares the student to enter the kitchen with a theoretical understanding of culinary processes and products. Additional supply fee may be required.

CA 165 Culinary Arts Practicum I, 7 Cr. - Allows student to explore and gain proficiency in practical food production. Food handling skills are practiced while operating a small catering business. Food production skills and product knowledge are demonstrated while adhering to quality standards. Additional supply fee may be required.

CA 170 Beverage Server Training, 1 Cr. - Introduces the student to the art and technical aspects of beverage service, including the importance of the legal issues surrounding beverage service. Basic concepts of beverage service as well as the origins of the more common beverages will be discussed. The relationship of beverage service to the success and profitability of the hospitality business will also be introduced. Additional supply fee may be required.

CA 205 Restaurant & Menu Marketing, 4 Cr. - Introduce the concepts and practical aspects of restaurant marketing including the internal marketing of menu items. Additional supply fee may be required.

CA 220 Food and Beverage Cost Control, 4 Cr. - Introduces the concepts and practical application of food costing, food yield computations for purchasing, scaling of recipes, calculation of profit & loss statements, and profitability percentages. Prerequisite: MTH 20. Additional supply fee may be required.

CA 265 Culinary Arts Practicum II, 7 Cr. - Allows student to continue to explore and gain proficiency in practical food production. Advanced food handling skills are practiced while operating a small catering business. Food production skills and product knowledge are demonstrated while adhering to quality standards. Prerequisite: CA 165. Additional supply fee may be required.

CA 270 Food Service Purchasing, 3 Cr. - Introduces the standards for purchasing product in the hospitality industry, the importance of the use of purchasing criteria, and the implementation of a purchasing system. Includes basic concepts of procurement and product selection, and its relationship to the success and profitability of the hospitality business. Prerequisites: CA 165, CA 220. Corequisite: CA 265. Additional supply fee may be required.

CA 275 Nutrition for the Food Service Professional, 3 Cr. - Presents basic nutrition concepts and their relation to the food service industry. Students prepare for, and take, the nutritional certification exam with the National Restaurant Association. Additional fee may be required.

CA 292 Garde Manger & Presentations, 7 Cr. - Explores Garde Manger techniques traditionally used in the "Cold Kitchen." Encompasses decorated buffet presentation pieces and preservation techniques such as salt curing, smoking, and sausage making. Adherence to quality standards and skills demonstration is emphasized. Additional supply fee may be required.

CA 295 Food Operations Supervision, 7 Cr. - Supervision and operation of small food service business. Develops management and supervisory skills with adherence to quality standards. Prerequisites: 27 credits in CA including CA 292, MTH 20. Additional supply fee may be required.

CAS – Computer Applications and Office Systems

CAS 109 Beginning PowerPoint, 1 Cr. - Introduces the basic features of Microsoft PowerPoint, producing multimedia slide shows for presentations to be delivered on a projection system, personal computer, or automated to run independently on a kiosk. Explores informational, educational, business, and personal presentations. Includes animations, transitions, and design. Recommended: RD 90 and WR 90.

CAS 121 Beginning Keyboarding, 3 Cr. - Introduces alphabetic portion of computer keyboard by touch. Uses the numeric portion of the keyboard. Develops and improves basic keyboarding techniques to increase speed and accuracy. Involves production of basic business and academic documents using a word processing application.

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. Additional lab hours may be required. Recommended: Placement into RD 115 or WR 115.

COURSE DESCRIPTIONS

CAS 133 Basic Computer Skills/Microsoft Office, 4 Cr. - Introduces the basic features of Microsoft Office, Windows basics, and file management. Develops familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics. Covers components of the Internet and Computing Core (IC3) program content. Recommended: RD 115, WR 115, and touch keyboarding.

CAS 140 Beginning Access, 3 Cr. - Introduces the basic features of Microsoft Access. Covers beginning database management concepts including tables, forms, reports, queries, and basic macros. Stresses a working knowledge of database management vocabulary. Emphasizes efficient use of Access toolbars and menus. Discusses database design issues.

CAS 170 Beginning Excel, 3 Cr. - Introduces the basic features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry, and academic environments. Includes entering data; creating formulas; professional formatting; creating charts; creating, sorting, and filtering lists; creating and using templates; and working with functions. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it.

CAS 171 Intermediate Excel, 3 Cr. - Introduces advanced features of Excel to design and create accurate, professional worksheets for use in business and industry. Includes financial, logical, statistical, lookup, and database functions; pivot tables; "what-if" analysis with data tables; importing data; complex

graphs; macros; and solver features. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Prerequisite: CAS 170.

CAS 216 Beginning Word, 3 Cr. - Introduces the basics of Microsoft Word to create, edit, and print documents such as letters, memos, and manuscripts; produce multi-page documents; use headers and footers; become familiar with the application's writing tools and basics of enhancing documents; and produce merged copy.

CAS 217 Intermediate Word, 3 Cr. - Introduces intermediate and advanced features of Word to enhance documents through special formatting features such as graphic lines and images, Word Art, and clipart; working with headers and footers in multi-page documents; creating and formatting tables; using advanced merge; creating documents with newspaper columns; and creating and using fill-in forms. Prerequisite: CAS 216.

CG – Career Guidance and Student Success

CG 100 College Survival and Success, 3 Cr. - Provides information and techniques for time, money and self-management, including motivation, goal setting, and accepting personal responsibility for college success. Includes developing skills for navigating a culturally diverse learning environment and utilizing college resources and services.

CG 111C Study Skills For College Learning, 1 Cr. - Introduces information and techniques in notetaking, textbook reading, and taking exams. Develop a study schedule.

CG 112 Stopping Test Anxiety, 1 Cr. - Provides strategies to overcome barriers to effective test-taking to improve overall test performance. Test preparation and test anxiety are examined.

CG 114 Financial Survival for College Students, 1 Cr. - Provides basic information and strategies to empower individuals to make positive decisions about funding their education and establishing control over their financial lives, leading to financial independence and reduced life stress. Introduces funding college, budgeting, wise use of credit, controlling debt, basic financial planning, effective financial decision making, and avoiding financial mistakes and pitfalls. CG 114 and BA 114 cannot both be taken for credit.

CG 130H Introduction to Today's Careers: Health, 2 Cr. - Explores career opportunities in the health professions. The focus will be on the educational and licensing requirements, professional and ethical responsibilities, physical requirements, workplace environment and career pathways of each profession.

CG 140C Career and Life Planning, 1 Cr. - Provides students with the tools needed to make informed career decisions. Students will assess skills, values, interest, and personality toward making a career decision. Provides instruction on how to research career information, gain access to information materials, and methods of exploring careers.

COURSE DESCRIPTIONS

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.

CG 280A Cooperative Education: Career Exploration, 3 Cr. - Students earn credit for learning from practical experience at a worksite related to their major or career goal. Appropriate work experiences provide opportunities for new learning and skill development. May be repeated up to 12 credits.

CG 280B CE: Career Exploration - Seminar, 1 Cr. - The Co-op seminar supplements the Co-op work experience by offering a flexible menu of assignments from which to select a variety of activities. Includes video tapes, selected readings, workshops, lectures and a variety of career related exercises to enhance career development. Department permission required. Co-requisite: CG 280A. Course may be repeated.

CH – Chemistry

CH 100 Fundamentals for Chemistry, 4 Cr. - Introduces chemistry-related topics such as renewable energy, clean air and water and global climate change, using a relatively non-mathematical approach. Includes atomic/molecular structure, the periodic table, chemical bonding, intermolecular forces, chemical reactions, acids/bases, and the social and environmental role of chemistry. A laboratory science course designed for non-science

majors. Prerequisites: WR 115, RD 115, and MTH 65 or placement above these levels.

Math/Science/Computer Science

CH 104 Allied Health Chemistry I, 5 Cr. - Includes general principles of chemistry; atomic structure, mole concept, chemical reactions, stoichiometry, and gas laws. This is the first course of a three course sequence. Designed for students in a health science program, e.g. Nursing, Medical laboratory Technician, Vet Tech, or for a Laboratory science elective. Prerequisite: RD 115, WR 115 and MTH 95. MTH 95 may be taken concurrently. *Math/Science/Computer Science*

CH 105 Allied Health Chemistry II, 5 Cr. - Includes stoichiometry, gases, oxidation-reduction, acid-base concepts, equilibrium, physical and chemical properties of solutions, nuclear chemistry, and organic hydrocarbons. This is the second course in a three course sequence. Prerequisite: CH 104. *Math/Science/Computer Science*

CH 106 Allied Health Chemistry III, 5 Cr. - Includes fundamental principles of organic chemistry and biochemical processes. This is the third course of a three course sequence. Prerequisite: CH 105. *Math/Science/Computer Science*

CH 221 General Chemistry I, 5 Cr. - Introduces measurements, classification and properties of matter, nomenclature, atomic structure and modern atomic theory, periodic table and chemical periodicity, and chemical bonding. Recommended for chemistry and other natural science majors, and preprofessional majors in engineering, medicine and

dentistry. (If students have not successfully completed a high school or a college chemistry class with a lab component in the last 3 years they are encouraged to complete CH 100 before registering.) This is the first course in a three course sequence. Prerequisite: WR 115 and RD 115, MTH 111. MTH 111 may be taken concurrently.

Math/Science/Computer Science

CH 222 General Chemistry II, 5 Cr. - Introduces stoichiometry; chemical reactions and equations; thermo chemistry; physical states of matter including properties of gases, liquids, solids and solutions; an introduction to organic chemistry; and chemical kinetics. This is the second course in a three course sequence. Prerequisite: CH 221. Additional supply fee may be required. *Math/Science/Computer Science*

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

Math/Science/Computer Science

CJA – Criminal Justice

CJA 100 Professions in Criminal Justice, 3 Cr. - Provides overview of the various careers in the public safety professions, including police, corrections, parole and probation, juvenile and adult casework, private security, loss prevention, and private investigator. Prerequisite: WR 115 or placement above this level.

COURSE DESCRIPTIONS

CJA 101 Cultural Diversity in CJ Profession, 3 Cr.

- Provides introduction and familiarization with communication styles, customs, language and behavior patterns of various cultures, ethnic groups, and non-traditional 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. Prerequisite: WR 115 or placement above this level.

CJA 111 Introduction to Criminal Justice System

- **Police, 3 Cr.** - Course designed to provide an overview of the role of police in society. Students will become familiar with general concepts related to law enforcement and be introduced to associated foundations and principles that comprise the criminal justice system. A range of issues and facts relevant to policing will be discussed. Included is historical development of police in America, crime data collection, police organization and structure, the police sub-culture, police and community relations, laws and constitutional limitations on authority. Prerequisite: WR 121 or placement above this level.

CJA 112 Introduction to Criminal Justice System

- **Courts, 3 Cr.** - Focuses on the United States criminal court systems including state, federal, and miscellaneous other jurisdictions. Covers roles and functions of participants in the adjudication process including the prosecutor, defense attorney, defendant, victim, judge, jury, police, and more. Examines various criminal court procedures from arrest and arraignment through trial and sentencing. Prerequisite: WR 115 or placement above this level.

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. Prerequisite: WR 115 or placement above this level.

CJA 114 Introduction to the Juvenile Process, 3 Cr.

- Introduces history and philosophies of juvenile adjudication and corrections. Covers current programs in Oregon available to juveniles who are or have been involved in the justice system. Provides a focus on integrating theories of causation, juvenile law, and procedural requirements. Prerequisites: WR 115 or placement above this level.

CJA 115 Introduction to Jail Operations, 3 Cr.

- Introduces jail operations including security, intake, classification, and other daily procedures concerning inmates. Problems and issues facing contemporary jails will be explored and possible solutions studied. Prerequisites: WR 115 or placement above this level.

CJA 210 Arrest, Search, and Seizure, 3 Cr.

- Covers issues and procedures regarding stops, frisks, searches, and seizures. The Fourth Amendment of the United States Constitution and Article 1, Section 9 of the Oregon State Constitution are discussed. Topics include stops, arrests, privacy issues, search warrants and warrantless searches, and seizures. Case law, current events, and statutory law from the Criminal Code of Oregon are reviewed. Prerequisites: CJA 100, CJA 111 and WR 121.

CJA 211 Civil Liability and Ethics in Criminal Justice, 3 Cr.

- Explores the conduct and ethics of criminal justice practitioners that give rise to civil liability. Particular attention is paid to aspects of risk management to help prevent legal claims. Prerequisites: CJA 100, CJA 111 and WR 121.

CJA 212 Criminal Law, 3 Cr.

- Introduces substantive criminal law including basic principles of criminal liability, constitutional aspects, defenses, and accomplice liability. Elements of specific crimes are covered and court decisions interpreting statutes are analyzed. Prerequisites: CJA 111; WR 121.

CJA 213 Evidence, 3 Cr.

- Explores the rules regarding the use of evidence according to state and federal laws. A wide variety of topics are introduced relating to evidence including collection, preservation, chain of custody, admissibility, and exclusion at trial. Prerequisites: CJA 111; WR 121.

CJA 214 Criminal Investigation, 3 Cr.

- Introduces modern investigative methods, including the collection and preservation of physical evidence, scientific aids, sources of information, interviews, follow-up, and case presentation. Includes techniques of interview and interrogation. Prerequisites: CJA 111; WR 121.

CJA 215 Forensic Science and Criminalistics, 3 Cr.

- Explores how scientific principles help in crime detection and solution. Familiarizes students with analysis of fingerprints, DNA, body fluids, and other evidence that may be contained at a crime scene. Prerequisite: WR 121.

COURSE DESCRIPTIONS

CJA 217 Interviewing and Interrogation, 3 Cr. - Presents knowledge and working skills in the art of interviewing and interrogation. Prerequisites: CJA 100, CJA 111, WR 121.

CJA 218 Criminal Justice Perspectives of Violence and Aggression, 3 Cr. - Explores and analyzes violence and aggression as viewed from biological, psychological, psychiatric, and sociological perspectives. Emphasizes episodically violent individuals, their detection, treatment methods, and violence prevention in the area of crisis intervention. Presents the tools and techniques of crisis intervention through discussion, demonstrations, simulation, and role playing. Prerequisites: CJA 100, WR 121.

CJA 225 Criminal Justice and the U.S. Constitution, 3 Cr. - Provides a broad overview of United States Constitutional Law as it relates to professions in the criminal justice field. Focuses on those Articles and Amendments related to criminal justice that limit government authority. Prerequisites: CJA 111, CJA 112 and WR 121.

CJA 230 Police Report Writing, 4 Cr. - Course is designed to teach students police report writing skills. Emphasized are techniques appropriate to narrative structures necessary for operational police reports. Included are legal aspects, content, organization, and grammar. The focus is to produce a quality police report capable of withstanding courtroom scrutiny. Prerequisite: WR 227; CJA 210 and CJA 212.

CJA 243 Narcotics and Dangerous Drugs, 3 Cr. - Covers history and causes of narcotic and drug

problems, how to identify drug addicts and drug abusers, and how to define and classify various types of narcotics and dangerous drugs. Includes laws and other controls and rehabilitation programs. Prerequisites: CJA 100; WR 121.

CJA 244 Tactical Communication in Crisis Incidents, 3 Cr. - Focuses on police intervention in the lives of people in the midst of an emotional or physical crisis in the manner designed to minimize or prevent violence while gaining control of the situation. Emphasized are verbal and non-verbal communication techniques and skills utilized to calm the client and gain compliance helping to lead to a successful and safe resolution. Prerequisites: WR 115 or placement above this level.

CJA 245 Search Warrant Preparation, 3 Cr. - Covers legal concepts in search warrant preparation and focuses on learning to draft legal documents comprised of probable cause statements and judicial orders. Particular attention is paid to strengthening legal writing and evidence gathering in preparation for warrant application. Prerequisites: CJA 210 and WR 227.

CJA 246 Fish and Wildlife Enforcement, 3 Cr. - Covers fish and game laws and their relation to wildlife management. Focuses on enforcement processes and techniques including investigation, fish and wildlife forensics, evidence handling, proper citation, and report completion in preparation for courtroom presentation. Prerequisites: CJA 111 and WR 121.

CJA 260 Introduction to Correctional Institutions, 3 Cr. - Provides an overview of correctional facilities including prisons, jails, treatment and work release facilities. Introduces the effects of incarceration on inmates and their adaptive strategies. Introduces various intervention modalities and reintegration programs back into the community. Prerequisite(s): CJA 113, WR 121.

CJA 261 Introduction to Probation and Parole, 3 Cr. - Introduces Community Corrections or probation and parole in the management of offender behavior. Discusses management of Community Corrections agencies and community interventions with offenders. Prerequisites: CJA 100, CJA 113.

CJA 262 Introduction to Correctional Treatment, 3 Cr. - Provides an overview of correctional treatment within the criminal justice system. Provides insight into the role and purpose of effective correctional treatment strategies and programs, including the responsibilities of providers and clients. Prerequisites: CJA 100, CJA 113.

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 enable the student to develop counseling techniques. Prerequisites: CJA 100, CJA 113.

CJA 264 Introduction to Corrections Administration, 3 Cr. - Provides an overview of the administration and management of corrections facilities, programs and field services. It provides insight into the role and purpose of effective management strategies for the professional delivery of correctional services. Prerequisites: CJA 100, CJA 113.

COURSE DESCRIPTIONS

CJA 280A Cooperative Education: Criminal Justice, 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 100 and (CJA 111 or CJA 113).

CJA 280B Cooperative Education: Applied Criminal Justice, 1 Cr. - Offered to students employed by a public sector criminal justice agency to increase professional skills and knowledge. Prerequisite: Department permission required. See CJA advisor. Audit available.

COMM – Communication

COMM 100 Introduction to Speech Communication, 4 Cr. - Covers complexities of the communication process. Includes insights into the causes and effects of general communication behaviors, involvement in active exploration of basic communication theories and concepts, and opportunities to develop communication strengths. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

COMM 111 Public Speaking, 4 Cr. - Introduction to speechmaking based primarily on a traditional public speaking approach. Aids students in developing theoretical understanding and practical application of oral communication skills. Also includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisite: MTH 20

or placement above this level, and WR 121. *Arts and Letters*

COMM 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. Prerequisite: COMM 111. *Arts and Letters*

COMM 140 Introduction to Intercultural Communication, 4 Cr. - Explores the nature and impact of different cultures on communication. Includes interactive relationship forms as the basis for global understanding in the classroom, business, or travel. Focus on processing messages with accelerating changes in political, economic, and immigration patterns through individual cultural perceptions. Understand and communicate with people of various cultures. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

COMM 214 Interpersonal Communication: Process and Theory, 4 Cr. - Introduces interpersonal communication in different contexts; focuses on message exchange in person-to-person interactions, emphasizing theoretical principles and their application. Emphasizes the development of various communication skills in interpersonal contexts. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. *Arts and Letters*

COMM 215 Small Group Communication: Process and Theory, 4 Cr. - Problem solving aspects of small group activities. Includes process and task, leadership, verbal and non-verbal messages in the small group, norms and roles, conflict reduction, and decision making. Focuses on theory and practice. COMM 100 recommended. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. *Arts and Letters*

COMM 237 Gender and Communication, 4 Cr. - Examines the similarities and differences in male and female communication styles and patterns. Particular attention given to the implications of gender as social construct upon perception, values, stereotypes, language use, nonverbal communication, and power and conflict in human relationships. Discusses influence of mass communication upon shaping and constructing male and female sex roles. Course fulfills block transfer and cultural diversity requirements and is transferable to state four-year colleges and universities. Prerequisite(s): WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. *Arts and Letters*

DRF – Computer-Aided Design and Drafting

DRF 270 SolidWorks Fundamentals, 3 Cr. - Introduces SolidWorks software as a 3-D design tool. Covers creation, retrieval and modification of 3-D and layout drawings using basic SolidWorks commands. Includes skills needed to create parametric models of parts and assemblies; generate dimensioned layouts; and Bill of Materials of those parts and assemblies. Additional supply fee may be required.

COURSE DESCRIPTIONS

EC – Economics

EC 200 Introduction to Economics, 4 Cr. - Covers six topics areas: Basic economic concepts, microeconomics, macroeconomics, the history of economic ideas, international trade, and a variety of economic issues. Recommended for students who desire a one term survey course. Recommended: MTH 95. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

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; 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. Prerequisites: WR 115, RD 115, and MTH 60 or placement above these levels. *Social Sciences*

EC 202 Principles of Economics: Macroeconomics, 4 Cr. - Covers the overall economy. Includes the basic reasons for and the problems of recession, inflation, and stagflation; the use of monetary, fiscal, and income policies; and other economic management tools. Recommended: MTH 95 and EC 201. Prerequisites: WR 115, RD 115, and MTH 60 or placement above these levels. *Social Sciences*

ELT – Electrical Trades

ELT 125 Basic Programmable Controllers - (PC Based), 2 Cr. - Develops the student's understanding of the complete operation of a variety of programmable controllers. The applications, operations, and programming of P.C.s are the areas of study with the main emphasis on programming (computers will be used as programmers). This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. Additional supply fee may be required.

ELT 126 Intermediate Programmable Controllers (PC Based), 2 Cr. - Presents advanced features of programmable controllers, including designing, monitoring, and editing programs with practical hands-on experience. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. Prerequisites: ELT 125. Additional supply fee may be required.

ELT 225 Advanced Programmable Controllers, 2 Cr. - Covers advanced features of programming controllers including designing, monitoring, troubleshooting, and editing techniques with practical hands-on experience. This class can be used toward Continuing Education Units for Oregon State electrical licensing purposes. Prerequisite: ELT 126. Additional supply fee may be required.

EMS – Emergency Medical Services

EMS 100 Introduction to Emergency Medical Services, 3 Cr. - Covers the roles and responsibilities of the EMT, emergency medical services system,

medical-legal considerations, major incident response, hazardous materials awareness, and stress management.

EMS 105 EMT Part I, 5 Cr. - Part 1 of the 2-part Oregon EMT course. Develops skills for the recognition of symptoms of illness and injuries, and proper procedures of emergency care. Requires current HCP CPR card and completion (through state approved provider) of comprehensive criminal background check, 11-panel drug screen, and immunizations before placement into mandatory clinical observations and ambulance ride-along. Prerequisites: WR 115; MTH 20; RD 90, or placement above these levels. Cost of background check and screening is born by student and payable to authorized service provider. (Details provided first week of class.) Additional supply fee may be required.

EMS 106 EMT Part II, 5 Cr. - Continues EMS 105, Oregon EMT preparation. Includes preparation for state and national certification exams. Requires current HCP CPR card and, if not fulfilled during last 6 months, completion (through state approved provider) of comprehensive criminal background check, 11-panel drug screen, and immunizations before placement into mandatory clinical observations and ambulance ride-along. Prerequisite: Successful completion of EMS 105 at TBCC within the last year. Cost of background check and screening is born by student and payable to authorized service provider. (Details provided first week of class.) Additional supply fee may be required.

EMS 113 Emergency Response Communication/Documentation, 2 Cr. - Covers

COURSE DESCRIPTIONS

principles of therapeutic communication, verbal, written, and electronic communications in the provision of EMS; documentation of elements of patient assessment, care, and transport; communication systems, radio types, reports, codes, and correct techniques. Prerequisite: EMS 106.

EMS 114 Emergency Response Patient Transportation, 2 Cr. - Covers ambulance operations, laws, maintenance and safety, emergency response driving and route planning. Prerequisite: EMS 105.

EMS 115 Crisis Intervention, 3 Cr. - Covers intervention in behavioral crises of sudden death, suicide, rape, murder, vehicle accidents, disease, trauma, and child abuse. Includes resources, supporting behavioral patterns, and handling emotional stress of the individual, as well as coping with emotional conflict within one's self.

EMS 116 Emergency Medical Services Rescue, 3 Cr. - Covers the elementary procedures of rescue practices, systems, components, support, and control of rescue operations, including ladder procedures and basic rescue tools. Introduces techniques and tools of patient extrication, emphasizing application to traffic accidents. Prerequisite: EMS 105.

EMS 118 EMT Medical Terminology, 3 Cr. - Develops familiarity of medical terminology through analysis of roots, prefixes, and suffixes, and Greek and Latin verbs and adjectives. Gives particular attention to terminology describing anatomical structures, diseases, and medical procedures.

EMS 120 Emergency Medical Responder, 3 Cr. - Develops knowledge and skills to provide basic care for trauma, medical and environmental emergencies; evaluation of scene and patients; and appropriate access and use of the Emergency Medical Services System. Must be 16 years of age.

ENG – English

ENG 104 Introduction to Literature (Fiction), 4 Cr. - Enhances enjoyment of various forms of fictional prose, increases understanding of the conventions of fiction and various forms of storytelling, and encourages exploration of the diversity of human experience. Prerequisites WR 115, RD 115, or placement above these levels. *Arts and Letters*

ENG 105 Introduction to Literature (Drama), 4 Cr. - Enhances enjoyment of plays as literature, including tragedies and comedies; increases understanding of the conventions of drama and the theater; and encourages exploration of the diversity of human experience. Prerequisite(s): WR 115 and RD 115 or placement above these levels. *Arts and Letters*

ENG 106 Introduction to Literature (Poetry), 4 Cr. - Enhances enjoyment of poetry, increases understanding of poetic elements, conventions and forms, and encourages exploration of the diversity of human experience. Prerequisites: WR 115 and RD 115 or placement above these levels. *Arts and Letters*

ENG 195 Film Studies: Film as Art, 4 Cr. - Enhances understanding of film through analysis of film history and form. Develops visual literacy and

analytical skills by offering a range of tools to study film. Analyzes ways in which a film may both contribute and react to its time and culture, the techniques by which it was made, and substantiates these observations with examples taken from film tradition and from the film itself. Prerequisite: WR 115 and RD 115 or placement above these levels. *Arts and Letters*

ENG 196 Film Studies: Directors, 4 Cr. - Enhances understanding of film through analysis of directorial decisions and film techniques. Develops visual literacy and analytical skills by offering a range of tools to study any film. Analyzes ways in which directorial decisions may affect an individual film and viewer; situates a film within a director's body of work; analyzes ways in which a film may both contribute and react to its time and culture; and substantiates observations with examples taken from the film tradition and from the film itself. Prerequisite(s): WR 115 and RD 115 or placement above these levels. *Arts and Letters*

ENG 197 Film Studies: Contemporary Themes and Genres, 4 Cr. - Enhances understanding of film through analysis of contemporary film-making, narrative techniques, genres, themes, and critical approaches. Develops visual literacy and analytical skills by offering a range of tools to study any film. Analyzes contemporary film techniques and the ways in which the films may both contribute and react to their time and culture; studies contemporary film theory; and substantiates observations with examples taken from the film tradition and from the film itself. Prerequisite: WR 115 and RD 115 or placement above these levels. *Arts and Letters*

COURSE DESCRIPTIONS

ENG 204 Survey of English Literature: Medieval and Renaissance, 4 Cr. - Literature of the British Isles: Medieval and Renaissance selections, from Beowulf to Shakespeare. Prerequisite(s): WR 115 and RD 115 or placement above these levels. *Arts and Letters*

ENG 205 Survey of English Literature: 17th -19th Century, 4 Cr. - Literature of the British Isles: seventeenth, eighteenth, and early nineteenth century selections, from Donne through the Early Romantics. Prerequisite(s): WR 115 and RD 115 or placement above these levels. *Arts and Letters*

ENG 215 Literature of Genocide, 4 Cr. - Introduces a range of international texts and films pertaining to genocide in order to explore the social, cultural, political, and historical conditions that have led to genocide, the conditions it creates for its victims, and its aftermath. Explores experiences of individuals, later generations, and nations, including issues of exile and reconciliation. Considers memoirs, fiction, poetry, literary nonfiction, documentaries, and feature films created by survivors and others. Prerequisite: WR 115 and RD 115 or placement above these levels. *Arts and Letters*

ENG 222 Images of Women in Literature, 4 Cr. - Explores images of women as they appear in a diverse range in texts from across a variety of cultures and historical periods. Focuses on how both men and women have imagined and represented femininity and femaleness in ways that challenge, reinforce, and/or reconfigure culturally-based perceptions, behaviors and practices. WR 115 and RD 115 or placement above this level. *Arts and Letters*

ENG 250 Introduction to Folklore and Mythology, 4 Cr. - Develops a cross-cultural perspective on myths, mythologies, and folklore from around the world. Explores different theories of the cultural meanings and functions of myth, past and present. Introduces various ways of interpreting and experiencing myth and folklore as texts with oral origins. Prerequisites: WR 115 and RD 115 or placement above this level. *Arts and Letters*

ENG 253 American Literature to 1865, 4 Cr. - Introduces the literature of the land which is now the United States from before European contact through the mid-nineteenth century. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse) and unpublished (the jeremiad, Native American oratory, the slave narrative, diary). Prerequisite: WR 115 and RD 115 or placement above these levels. *Arts and Letters*

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(s): WR 115 and RD 115 or placement above these levels. *Arts and Letters*

ENG 260 Introduction to Women Writers, 4 Cr. - Explores women's writings and literary theory from

diverse places and historical periods. Prerequisites: WR 115 and RD 115 or placement above this level. *Arts and Letters*

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.

ESR – Environmental Science

ESR 171 Environmental Science: Biological Perspective, 4 Cr. - Develops an understanding of environmental topics that are primarily biological in nature. Includes human population issues, matter and energy resources, ecosystems, environmental ethics, and food and land resources. The associated laboratories will illustrate these topics. Prerequisites: WR 115, RD 115 and MTH 20 or placement above these levels.

ESR 173 Environmental Science: Geological Perspective, 4 Cr. - Develop 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

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these topics. Prerequisite: WR 115, RD 115 and MTH 20 or placement above these levels.

FN – Foods and Nutrition

FN 225 Nutrition, 4 Cr. - Introduces components of an adequate diet, nutrient availability and utilization. Analyzes dietary intake and compares to current scientific guidelines. Examines peripheral factors influencing diet such as global and local issues, cultural environment, and elements of food safety. Strong background in life sciences recommended. Prerequisites: WR 121, MTH 60 or higher, and BI 231.

FOR – Forestry

FOR 111 Introduction to Forestry, 3 Cr. - Forest resources in the world; forests and human well-being; where and how forests grow; environmental and human values; products, characteristics, and uses; basic elements of use, planning, and management. Interpretation of forestry literature; professional origins in the U.S. Field trips required.

FOR 240 Forest Biology, 4 Cr. - Provides a broad foundation in biology that is relevant to many natural resource issues. Examines biology at multiple levels of organization, from molecules to the biosphere.

FOR 241 Dendrology, 5 Cr. - Learn to identify the principal forest trees of North America, and the principal trees and shrubs of the Pacific Northwest, including the ranges over which they grow, important ecological characteristics, and principal uses. Also learn about forested regions of the world, and the

structure and function of forest plants. Audit available.

FR – French

FR 101 First Year French, Part I, 4 Cr. - Emphasizes active communication in beginning French. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. For beginners. *Arts and Letters*

FR 102 First Year French, Part II, 4 Cr. - Continues work of FR 101. Emphasizes active communication in beginning French. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Recommended: Completion of FR 101. *Arts and Letters*

FR 103 First Year French, Part III, 4 Cr. - Continues the work of FR 102. Emphasizes active communication in French. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Recommended: Completion of FR 102. *Arts and Letters*

FR 201 Second Year French, Part I, 4 Cr. - Continues the work of First Year French, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of First Year French at the college level. *Arts and Letters*

FR 202 Second Year French, Part II, 4 Cr. - Continues the work of FR 201, expanding structure and vocabulary for the purpose of active

communication. Includes practice in reading and writing. Recommended: Completion of FR 201. *Arts and Letters*

FR 203 Second Year French, Part III, 4 Cr. - Continues the work of FR 202, expanding structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of FR 202. *Arts and Letters*

FST – Food Science and Technology

FST 101 Food Science Orientation, 1 Cr. - For food science majors. Orientation and academic guidance toward career planning in food science and technology. Audit available.

FST 212 Dairy Processing, 2 Cr. - Methods of processing and preserving milk and milk products and related unit operations. Audit available.

FST 213 Cheese Making Laboratory, 1 Cr. - Laboratory and field work to carry out basic cheese making procedures including fermentation, coagulation, cutting curd, cooking curd, and forming a finished cheese. Field trip required. Audit available.

FST 251 Introduction to Wines, Beers, and Spirits, 3 Cr. - A descriptive introduction to the history, science, sensory, economics, and societal aspects of alcoholic beverages. Prerequisites: High school biology and chemistry. 21 years of age or older. Audit available.

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FST 252 Wine Making Laboratory, 1 Cr. - Laboratory course to produce grape wines according to vinification protocols. Includes grape handling and vinification practices as well as chemical and sensorial grape must and wine analysis. Must be 21 years of age or older. Audit available.

FST 253 Beer Making Laboratory, 1 Cr. - Laboratory course for advanced home brewers and early career professional brewers. Integrates the science of brewing into the procedural aspects of making beer. Must be 21 years of age or older. Audit available.

FW – Fish and Wildlife

FW 107 Fisheries and Wildlife, 1 Cr. - Information relevant to academic pathways and career planning in the fields of fisheries and wildlife. Graded P/N. Audit available.

FW 251 Principles of Fish and Wildlife Conservation, 3 Cr. - History of conservation and natural resource use; ecological principles, and social and economic limitations of conservation; principles and practices of wildlife and fisheries management; role of research in management. Recommend: one course in introductory biology. Audit available.

G – Geology

G 160 Geology: Oregon Coast, 2 Cr. - Designed to introduce the relationships between the biology and geology of the Oregon Coast. Additional supply fee may be required. *Math/Science/Computer Science*

G 201 Introduction to Physical Geology, 4 Cr. - Introduces physical geology which deals with minerals, rocks, internal structure of the earth and plate tectonics. Includes weekly lab. Prerequisites: WR 115, RD 115, and MTH 60 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

G 202 Physical Geology, 4 Cr. - Focuses on geologic processes acting on creation of land forms, including mass wasting, streams, glaciers, deserts, beaches, groundwater, and use of topographic maps. Includes a weekly lab. Prerequisites: WR 115, RD 115, and MTH 60 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

G 203 Historical Geology, 4 Cr. - Introduces historical geology which deals with geologic time, fossils, stratigraphic principles, and the geologic history of the North American continent. Includes weekly lab. Recommended: G 201, G 202 or GS 106. Prerequisites: WR 115, RD 115, and MTH 60 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

G 207 Geology of the Pacific Northwest, 3 Cr. - Introduces the regional geology of the Pacific Northwest with emphasis on Oregon geology. Includes basic geologic principles, earth materials and geology of Pacific Northwest provinces. Prior geology coursework strongly recommended. Prerequisites: WR 115, RD 115 and MTH 60 or placement above these levels. *Math/Science/Computer Science*

G 208 Volcanoes and Their Activity, 3 Cr. - Covers the origin, activity, products, classification, and hazards of volcanoes. Prerequisites: WR 115, RD 115 and MTH 60 or placement above these levels. *Math/Science/Computer Science*

G 209 Earthquakes, 3 Cr. - Covers the nature and origin of earthquakes, the characteristics of seismic waves, how earthquakes are measured, the hazards of earthquakes and the historical and geological record of earthquakes. Prerequisites: WR 115, RD 115 and MTH 60 or placement above these levels. *Math/Science/Computer Science*

GE – General Engineering

GE 100 Exploring Engineering, 1 Cr. - Exploration of the engineering profession. Includes education, ethics, and licensing issues, along with presentations by practicing engineers.

GEO – Geography

GEO 105 100 Introduction to Human Geography, 4 Cr. - Introduces key geographic themes of location, place, region, human environment interaction, and mobility. Includes an examination of spatial patterns of topics such as language, religion, culture, population, cooperation and conflict, natural resources, migration, and political organization. Addresses these topics at varying scales and with respect to their influence on the global landscape. Focuses on current issues and events. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Science*

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GEO 106 World Regional Geography, 4 Cr. - Examines the human, cultural, and environmental geographic issues that shape the world's regions. Includes information on spatial patterns of economic development, natural resource uses, international trade, populations and migration, transportation, and cultural landscapes. Analyzes each region as part of the larger global community, with a specific emphasis on current issues and trends. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Science*

GEO 107 Geography of Global Issues, 4 Cr. - Examines human, cultural, and environmental geography placed in context with current issues of social, economic, and political globalization. Includes information on global, spatial patterns of agriculture; industrial, post-industrial, and sustainable development; rural-to-urban migration; religious, political, and resource conflicts; and cultural landscapes. Uses regional examples to illustrate geographic concepts. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Science*

GS – General Science

GS 106 Physical Science (Geology), 4 Cr. - Covers minerals, rocks, volcanism, earthquakes, plate tectonics, erosion and deposition by wind, glaciers and streams, weathering, fossils and geologic history. Includes weekly lab. Prerequisite(s): WR 115, RD 115 and MTH 60 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

GS 107 Physical Science (Astronomy), 4 Cr. - Surveys astronomy to include historical development of the universe, earth as a planet, earth's moon, planets of the solar system, the sun, stars, and galaxies. Includes required lab activities. Prerequisite(s): WR 115, RD 115 and MTH 60 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

GS 108 Physical Science (Oceanography), 4 Cr. - Covers the chemical, biological, physical and geological nature of the oceans. Includes required lab activities. Prerequisite(s): WR 115, RD 115 and MTH 60 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

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. Includes required lab activities. Prerequisite(s): WR 115, RD 115 and MTH 60 or placement above these levels. Additional supply fee may be required. *Math/Science/Computer Science*

HE – Health

HE 110 CPR/AED for Professional Rescuers and Health Care Providers, 1 Cr. - Provides education and training in infant, child, adult CPR, AED, and Bag-Valve masks for people who are responsible for delivering emergency care and/or ensuring the public safety. Provides training in blood borne pathogens. Upon successful completion of this course, students

may earn an American Red Cross CPR/AED for the Professional Rescuer and Health Care Provider certificate or equivalent American Health Association certificate. Recommended: RD 115 or placement above that level.

HE 112 Standard First Aid and Emergency Care, 1 Cr. - Describes emergency procedures and techniques of basic life support for adult, child, or infant victims of airway obstruction, respiratory arrest and/or cardiac arrest. Provides education and training in Automated External Defibrillator. Upon successful completion of this course, students may earn an American Red Cross Standard First Aid and CPR/AED Adult/Child and Infant CPR certificate or American Health Association equivalent. Recommend: RD 115 or placement above that level. Additional fee may be required.

HE 125 First Aid and Industrial Safety, 3 Cr. - Presents an overview of industrial safety procedures, accident prevention, material safety data sheets (MSDS), hazardous materials, first aid, and CPR/AED. Upon successful completion of this course, students may earn an American Red Cross Responding to Emergency First Aid and Adult CPR/AED certificate and Blood Borne Pathogens Training: Preventing Disease Transmission Certificate or American Heart Association equivalent. Recommended: RD 115 or placement above this level. Additional fee may be required.

HE 250 Personal Health, 3 Cr. - Explores current general health issues in emotional health and stress, physical fitness, nutrition, human sexuality,

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communicable and degenerative diseases, and drugs from a wellness perspective.

HE 295 Health and Fitness for Life, 2 Cr. - Explores the interrelationship of the five components of physical fitness, nutrition and stress management concepts and activities to increase individual health and wellness. Corequisite: PE 295.

HORT – Horticulture

HORT 120 General Viticulture, 3 Cr. - Introduces grape growing. Covers botany, fruiting and rootstock cultivars; anatomy and physiology; history and distribution of grapes; vine classification; world growing areas, including latitude, climate and soils; and common diseases and pests. Audit available.

HST – History

HST 100 Introduction to History, 3 Cr. - Provides a general introduction to the nature and methods of history. Develops awareness of the importance of historical literacy and thinking. Develops intellectual and written communication skills applicable to the study of history and other academic disciplines, and a wide variety of professional pursuits. Covers various periods, areas, and fields of history through the use of historical case studies. Prerequisite: WR 90 or placement above this level. *Social Sciences*

HST 101 Western Civilization: Ancient to Medieval, 4 Cr. - Explores 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. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

HST 102 Western Civilization: Medieval to Early Modern, 4 Cr. - Studies the High Middle Ages and early modern Europe, including the Renaissance, Reformation, Scientific Revolution, Enlightenment and the French Revolution. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

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. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

HST 104 History of the Middle East, 4 Cr. - Surveys the Middle East from ancient to modern times. Includes political, diplomatic, economic, social, religious and cultural themes. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

HST 105 History of India and South Asia Region, 4 Cr. - Introduces the history of India and the South Asian region. Includes political, diplomatic, economic, social, religious, and cultural themes from pre-history to modern times. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

HST 106 History of China, 4 Cr. - Introduces the history of China. Includes political, diplomatic, economic, social, religious, and cultural themes from pre-history to modern times. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

HST 107 History of Korea and Japan, 4 Cr. - Explores the history of Korea and Japan and their dynamic relationship from pre-history to modern times. Includes political, diplomatic, economic, social, religious, and cultural themes. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

HST 201 History of the United States to 1840, 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. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

HST 202 History of the United States from 1840 to 1914, 4 Cr. - Examines cause and effect, and significant trends and movements related to political, social and economics ideas and events from 1840 to 1914. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

HST 203 History of the United States from 1914 to Present, 4 Cr. - Examines cause and effect, and significant trends and movements related to political,

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social and economic ideas and events from 1914 to present. History courses are non-sequential and may be taken in any term or in any order. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

HST 240 Oregon History, 4 Cr. - Examines the rich and diverse history of Oregon including the significance of Oregon's frontier heritage and Oregon's role in American history from pre-European contact to the modern era. Explores economic, political, social, and cultural factors in terms of race, ethnicity, gender, class, and religion. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

HST 246 Religion in the United States to 1840, 4 Cr. - Covers the basic features and effects of the Native American religious revitalization movements, European backgrounds of Christian denominations, development of different religious groups, church-state relations, the struggle for religious liberty, and how they shaped the beliefs, behaviors, and institutions of colonial America in the early United States. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

HST 247 Religion in the United States since 1840, 4 Cr. - Covers basic features of Native American religions, European backgrounds of Christianity, development of different religious groups in the United States and their impact on American life. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

HST 280A Cooperative Education: History, 1 Cr. - Offers the chance to extend knowledge of history through work in settings which provide learning experiences supplementing classroom learning. Department permission required. **Social Sciences**

HST 280B Cooperative Education: History Seminar, 1 Cr. - Provides a forum in which to discuss work experiences with peers and instructor. Department permission required. **Social Sciences**

HST 285 The Holocaust, 4 Cr. - Introduces the aftermath of World War I and the rise of the Nazis, the historical roots of anti-Semitism, the evolution of the Final Solution and its coordination in Nazi-occupied Europe, the victims of Nazi policies, the camps, the perpetrators, bystanders, and the aftermath of the Holocaust. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

HST 298A Independent Study: History, 2 Cr. - Offers advanced individualized study of history on a specified topic to meet special interests or program requirements. Involves completion of a project and readings on a topic approved by the instructor. May be taken three times for credit. Instructor permission required. **Social Sciences**

HST 299 History: Special Studies, 3 Cr. - Includes special topics, activities, or projects in an area of history not usually covered in depth in other history courses. **Social Sciences**

HTM – Hospitality, Tourism, Recreation Management

HTM 100 Introduction to the Hospitality Industry, 3 Cr. - Examines the hospitality industry and its history and development. The composition of various components of the industry, such as food and beverage service, travel and tourism, lodging, meeting and planning, leisure and recreation, recreational entertainment, and heritage and eco-tourism will be discussed in this course. Career opportunities, challenges faced by operations of hotels/resorts/restaurants and other food service establishments and convention and leisure facilities, current issues, and future trends are also examined.

HTM 104 Travel and Tourism Marketing, 3 Cr. - Introduces marketing concepts and techniques in the hospitality industry. Examines the actual planning and marketing of tourism products and services. Covers the basic marketing cycle and includes key principles such as strategies, assessments, objectives, and evaluation. Covers the variety of products, services, and sales conditions within the industry. Marketing management functions of travel agents and tourism personnel, industry marketing strategies, individual and group planning arrangements, and agency relationships will be discussed.

HTM 105 Food Service Management, 3 Cr. - Examines the food service industry, its structure, organization, size, economic impact, regulatory industries, and peripheral industries; managerial problems and practices, and trade journals and resources, with a broad review of the various food service segments. Discusses topics of current concern for the industry. Also provides an introduction to career opportunities and a view of real-world activities.

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HTM 107 Sanitation and Safety for Managers, 3 Cr. - Based on the National Restaurant Association's training and certification coursework. The course informs, strengthens, and updates supervisors and managers on current principles and practices of sanitation and safety. Covers Oregon's recent enactment of statewide food handler training, the Hazard Analysis Critical Control Point (HACCP) system, as well as potable water systems, waste treatments, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazardous materials. Upon successful completion of this course, a certificate of completion will be issued by the National Restaurant Association.

HTM 141 Customer Service in the Hospitality Industry, 2 Cr. - Introduces the student to basic concepts and the importance of customer service in the hospitality industry. Also explores customer expectations and their relationship to the success of the hospitality business.

HTM 280A Cooperative Education: Hospitality, 3 Cr. - Offers relevant field experience in hospitality industry environments in one of the following areas: tourism, recreation, customer services, culinary arts, lodging, travel. Allows exploration of career options. Department permission required.

HTM 280B Cooperative Education: Hospitality, 1 Cr. - Supplements a Cooperative Education work experience placement through feedback sessions, instruction in job-related areas, and linkages to the student's academic program. Students must have a work site and be concurrently enrolled for HTM 280A

(exceptions with instructor permission). Department permission required.

IMT – Industrial Maintenance Technology

IMT 102 Industrial Safety (OSHA), 4 Cr. - Provides an introduction to the essential skills needed to maintain safety in industrial workplaces. Includes information regarding general accident prevention.

IMT 103 Applied Industrial Technology Mathematics, 4 Cr. - Provides exposure to practical math most commonly encountered in industrial settings. Concepts covered will include: fractions, decimals, units, conversions, measurements, using equations to calculate area and volume, basic algebra and trigonometry. Utilizes real-world scenarios that require application of gained math skills in order to find a solution. Prerequisite: MTH 20 or placement above this level.

IMT 104 Rigging, Lifting and Safety Inspection, 3 Cr. - Provides instruction in fundamental rigging skills, including industrial knots, rigging calculations, rigging and hand signals, gear selection, overhead crane operation, and lift operation. Inspection, safety, and practical applications are stressed. Additional supply fee may be required.

IMT 105 Industrial Hydraulics I, 3 Cr. - Provides instruction in reading and developing an understanding of hydraulic theory, analysis of fundamental hydraulic schematics, troubleshooting common hydraulic problems and maintaining hydraulic systems used in a variety of production applications. Prerequisites: MTH 20 or placement

above this level and IMT 204. Additional supply fee may be required.

IMT 118 Bearings, Seals and Lubrication, 3 Cr. - Provides an introduction to bearings, seals, and lubrication types and techniques used in industry to develop skills in diagnosis, inspection, and repair of moving parts. Additional supply fee may be required.

IMT 120 Drive Systems, 3 Cr. - Provides instruction in troubleshooting, maintaining and repairing drive systems, including belt, chain, and gear drives. Applications and handling of seals and shaft alignment are included in this course. Prerequisites: MTH 20 or placement above this level and WLD 102. Additional supply fee may be required.

IMT 200 Pumps and Valves, 3 Cr. - Provides instruction in how to troubleshoot and maintain industrial pumping systems. Content includes alignment procedures, rebuild methods, installation of packing and seals for pumps and valves and selecting pumps for specific applications. Prerequisite: IMT 105, and Prerequisite/Corequisite IMT103. Additional supply fee may be required.

IMT 204 Introduction to Pneumatics, 2 Cr. - Provides an introduction to operating a pneumatic system, including maintenance and rebuilding procedures. Analysis of pneumatic schematics is included. Additional supply fee may be required.

IMT 209 Pipefitting, 3 Cr. - Examines the essential operations to assemble and maintain piping and other mechanical systems. Practical applications are stressed in this course. Additional supply fee may be required.

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IMT 220 Proportional Hydraulics, 3 Cr. - Examines the industrial applications of proportional hydraulics theory, application, troubleshooting, and repair of these advanced hydraulic applications. Additional supply fee may be required.

IMT 222 Lean Manufacturing and Process Control, 3 Cr. - Provides instruction in concepts of quality, value, industrial standards, and "lean manufacturing" methods involving the improvement of industrial efficiency and production. Also covers the use of statistical process control to improve maintenance and production processes. Prerequisite: MTH 65 or placement above this level, or IMT 103.

IMT 230 Techniques of Preventive Maintenance, 3 Cr. - Examines the development and implementation of a preventive maintenance program using proven actions and procedures and common computer software. Provides instruction in concepts of quality, value, industrial standards, and "lean manufacturing" methods involving the improvement of industrial efficiency and production. Also covers the use of statistical process control to improve maintenance and production processes. Additional supply fee may be required.

J – Journalism

J 201 Mass Media and Society, 4 Cr. - Survey of the various media of mass communication and their effects on society. Introduces the history and development of mass communication systems and their role in society. Analysis of print and broadcast journalism, advertising, public relations, television

and film. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.
Arts and Letters

J 216 News Reporting and Writing, 4 Cr. - This introductory journalism course teaches students how to gather information and write for print and online media. Topics include basic interviewing and research skills; journalistic writing style; organizational structures for news, features and online articles; and legal and ethical issues in journalism. Prerequisite: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.
Arts and Letters

LIB – Library Science

LIB 101 Library Research and Beyond: Find, 1 Cr. - Introduces the research process and essential research skills to find, select and cite the best information. Teaches identification of research topics, planning and carrying out the research process, and how to identify and cite preferred sources of credible information. Prerequisite: Placement into WR 115. Audit available.

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.

MSD – Managerial Skills Development

MSD 140 Management Workshops, 1 Cr. - This workshop focuses on a wide range of management issues: maintaining quality, building teams, setting ethical standards, managing diversity, implementing technology, maintaining an effective organization, balancing authority and leadership, problem solving and decision making.

MSD 151 Dealing with Difficult People, 1 Cr. - 10-hour workshop explores ideas for coping successfully with difficult people and situations. The basic psychology and personal styles of difficult interactions is examined. Specific techniques for dealing with difficult encounters and enhancing relationships are discussed along with hands-on application.

MSD 174B Leadership & Effective Decision Making, 1 Cr. - Covers historic examples, characteristics and styles of leadership. Participants will explore leadership activities in public and private organizations; investigate opportunities to exercise personal leadership skills, contribute to group leadership situations and discuss the impact of moral and ethical factors in decision making.

MSD 176A Interpersonal Communication, 1 Cr. - This 10-hour workshop explores a practical approach to understanding interpersonal communication. Topics include techniques for active listening, methods for conflict resolution, and learning techniques for becoming "other person" focused.

MSD 180A Goal Setting and Productivity, 1 Cr. - This 10-hour workshop focus on steps for setting goals and successfully completing them. Includes the SMART goal approach, the benefits of setting goals,

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identifying and overcoming obstacles and creating achievable, small steps.

MSD 193A Leadership Skill Development, 1 Cr. - Leadership is an essential part of running a quality organization. Learn about the various facets that define leadership.

MTH – Mathematics

MTH 020 Basic Math, 4 Cr. - Covers fractions, decimals, percents, integers, and measurements to write, manipulate, interpret, and solve application and formula problems. Introduces concepts of basic statistics. A scientific calculator is required. Prerequisites: Placement into MTH 20 and RD 90.

MTH 030 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. Prerequisites: MTH 20 and RD90 or placement above these levels.

MTH 060 Introductory Algebra - First Term, 4 Cr. - Introduction to algebraic concepts and processes with a focus on linear equations and inequalities in one and two variables. Applications, graphs, functions, formulas, and proper mathematical notation are emphasized throughout the course. A scientific calculator is required. Prerequisites: MTH 20 and RD 90 or placement above these levels.

MTH 065 Introductory Algebra - Second Term, 4 Cr. - Introduces algebraic concepts and processes with a focus on functions, linear systems, polynomials, and quadratic equations. Applications, graphs, functions, formulas, and proper mathematical notation are emphasized throughout the course. A scientific calculator is required. Prerequisites: MTH 60 and RD 90 or placement above these levels.

MTH 095 Intermediate Algebra, 4 Cr. - Explores functions graphically and symbolically with an emphasis on function notation. Investigate functions, equations, and graphs involving quadratic, rational, radical, and absolute value expressions. Technology is integrated throughout. Graphing calculator required. Prerequisites: MTH 65 and WR 90 or placement above these levels.

MTH 111 College Algebra, 5 Cr. - Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. Prerequisite: MTH 95, RD 115, and WR 115, or placement above these levels. *Math/Science/Computer Science*

MTH 112 Elementary Functions, 5 Cr. - Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. Prerequisite: MTH 95, RD 115, and WR 115, or placement above these levels. *Math/Science/Computer Science*

MTH 211 Foundations of Elementary Math I, 4 Cr. - Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Topics emphasized are problem solving, patterns, sequences, set theory, logic, numeration systems, number bases, arithmetic operations, and number theory. Various manipulative and problem solving strategies are used. Prerequisite: MTH 95 or higher, and WR 115 and RD 115 or equivalent placement test scores. *Math/Science/Computer Science*

MTH 212 Foundations of Elementary Math II, 4 Cr. - Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore rational numbers (fractions, decimals, percents), integers, the set of irrational numbers, the set of real numbers, and simple probability and statistics. Prerequisite: MTH 211 and its prerequisite requirements. Audit available. *Math/Science/Computer Science*

MTH 241 Calculus for Management, Life and Social Science, 4 Cr. - Includes limits, continuity, derivatives and integrals. Investigates applications from science, business, and social science perspectives. Graphing calculator required. Prerequisite: MTH 111. *Math/Science/Computer Science*

MTH 243 Statistics I, 5 Cr. - Introduces displaying data with graphs, numerical descriptions of data, producing data, elementary probability, probability distributions, confidence intervals, and significance testing. Investigates applications from science, business, and social science perspectives. Graphing

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calculator required. Prerequisite: MTH 111. *Math/Science/Computer Science*

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. Investigates applications from science, business, and social science perspectives. Graphing calculator with advanced statistical programs required. Prerequisite: MTH 243. *Math/Science/Computer Science*

MTH 251 Calculus I, 4 Cr. - Includes limits, continuity, derivatives and applications of derivatives. Graphing calculator required. Prerequisites: MTH 112. *Math/Science/Computer Science*

MTH 252 Calculus II, 5 Cr. - Includes antiderivatives, the definite integral, topics of integration, improper integrals and applications of differentiation and integration. Graphing calculator required. Prerequisite: MTH 251. *Math/Science/Computer Science*

MTH 253 Calculus III, 5 Cr. - Includes infinite sequences and series (emphasis on Taylor series), an introduction to differential equations, and vectors in three space. Graphing calculator required. Prerequisite: MTH 252. *Math/Science/Computer Science*

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. Prerequisite: WR 90 or placement above that level. *Arts and Letters*

MUS 108 Music Cultures of the World, 3 Cr. - Examines musical cultures throughout the world with attention to cultural contexts and musical styles including but not limited to Africa, the Americas, Asia, Near East, Europe, and the South Pacific. Prerequisite: WR 090 or placement above this level. *Arts and Letters*

MUS 205 Introduction to Jazz History, 3 Cr. - Covers the 90 year history of jazz, a truly American art form. Examines and analyzes eras, styles, and significant artists. Prerequisite: WR 90. *Arts and Letters*

MUS 206 Introduction to the History of Rock, 3 Cr. - Introduces the history of rock music. Examines rock music's roots and development, its innovators and significant events through a cultural as well as musical perspective. Prerequisite: WR 090 or placement above this level. *Arts and Letters*

MUS 220 Chorus, 1 Cr. - Provides the opportunity to sing in a large general chorus of mixed voices. Includes rehearsal and performance of repertory drawn from the canon of choral works from the 16th - 21st centuries. No audition required. *Arts and Letters*

NAT – Natural Resources

NAT 201 Managing Natural Resources for the Future, 3 Cr. - Overview of the complexities involved in managing natural resources of the Pacific Northwest. Exposure to major natural resource issues of the region. Development of critical thinking skills useful in seeking solutions.

PE – Physical Education

PE 142A Zumba Fitness I, 1 Cr. - Introduces Zumba Fitness to improve health and overall wellness through structured group exercise. Promotes improvement of cardiorespiratory conditioning, muscle endurance and flexibility.

PE 182A Beginning Group Fitness, 1 Cr. - Offers students knowledge and skills to keep fit for life. Teaches safe performance of movement and exercise in a progressive approach. Includes cardiovascular and muscular endurance, flexibility and body composition. Aerobic training principles stressed using target heart rate and Borg methods.

PE 182B Intermediate Group Fitness, 1 Cr. - Offers students an opportunity to improve and/or maintain a high level of fitness. Includes cardiovascular endurance, muscular endurance, flexibility, and body composition. Recommended: PE 182A.

PE 182C Beginning Fitness And Walking, 1 Cr. - Beginning level, self-paced walking programs and a variety of conditioning exercises for specific body areas. Provides instruction for integrating walking into a lifetime fitness program.

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

PE 182J Gentle Yoga, 1 Cr. - Introduces techniques to better manage stress. Vinyasa yoga is a dynamic series of poses performed at a gentle pace and helps to reduce stress levels. Recommended for students with limited abilities and beginners who are not ready for Yoga I. Covers basic yoga philosophy, asanas, pranayama, meditation, and relaxation for a holistic approach to better health and wellness.

PE 182K Yoga I, 1 Cr. - Introduces the values and skills of Hatha Yoga (Yoga of exercise). Includes basic Yoga philosophy and exercises for increased flexibility, improved health, relaxation, and reduced stress in daily living.

PE 182L Yoga II, 1 Cr. - Expand knowledge, application and skill in Hatha Yoga. Offers exposure to other areas of health care and an opportunity to study a selected topic in depth. Recommended: prior class in Hatha Yoga.

PE 182P Body in Balance - Pilates Conditioning, 1 Cr. - Covers basic concepts and skills in the Pilates Method of conditioning, designed to increase core strength and stabilization, muscle balance, tone, coordination, and flexibility. Non-impact mat exercises develop whole body awareness and control, and can be modified to various fitness levels.

PE 182Q Self-Paced Fitness, 1 Cr. - Provides opportunity to develop regular physical fitness habits

for everyday schedule. Faculty assesses student through pre/post fitness testing and required consultations. Due to independent format it is intended for those with a high level of fitness. Requires active email account.

PE 295 Health and Fitness for Life Lab, 1 Cr. - Explores the interrelationship of the five components of physical fitness, basic nutrition concepts, and stress management activities to increase individual health and wellness through lab sessions, fitness assessments, and fitness program development. Corequisite: HE 295.

PHL – Philosophy

PHL 201 Being and Knowing, 4 Cr. - Introduces metaphysics and the theory of knowledge via the works of important figures in the history of philosophy. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

PHL 202 Ethics, 4 Cr. - Studies attempts by philosophers to account for the difference between right and wrong, for the notion of moral obligation and to answer the question: How should we lead our lives? Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

PHL 209 Business Ethics, 4 Cr. - Designed primarily for students of business and related fields. Reviews some historical and contemporary ethical theories and ethical issues that arise in several aspects of business, including management, use of computers, marketing, accounting, and doing business in an international setting. Includes the

social responsibilities of corporations, the rights of workers, truth in advertising, the environmental impact of doing business, affirmative action in hiring, sexual harassment in the workplace, respect for cultural differences, and the responsibilities of the individual in the corporate setting. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

PHY – Physics

PHY 101 Fundamentals of Physics I, 4 Cr. - Introduction to Physics. Includes mechanics, vectors, energy, simple machines, satellite motion, and the theory of special relativity. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Math/Science/Computer Science*

PHY 102 Fundamentals of Physics II, 4 Cr. - A conceptual study of physics. Topics include properties of matter, heat and thermodynamics, and atomic and nuclear physics. Prerequisites: PHY 101. *Math/Science/Computer Science*

PHY 103 Fundamentals of Physics III, 4 Cr. - A conceptual study of physics. Topics include waves and sound, electricity and magnetism, and light and optics. Prerequisite: PHY 101. *Math/Science/Computer Science*

PHY 201 General Physics I, 4 Cr. - Introductory physics (algebra based) for science majors, pre-medical, pre-dental, pre-chiropractic, and pre-physical therapy students. Topics include mechanics, statics, forces and motion energy, collisions, circular motion, and rotational dynamics. Prerequisite/corequisite: MTH 111. *Math/Science/Computer Science*

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PHY 202 General Physics II, 4 Cr. - Topics include mechanical properties of matter, heat, waves, sound, and light. Algebra-based physics. Prerequisite: PHY 201. *Math/Science/Computer Science*

PHY 203 General Physics III, 4 Cr. - Topics include electricity, magnetism and radioactivity. Algebra-based physics. Prerequisite: PHY 201. *Math/Science/Computer Science*

PS – Political Science

PS 201 US Government: Foundations and Principles, 4 Cr. - Examines the development of constitutional traditions in United States. Includes topics such as free speech, equal rights under law, movements, interest groups, political parties, and elections in a democratic struggle for power. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

PS 202 US Government: Institutions and Policies, 4 Cr. - Examines the national institutions of United States politics including the Legislative, Executive, Judicial branches. Includes national policies, foreign policy, taxation, spending priorities, government regulations, and entitlements. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

PS 203 State and Local Government, 4 Cr. - Examines state and local government policy formulation and outcomes on a broad range of issues including taxation, prisons, education, and

environmental concerns. Focuses on Oregon state and local politics. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

PS 204 Comparative Political Systems, 4 Cr. - Covers the study of political systems in various countries. Includes such issues as policy-making, representation/ participation, political culture, political economy and development, and governance. Countries chosen will represent various political systems including democracies, totalitarian regimes, dictatorships, post-communist systems in transition, newly industrializing and developing countries. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

PSY – Psychology

PSY 101 Psychology and Human Relations, 4 Cr. - Applies psychological principles to relationships in both personal and professional environments. Includes an overview of basic personality and social psychology concepts, as well as specific skill development in the areas of communication, listening, and conflict resolution. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

PSY 201 Introduction to Psychology, Part I, 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 sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Meets cultural diversity requirements for Associate Degrees. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

PSY 202 Introduction to Psychology, Part II, 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. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

PSY 215 Human Development, 4 Cr. - Surveys major developmental theories and patterns of change and continuity from birth to death in human subjects. Emphasizes biological, cognitive, and emotional development through the lifespan. Examines cultural influences on development. Recommended: PSY 201 or 202. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Social Sciences*

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

COURSE DESCRIPTIONS

relations. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

PSY 222 Family and Intimate Relationships, 4 Cr. - Explores processes involved in both traditional and non-traditional relationships and families; including love, cohabitation, dating, marriage, parenting, communication and conflict resolution, sexuality, balancing work and family, domestic violence, divorce, remarriage, and blended families. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

PSY 239 Introduction to Abnormal Psychology, 4 Cr. - Surveys the history, theories, diagnosis, etiology, and treatment of the major psychological disorders. Prerequisites: PSY 201 or PSY 202. **Social Sciences**

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. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

RD – Reading

RD 090 Reading 090, 3 Cr. - Improves reading through work on vocabulary development, motor

skills, comprehension and some reading rate improvement. Prerequisite: Placement into RD 090.

RD 115 College Reading, 4 Cr. - Focuses on expanding reading frequency and effectively reading complex college level texts; emphasizes comprehension strategies, critical reading and thinking skills, information literacy, vocabulary development, student success strategies and adapting reading rate to different reading tasks. Prerequisite: RD 90 or placement above this level.

SOC – Sociology

SOC 204 Sociology in Everyday Life, 4 Cr. - Introduces the 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. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

SOC 205 Social Change in Societies, 4 Cr. - Explores how societies change by utilizing sociological perspectives to compare and contrast the impacts of changes on individuals and our social institutions (such as the family, economy, politics, education, and religion). Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

SOC 206 Social Problems, 4 Cr. - Applies the sociological perspective to the study of social

problems, including their identification, analyses of causes and consequences, and considerations of possible solutions. Explores topics such as inequality, poverty, crime and delinquency, substance abuse, discrimination, domestic violence, the environment, global stratification, and international conflict. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Social Sciences**

SOIL – Soil Science

SOIL 205 Soil Science, 4 Cr. - Introduction to the chemical, physical and biological nature of soils. Examines the functions of soil as a medium of plant growth, a recycling system for nutrients and wastes, a modifier of atmospheric chemistry, a habitat for soil organisms, a system for water purification, and an engineering medium. Field and laboratory projects provide an understanding of fundamental soil science principles and the impact of human activities on soil quality and sustainability. Field trips required.

SPA – Spanish

SPA 101 First Year Spanish - First Term, 4 Cr. - Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Arts and Letters**

SPA 102 First Year Spanish - Second Term, 4 Cr. - Continues the work of SPA 101. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure,

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vocabulary and culture. Prerequisite: Completion of SPA 101. **Arts and Letters**

SPA 103 First Year Spanish - Third Term, 4 Cr. - Continues the work of SPA 102. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Prerequisite: SPA 102. **Arts and Letters**

SPA 150 First Year Spanish, Part I, 6 Cr. - Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. **Arts and Letters**

SPA 151 First Year Spanish, Part II, 6 Cr. - Continues the work of SPA 150. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Completion of SPA 150-151 is equivalent to SPA 101-102-103. Prerequisite: SPA 150. **Arts and Letters**

SPA 201 Second Year Spanish - First Term, 4 Cr. - Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisite: Completion of first year Spanish at college level. **Arts and Letters**

SPA 202 Second Year Spanish - Second Term, 4 Cr. - Continues to expand structure and vocabulary for the purpose of active communication. Includes

practice in reading and writing. Prerequisites: SPA 201. **Arts and Letters**

SPA 203 Second Year Spanish - Third Term, 4 Cr. - Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisite: SPA 202. **Arts and Letters**

SPA 250 Second Year Spanish, Part I, 6 Cr. - Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Completion of SPA 250-251 is equivalent to SPA 201-202-203. Prerequisite: Completion of first year Spanish at college level. **Arts and Letters**

SPA 251 Second Year Spanish, Part II, 6 Cr. - Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Completion of SPA 250-251 is equivalent to SPA 201-202-203. Prerequisites: SPA 250. **Arts and Letters**

WLD – Welding

WLD 102 Blueprint Reading, 4 Cr. - Covers the language of blueprints including lines, views, dimensioning, print organization, welding symbols and structural shapes. Additional supply fee may be required.

WLD 111 Shielded Metal Arc Welding (E7024), 4 Cr. - Covers uses, safety, nomenclature, equipment operation, set-up and shutdown procedures and

welding- related math and science for Shielded Metal Arc Welding and Oxy-acetylene Cutting. Additional supply fee may be required.

WLD 112 Shielded Metal Arc Welding: Mild Steel I, 4 Cr. - Develops knowledge and manipulative skills in the use of E7018 mild steel electrodes when performing various welds in the flat and horizontal positions. Welding applied math and science included. Additional supply fee may be required.

WR – Writing

WR 090 Writing 090, 3 Cr. - Includes sentence structure, paragraph and essay development, and written expression. Increases working vocabulary and improves skills in basic communications. Prerequisites: Placement into WR 090.

WR 115 Introduction to Expository Writing, 4 Cr. - Introduces college level skills in reading critically, exploring ideas, and writing. Composition of essays which support a thesis through structure appropriate to both thesis and reader, and revision for clarity and correctness. Prerequisites: WR 090 and RD 090 or placement above these levels.

WR 121 English Composition I, 4 Cr. - Focuses on academic writing as a means of inquiry. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis. Prerequisite: Placement into WR 121, or completion of WR 115 and RD 115 or placement above these levels.

COURSE DESCRIPTIONS

WR 122 English Composition II, 4 Cr. - Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness, and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research, and information literacy. Prerequisite: WR 121.

WR 222 Writing Research Papers, 4 Cr. - Uses extensive research writing to develop skills in critical analysis and documented argument, by using digital resources, professional databases and other forms of research. Includes paraphrasing, summarizing, quoting, and documenting, using style appropriate to the research topic. Prerequisite: WR 122. *Arts and Letters*

WR 227 Technical and Professional Writing, 4 Cr. - Introduces technical and professional communications. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents. Emphasizes precise use of language and graphics to communicate complex technical and procedural information safely, legally and ethically. Prerequisites: WR 121. *Arts and Letters*

WR 240 Creative Writing - Nonfiction, 4 Cr. - Focuses on creative nonfiction and the writing of essays which use creative writing techniques, such as nature writing, reviews, satire, personal essays, and literary journalism. Explores the work of

established writers for forms, techniques, and styles as a context for the production of creative nonfiction for class discussion and analysis. Prerequisite: WR 121. *Arts and Letters*

WR 241 Creative Writing - Fiction, 4 Cr. - Focuses on writing short fiction for class discussion and analysis in a workshop setting. Explores the techniques, styles and structures of the writings of established authors, as well as the creative writing process from the development of an idea to revisions of a manuscript. Prerequisites: WR 115 and RD 115 or placement above these levels. *Arts and Letters*

WR 242 Creative Writing - Poetry, 4 Cr. - Focuses on the writing and submitting of poetry for class discussion and analysis in a workshop setting. Introduces the techniques, structures, and styles of established poets. Prerequisites: WR 115, RD 115, and MTH 20 or placement above these levels. *Arts and Letters*

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. *Social Sciences*

WS 201 Women of the World, 4 Cr. - Examines the position of women in society from a cross-cultural perspective. Topics include the process of gender enculturation, women's lives in foraging, pastoral and agricultural societies and international issues such as

female circumcision, infanticide, child brides and honor/dowry deaths. Prerequisite: WS 101. *Social Sciences*

WS 202 Women Working for Change, 4 Cr. - Examines how women have worked to empower girls and women and improve the conditions of their lives. Explores ways that feminist theories have shaped the goals and strategies of social change efforts. Offers an in-depth look at selected topic areas, connects analysis and personal experience, and prepares students to become effective change agents. Prerequisite: WS 101. *Social Sciences*

TBCC INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION OUTCOMES

TBCC Educational Values and Learning Outcomes

Institutional Learning Outcomes are commonly defined as the knowledge, skills, and attitudes that students are expected to develop as a result of their overall experiences with any area of the college, including courses, programs, and services. Institutional learning outcomes represent competencies that empower students to be successful in their education and chosen careers, as community members, and in their personal lives.

All TBCC coursework, certificate and degree programs, services, and activities support student development and success through the enhancement and growth of student competencies in Lifelong Learning, Communication Skills, Thinking Skills, Cultural Awareness, and Professional Competence. Specific learning outcomes associated with each competency area are listed below, along with criteria for demonstrated growth.

INSTITUTIONAL LEARNING OUTCOMES

Lifelong Learning

Students will be able to...

1. Accurately assess their knowledge, skills, and abilities.
Performance Criteria:
1a) Identify and evaluate their skills, abilities, and biases.
1b) Set goals, monitor progress, & motivate themselves.
2. Demonstrate appropriate interpersonal skills in social and professional situations.
Performance Criteria:
2a) Demonstrate awareness of their image as perceived by others.
2b) Use their knowledge and skills to increase their understanding of themselves and others.
2c) Demonstrate accountability for their actions and impact on others.
3. Demonstrate a positive attitude toward learning as a continuous experience.
Performance Criteria:
3a) Recognize learning opportunities outside the classroom.
3b) Apply knowledge outside the classroom.

Communication Skills

Students will be able to...

4. Write purposefully, capably, and ethically in a variety of contexts.
Performance Criteria:
4a) Use research skills to critically evaluate ideas and arguments.
4b) Demonstrate appropriate syntax & usage for academic discussion and professional world.
5. Speak with clarity, skill, and appropriateness before a variety of audiences.
Performance Criteria:
5a) Present speeches and presentations that recognize purpose, audience, and setting.
5b) Identify and apply communication strategies.
5c) Organize and deliver verbal and non-verbal messages.
6. Participate in groups: listen, reflect, and respond effectively.
Performance Criteria:
6a) Employ an emphasis on listening.
6b) Listen effectively to comprehend spoken messages, analyze information critically, and consider multiple perspectives.
7. Use appropriate technologies to convey ideas and information.

TBCC INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION OUTCOMES

Performance Criteria:

7a) Use appropriate technologies to research, solve, and present solutions.

7b) Perform tasks, procedures, and processes with technical competence.

Thinking Skills

Students will be able to...

8. Analyze and evaluate information to address issues and solve problems.

Performance Criteria:

8a) Understand and use various methods of reasoning.

8b) Research and analyze data in problem solving.

8c) Construct logical and coherent arguments.

8d) Interpret and express quantitative ideas.

8e) Use critical thinking to distinguish effective and ineffective arguments.

9. Develop creative responses to ideas and information.

Performance Criteria:

9a) Select, use, and present appropriate concepts and methods to solve problems creatively.

9b) Formulate and articulate ideas.

Cultural Awareness

Students will be able to...

10. Be aware of individual and cultural diversity.

Performance Criteria:

10a) Analyze cultural perspective, bias, and values.

10b) Analyze varying viewpoints.

10c) Recognize their own cultural assumptions and those of others.

11. Practice personal and intercultural interaction with integrity, civility, and empathy.

Performance Criteria:

11a) Apply appropriate techniques for exploring assumptions and expressing viewpoints.

11b) Engage in and/or appreciate different forms of creative and artistic expression.

11c) Employ respect for beliefs of others.

12. Be informed participants in the community, the nation, and the world.

Performance Criteria:

12a) Articulate diverse points of view.

12b) Analyze community and global issues.

Professional Competence

Students will be able to...

13. Demonstrate the knowledge, skills, and professional attitude necessary to enter and

succeed in a defined profession or advanced academic program.

Performance Criteria:

13a) Use available resources to find information and use information effectively.

13b) Determine and use appropriate communication techniques to convey information electronically.

13c) Identify, evaluate and synthesize information.

13d) Apply base knowledge necessary to enter into a professional area(s).

14. Work ethically, effectively, and efficiently as individuals or as members of a team.

Performance Criteria:

14a) Students will recognize what is expected of them: dependability, reliability, accountability, social skills.

GENERAL EDUCATION LEARNING OUTCOMES

In addition to Institutional Learning Outcomes, standards have been established for Student Learning Outcomes in General Education Courses in the following categories: Arts and Letters, Cultural Literacy, Mathematics, Science or Computer Science, Social Science, Speech

TBCC INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION OUTCOMES

and Oral Communication, Writing, and Information Literacy. Coursework in each of these areas supports student achievement of these outcomes. TBCC evaluates student achievement of course learning outcomes on a regular basis, and this information is used for continuous improvement in instruction and student services.

Arts & Letters OUTCOMES

As a result of taking General Education Arts & Letters* courses, a student should be able to:

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

* "Arts & Letters" refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance.

CRITERIA

A course in Arts & Letters should:

- 1) Introduce the fundamental ideas and practices of the discipline and allow students to apply them.

2) Elicit analytical and critical responses to historical and/or cultural works, such as literature, music, language, philosophy, religion, and the visual and performing arts.

3) Explore the conventions and techniques of significant forms of human expression.

4) Place the discipline in a historical and cultural context and demonstrate its relationship with other discipline.

5) Each course should also do at least one of the following:

- Foster creative individual expression via analysis, synthesis, and critical evaluation;
- Compare/contrast attitudes and values of specific historical periods or world cultures; and
- Examine the origins and influences of ethical or aesthetic traditions.

Cultural Literacy

Cultural Literacy outcomes will be included in courses that meet the outcomes and criteria of an AAOT Discipline Studies requirement.

OUTCOMES

As a result of taking a designated Cultural Literacy course, a student should be able to:

- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

CRITERIA

A course with the Cultural Literacy designation will:

- 1) Explore how culturally-based assumptions influence perceptions, behaviors, and policies.
- 2) Examine the historical bases and evolution of diverse cultural ideas, behaviors, and issues.

Each course may also do one or more of the following:

- Critically examine the impact of cultural filters on social interaction so as to encourage sensitivity and empathy toward people with different values or beliefs.
- Investigate how discrimination arises from culturally defined meanings attributed to difference.
- Analyze how social institutions perpetuate systems of privilege and discrimination.
- Explore social constructs in terms of power relationships.

TBCC INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION OUTCOMES

Mathematics

OUTCOMES

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems; and
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

CRITERIA

A collegiate level Mathematics course should require students to:

- 1) Use the tools of arithmetic and algebra to work with more complex mathematical concepts.
- 2) Design and follow a multi-step mathematical process through to a logical conclusion and judge the reasonableness of the results.
- 3) Create mathematical models, analyze these models, and, when appropriate, find and interpret solutions.
- 4) Compare a variety of mathematical tools, including technology, to determine an effective method of analysis.

5) Analyze and communicate both problems and solutions in ways that are useful to themselves and to others.

6) Use mathematical terminology, notation and symbolic processes appropriately and correctly.

7) Make mathematical connections to, and solve problems from, other disciplines.

Science or Computer Science

OUTCOMES

As a result of taking General Education Science or Computer Science courses, a student should be able to:

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions;
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner; and
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

CRITERIA

A General Education course in either Science or Computer Science should:

1) Analyze the development, scope, and limitations of fundamental scientific concepts, models, theories, and methods.

2) Engage students in problem-solving and investigation, through the application of scientific and mathematical methods and concepts, and by using evidence to create and test models and draw conclusions. The goal should be to develop analytical thinking that includes evaluation, synthesis, and creative insight.

3) Examine relationships with other subject areas, including the ethical application of science in human society and the relevance of science to everyday life. In addition, a General Education course in Science should:

- Engage students in collaborative, hands-on and/or real-life activities that develop scientific reasoning and the capacity to apply mathematics and that allow students to experience the exhilaration of discovery; and
- A General Education course in Computer Science should:
- Engage students in the design of algorithms and computer programs that solve problems.

TBCC INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION OUTCOMES

Social Science OUTCOMES

As a result of taking General Education Social Science courses, a student should be able to:

- Apply analytical skills to social phenomena in order to understand human behavior; and
- Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

CRITERIA

An introductory course in the Social Sciences should be broad in scope. Courses may focus on specialized or interdisciplinary subjects, but there must be substantial course content locating the subject in the broader context of the discipline(s). Approved courses will help students to:

- 1) Understand the role of individuals and institutions within the context of society.
- 2) Assess different theories and concepts and understand the distinctions between empirical and other methods of inquiry.
- 3) Utilize appropriate information literacy skills in written and oral communication.
- 4) Understand the diversity of human experience and thought, individually and collectively.

- 5) Apply knowledge and skills to contemporary problems and issues.

Speech/Oral Communication OUTCOMES

As a result of taking General Education Speech/Oral Communication courses, a student should be able to:

- Engage in ethical communication processes that accomplish goals;
- Respond to the needs of diverse audiences and contexts; and
- Build and manage relationships.

CRITERIA

A course in Speech/Oral Communication should provide:

- 1) Instruction in fundamental communication theories.
- 2) Instruction and practice of appropriate oral communication techniques.
- 3) Instruction and practice in the listening process.
- 4) Instruction and practice in comprehension, interpretation, and critical evaluation of communication.

- 5) Instruction and practice in adapting verbal and non-verbal messages for the listener and communication contexts.

- 6) Instruction in the responsibilities of ethical communicators.

- 7) Instruction in the value and consequences of effective communication.

Writing OUTCOMES

As a result of completing the General Education Writing sequence, a student should be able to:

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences;
- Locate, evaluate, and ethically utilize information to communicate effectively; and
- Demonstrate appropriate reasoning in response to complex issues.

CRITERIA

A course in Writing should:

- 1) Create a learning environment that fosters respectful and free exchange of ideas.
- 2) Include college-level readings that challenge students and require the analysis of complex ideas.

TBCC INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION OUTCOMES

- 3) Provide guided discussion and model practices that help students listen to, reflect upon, and respond to others' ideas.
- 4) Foster students' ability to summarize and respond in writing to ideas generated by reading and discussion.
- 5) Require a substantial amount of formal and informal writing.
- 6) Emphasize writing as a recursive process of productive revision that results in complete, polished texts appropriate to audience needs and rhetorical situations.
- 7) Foreground the importance of focus, organization, and logical development of written work.
- 8) Guide students to reflect on their own writing, to provide feedback on peers' drafts, and to respond to peer and instructor comments.
- 9) Direct students to craft clear sentences and to recognize and apply the conventions of Edited Standard Written English.
- 10) Provide students with practice summarizing, paraphrasing, analyzing, synthesizing, and citing sources using a conventional documentation system.
- 11) Require appropriate technologies in the service of writing and learning.

Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

OUTCOMES

As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- Evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information.

CRITERIA

A Writing course infused with Information Literacy should include:

- 1) Instruction and practice in identifying gaps in knowledge and recognizing when information is needed.

- 2) Instruction and practice in finding information efficiently and effectively, using appropriate research tools and search strategies.
- 3) Instruction and practice in evaluating and selecting information using appropriate criteria.
- 4) Instruction and practice in research strategies that are recursive and involve multiple stages such as modification of the original strategy and revision of the topic.
- 5) Instruction and practice in the ethical and legal use of information and information technologies.
- 6) Instruction and practice in creating, producing, and communicating understanding of a subject through synthesis of relevant information.

PROGRAM LEARNING OUTCOMES

Student learning outcomes for all career and technical degrees and certificates are published with program descriptions in the Career and Technical Programs section of this catalog.

STUDENT PROCESSES AND RESOURCES

ADMISSION TO TAKE CREDIT COURSES

Tillamook Bay Community College has an open admissions policy meaning that anyone may enroll at the College. We welcome students from all backgrounds who wish to obtain a quality education and we are here to help you be successful. Students are admitted into credit level instruction based on one or more of the following criteria. If you have question about this process please contact Student Services by either calling (503) 842-8222 ext. 1100, emailing studentservices@tillamookbaycc.edu, or visiting them at 4301 Third St. Tillamook.

1. Test Requirements

New applicants must submit assessment scores evidencing suitable preparation for course work. COMPASS scores are used to determine admissions and course placement. TBCC accepts ACT, SAT, or ASSET scores as alternative assessments to COMPASS.

2. High School Graduation

Public high school students must graduate from standard high schools.¹ Private high school students must graduate from accredited high schools.²

Footnotes

1. Standard high schools are public high schools that are certified as meeting specified levels of resources, services, and

quality established by the Oregon Department of Education.

2. Accredited high schools are those that are reviewed and recognized by a regional entity, such as the Northwest Association of Schools and Colleges, as meeting an appropriate level of academic rigor and support.

3. Graduates of Nonstandard or Unaccredited High Schools or Home-Schooled Students

Graduates of nonstandard or unaccredited high schools must qualify for admission by meeting COMPASS score requirements **and** submit a Home School Course Verification Worksheet signed by the applicant and parent/guardian.

4. GED Completion

Achieve passing GED scores in all five sub-assessments and meet the completion criteria.

ADMISSIONS PROCESS

1. Complete an admissions application at <https://jics.tbcc.cc.or.us/ICS/Admissions/>.

Choose the Credit/Degree Application and complete the form online. If you do not have access to the internet a paper copy is available from Student Services at the Central Campus, 4301 Third St. Tillamook Oregon.

2. Assess Your Placement

by taking the COMPASS placement test, another college placement assessment, or submitting a previous college transcript. COMPASS placement assessments

are available in the TBCC Library and Learning Center. Library and Learning Center hours vary. You may contact the Library and Learning Center at 503-842-8222, ext. 1720. Students will need their Social Security number and a photo ID for the testing session.

After you have submitted your admissions online, you will receive an email to the email address you provided on your application. The email will provide your TBCC ID number and password to log in to MyTBCC. MyTBCC is the student portal located on the TBCC website www.tillamookbaycc.edu which is where you will register for your classes online.

3. Attend a New Student Orientation.

Dates and times for Orientation sessions are published in the TBCC Schedule of Classes for each term. Contact Student Services at 503-842-8222 ext. 1100 or in person to sign up. You must have your admissions steps completed before attending orientation.

RESIDENCY

A residence is a place in which a person resides—a dwelling place or abode, essentially a house or apartment. TBCC considers a person as having established residency by residing in Tillamook County for at least 60 days. Residency is not established by attendance at a college.

• In-state student: a United States citizen, immigrant or permanent resident who has established and maintains residency in Oregon, Washington, Idaho, Nevada or California.

STUDENT PROCESSES AND RESOURCES

• Out-of-state student: a United States citizen, immigrant or permanent resident who has not established or does not maintain residency in Oregon, Washington, Idaho, Nevada or California.

Note: Establishing residency at TBCC does not guarantee meeting residency requirements for other colleges and universities.

REQUIREMENT TO VERIFY QUESTIONABLE HIGH SCHOOL DIPLOMAS

If TBCC has reason to believe that an applicant's high school diploma information is inaccurate, it must verify the accuracy of that information.

Records flagged with a question of the validity of a high school diploma are resolved by:

The student providing an official high school transcript that is normally issued by a school to verify attendance and completion.

The College using available means including electronic tools, telephone, and mail to determine the accuracy of a student's high school records. Resources that may be checked are:

- State Department of Education in the state in which high school is located
- Companies that determine validity of foreign high school diplomas
- Other institutions of higher education
- Membership organizations that evaluate the validity of high schools

Findings will be documented and recorded as part of the student record. Student self-certification of

completion is not considered a creditable source and will not be accepted.

Conflicting data will impact a student's eligibility in various ways including but not limited to enrollment, financial aid, and program acceptance. TBCC requires the applicant to provide adequate documentation to resolve the conflict in order to be admitted as a regular student.

TRANSFER STUDENTS

Complete an admissions application at <https://jics.tbcc.cc.or.us/ICS/Admissions/>. Computers are available in the TBCC Library if needed. Choose the Credit/Degree Application and complete the form online. If you do not have access to the internet a paper copy is available from Student Services at the Central Campus, 4301 Third St., Tillamook, Oregon 97141.

Credits from other institutions may be accepted toward degree requirements if they were completed at a regionally accredited college or university. The college evaluates coursework needed to satisfy TBCC admission requirements. To request evaluation of your transfer credits, submit your official transcripts to Student Services and complete a Transfer Credit Evaluation Request form. Generally credit earned should have been earned no more than ten years in the past. You must be an admitted student to request a transfer credit evaluation. Transfer evaluations are performed in the order in which they are received.

For degree-seeking students the college evaluates coursework for all Lower Division Collegiate (LDC) classes from regionally accredited institutions where grades of A, B, C, or P/S (Pass/Satisfactory) were earned. P/S grades are only transferable if the transferring institution awarded that grade for C or higher. If a D was considered P/S, it is not transferable. If you are unsure what constitutes LDC coursework see the appropriate section of the catalog. Career Technical Education coursework may be applied to a degree or certificate upon the evaluation and approval of the Chief Academic Officer. Transfer GPA is not included in the overall GPA on TBCC transcripts.

All transcripts received by the TBCC Student Services Office become the property of TBCC. The Student Services Office does not provide copies of transcripts from other institutions. TBCC's Student Services Office is responsible for determining acceptance of transfer work to meet college requirements.

In order to receive credit toward a TBCC certificate or degree, it is the responsibility of each student with transcripts (credits) from international schools to have them translated (if necessary) and evaluated course by course by a service that is a member of the National Association of Credential Evaluation Services. Further information can be found at: www.naces.org by clicking on "Current Members" for a listing of service providers.

Course Work at Non-Accredited Institutions

Credit may be granted for course work completed at training sites other than those listed in the "Transfer

STUDENT PROCESSES AND RESOURCES

Credit Practices Directory" published by the American Association of Collegiate Registrars and Admissions Officers. Examples include hospitals, banks, corporations, business schools, etc.

Students must furnish detailed training records, course outlines and, whenever possible, transcripts. Individual departments will evaluate and assign TBCC equivalencies. A maximum of 25% of certificate or degree requirements may be recorded through this process. Only those subject areas taught by TBCC will be considered. Contact the TBCC Student Services Office for details. Course work evaluated from non-accredited institutions is not generally acceptable in meeting the requirements for an AAOT degree.

For additional information about credit for prior learning, military credit, or non-traditional credit, see page 146.

HIGH SCHOOL STUDENTS

Tillamook Bay Community College participates in Accelerated Learning Options for Oregon. The Oregon Expanded Options and Dual Credit Programs are two of these programs. High school students can participate in these programs by first contacting their high school guidance counselors. High school students are admitted under the same criteria as regular students using the testing option to demonstrate college level proficiency in reading, writing and mathematics.

UNDERAGE STUDENTS (Younger than 16 Years Old)

Students under the age of 16 who wish to be considered for admissions to TBCC must:

1. Obtain a letter of recommendation from your high school counselor or administrator, which addresses both academic and behavioral preparedness for an adult learning environment.
2. Apply for admission.
3. Show college level proficiency in reading, writing and mathematics. Place at the minimum levels of Writing 115, Reading 115, and Math 60.
4. Meet with a TBCC Career Education Advisor. Both student and parent/guardian are required to attend.
5. Complete the "Underage Enrollment Form."

Prior to each term of enrollment at TBCC, students under the age of 16 must consult with a TBCC advisor and obtain a signature of approval for their schedule of classes before registering.

Continuing registration for all students under the age of 18 will be contingent upon the student's compliance with all relevant college financial, academic, and student conduct policies. The decision of whether a student has demonstrated the ability to perform academically is at the sole discretion of TBCC.

High school students can use most (but not all) Advanced Placement (AP) scores and International Baccalaureate (IB) to be awarded college credit. Students who complete Advanced Placement (AP) or International Baccalaureate (IB) Exams are eligible to receive college credit based on the exam score. See pages 146 for more information.

DUAL CREDIT

Dual Credit is a program whereby high school students may earn TBCC credit for advanced level courses that are taught at their local high schools by high school teachers. These courses are equivalent to those offered on the TBCC campus. High school students who earn a grade in these "articulated" (dual credit) courses may obtain TBCC credit and thereby save both time and money in their college pursuits. For specific information about TBCC Dual Credit, contact Gina Fox at 503-824-8222 x 1320, ginafox@tillamookbaycc.edu or in person at 4301 Third Street, Tillamook.

PAYMENT

All tuition and fees are due as specified in the quarterly Schedule of Classes. Payment may be made by cash, check, money order, VISA, MasterCard, American Express, or Discover Card. Checks and money orders should be made payable to "Tillamook Bay Community College." Payments may be made online through MyTBCC on the website, at the TBCC Bookstore, by calling the Business Office and making a payment by phone, or by mailing payments to the business office at 4301 Third Street, Tillamook, OR 97141

Online Payment Plans are available for students with a balance of \$300 or more. Applications are available online, at www.mycollegepaymentplan.com/tbcc. The College will also bill a third party (a student's employer, for example) when written authorization from that party is received by the end of the 1st week

STUDENT PROCESSES AND RESOURCES

of the term. Students are responsible for any costs which are not paid by the third party.

A student may not sign up for courses in a succeeding term unless their prior term balance has been paid in full.

REMOVING CHARGES

If you are dropping a course after the close of the regular registration period, you must withdraw from the course online through MyTBCC or with a signed drop form submitted to Student Services. 100% of the charges associated with a course will be removed if you formally drop that course within the refund period. Students who officially drop/withdraw from a full term (11 week) course during the first week of the term will receive a refund. No charges will be removed for a withdrawal (official or unofficial, partial or complete) after the refund period.

TUITION FORGIVENESS

If you were unable to complete your course(s) due to circumstances beyond your control, you may file a Student Account Petition form to request a tuition voucher through Student Services. Your petition will be accepted for review once you have met all petition requirements listed on the form. If your petition is approved, a tuition voucher will be issued that may forgive a past balance or help offset the cost of your future enrollment depending on the TBCC administrator's decision.

REFUNDS

Refunds are calculated when your account has a credit balance resulting from an overpayment of your account balance, or from charges being removed which were previously paid. Only payments made by you in the form of cash, check, or credit card may be refunded to you. Credit balances resulting from payments made by third party sponsors, financial aid, or scholarships will be returned to the originator.

Refunds are first applied to other charges outstanding on your account, even if payment is not yet due. Students on Federal Financial Aid should refer to the Financial Aid Information below for information on refunds.

TAX DEDUCTIBLE EDUCATION EXPENSES

Education expenses may be deductible from federal income tax if the education:

- Maintains or improves skills required in one's present job or other trade or business; or
- Serves a business purpose and is required by your employer or by law to keep your present salary, status, or job.

See IRS Publication 508 "Educational Expenses" or your income tax advisor if you have any questions about the deductibility of your education expenses.

Tax Credits for Education (1098-T)

The American Opportunity (Hope Credit extended) and the lifetime Learning Credit are education credits that can help offset the costs of education. To determine your eligibility please contact your tax advisor. TBCC staff cannot assist with tax related questions.

If you plan to claim an educational tax credit, your social security number (SSN) is required for tax reporting. A form 1098-T is available by January 31 each year to students that incur eligible charges.

Older Adults (62 and Over)

Students 62 years of age or over are eligible to receive a Golden Age 50% Tuition Waiver discount on credit and continuing education courses. The discount does not apply to lab and other course fees or partner agency courses. Those eligible for the Golden Age 50% Tuition Waiver are also eligible for a 100% tuition waiver for credit course audits.

FINANCIAL AID

To be sure you are taking advantage of all opportunities to finance your education, we encourage you to apply for financial aid. The Financial Aid Office administers federal Title IV financial aid programs to eligible students who qualify for assistance to attend college.

GET STARTED WITH FINANCIAL AID

Eligibility for financial aid is determined by completing the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov> on an annual basis. Financial aid will be awarded based on the formula:

Cost of attendance - Expected family contribution = Need.

The FAFSA application is accepted throughout the year. Apply as early as possible on or after January 1st for the following academic year which starts in summer term. Help for completing the form is available on the FAFSA website and from the TBCC

STUDENT PROCESSES AND RESOURCES

Financial Aid Office which is located in Student Services. The Financial Aid Office can be reached by phone at (503) 842-8222 ext. 1130.

The TBCC school code for financial aid is 041949.

The [FAFSA](#) must be completed each year that you want to receive federal financial aid.

Tips for Completing the [FAFSA](#)

- Some applicants find it helpful to fill out the Pre-Application Worksheet before going to the online [FAFSA](#).
- Make sure your name appears the same as it does on your Social Security Card.
- Some applicants find it helpful to have their most recent tax return(s) available while completing the online [FAFSA](#). If you are unmarried, under the age of 24, or do not have children you will also need parent information.
- Remember to click "Submit My [FAFSA](#) Now" when you finish.
- Print a copy of the confirmation page for your records after you have submitted your [FAFSA](#).
- A person must be a registered college student with TBCC in order to qualify for any federal financial aid funds.

What Happens After You Apply?

You will receive acknowledgement from [FAFSA](#) after applying. You may then go to the [FAFSA](#) website and review all your answers to see if they are correct. You may also make corrections if necessary.

You will be notified when TBCC receives your record. TBCC may request follow-up information. Be sure to respond quickly to any inquiries sent to you from TBCC. These inquiries will be sent to your TBCC email account which can be accessed at [MyTBCC](#).

When everything is complete, your Award Letter will be available online at [MyTBCC](#). You must accept and submit the award letter to receive your aid. The Award Letter will list all the aid for which you are eligible. This aid will be released to the TBCC Business Office the second week of classes for those students who have completed the process.

Manage Your Award

For Summer 2015 - Spring 2016, you will be notified via your personal TBCC email account when your award has been approved. You must read and accept the Terms and Conditions of Award.

Financial Aid Recipient's Responsibilities

Students accepting financial aid to attend TBCC have the following responsibilities:

- Completing all forms accurately and as early in the year as possible.
- Submitting information requested by the Financial Aid Office (FAO) staff in a timely manner.
- Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reporting to the FAO any additional assistance from non-college sources such as scholarships, loans, fellowships, and educational benefits.

- Notifying the FAO of any change in enrollment status.
- Maintaining Satisfactory Academic Progress.
- Re-applying for aid each year.
- Enrolling in, attending, and passing all your classes.
- Notifying the FAO when transferring to another school.

SATISFACTORY ACADEMIC PROGRESS (SAP)

To continue to receive financial aid you will need to maintain Satisfactory Academic Progress. At TBCC that includes:

- Maintaining a cumulative GPA of 2.0 or higher.
- Successful completion of two-thirds of attempted credits each term.
- Ability to complete declared degree or certificate within 150% maximum time frame limit.

Two-Thirds Completion Chart

Credits Attempted	Must Successfully complete
19	13
17-18	12
16	11
14-15	10
13	9
11-12	8
10	7
8-9	6
7	5

STUDENT PROCESSES AND RESOURCES

5-6	4
4	3
2-3	2
1	1

Passing grades include: A, B, C, D and P (pass). The following grades are considered attempted but not completed or passing credits: F, NP (no pass), W (withdraw), and I (incomplete).

Withdrawal, lack of attendance in classes, and other non-completion of classes may require a student to repay financial aid received from Title IV programs.

The Financial Aid Office reviews academic performance each term. If a student fails to maintain any of the requirements listed above then the student will be placed on SAP Warning.

Warning

Student's cumulative GPA dropped below a 2.0, and/or student did not complete two-thirds (66.67%) of all attempted credits in a term, and student is able to graduate within 150% maximum time frame limit. A student is able to receive financial aid while on financial aid warning status, but must meet SAP standards during that term of enrollment to remain eligible for subsequent financial aid.

Suspension

Student did not meet SAP standards while in Warning or Probation status, or it is determined that the student will not be able to graduate within 150% maximum time frame limit, or a student in Financial

Aid Academic Plan status fails to follow the plan. Student is not eligible to receive financial aid while on Financial Aid Suspension.

Probation

Only granted upon the approval of a Financial Aid SAP Appeal, prohibition status allows student to receive financial aid for one term. Student must meet SAP standards by the end of that term to remain eligible for subsequent financial aid.

Probation with Academic Plan

Only granted upon the approval of a SAP Appeal with the condition the student follows a Learning Contract. The student is eligible to receive financial aid as long as the student continues to follow the academic plan and maintains Satisfactory Academic Progress.

POLICY ON RETURN OF TITLE IV FUNDS

Refunds

Federal regulations require TBCC to have a fair and equitable refund policy for students receiving financial aid who officially or unofficially withdraw from all classes. Withdrawing (or stopping attendance) may result in financial debt for you and may also make you ineligible for future financial aid (including loans). We strongly urge you to consult with a Career Education Advisor or Financial Aid Advisor to help you with decisions about withdrawing. See TBCC's Refund Policy online by going to the Tillamook Bay Community College home page and clicking on the

current Schedule of Classes. The refund policy is in the section "Paying for Courses."

Financial Consequences of Withdrawal or Passing No Classes

Federal regulations assume that you earn financial aid over the course of a term by attending and participating in classes. You cannot earn all of your funds unless you maintain attendance and class participation for more than 60 percent of the term. This calculation counts all calendar days including the first and last day of each term, weekends and holidays. "No passed classes" is defined at TBCC as W, NP, F, AUD and drops.

The portion of financial aid grants and loans funded, excluding Federal Work Study, which must be returned to the financial aid accounts will be based on your date of withdrawal as determined by the college based on one of the following:

- The date that you complete and return the add/drop form, or
- The midpoint of the term, if you don't officially withdraw, or
- A date documented by the college.

Percentage of the enrollment period earned:

Divide the number of days attended by the number of days in the term (including weekends and holidays). Calculation of the portion of financial aid earned up to the 60 percent point in time:

- Subtract the percentage earned from 100 to determine the percentage unearned.

STUDENT PROCESSES AND RESOURCES

- If withdrawal occurs after the 60 percent date, you will have earned all of the financial aid received and no refund will be required.
- Multiply the total federal financial aid by the calculated percentage unearned. This reflects the total amount of unearned federal aid.
- Subtract the unearned amount of institutional costs from the total amount of unearned aid, and this will equal the amount of federal financial aid you will be responsible for repaying.

You will be notified in writing showing that portion of unearned aid you will be responsible to repay.

ADDITIONAL FINANCIAL AID INFORMATION

Repeated Courses

A student may receive financial aid for a repeated course under these conditions:

- Once for a previously passed class (A, B, C, D or P)
- Until student receives a passing grade for a non-completed or non-passed class (F, NP)
- If allowed by the College as published in the current course catalog

Transfer Credits

Transfer credits and non-traditional credits (including AP, CLEP, IB and Military) taken at an accredited institution that are officially accepted towards a student's degree or certificate will not be used in calculating Financial Aid SAP, but will count towards the 150% timeframe credit limit.

Consortium Agreements

Students enrolled in more than one institution under consortium agreements are subject to the home institution's SAP policy. When TBCC is the home institution, credits earned at the host institution will be included in calculation of Financial Aid SAP and the 150% maximum time frame credit limit.

Maximum Time Frame Eligibility

Federal regulations require that students complete their degree or certificate within 150% of the credits required for their program of study. For example, if an associate degree requires 90 credits, a student must complete the degree within 135 attempted credits. All attempted credits are counted in the maximum timeframe calculation (including unearned, repeated, and transfer credits) even if financial aid is not received or there are extenuating circumstances for not completing those credits. Up to 24 credits of Developmental Education (less than 100 level) will be excluded when calculating maximum time frame eligibility. A student's record will be evaluated to determine if they are able to complete their degree or certificate within the maximum time frame allowed. When it is determined a student will not complete their program within the 150% credit limit, the student will be suspended from receiving financial aid. The 150% maximum credit rule is applicable to students who change their major or pursue double majors and second degrees.

FINANCIAL AID ELIGIBILITY APPEALS

Reinstatement of Financial Aid Eligibility and Appeal Process

Financial aid eligibility may be reinstated when the student raises their cumulative GPA to a 2.0, has achieved a cumulative completion of two-thirds (66.67%) of all credit hours attempted, or upon approval of a Satisfactory Academic Progress Appeal.

Satisfactory Academic Progress Appeal Process

A student may request reinstatement of financial aid eligibility by completing the Satisfactory Academic Progress Appeal form with appropriate documentation. An appeal must be received and approved prior to or during the term for which aid is being requested. Aid will not be awarded retroactively for a prior term in which financial aid eligibility was suspended or during which satisfactory progress was not made. A student may appeal if the reason for failure to meet the minimum Satisfactory Academic Progress standards was the result of extenuating circumstances (documentation may be required) if the situation that caused the poor performance has been resolved. Students will receive notification via TBCC email within 2 weeks of appeal submission with one of the following results:

- Progress Report
- Request for additional information
- Reinstatement on probation
- Reinstatement on an academic plan with specific requirements
- Denial of financial aid

Maximum Time Frame Extension Appeal Process

Students have the right to request an extension of their financial aid eligibility (once per degree) if they exceed or expect to exceed the maximum credits

STUDENT PROCESSES AND RESOURCES

allowed for their degree or certificate. Students will need to complete a Time Frame Extension Appeal form and include a Learning Contract. If an appeal is approved, coursework will be limited to courses required for the completion of the degree or certificate. In addition, a student must maintain a minimum cumulative GPA of 2.0 and successfully complete all courses listed on their Learning Contract. Failure to meet the requirements of the approved time frame appeal will result in suspension of financial aid eligibility. If a Time Frame Extension Appeal is denied, a student may submit a written request for review of the appeal to the Chief Student Services Officer. If the Chief Student Services Officer upholds the denial decision, the student may not submit any additional requests for funding.

FINANCIAL AID PROGRAMS AVAILABLE TO STUDENTS

GRANTS

Federal Pell Grant

A Federal Pell Grant provides grants to students who meet eligibility requirements according to federal guidelines. The amount received is determined by your expected family contribution and enrollment. Pell Grants are prorated based on your enrollment.

Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG is awarded to Pell-eligible students with exceptional need according to federal and institutional guidelines. Funding is limited to eligible students enrolled at least half-time who meet TBCC

priority timelines. Grants are prorated based on your enrollment.

Oregon Opportunity Grant

The Oregon Opportunity Grant is awarded to eligible legal Oregon residents who are enrolled at least half-time.

LOANS

For students who do not qualify for grants or scholarships or need additional funds to meet their educational expenses, there are several loan programs available where students and families can borrow money to help fund their educational needs.

William D. Ford Federal Direct Stafford Loan

The most utilized loan program is the William D. Ford Federal Direct Stafford Loan. Under this program, monies are borrowed by the student to pay for their educational expenses.

What is a Federal Direct Stafford Loan?

The Federal William D. Ford Direct Stafford Loan is a loan for enrolled students made through the U.S. Department of Education. Direct Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. If you qualify for a subsidized loan, the federal government pays interest on the loan until you begin repayment. An unsubsidized loan is not awarded on the basis of need. If you qualify for an unsubsidized loan, you will be charged interest from the time the loan is

disbursed until it is paid in full. You can choose to pay the interest or allow it to accumulate. If you allow the interest to accumulate, it will be capitalized--that is, the interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you pay the interest as it accumulates, you will repay less in the long run.

How Much Can I Borrow?

If you are enrolled on at least a half-time basis and if you are a dependent undergraduate student, you can borrow up to: \$5,500 if you are a first-year student (0 - 45 credits earned) \$6,500 if you are a second year student (46+ credits earned)

If you are enrolled on at least a half-time basis and if you are an Independent undergraduate student, you can borrow up to: \$9,500 if you are a first-year student (0 - 45 credits earned) \$10,500 if you are a second year student (46+ credits earned)

Note: The amounts given above are the maximum yearly amounts you can borrow in both subsidized and unsubsidized Direct Loans. However, you cannot borrow more than your cost of attendance minus any other financial aid for which you are eligible. This means that you may receive less than the annual maximum amounts.

VETERAN SERVICES

DISABLED OREGON VETERANS

STUDENT PROCESSES AND RESOURCES

Tillamook Bay Community College shall waive tuition (not covered by any other agency or government sponsored program) of veterans who are identified as disabled fifty percent or more while participating as a result of military service and who listed Oregon as their permanent residence at time of discharge.

Dependents of Fallen or 100% Disabled Oregon Service Personnel

Tillamook Bay Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of all branches of the United States Armed Forces or United States Coast Guard who:

Died while on active duty, or

Died as a result of a military service-connected disability, or

Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.

In addition, the student must be a resident of Tillamook Bay Community College district at the time of application for a waiver. The spouse of the fallen service member must initiate the request for a waiver within ten years of the determination of death or 100% disability. The spouse will lose eligibility upon remarriage. Dependent children must initiate this benefit prior to age 23.

The tuition waiver is available to students admitted to a certificate or degree program only.

VETERANS EDUCATIONAL BENEFITS

Veterans, disabled veterans, and dependents of certain veterans may be eligible for educational benefits from the Veterans Administration. To determine your eligibility for benefits, please contact the Veterans Administration at 1-888-GI-BILL-1 or www.ebenefits.va.gov.

The Tillamook Bay Community College Veterans Service Office is located in Student Services on the main campus. If you are utilizing educational benefits for the first time, or are transferring to TBCC please contact TBCC's Veteran Certifying Official for your initial intake. The Certifying Official may be reached at (503) 842-8222, ext. 1130.

Any veteran receiving GI Bill benefits while attending TBCC is required to provide transcripts from all previously attended schools and submit them to the registrar for review of prior credit. VA regulations require students receiving benefits to maintain a minimum 2.0 grade point average in their declared major for satisfactory academic progress, in accordance with the academic policies described in this catalog. The VA will not pay for "W", "NP" or "F" grades. Please be aware of these conditions to avoid VA over-payments or possible termination of benefits.

STUDENTS WITH DISABILITIES

Disability Services collaborates with students, staff, faculty, and community members to create inclusive, equitable, diverse, and sustainable learning environments for all. Tillamook Bay Community College provides a wide range of in-class and campus access services to students who experience

documented disabilities. The department is a resource for creative problem-solving to enhance access in the following areas:

Admission/registration assistance, advising, and advocacy accommodations for classes, including:

Test accommodations (extended time, reduced distraction, reader, scribe)

Alternate format (computer text with digital audio, Braille)

Technology (computer software and hardware and other devices)

Service Providers (sign language interpreter, classroom aide)

Accessibility information, maps, and basic mobility orientation

APPLICATION PROCESS

Disability Services Advisors work closely with students to learn about their particular needs. Our goal is to provide students with the resources, accommodations, strategies and support to improve access to the learning environment.

In order to receive accommodations, please submit an application, along with paperwork confirming a disability and then have a student interview with a Disability Services Advisor to discuss possible accommodations.

Use the following checklist to guide the process. Have you completed a Disabilities Intake Form? [Disability Services intake \(pdf\)](#) Complete and save

STUDENT PROCESSES AND RESOURCES

the form on your computer or fill it in manually, and send, fax or bring it to the Disability Services office. If you would like assistance filling out the form, come to TBCC Disability Services for one on one help.

Submit disability paperwork that describes how your disability affects you in the learning environment. This may include any of the following:
Copies of Medical Records.

Evaluations or Diagnostic Reports.

Make copies of all documentation for your own records.

Send or bring the forms to our office at:
TBCC, Disability Services
4301 Third St, Tillamook, OR 97141
or Fax to [\(503\) 842-8222](tel:5038428222)
or Email to Johnsousa@tillamookbaycc.edu

Students are responsible for initiating the accommodation request process. These steps should begin immediately after registration for classes and **before** the term begins. Schedule an appointment to discuss specific needs and to request accommodations **prior to each term**. Disability Services is available through the Disability Services Advisor in Student Services, [\(503\) 842-8222](tel:5038428222) ext. 1145.

CONFIDENTIALITY

Information about your disability is considered a highly confidential part of your educational records which is protected by federal law (Federal Family Education Rights and Privacy Act of 1974).

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, disability height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about nondiscrimination should contact the Director of Facilities, Human Resources, Safety at TBCC, 4301 Third Street, Tillamook, Oregon, Room 122, Phone [\(503\) 842-8222](tel:5038428222), ext. 1020 or TDD [\(503\) 842-2467](tel:5038422467).

Section 504 Coordinator, Michele Burton, Chief Student Services Officer, 4301 Third Street, Tillamook, Oregon, Room 116, Phone [\(503\) 842-8222](tel:5038428222), ext. 1110

Title II Coordinator, Pat Ryan, Director - Facilities, Human Resources, Safety, 4301 Third Street, Tillamook, Oregon, Room 122, Phone [\(503\) 842-8222](tel:5038428222), ext. 1020

Title IX Coordinator, Pat Ryan, Director - Facilities, Human Resources, Safety, 4301 Third Street, Tillamook, Oregon, Room 122, Phone [\(503\) 842-8222](tel:5038428222), ext. 1020

DOCUMENTATION REQUIREMENTS

- All documentation must be administered within the last three years.
- All documentation must be on file before services are provided.
- All students must be registered for classes before services are provided.

- All documentation requires the physician or other qualified professional to provide the following:
 - Present a clear statement of diagnosis;
 - Present the symptoms that the student displays that meet the criteria for the diagnosis;
 - Identify the status of the student's condition (static or changing);
 - A summary of assessment procedures;
 - The academic impact of the disability on the student;
 - Suggested reasonable accommodations which are supported by the diagnosis;
 - Statement must be typed on the professional's letterhead, signed, and contain the professional's title and credentials.

Accommodations (not special education) are provided so students with disabilities can access and participate in the educational programs or courses attended by other students. Specialized (individualized) instruction is not provided. A phone equipped with a TTY (for hearing/speech impairments) is available [\(503\) 842-2467](tel:5038422467).

COMMUNICATION POLICY

STUDENT EMAILS AND WEB PORTALS

Tillamook Bay Community College will use electronic communication methods to conduct official and legal College business. Students are responsible to check their TBCC email and the TBCC student portal (MyTBCC) for information from the College.

ACADEMIC REGULATIONS

ACADEMIC REGULATIONS

GRADE GUIDELINES

Roles and Responsibilities

Students shall be responsible for reading about and selecting a grading system option for each course they take at TBCC as a condition of completing their registration for courses either on-line or in-person. Students shall be responsible for ensuring the accuracy of their final grades on their academic transcripts.

Students shall be responsible for reading about and making any permitted changes to their grading system option selection subsequent to their registration.

Students receiving financial aid should consult a Financial Aid Advisor prior to taking any steps described herein.

Faculty inform students regarding their standing in class, existing petition processes for extraordinary situations, and refer students to other appropriate advisors for issues outside the classroom related to tuition, financial aid, and graduation.

Faculty record earned grades for Students according to each Student's choice as described herein.

TRADITIONAL GRADED SYSTEM

The traditional grade system uses "A," "B," "C," "D," and "F," as defined under Grade Definitions. If available, students may select this grade system option at registration or change to this grade system option at any time during the first 80% of a course's

term by completing the approved registration process. Degree or certificate requirements may only allow specific grade system options.

PASS/NO PASS SYSTEM

This grade system uses "P" and "NP" as defined under "Grade Definitions." Transfer Students should be aware that four-year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate the Student's grade point average by weighting each "P" as if it were a "C" or "D" and each "NP" as if it were an "F" from the traditional graded system. If available, students may select this grade system option by completing a Grade Option form at Student Services at any time during the first 80% of a course's term. Degree or certificate requirements may only allow specific grade system options.

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 a combination 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. Faculty must record the last date attended for students that earn an "F."

P Pass. Acceptable performance. A grade of "P" represents satisfactory achievement which would

ACADEMIC REGULATIONS

have been graded "C" or better under the traditional grading system. The "P" grade is disregarded in the computation of the TBCC grade point average. This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course's term.

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

MARK DEFINITIONS

SC Satisfactory completion. Mark used when a student satisfactorily completes Continuing Education Units (CEU's) or Basic Skills courses.

NSC Not satisfactory completion. Mark used when a student does not satisfactorily complete Continuing Education Units (CEU's) or Basic Skills Courses.

I Incomplete. At the time final course grades are recorded, the Instructor may, with the consent of the student, record an "I" mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress. This shall only be done by signed written agreement with a requesting student and a copy shall be left on file with the division administrative staff. Such written agreements shall describe the missing requirement, the basis for the requirement's evaluation, the effect on the final grade computation and the completion date (within one

year) for that requirement. If no replacement grade for an "I" mark has been provided by the course Instructor within one calendar year, the "I" mark will change to "F". This mark does not entitle the student to repeat a course without paying tuition. It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

W Withdrawal. This mark is to be used only by the Student Services Office when the student has completed the official withdrawal process after the published drop deadline and before the published withdraw deadline.

CIPR Course In Progress Re-register. A mark used only for designated classes. To receive credit, a student must re-register because equipment usage is required. This may include courses in modular or self-paced programs. This mark may also be used in a skills based course to indicate that the student has not attained skills required to advance to the next level. If the course is not completed within a year, the "CIPR" changes to an "AUD" (Audit) on the transcript unless the course is repeated and a grade earned.

CIP Course in Progress. A mark 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 an "F". A student does not need to re-register for the course.

AUD Audit. This mark may be used only by the Student Services Office. The "AUD" mark, when allowed, permits a student to attend a course without receiving a grade or credit for the course even though tuition and fees must be paid. To be assigned an "AUD" (Audit) mark, a student must obtain permission from their Instructor and notify Registration prior to the published drop deadlines. Subject Area Committees

may specify whether this mark is available for each course in its control. Does not satisfy requirements for entry into courses where prerequisites are specified.

NS No Show. This mark is assigned by faculty before the published drop deadlines to indicate that a student has never attended class. These students will be dropped by Student Services. If Faculty fail to assign an NS mark to students who never attend class and if those students fail to drop or withdraw before the published deadlines then they will earn a grade of F or NP according to the grade system option for the course.

R Repeated. This mark may be used only by Student Services. See "Repeated Courses."

GRADE POLICIES

REPEATED COURSES

All grades earned will appear on the transcript. The most recent grade earned for a course will be calculated into the GPA and the total credit hours earned; all other grades earned for that course will be excluded from the GPA and the credit hours earned. If a course can be taken more than once for credit, the oldest grade for that course will be excluded only when the repeat limit is exceeded. See the Financial Aid section pp. 17-24 for more information about repeated courses and financial aid.

GRADE CHANGES

A student who feels that the grade posted on their transcript is not accurate should contact his/her instructor to discuss the reason for his/her concern. A disputed grade may be corrected by the instructor

ACADEMIC REGULATIONS

through a grade change request submitted by the instructor of record to the Registrar. All grade change requests must be submitted by the instructor within one year of the end of the course, including grade changes made as a result of resolving a disputed grade. If a grade dispute cannot be resolved with the Instructor, the student may follow the student grievance or complaint procedures. If the instructor is no longer employed by TBCC and following a good faith effort to contact the Instructor, the Instructor is not available for consultation, grade changes can be made by the Chief Academic Officer providing there is sufficient evidence to make the change.

COMPUTING GRADE POINT AVERAGES

Grade points are computed on the basis of four points for each credit of "A," three points for each credit of "B," two points for each credit of "C," one point for each credit of "D," and zero points for each credit of "F." Grades of "P" and "NP" and marks of "SC," "NSC," "I," "W," "X" (no longer available for use), "CIP," "CIPR," "R," "NS," and "AUD" are disregarded in the computation of the grade point average. The grade point average is the quotient of the total points divided by the total credits in which "A," "B," "C," "D," and "F" are received.

Time periods referring to "published drop deadlines" and "published withdraw deadlines" are different for each term.

ADDING OR DROPPING A COURSE

Courses may be added or dropped online at [MyTBCC](#) during the regular registration period or by filing a Registration & Change Form with Student Services. During late registration courses must be dropped by filing a Registration & Change form with Student

Services. Written instructor approval is required to add a class after the first class session.

The deadline to drop and have charges removed varies by course length and type. The drop deadline for credit courses is published in the quarterly Schedule of Classes.

Students receiving financial aid should check with their academic and/or financial aid advisor before dropping a class. Dropping a class can affect your financial aid eligibility.

DROPPING COURSES

Prior to the published drop deadlines, students may drop any registered course by completing the official drop process. Such action by the student will result in no charges for the course or courses (or reimbursement if charges have already been paid); the course or courses shall be removed from their transcript.

WITHDRAWING FROM COLLEGE

You may formally withdraw from courses by filing a Withdrawal form with Student Services. If you have applied for financial aid or veterans' benefits, you must also notify the appropriate office of your intentions to withdraw.

Official Withdrawal: Withdrawing will result in a grade of "W" appearing for the course or courses on your transcript. The student's withdrawal date is based on the date that the college is provided with "official" notice of withdrawal. Official notice occurs when the Student Services Office is notified of intent to withdraw.

Unofficial Withdrawal: An unofficial withdrawal takes place when a student does not provide the college with official notification. Students who stop attending without formally withdrawing will receive the grades assigned by their instructors and will be responsible for payment of tuition and fees. The date of withdrawal for Title IV purposes will be based on the best available academic record. A withdrawal date will be determined by the College when one of these four instances occurs:

The date the student begins the College's withdrawal process (described in the Schedule of Classes).

The date the student officially notified in writing the Registrar of intent to withdraw.

The midpoint (50%) of the term if the student withdraws without notifying the College.

The last due date of attendance at an academically related activity as documented by the College.

ATTENDANCE

Students are expected to attend all classes in which they are enrolled. Repeated absences will affect a student's grade. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdraw process. Students who stop attending and who fail to drop or withdraw from a class by the published deadlines may earn a grade of "F" or "NP" according to the grade system option selected by the Student. Students having excessive absences and who fail to drop or withdraw from a class by the published deadlines may earn a grade of "F" or "NP" according to the grade system option selected by the student. Faculty must record the last date attended for students that earn an "F" or "NP." By the end of the first week of the term, faculty is required to assign a mark of "NS" (see "Marks") and deny access to any students that do not attend during the first week of the term. Faculty may

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assign a mark of "NS" (see "Marks") and deny access to any registered students if they do not attend the first class session. Students that fail to attend or stop attending classes and fail to drop them within the published drop deadlines will be responsible for the associated tuition and fees.

PERMISSIBLE STUDENT LOAD

Students are allowed to enroll in a maximum of 19 credit hours. Special permission must be obtained from the Chief Academic Officer to increase registration above 19 credit hours.

CANCELLED CLASSES

The College reserves the right to cancel a course that does not meet the minimum enrollment established by the College. Charges for cancelled courses will be automatically reversed.

HONORS

The College will recognize academic excellence in students pursuing a declared major, who have earned a 3.5 or higher GPA on a minimum of 12 graded credits (excluding pass/no pass), in a given term and is making Satisfactory Academic Progress as defined by the College.

Term Honors

Honors List 3.5 – 4.00

Graduation Honors

Highest Honors 3.75 - 4.00 (cumulative grade point average awarded upon graduation or certification)

All transcribed certificates are eligible for highest honors.

Students using credits from other institutions are eligible for highest honors only if both their Tillamook Bay Community College GPA and their cumulative (all credits from all sources) GPA are 3.75 or better.

STANDARDS FOR STUDENT ACADEMIC PROGRESS

The Satisfactory Academic Progress policy is monitored at the completion of each term of enrollment. The following standards must be met to continue to stay in academic good standing:

Students enrolling for an associate degree, certificate, or diploma must achieve Satisfactory Academic Progress. This means that each term a student must:

- Maintain a cumulative grade point average of 2.0 or higher.
- Successful completion of two-thirds of attempted credits each term.

The following rules also apply:

- Classes taken for audit will not be considered when determining eligibility.
- Incomplete (I) grades are considered as failures to complete unless and until changed to passing grades.

Not Meeting Satisfactory Academic Progress

Students who fail to maintain Satisfactory Academic Progress (SAP) shall be assisted by the College to return to Good Academic Standing. Unsatisfactory Academic Progress stages are as follows:

Warning – Student's cumulative GPA dropped below a 2.0, and/or student did not complete two-thirds (66.67%) of all attempted credits in a term. Students

are strongly encouraged to seek assistance to improve their GPA or completion of courses. Enrollment in courses is available while in the Warning stage.

Probation – Student's cumulative GPA is below 2.0 and/or the student did not complete two-thirds (66.67%) of all attempted credit for a second term. The student is in Probation status. He/she will not be allowed to register until an appeal has been completed and the appeal has been approved.

Probation – Probation with Academic Plan – A student who successfully appeals his/her SAP status will be placed on Probation status for one term. At the end of the Probation term, the student's academic standing and progress will be evaluated. If the student has a cumulative GPA of 2.0 or higher and has satisfactorily completed enough credits to complete two-thirds of his/her courses, Good Standing will be re-established for the student.

Suspension – Student did not meet SAP standards while in Warning or Probation status. Student is not eligible to receive financial aid while on Financial Aid Suspension. A student may appeal the suspension status by developing a Career Education Plan and Appeal, which will be reviewed by the Chief Academic Officer and the Chief Student Services Officer. Suspension status is removed by approval by both the Chief Academic Officer and Chief Student Services Officer. If no Career Education Plan and Suspension Appeal is filed or if the appeal is denied, the student will only be allowed to enroll at TBCC after at least one year's suspension and with the completion of the Suspension Appeal process.

ACADEMIC REGULATIONS

GRADUATION

A complete listing of Tillamook Bay Community College's degree and certificate programs and transfer disciplines may be found in the Programs and Disciplines section of the Catalog.

To earn an associate degree or a certificate, students must meet the requirements in the Catalog that is current when they earn their first credit(s) at TBCC, unless they choose to meet the requirements of a later Catalog. However, students who do not earn at least one TBCC credit each academic year lose the right to meet the requirements of their original Catalog. They must then meet requirements of the current Catalog at the time they resume work on their degree or certificate at TBCC, or a later Catalog. If a student has not been consecutively enrolled (earning at least one credit per academic year) at the time of degree or certificate completion, he/she must meet the requirements of the most current Catalog.

Students at Tillamook Bay Community College will receive degrees and/or certificates based upon an institutional awarding standard. The College will grant degrees and/or certificates upon completion of requirements for the student's recorded program of study. Opting out of an institutional award requires completing the appropriate request through the Student Services Office. Multiple credentials may be institutionally awarded within a student's program of study.

An edition of the TBCC Catalog is valid for six academic years. However, some programs may impose shorter time limits on accepting credits for degree or certificate requirements.

A formal commencement ceremony is held at the end of spring term. All students graduating in the current academic year (fall, winter, spring and summer) are eligible to participate if they have applied by the deadline and the application has not been denied. Information regarding cap and gown purchases is emailed to students who have applied and is also available at TBCC Student Services.

Graduating students will receive diplomas by mail from TBCC eight to ten weeks after the degree or certificate has been awarded. The diploma will be mailed to the address of record for the student. Please contact the Student Services Office if there is an address change. Students must clear all debts to the College before their degree or certificate will be awarded.

TRANSCRIPTS

Official transcripts include the College seal and the signature of the Registrar. To be considered official, most colleges, universities, and employers require transcripts to be submitted in the original sealed envelope or through secure electronic exchange.

An official transcript may be requested online at MyTBCC, on the Advising page at www.tillamookbaycc.edu or through TBCC Student Services:

4301 Third St.
Tillamook, OR 97141

Withholding Transcripts

If a student owes money to the College for any reason (tuition, fines, etc.) the College will hold the student's official transcript until payment is made in full.

NON-TRADITIONAL CREDIT

In all cases of non-traditional credit, a student must have an established TBCC transcript before the credit can be recorded. Non-traditional credit may not be used to establish the residency requirement. Students must submit a Non-Traditional Credit form to Student Services and pay a non-refundable fee. The Non-Traditional Credit form can be picked up at the Student Services Office. After evaluation the non-traditional credit will be recorded on the student's transcript. A maximum of 25% of required credit hours for a certificate or degree may be recorded through this process.

TBCC will evaluate any of the following learning experiences for credit: Advanced Placement (AP), International Baccalaureate (IB), College Level Entrance Examination Program (CLEP), Military Service Credit and coursework at non-accredited institutions.

Students may submit a Non-Traditional Credit form based on previous course work in order to:

Substitute course work to meet General Education requirements, AP, IB, and CLEP only.

Substitute course work to meet degree and/or certificate requirements. Petitions are submitted to the Student Services Office.

Keep in mind, no student may graduate with less than the required number of credits. Credit may be given for equal course work, but it may not be waived.

ADVANCED PLACEMENT

Students who have taken a college level course in high school under the Advanced Placement (AP) Program may receive college credit pending official copies of test results. Credit awarded will vary based

ACADEMIC REGULATIONS

on scores received. To request a copy of Advanced Placement courses to be sent to TBCC, contact the Advanced Placement Program.

INTERNATIONAL BACCALAUREATE CREDIT

Students who complete International Baccalaureate (IB) Exams are eligible to receive college credit based on the exam score. Students must send scores to Student Services, along with a Non-Traditional Credit form. The chart listing credit articulation is available at Student Services.

To be awarded college credit, a minimum score of 5 is required for both Standard Level (SL) and Higher Level (HL). Specific credit will be awarded based on individual exam scores.

COLLEGE LEVEL ENTRANCE EXAMINATION PROGRAM (CLEP)

Students enrolled at TBCC may receive credit for certain college courses by submitting official scores from the College Level Entrance Examination Program (CLEP). TBCC accepts CLEP scores for some, but not all, subject areas. Further information on how and where CLEP exams may be taken can be found at the following website: www.collegeboard.com/testing/

MILITARY SERVICE CREDIT

Tillamook Bay Community College awards college credit for military training and coursework based on ACE (American Council on Education) credit recommendations included in military transcripts. This is done at the discretion of TBCC career technical faculty and transfer credit evaluators. Transcripts from Community College of the Air Force

and the Defense Language Institute, which are regionally-accredited institutions, are processed as standard transfer credit. Utilize the College Credit for Military Training

MILITARY SERVICE PHYSICAL EDUCATION CREDIT

Students who do not submit a transcript for evaluation may earn two credits of physical education credit upon the submission of a DD214 along with the military credit request form.

GAINFUL EMPLOYMENT

In order to be eligible for funding under the Title IV programs, an educational program must lead to a degree (associate, bachelor's, graduate, or professional) or prepare students for "gainful employment in a recognized occupation." The Federal Government requires TBCC to disclose information related to TBCC's certificate programs that are not part of an associate degree program and lead to gainful employment in a recognized occupation. Information includes Standard Occupational Classification (SOC) codes, graduation rates, tuition and fees, typical costs for books and supplies, job placement rates for students completing the programs, and median loan debt incurred by students completing the programs. For Gainful Employment program information visit www.tillamookbaycc.edu

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

Tillamook Bay Community College provides students with programs of general education, developmental/remedial programs, and vocational/technical curricula. The College also provides cultural, recreational, and community service activities.

It is, in turn, the responsibility of the student to observe College Rules and Regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community.

GENERAL POLICIES

A student's registration obligates him/her to comply with the policies and regulations of the College. Tillamook Bay Community College will restrict a student's admission to or registration with the College and will withhold degrees, and official transcripts as prescribed by the College and/or state guidelines if a student fails to meet financial obligations to the College or for other legal reasons.

Tillamook Bay Community College is granted the right by law, to adopt such rules as are deemed necessary to govern its operations.

Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law in the enforcement of all such rules.

RIGHT TO FREEDOM FROM HARASSMENT AND DISCRIMINATION

The College's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The College also prohibits retaliation against any person who makes a good faith complaint of discrimination of harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.

Therefore, it is the responsibility of every member of the College community to strictly comply with this Policy. This includes notifying each employee/student of his or her rights and responsibilities under Tillamook Bay Community College's Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held accountable for taking reasonable action to maintain work areas and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to file a complaint with the Director of Facilities, Safety, and Human Resources. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure.

RIGHT TO FREEDOM OF EXPRESSION

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

As constituents of the academic community, Tillamook Bay Community College students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with

STUDENT RIGHTS AND RESPONSIBILITIES

the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.

RIGHT TO PROTECTION FROM IMPROPER ACADEMIC EVALUATION AND IMPROPER DISCLOSURE OF STUDENTS' VIEWS, BELIEFS, AND ASSOCIATIONS

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views, beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.

RIGHT OF ACCESS TO, AND PROTECTION FROM IMPROPER DISCLOSURE OF STUDENT RECORDS

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or advising files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, College Policy, and Oregon laws pertaining to education records.

In order to assist students to benefit from courses, programs, and activities, the College requires advising services and Career Education Plans for degree-seeking students. The confidentiality of student record information obtained by advising services will be strictly maintained, except when Tillamook Bay Community College is legally permitted to disclose student record information.

RIGHT TO FORM STUDENT ORGANIZATIONS

Students may form student clubs and organizations under the provisions of the Associated Students of Tillamook Bay Community College (ASTBCC) Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

RIGHT TO SELL AND DISTRIBUTE MATERIALS AND ENGAGE IN FUND-RAISING ACTIVITIES

Students have the right to engage in legal incidental sales of personal property in private transactions. TBCC has not designated any facilities for this purpose, however, except for the use of designated College bulletin boards.

All fund-raising activities for any student group must be approved by the Chief Finance Officer and the Executive Director of the Foundation and College Advancement, and coordinated with the Tillamook Bay Community College Foundation.

All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College Bookstore except when within College Policy and approved by the Chief Finance Officer and the Executive Director of the Foundation and College Advancement.

All free publications not in violation of state laws, federal laws, and/or College rules, such as books, magazines, newspapers, handbills, leaflets, and similar materials may be distributed on campus. Any persons desiring to distribute publications shall first register with the Chief Finance Officer and the Executive Director of the Foundation and College Advancement so that reasonable areas and times can be assured and the activities of the College will not be interfered with.

STUDENT RIGHTS AND RESPONSIBILITIES

All handbills, leaflets, newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

Printed materials shall not be placed on any vehicle parked on campus.

RIGHT OF ACCESS TO COLLEGE FACILITIES

Students have the right of access to College facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASTBCC student clubs have free access to facilities unless additional services (custodial, Campus Safety, etc.) are required.

When faced with a situation which he/she determines is likely to or does disrupt the order of the College, threatens the health and welfare of the College community, or that interferes with the ingress and/or egress of persons from College facilities, the College President or designee shall have the authority to:

Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a College facility; or

Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been

withdrawn or who have been prohibited from entering into or remaining within a College facility.

Any student(s) disobeying a directive given by the College President or designee, pursuant to the statements above, shall be subject to disciplinary action and/or criminal trespass laws.

RIGHT TO STUDENT PUBLICATIONS

Student publications and student press provide for free and responsible discussion of topics and for intellectual exploration. The responsibility for developing, administering and reviewing procedures for the operation of College sponsored student publications is delegated to the Student Publications Committee. Editors are protected from arbitrary suspension and removal due to editorial policy or content. Editors and staff of student publications are guided by the professional standards of the Oregon Code of Journalistic Ethics, related Oregon Revised Statute and by other state or federal laws.

CODE OF STUDENT CONDUCT

GENERAL POLICIES

Admission to Tillamook Bay Community College carries with it the presumption that the student will conduct him/herself as a responsible member of the College community. Thus, when a student is admitted to and/or enrolled at Tillamook Bay Community College, the student likewise assumes the obligation

to observe standards of conduct which are appropriate to the pursuit of educational goals.

Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. Tillamook Bay Community College administration and its Board, however, retain the authority to create and enact College policy.

Programs based on contracts with government agencies or external funding sources operated outside of the campus may adopt separate conduct procedures consistent with Tillamook Bay Community College's Code of Student Conduct, the program's goals, and the principle of due process for all parties.

Tillamook Bay Community College may take appropriate disciplinary action when student conduct deemed by a college Director or Chief Academic Officer or designee to be disruptive to the operation of the College, or constitutes one or more of the behaviors identified below.

VIOLATIONS

Disciplinary action may result from the commission of any of the actions listed herein, or any violation of civil or criminal law while on College property or while engaged in any College activity:

Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the College's Academic Integrity Policy.

STUDENT RIGHTS AND RESPONSIBILITIES

Furnishing false information to the College with the intent to deceive the College or any person or agency.

Forgery, alteration, or misuse of College documents, records, or identification cards whether in written or electronic form.

Unauthorized use or access of College electronic communications media, equipment, files, or data or failure to comply with Tillamook Bay Community College Terms of Usage.

Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the College.

Malicious destruction, damage, or misuse of College or private property (including library materials).

Theft or conversion of College property.

Failure to comply with the lawful directions of College personnel acting in performance of their duties.

Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or the other student that such contact or communication is unwelcome.

Any behavior that is disruptive to the educational process of the College as determined by a College official.

Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or

staff member, or student at the College who is in the discharge or conduct of his/her duties or studies.

Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.

Possession, consumption, being under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

Failure to disperse when an assembly is ordered to disperse by College officials.

Failure to comply with a notice against trespass.

Failure to comply with the following rules regarding firearms and weapons:

The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon Revised Statute 161.015), or facsimiles thereof, is prohibited on or in College facilities, except as provided by Oregon law or when approved by College administration for official College activities.

Explosives, incendiary devices, or any facsimiles thereof are prohibited on or in College facilities, except as provided by Oregon law, or when approved

by College administration for official College activities.

The above rules do not apply to equipment or materials owned, used, or maintained by the College, used by the College or under College direction, nor to law enforcement officers or campus security personnel.

Violations of published College regulations, including those related to entry and use of College facilities, the rules in this Section, and any other College regulations which may be enacted.

Conduct that substantially interferes with the College's educational responsibility of ensuring the opportunity for all members of the College community to attain their educational objectives, or the College's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out-of-class activities, such as lectures, concerts, athletic events, and social functions.

If a student is charged or convicted of an off-campus violation of the law, the matter shall be no cause for disciplinary action by the College unless there is a reasonable possibility, as determined by a Director or the Chief Academic Officer, that the behavior is substantially likely to disrupt the educational process of the College.

STUDENT RIGHTS AND RESPONSIBILITIES

SANCTIONS

The College Board has directed the College President, pursuant to ORS 341.290, to establish administrative rules to govern the College and its students, and to administer disciplinary action. Sanctions shall be primarily administered by the college Director or Officer deemed most appropriate in relation to the violation. Generally, safety violations will be directed to the Director of Facilities, Safety, and Human Resources, student conduct and academic progress violations will be directed to the Chief Student Services Officer and academic integrity violations will be directed to the Chief Academic Officer. The Chief Student Services

Officer, the Director of Facilities, Safety, and Human Resources or the Chief Academic Officer may impose the following sanctions for violations of the Code of Student Conduct:

- Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College);
- Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend Tillamook Bay Community College);
- Removal from class(es) for which the student is currently registered;
- Restitution for damages;

- A specified period of college and/or community service;
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College;
- Disciplinary admonition and warning.
- Any other sanction the College deems educationally appropriate.
- The parents or guardian of any student under 16 years of age who receives a sanction under the Code of Student Conduct shall be notified

Type of Violation / Suspension	Initial Review	First Appeal	Final Appeal
Student Conduct	Chief Student Services Officer	Chief Academic Officer	College President
Safety	Director of Facilities, Safety, and Human Resources	Chief Student Services Officer	College President
Academic Integrity	Chief Academic Officer	Chief Student Services Officer	College President
Academic Progress	Chief Student Services Officer	Chief Academic Officer	College President

DISCIPLINARY DUE PROCESS HEARING PROCEDURES

In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the designated College official listed above.

Classroom Conduct

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and may also require the student to meet with the instructor and/or Chief Academic Officer to identify and set conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be imposed by the designated College official listed above in section C or designee

pursuant to the provisions of the Code of Student Conduct.

Student Conduct:

Students in violation of institutional regulations or civil or criminal law shall be so informed.

During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety

STUDENT RIGHTS AND RESPONSIBILITIES

and well-being of students, faculty, staff, or College property, or which relate to or interfere with the orderly operation of the College, as determined by Chief Student Services Officer or designee.

The student has the right to appeal any disciplinary (as distinct from academic) action to the President solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President will remand the case to the Chief Student Services Officer or designee for reprocessing.

No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the College does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the designated College official listed above in section C or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate College official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

Both the College and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the College nor the student will be represented by an attorney during any meeting or hearing involving the College and the student. The student may withdraw from College of his/her own volition at any time during the disciplinary process. Disciplinary sanctions may still be assessed, however, if the student withdraws from the College prior to the completion of the disciplinary

process, or elects not to participate in disciplinary proceedings.

Formal Resolution

In cases that are not resolved informally, the Director or Officer shall use the following hearing procedure:

Step 1: At an initial conference with the Director or Officer as designated in section C the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The College retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.

Step 2: The student must submit all of his/her evidence within 7 calendar days of the initial conference

Step 3: After considering the evidence in the case and interviewing persons as appropriate, the Director or Officer, may take one of the following actions:

Terminate the proceedings, exonerating the student.
Dismiss the case after appropriate counseling and advice.
Impose an appropriate sanction as described above.

The student shall be notified in writing of the decision of the Director or Officer.

Step 4: The student may appeal a sanction imposed if the student feels that additional information is available that has bearing on the situation. The student may file this appeal by bringing the additional information to the designated Director or Officer.

If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.

Readmission after Suspension

A student suspended from the College may be readmitted only on written petition to the Director or Officer with responsibility over the issue leading to the suspension. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The Director or Officer or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. If the student decides to appeal the decision, a first appeal may be made to the designated Director or Officer. The Director or Officer shall convey his/her decision in writing to the student and shall express his/her reasons for the decision. The Director or Officer sends his/her report to the College President. The decision of the College President is final.

Records

Records of all disciplinary actions shall be kept as part of the student record by the Chief Student Services Officer in accordance with the state archival policies.

ACADEMIC INTEGRITY POLICY

Introduction

Students of Tillamook Bay Community College are expected to behave as responsible members of the College community and to be honest and ethical in

STUDENT RIGHTS AND RESPONSIBILITIES

their academic work. Tillamook Bay Community College strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

GUIDELINES FOR ACADEMIC INTEGRITY

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.

Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.

Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.

Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

FORMS OF ACADEMIC DISHONESTY

Actions constituting violations of academic integrity include, but are not limited to, the following:

Plagiarism: the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cheating: the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.

Fabrication: intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

Collusion: assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

Academic Misconduct: the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

- Verbal or written warning.

- A grade of "F" or "NP" for the assignment, project, or examination.
- The following penalty may be imposed by the faculty member only after a hearing conducted by the Chief Academic Officer:
 - A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The Chief Academic Officer may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- Disciplinary admonition and warning.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
- Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

Academic Dishonesty Complaint and Hearing Procedures

The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.

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The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

The faculty member provides the student an opportunity to explain the incident.

The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the Tillamook Bay Community College Academic Integrity Policy.

The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the Chief Academic Officer (CAO) may be requested in writing to the CAO within 10 days of the time the student is notified of the faculty member's decision. A hearing requested by a student under this section is informally conducted by the CAO, who may take steps he or she deems appropriate to resolve the conflict.

If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the CAO. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the CAO within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.

Within 10 days of receiving an Academic Dishonesty Report form, the CAO notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and CAO to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and CAO may proceed with the process to completion. The CAO will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The CAO determines if the action recommended by the faculty member is appropriate.

Within 10 days of the hearing, the CAO sends a written notification of the results to the student and faculty member.

Within 10 days of the notification, the student may submit a written appeal to the Chief Student Services Officer for a first appeal. The Officer shall review all information of the case. The Officer may hold an additional hearing if deemed necessary. The Chief Student Services Officer shall convey his/her decision to the student within 10 days of the appeal.

If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the President or designee within 7 calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within 7 calendar days of its filing.

For each decision conveyed to the student the CAO or Officer sends a final report to the College President. The Chief Academic Officer or Chief Student Services Officer may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- Disciplinary admonition and warning.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
- Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

SOURCES

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; and "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College, Tucson, Arizona.

STUDENT RIGHTS AND RESPONSIBILITIES

Type of Grievance	Contact	Contact Information	Steps of Grievance with college employee	Steps for Grievance with a student
Disability Related	Michele Burton	micheleburton@tillamookbaycc.edu 503-842-8222 ext. 1110	Step 1: Communicate with college representative Step 2: File grievance with the Director of Facilities, Safety, and Human Resources Step 3: Appeal to the College President	Step 1: Communicate with college representative Step 2: File grievance with the Chief Academic Officer Step 3: Appeal to the College President
Sexual Harassment	Michele Burton	micheleburton@tillamookbaycc.edu 503-842-8222 ext. 1110	Step 1: Communicate with college representative Step 2: File grievance with the Director of Facilities, Safety, and Human Resources Step 3: Appeal to the College President	Step 1: Communicate with college representative Step 2: File grievance with the Chief Student Services Officer Step 3: Appeal to the College President
Harassment based on race/ethnicity/ national origin	Pat Ryan	patryan@tillamookbaycc.edu 503-842-8222 ext. 1020	Step 1: Communicate with college representative Step 2: File grievance with the Director of Facilities, Safety, and Human Resources Step 3: Appeal to the College President	Step 1: Communicate with college representative Step 2: File grievance with the Chief Student Services Officer Step 3: Appeal to the College President
Other Harassment	Michele Burton	micheleburton@tillamookbaycc.edu 503-842-8222 ext. 1110	Step 1: Communicate with college representative Step 2: File grievance with the Director of Facilities, Safety, and Human Resources Step 3: Appeal to the College President	Step 1: Communicate with college representative Step 2: File grievance with the Chief Student Services Officer Step 3: Appeal to the College President
Academic Grievance	Ann Hovey	annhovey@tillamookbaycc.edu 503-842-8222 ext. 1030	Step 1: Communicate with college representative Step 2: File grievance with the Chief Academic Officer Step 3: Appeal to the College President	
Freedom of Expression	Ann Hovey	annhovey@tillamookbaycc.edu 503-842-8222 ext. 1030	Step 1: Communicate with college representative Step 2: File grievance with Chief Student Services Officer Step 3: Appeal to the College President	
Discrimination	Pat Ryan	patryan@tillamookbaycc.edu 503-842-8222 ext. 1020	Step 1: Communicate with college representative Step 2: File grievance with the Director of Facilities, Safety, and Human Resources Step 3: Appeal to the College President	Step 1: Communicate with college representative Step 2: File grievance with the Chief Student Services Officer Step 3: Appeal to the College President
Improper Academic Evaluation	Ann Hovey	annhovey@tillamookbaycc.edu 503-842-8222 ext. 1030	Step 1: Communicate with college representative Step 2: File grievance with the Chief Academic Officer Step 3: Appeal to the College President	

CONSUMER INFORMATION

GRIEVANCE PROCEDURE

INTRODUCTION

Students enrolled at Tillamook Bay Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the College Catalog. This procedure does not apply to any other dispute. Any other complaint about College services, programs, or activities not addressed in the College Catalog or Policy should be put in writing and sent to the Chief Student Services Officer

Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with Tillamook Bay Community College's Grievance Procedure, the program's goals, and the principle of due process for all parties.

The student will be allowed to have an advocate of his/her choice (such as a Tillamook Bay Community College Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.

Concerns involving harassment or discrimination by a College staff member on the basis of race, color,

religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action Officer. Concerns involving harassment or discrimination by a student on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the Chief Student Services Officer.

GRIEVANCE PROCESS

Step 1: Communicate with the Faculty/Staff Member:

The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance. Otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the College Catalog, and a proposed remedy.

Step 2: Chief Student Services Officer or the Chief Academic Officer

In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a Grievance Form obtained from the Chief Academic Officer or the Chief Student Services Officer with supporting evidence, to the CAO or Officer within 14 calendar days of the communication with the faculty/staff member. The CAO or Officer will review the grievance.

Within 14 calendar days, the CAO or Officer will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the College President.

Step 3: Appeal to the College President

The student may appeal the decision in Step 2 if (1) Tillamook Bay Community College procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the College President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.

The President will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, and consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the Chief Student Services Officer, who will maintain them as part of student records in accordance with the state archival policies.

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OUT OF STATE ACADEMIC STUDENT COMPLAINT PROCEDURE

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education (USDOE) conducted a Negotiated Rule Making Process in 2010, and institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

It is recommended that students taking online classes at Tillamook Bay Community College first pursue their concerns locally. Students taking online classes at Tillamook Bay Community College who reside out-of-state should follow the Grievance Procedures to resolve concerns as outlined above. This procedure does not apply to any other dispute.

Any other complaint about college services, programs, or activities not addressed in the Student Rights Section of the Catalog should be put in writing and sent to the campus Chief Student Services Officer, who will forward it to the appropriate administrator. Complaint forms are available at the Student Services Office located at 4301 Third St., Tillamook, OR 97141.

Concerns involving harassment or discrimination by a college staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Chief Student Services Officer or Director of Facilities, Safety, and Human Resources.

If after following the College' Procedure the issue cannot be resolved internally and the student seeks additional resolution, students can refer to the [appropriate state agency or accrediting body](#).

Tillamook Bay Community College is regionally accredited by the Northwest Commission on Colleges and Universities (NWCU). Information regarding their complaint process can be found on the [NWCCU website](#).

Students may also contact the Oregon Department of Community Colleges and Workforce Development (CCWD) by phone at 541-947-2401 or by email to donna.j.lewelling@state.or.us.

CONSENSUAL RELATIONSHIPS

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. This objective is promoted by professionalism in the relationships that faculty and staff have with students. These relationships are intended to foster free and open exchange of ideas, productive learning, and the work that supports it.

In addition, those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism. This responsibility is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students.

Faculty and staff are cautioned that consensual romantic relationships with their students can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:

1. Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty relationship.
2. Relationships in which one party is in a position to review the work, or influence the career of the other may provide grounds for complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
3. Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are susceptible to being characterized as unprofessional and disrespectful to others.

Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.

If a faculty or staff member has a pre-existing consensual romantic/sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be

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supervised by the staff member. If the student does enroll in the course or work for the staff member, the faculty/staff member should remove him/herself from academic or professional decisions concerning the student.

Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the College is obligated to investigate and resolve the charge in accordance with the complaint procedure in the Sexual Harassment Policy (Article 322).

ALCOHOL AND CONTROLLED SUBSTANCES

Student Violations:

Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.

Possession, consumption, being under the influence, or furnishing of a narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 (is now law or hereinafter amended), except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

Student Penalties:

- Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College)
- Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for readmission, (i.e., suspension of the privilege to attend Tillamook Bay Community College)
- Removal from class(es) for which the student is currently registered
- Restitution for damages
- A specified period of college and/or community service
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College
- Disciplinary admonition and warning
- Any other sanction the College deems educationally appropriate.

SMOKELESS/TOBACCO-FREE ENVIRONMENT

Tillamook Bay Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. In light of the findings of the U.S. Surgeon General that exposure to second-hand tobacco smoke and use of tobacco are significant health hazards, Tillamook Bay Community College has established smokeless and tobacco-free environment. Consequently, use, distribution, or sale of tobacco, e-cigarettes, any smoking device, or carrying of any lighted smoking instrument, on College premises is prohibited.

GUIDELINES

A. For the purpose of this administrative rule, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product: and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

B. All College employees, students, visitors and contractors are required to comply with this administrative rule, which shall remain in force at all times.

C. No tobacco-related advertising or sponsorship shall be permitted on Tillamook Bay Community College property, at College-sponsored events or in publications produced by the College, with the exception of advertising in a newspaper or magazine that is not produced by Tillamook Bay Community College and which is lawfully sold, bought or distributed on campus property. For the purposes of this administrative rule, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

B. Cessation Information or Programs

Smoking cessation programs are available for students and employees through the College and community agencies. Information about smoking cessation is available from Student Services.

C. Consequences of violating policy

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1. Students and employees who repeatedly violate this policy may be subject to a minimum fine of \$50 and /or disciplinary action to correct any violation and prevent further occurrences.

2. Employees who are not compliant with this policy should be reported to the Director of Facilities, Safety, and Human Resources and will be subject to disciplinary action per the College's Policy Manual.

3. Students who are not compliant with this policy should be reported to the Chief Student Services Officer and will be subject to disciplinary action per the Student's Rights and Responsibilities policy.

4. Visitors and volunteers will be made aware of this policy through College- wide signage and/or at the time of volunteer orientation. Visitors and volunteers who are not compliant with this policy should be reported to the Director of Facilities, Safety, and Human Resources and may be subject to sanctions.

5. Vendor and contractors will be made aware of this policy through the purchasing department, through their annual contracts and/or requests for proposals. Vendors and contractors who are not compliant with this policy should be reported to the Director of Facilities, Safety, and Human Resources and may be subject to sanctions.

Additional resources

National organizations and Web sites*

In addition to the American Cancer Society, other sources of information and support include:

Centers for Disease Control & Prevention (CDC)

Office on Smoking and Health

Toll-free number: 1-800-232-4636 (1-800-CDC-INFO)

Web site: www.cdc.gov/tobacco

Offers information on tobacco, smoking, and quitting. Main site at www.cdc.gov has health information on many other wellness and prevention topics.

National Institute for Occupational Safety and Health

Toll-free number: 1-800-232-4636

Web site: www.cdc.gov/niosh

Offers information by phone and Web on workplace safety topics, and can look into potential hazards in workplaces if asked by employers or employees.

*Inclusion on this list does not imply endorsement by the American Cancer Society.

MANDATORY REPORTING

Effective January 1, 2013, all Tillamook Bay Community College employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty is personal to the individual College employee and applies twenty-four hours-a-day, seven days-a-week whether or not the employee is on work time. College employees must immediately report to DHS or local law enforcement when the employee has "reasonable cause to believe" that any child with whom the employee comes in contact with has suffered abuse, or that any person with whom the employee comes in contact with has abused a child.

In addition, College employees and students must report to the College Director of Facilities, Safety and Human Resources instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. Reporting to the designated College official does not satisfy the legal duty to report to DHS or local law enforcement.

DEFINITIONS

"Abuse" means:

Any assault of a child and any physical injury to a child which has been caused by other than accidental means;

Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;

Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;

Sexual abuse;

Sexual exploitation, including:

Contributing to the sexual delinquency of a minor;

Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;

Negligent treatment or maltreatment of a child;

Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare;

Buying or selling a person under 18 years of age;

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Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

"Child" means an unmarried person who is under 18 years of age.

"Law enforcement agency" means:
a city or municipal police department;
a county sheriff's office;
the Oregon State Police; or
a county juvenile department.

LEGAL REFERENCE
ORS 419B.005 to 419B.050

TBCC SEX OFFENDER NOTIFICATION PROCEDURES

Information regarding registered sex offenders may be obtained from the Oregon State Police (503-378-3720) and requesting the Sex Offender Unit. In accordance with the Cleary Act, the Campus Crime Statistics Act, and the Campus Crimes Prevention Act, Tillamook Bay Community College periodically receives Sex Offender Notifications from Tillamook County and the State of Oregon for students who are enrolled at TBCC.

Notification Process

1. Sex offenders are recommended to attend TBCC by a County parole or probation officer after consultation with the Chief Student Services Officer

and it is determined by both the officer and the Director that TBCC is an appropriate educational setting for the candidate. The Director will be the contact with the student's parole officer to learn the conditions of his/her probation/parole/post-prison supervision, if any.

2. Upon receipt of notification that a sexual offender will be a TBCC student, the Chief Student Services Officer will determine if the person is enrolled in classes at TBCC by checking TBCC's Student Information System (Jenzabar).

3. Additional communication between TBCC and the student's parole officer or supervisor will be through and the responsibility of the Chief Student Services Officer or designee. The Chief Student Services Officer may include Leadership Team members based on the individual student situation.

4. If any restrictions or conditions exist for the student, the Chief Student Services Officer will place a registration hold on the student's record until such time as all restrictions or conditions have been met.

5. If as a condition of probation, parole, or supervision, the sex offender is precluded from having contact with minors; the student's schedule will be checked to determine if there are minor students enrolled in courses that would violate the terms or conditions as set in the probation, parole, or supervision documentation. If there is a conflict, TBCC may deny enrollment to the student to specific courses on that basis. The Chief Student Services Officer will set and notify the student of any appropriate facility restrictions and behavioral expectations which apply to all TBCC campuses, centers, and courses.

6. The Chief Student Services Officer will notify administration, staff and instructors of the

enrollment of a registered sex offender if the Director and/or TBCC's Leadership Team determines such notification is consistent with TBCC's educational mission and the best interest of TBCC.

DRUG FREE WORKPLACE/SCHOOL POLICY

Tillamook Bay Community College recognizes controlled substance abuse as illegal and interfering with effective teaching, work, and the development of a safe and healthy environment for learning. The College has a fundamental legal and ethical obligation to prevent controlled substance abuse and to maintain an alcohol/drug-free work and educational environment.

See the College website, www.TillamookBaycc.edu for detailed information on drugs and their harmful effects, counseling and assistance programs, state and federal laws, and College policies pertaining to the illegal use of drugs.

A. Alcohol and Controlled Substances

The manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants or controlled substances not medically prescribed, or being under the influence of these to any degree by any employee in or about the College buildings or on the College premises or while performing any duties for the College is prohibited and is cause for suspension and/or dismissal. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation program.

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All employees are required to abide by this alcohol and drug-free workplace policy. In addition, they shall notify the Director of Facilities, Safety, and Human Resources within five (5) days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation. Employees may seek referral assistance from the Director of Facilities, Safety, and Human Resources in connection with alcohol or drug-related problems. Reasonable efforts shall be made to handle such requests confidentially. Requests for assistance are encouraged and will not themselves be considered as ground for dismissal. Such requests shall not, however, excuse violations prohibited by this policy.

The consumption of alcoholic beverages by an employee at a social function held in relation to an employee's work for the College does not, by itself, constitute a violation of this Policy, provided the employee remains in compliance with all state or local laws and other provisions of this Policy.

B. Student Violations:

Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.

Possession, consumption, being under the influence, or furnishing of a narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 (is

now law or hereinafter amended), except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

C. Student Penalties:

1. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College)
2. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for readmission, (i.e., suspension of the privilege to attend Tillamook Bay Community College)
3. Removal from class(es) for which the student is currently registered
4. Restitution for damages
5. A specified period of college and/or community service
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College
7. Disciplinary admonition and warning
8. Any other sanction the College deems educationally appropriate.

The preceding is from TBCC Policy Article 321 Drug Free Workplace/School Policy. This information is also available in hard copy from Student Services.

COPYRIGHT LAWS

The TBCC library supports compliance with copyright law for the protection of the institution and of employees as both creators and users of copyright protected works. The college requires TBCC faculty, staff and students to observe federal law regarding the use of copyright protected materials.

The issue of P2P file sharing is receiving increasing attention in the U.S. and around the world. P2P file sharing is not itself illegal. However, it is often used for unauthorized downloading and uploading of copyright-protected material such as music, video games, computer software and photographs. Several courts have determined that substantial P2P file sharing of copyright-protected works generally does not fall within the fair use defense.

Students who engage in substantial P2P file sharing of copyright-protected materials may be subject to serious liability. Colleges are under no obligation to accept responsibility for, or to help defend, the activities of students in illegal file sharing. They can be found in Administrative Rule B007 (www.tbcc.cc.or.us/images/documents/admin_rules.pdf).

Reproducing, republishing or redistributing the work of a copyright holder without permission, you may be violating or infringing on his or her rights under the copyright act.

If the copyright holder has registered the work with the U.S. copyright office prior to the infringement, the copyright holder may sue for compensation. Court-ordered compensation may include damages such as

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lost profits from the infringing activity or statutory damages ranging from \$250 to \$150,000 plus attorney fees for each infringing copy. Even higher damages may be awarded if the court feels that the infringement was committed "willfully."

Acceptable Use of Computing Resources

The unauthorized use of resources is prohibited and, in many cases, may be violations of the law. Unauthorized use includes, but is not limited to the following types of activities:

A. Harassment or threats to specific individuals, or a class of individuals:

- Transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct.
- Using e-mail, newsgroups, or other social media to threaten or stalk someone.
- Transmitting unsolicited information that contains profane language or panders to bigotry, sexism, or other forms of prohibited discrimination.

B. Interference or impairment to the activities of others:

- Creating, modifying, executing, or retransmitting any computer program or instructions intended to: (a) obscure the true identity of the sender of electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic e-mail; (b) bypass, subvert, or otherwise render ineffective the security or

access control measures on any network or computer system without the permission of the owner; or (c) examine or collect data from the network (e.g., a "network sniffer" program).

- Allowing unauthorized persons or organizations to use user computer accounts or TBCC network resources. Users are responsible for the appropriate use of all College computer access and accounts assigned them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent unauthorized use. Users must not share passwords with anyone else or provide access to network resources to unauthorized persons.
- Communicating or using any password, personal identification number, credit card number, or other personal or financial information without the permission of its owner.

C. Unauthorized access and use of the resources of others:

- Use of College computer resources to gain unauthorized access to resources of this or other institutions, organizations, or individuals.
- Use of false or misleading information for the purpose of obtaining access to unauthorized resources.
- Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data, and electronic mail) from any network system or files of other users without prior authorization (e.g., use of a "network sniffer" program).
- Making unauthorized copies of copyrighted materials. Users should assume all software, graphic images, music, and the like are

copyrighted. Copying, downloading, or peer-to-peer file sharing of copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment.

D. Damage or impairment of college resources:

- Use of any resource irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly, or negligently (a) damaging any system (e.g., by the introduction of any so-called "virus," "worm," or "trojan-horse" program), (b) damaging or violating the privacy of information belonging to others, or (c) misusing or allowing misuse of system resources.
- Use of College resources for non-college related activities that unduly increase network load (e.g., non-business or -education related email, chain mail, network games, and spamming).

E. Unauthorized commercial activities:

- Using College resources for one's own commercial gain, or for other commercial purposes not officially approved by the college, including web ads.
- Using College resources to operate or support a non-college related business.
- Use of College resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published college policy.

F. Violation of city, state, or federal laws:

- Pirating software, music, and images.

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- Affecting or receiving unauthorized electronic transfer of funds.
- Disseminating child pornography or other obscene material.
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

When inappropriate use of computer resources occurs

The use of college resources is a privilege. The resources have always been, and will remain, the property of the college.

It is each user's responsibility to promptly report any violation of this policy to the IT director. Reports of unauthorized use or misuse of computer resources will be investigated pursuant to standard college procedures. All illegal activities will be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution. While the College desires to maintain user privacy and avoid the unnecessary interruption of user activities, the College, at the direction of the College President, reserves the right to investigate any suspected unauthorized or improper use of College resources (as described above). As directed by the College President, investigations may be initiated which could include the inspection of data stored or transmitted on the network. In the event that use is determined to be contrary to College Policy or applicable law, appropriate measures will be taken. These measures may include, but are not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the Tillamook Bay

Community College network, referral to student or employee disciplinary processes, and cooperating with the appropriate law enforcement officials and government agencies.

Information on applicable laws and statutes

All users of the College computer and information resources are expected to be familiar with and to abide by College Policies, as well as local, state, and federal laws relating to electronic media, copyrights, privacy, and security.

In accordance with civil liability laws, persons found to have committed copyright infringement may be held liable for substantial damages and attorneys' fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. In the cases filed by the riaa against students at Princeton, rpi, and Michigan Tech, the recording industry sued for damages of \$150,000 for each recording infringed.

Copyright infringement also carries criminal penalties under the federal No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of \$250,000. TBCC is not the police; however, TBCC will cooperate with the law enforcement agencies when required.

As a condition of being granted internet and network access, employees of the College complete and sign a user agreement affirming an understanding and intention to abide by these acceptable use guidelines. A summary of these guidelines are also posted at various locations across campus where they are

freely accessible by students and other non-employee users.

Questions relating to this policy

The examples of unauthorized use set forth above are not meant to be exhaustive. Whenever in doubt regarding an issue of questionable use, it is in the user's best interest to resolve the issue before pursuing any questionable use of college computing resources. Questions of appropriate use should be addressed to the IT department.

VACCINATION POLICY

It is recommended that all students born on or after January 1, 1957 be appropriately immunized against measles, mumps, and rubella. It is recommended that all students be appropriately immunized against human papillomavirus, meningococcal disease, hepatitis B, tetanus, diphtheria, pertussis, influenza, varicella, polio, and hepatitis A in accordance with the recommendations of the Center for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). Students participating in practicum experiences in allied health, education, and early childhood education and intercollegiate sports are required to meet measles immunization requirements in community colleges.

COMMUNICATION POLICY

Tillamook Bay Community College will use electronic communication methods to conduct official and legal College business. Students are responsible to check

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their TBCC email and the TBCC student portal ([MyTBCC](#)) for information from the College.

CHILDREN ON CAMPUS

Children are defined as all persons under the age of 18 unless enrolled in a course.

A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.

Children of an enrolled student may not attend a course without the advance permission of the course instructor.

Children may not be present on property owned or leased by the College independently. College staff will take appropriate action, including, if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.

College staff, including instructors, may not bring children to their worksite except in the case of an emergency and with the permission of their supervisor.

Concerns regarding the presence of children on campus should be brought to the attention of the Chief Academic Officer. TBCC Policy, Article No. 202.4

ANIMALS ON CAMPUS

Animals in College buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Therefore, no animals shall be permitted in College buildings, or on College grounds with the following exceptions:

1. Service animals that are specifically trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure; or performing other special tasks.
2. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.
3. Animals on leash, provided they remain outside all buildings and owner exercises responsibility for immediate clean up and proper removal of waste. TBCC Policy, Article No. 202.5

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GENERAL DISCLOSURES

AFFIRMATIVE ACTION

Tillamook Bay Community College Service District subscribes to the terms of Title VI of Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 29 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, as well as laws of the state of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, relation, marital status, sexual orientation, or sex. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

Provisions

The Board agrees that the provisions of this Policy statement shall be applied equally to all employees without discrimination as to race, creed, religion, color, national origin, disability, sex, sexual orientation, age, height-weight ratio, marital status, organizational affiliation, or political affiliation.

Allegations

Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance

procedure in Article 317 of the TBCC Policy manual statement. Such complaints shall be processed through College affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318 Standards of Conduct.

DISCLOSURE OF INFORMATION CONTACTS

The Higher Education Act of 1998, as amended, requires disclosure of campus contacts for specific kinds of information to which students, prospective students, and employees may be entitled. TBCC provides this list with its admission materials, electronically, and in the Student Services Office. In addition, basic answers and contacts for further inquiry can be found on our website or elsewhere in this catalog.

DISCLOSURE STATEMENT

OAR 589.004.0400 authorizes Tillamook Bay Community College to ask you to provide your social security number. The number will be used for reporting, research, and record keeping. Your number will also be provided to the State Department of Community Colleges and Work Force Development and the Oregon Community College Association. Oregon Department of Education 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 in other education programs.

The College may provide your social security number to the following agencies or match it 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 Oregon Department of Education to provide reports to local, state and federal governments. The information is used to learn about education, training and job market trends for planning, research and program improvement.

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. Department of the Treasury, Internal Revenue Service, for the purpose of reporting tuition and related fees in compliance of the Tax Relief Act of 1997.

American College Testing Services, if you take a placement test for educational research purposes.

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

CONFIDENTIALITY

The Tillamook Bay Community College follows all applicable state and federal laws, rules and regulations that apply to student records. All information that is personally identifiable to any student will be kept confidential and will not be released, except upon prior written consent of the subject student or other order of a court of competent jurisdiction upon the lawful subpoena. Student information may be shared among college faculty and staff on an official (need to know) basis.

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Students have certain rights with respect to student records under Public Law 93-380. These include:

The right to inspect the educational records of the student.

The right to challenge the accuracy of the records if they are believed to be misleading or to violate privacy or other rights of the student.

Except as may be provided by law, the right to prevent the release of any or all information from the records to any other party. The college will not send transcripts or copies of other educational records to any other school, prospective employer, or other person without written request of the student.

SOLOMON ACT

Federal law requires the College to provide student name, address, and telephone number to the military for recruiting purposes. If you would like your name withheld, call Student Services at 503.842.8222 ext. 1100.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the

time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or assisting another school official in performing his or her tasks.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

BUCKLEY AMENDMENT

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

DIRECTORY INFORMATION

At its discretion Tillamook Bay Community College may provide Student Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

The following Directory Information may be released by the Chief Student Services Officer or the Chief Academic Officer at their discretion.

Name
Enrollment status
Dates of previous enrollment
Participation in officially recognized activities
Date and type of certificate, degree, honors and awards received
Address

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E-mail address
Telephone number
Pictures

Students may request that Directory Information not be disclosed by filing a "Restriction of Directory Information" form, available in Student Services. The request to withhold information will remain in effect (even after you have stopped attending or have graduated from TBCC) until you request, in writing, that it be removed. Students who sign the request will not be listed in news releases concerning honor rolls, or in commencement related publications.

The College assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval of disclosure.

STUDENT RIGHT-TO-KNOW

Graduation and Transfer Rates

TBCC's graduation rate, as reported to US Department of Education (pursuant to 34CFR 668.45) in the Graduation Rate Survey 2013, was 31%. This is the percentage of first time, full-time students who started college at TBCC in Fall of 2010 and completed an intended degree here within three years, or 150% of the standard time. The successful transfer rate was 18% (not counting completers). Similar 2010 statistics for Oregon community colleges for all students as a whole had a graduation rate of 17.9%, and a transfer rate of 20.6%. TBCC's four-year averages are: graduation rate 38%; transfer rate 18%.

ANNUAL SECURITY REPORT

TBCC's annual security reports from 2013 back to 2005 included no reportable offenses. The 2004 annual security report included one unlawful entry

and burglary. The 2002 and 2003 annual security reports included no reportable offenses. The 2001 annual security report included two burglaries and one attempted arson. There were no reportable offenses for 2000, 1999, or 1998. For further information on reporting categories or policies, contact the Office of Institutional Research at 503.842.8222 ext. 1040.

SAVE ACT POLICIES AND PROCEDURES

Campus Security Service

In accordance with its policy Tillamook Bay Community College and its Board prohibits discrimination, harassment, or acts of bodily injury to any person in which the victim is intentionally targeted because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. In addition, Tillamook Bay Community College prohibits sexual assault, domestic violence, dating violence and stalking.

The office of Facilities, Human Resources and Safety, is responsible for all safety activities on campus and will provide appropriate assistance as needed. All Tillamook Bay Community College employees have the authority to ask persons for identification and to determine whether individuals have lawful business at TBCC. Criminal incidents are referred to the Tillamook Police Department who has jurisdiction on the campus.

For the purpose of campus security policies, all criminal actions occurring on campus property will be investigated by the Tillamook Police Department, including sex offenses. TBCC maintains a highly professional relationship and works closely with

Tillamook Police when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information, as deemed necessary. Tillamook Police Department regularly cruises the campus both during operational hours and after hours. They can be reached at 503-842-2522. General facilities questions may be answered by the Director of Facilities, Human Resources, and Safety Pat Ryan 503-842-8222 ext. 1020 (office) or 503-812-6404 (cell).

Crime Reporting

All employees, students, community members, crime victims and witnesses are strongly encouraged to immediately report crimes and campus safety related incidents occurring on property owned, leased, or otherwise controlled by TBCC to College authorities and the appropriate local law enforcement agency depending on where the crime/incident occurs. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. **To report an emergency dial 911** or Campus Safety at extension 1020 using any phone on campus. After receiving your call, Campus Safety will take the necessary action required to respond to the specific situation such as calling police, fire, or ambulance. All information of criminal actions will be forwarded to Tillamook Police Department.

To report a non-emergency, security or public safety related matter, call The Office of Facilities, Human Resources, and Safety at 503-842-8222 ext. 1020. Tillamook Police may be reached at 503-842-2522. An Incident Report should be completed and returned to the Director of Facilities, Human Resources, and Safety in Room 122 within 24 hours of an incident. Incident Report forms are available on the TBCC website; Campus Safety page. Campus safety requires the combined efforts of staff, students and the community. Do your part by immediately reporting

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suspicious behavior, activity, or crimes to the Director of Facilities, Human Resources, and Safety. Any suspicious activity or person seen in parking lots, or on campus, should be reported to Tillamook Police at 911 or 503-842-2522 (non-emergencies), or Campus Safety at extension 1020. Criminal offenses may also be reported to one of the following authorities on campus who will in turn contact Tillamook Police Department or the appropriate local law enforcement.

Tillamook Bay encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Violations of the law will be referred to Tillamook Police and when appropriate, to the Chief Student Services Officer or the Director of Facilities, Safety, and Human Resources for review.

It is a victim's right to choose whether or not to notify and seek assistance from law enforcement or campus authorities as described above, but is highly encouraged to do so.

Obtaining Sex Offender Information

Under current Oregon law, sex offenders information can be obtained through the State of Oregon Sex Offender Inquiry System at:
<http://www.oregon.gov/OSP/SOR/>

Information on offenders registered in Tillamook County can be obtained also from the Tillamook County Community Corrections website at:
<http://www.tillamooksheriff.org/>

Emergency Notifications

The TBCC Emergency Notification System will be used to communicate messages to segments of or to the entire TBCC population as quickly as possible after confirmation is made that a legitimate emergency or dangerous situation exists. The use of this system during a declared campus state of emergency must be authorized by TBCC's Office of the President, or designee.

		(cell) 503-812-6404
Campus Safety	Pat Ryan	(Office) 503-842-8222 ext.1020
Chief Student Services Officer	Michele Burton	(office) 503-842-8222 ext. 1110

Emergency notifications/timely warning may include but are not limited to:

- Bomb threats or other imminent violent threats
- Fire alarms, and hazardous spills affecting the entire campus
- Building evacuations and lock downs affecting the entire campus
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Campus closure due to declared civil emergency

Emergency notifications are sent out via the TBCC website and FlashAlert which sends to devices selected by the recipient. TBCC users will be directed to evacuate the building if required via notification by email, landline phone, or cell phone. The Emergency Notification System is based on requests only from authorized personnel. Messages conveyed through the TBCC Emergency Notification System will include

specific information regarding evacuation, building lock downs, and other pertinent information directly related to student and staff safety. Contact Campus Safety (503-842-8222 ext. 1020) to provide any information you may have about an emergency.

Weather closures or other emergency closures are recorded on 503-842-8222 ext. 1100, TBCC website, and FlashAlert.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the College e-mail, voice mail, and FlashAlert emergency notification system to students and staff, as is deemed appropriate, excluding victim names to ensure confidentiality.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, hard copy notices may be posted in campus classrooms and in other prominent locations on campus.

Timely warnings may include the following information:

- Information about the incident that triggered the warning
- Date, time and location of the incident
- Suspect information and description (if applicable and available)
- Who to contact at TBCC to report additional information about the crime to (usually Campus Safety at 503-842-8222 ext. 1020)

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Anyone with information warranting a timely warning should report the circumstances to Campus Safety at 503-842-8222 ext.1020 or in person to the Campus Safety Office in Room 122 of the main campus located at 4301 Third Street, Tillamook. Campus Safety will send a timely warning to the campus.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention and Response

Tillamook Bay Community College prohibits sexual assault, domestic violence, dating violence and stalking.

Sexual Assault is defined as any offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by:

- 1) a current or former spouse or intimate partner of the victim,
- 2) a person with whom the victim shares a child in common,
- 3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- 4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- 5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

- 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Although the State of Oregon does not define "consent" in reference to sexual activity, below are boundaries to adhere to when engaging in sexual activities:

- Both parties show a clear and mutual understanding of exactly what they are consenting to.
- There is no coercion, force, threats, intimidation, or pressuring.
- Both parties express in words or actions a clear willingness to do the same thing, at the same time, in the same way, with each other.
- **Silence does not equal consent.**
- Consent is not indefinite and consent may be withdrawn at any time. At any time sexual activity must cease unless and until additional effective consent is given.

If you are a survivor of domestic violence, dating violence, stalking, or a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Tillamook Bay Community College strongly advocates that a survivor of the above crimes report the incident in a timely manner. Time is a

critical factor for evidence collection and preservation. Any of the crimes listed above should be reported directly to one of the following:

To report an offense call Tillamook Police by dialing 911, you may also contact Campus Safety by using one of the emergency phones located in classrooms and throughout the campus and dialing 1020. After receiving your call, Campus Safety will take the necessary action required to respond to the specific situation. In the event a survivor is unable to report a sexual assault, domestic violence, dating violence or stalking crime, TBCC Safety will ensure that the survivor has available the necessary care deemed appropriate. TBCC Safety will also work with the appropriate law enforcement agency to ensure accurate and prompt reporting of the incident.

Filing a report with the above staff will not obligate the victim to prosecute; however, this will result in Campus Safety filing a report with the Tillamook Police Department.

Filing a police report will:

ensure that a survivor of sexual assault receives the necessary medical treatment and tests; at no expense to the survivor provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); assure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

If an offense occurs, services are available for survivors; these include:

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Counseling and Survivor Advocacy:

Tillamook County Women's Resource Center
503- 842-9486

Tillamook Family Counseling Center
503-842-8201

Tillamook Department of Human Services
503-842-4453

National Domestic Violence Hotline
1-800-799-7233

Health Care:

Tillamook County Health Department 503-842-3922
Tillamook Regional Medical Center 503-842-4444

Mental Health:

Tillamook Family Counseling Center 503-842-8201

It is a survivor's right to choose whether or not to notify and seek assistance from law enforcement or campus authorities as described above, but is highly encouraged to do so.

Students or employees who report they have suffered sexual assault, domestic violence, dating violence or stalking shall be provided with a written explanation of their rights and options at the time of an incident. They will receive written notification of available counseling, health, mental health, victim advocacy, and other services which may be available—whether they are part of the on-campus community or live in the community.

The College will change a survivor's academic situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available regardless of whether the survivor chooses to report the crime to Campus

Safety or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations.

Bystander Assistance Guidelines

If you are a bystander to a domestic violence, dating violence, sexual assault or stalking incident, in order to try to prevent harm or intervene during such an incident, you should immediately call Tillamook Police at 911 or Campus Safety (Dial 1020 from any campus phone or 503-842-8222 ext.1020). If you witness something that does not look or sound right, don't hesitate to call. Even if the situation resolves before Police or Campus personnel arrive, it still needs to be documented. If, on the other hand the situation continues to escalate, Police or Campus Safety needs to be notified as soon as possible. Do not get yourself involved in a suspicious or threatening situation; immediately call and indicate that it is an emergency.

Recognizing Abusive Behavior

Domestic violence and abuse can happen to anyone. If you or if you suspect someone you know suffers abuse, contact Tillamook Police, Campus Safety, or Chief Student Services Officer.

Tactics abusers may use towards victims can include the following:

- Blaming the victim or others and making the victim feel it is the victim's fault for the abuser's violent behavior. Many abusers also deny that the abuse even occurred.
- Dominating the relationship including making all decisions, treating you like a child or his/her property.

- Intimidating the victim by using threatening looks or gestures. May also include smashing/breaking things in front of victim. May show victim weapons abuser has, implying that there will be violent consequences.

Abusers are selective about whom they will abuse. They have the power to stop their abusive behavior, but chose not to do so unless it suits their purposes. They are also selective about physical abuse they inflict so that it is on body parts that will not show.

If you suspect that someone you know is being abused, call Tillamook Police, Campus Safety or the Chief Student Services Officer. By speaking with the police or designated TBCC staff, they will be able to offer help to victims of abuse. If you are being abused, please contact any of the above staff. There is help and resources available to support you in this process.

Students or staff who have orders of protection, no contact orders, restraining orders, or similar lawful orders are encouraged to contact Campus Safety or the Chief Student Services Officer who will then be better able to respond in the event of an incident. Campus

Victim's Rights

A student or employee who reports to TBCC that they suffered domestic violence, dating violence, sexual assault, or stalking incident, whether or not the offense occurred on or off campus, will be provided with a written explanation of victim rights outlining the following:

- Possible sanctions or protective measures that may be imposed following the final determination of an institutional disciplinary procedure regarding

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rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.

- Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking incident has occurred including:
- evidence preservation;
- whom to report the alleged offense to;
- notification of proper law enforcement authorities, including local police;
- assistance available from campus authorities in notifying law enforcement;
- declination of notifying authorities;
- orders of protection, no contact orders, restraining orders, or similar lawful orders.

Procedures for TBCC disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, including:

- prompt, fair, impartial investigation/resolution;
- training officials have received who conduct investigations/hearing;
- accuser and accused rights, including:
- who may accompany either party to meetings/proceedings;
- being simultaneously informed of outcomes that include
- appeal procedures
- changes in hearing results prior to finalization of results;
- when results become final.

Information about how TBCC will protect the confidentiality of survivors, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by the law.

Notification to victims about existing counseling, health, mental health, victim advocacy, legal

assistance, and other services available for victims, both on campus and in the community.

Options for and available assistance in changing academic situations, if requested by the victim and if accommodations are reasonably available.

Standards for Investigation and Disciplinary Action in Alleged Sex Offenses, Domestic Violence, Dating Violence and Stalking

TBCC disciplinary action in cases of domestic violence, dating violence, sexual assault or stalking shall be prompt and fair, with an impartial investigation and resolution. Conduct hearings shall be conducted by the Director of Facilities, Human Resources, and Safety; and Chief Student Services Officers who have been trained on issues related to these crimes and how to conduct a hearing process that protects the safety of victims and promotes accountability. The standard of evidence used during conduct proceedings will be a reasonable preponderance of evidence gathered during the investigation of an incident.

In cases of alleged offenses, both accuser and accused are entitled to have others present during a conduct proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both accuser and accused will be simultaneously informed in writing of the outcome of any campus conduct hearing brought alleging any of the above offenses.

Sanctions

The College Board has directed the College President, pursuant to ORS 341.290 to establish administrative rules to govern the College and its students, and to administer disciplinary action.

Sanctions TBCC may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape, and forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking are outlined in the Student Code of Conduct and may include but are not limited to:

- Disciplinary probation - A verbal or written warning by the appropriate College Administrator.
- Temporary exclusion - Removal from classes or privileges, for a specified period of time.
- Expulsion - Termination of student status
- Temporary or permanent trespassing from Campus or specific Facilities

Upon written request, TBCC will disclose to the alleged victim of the above crimes the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, TBCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

All College-related criminal actions, including sex offenses, domestic violence, dating violence, and stalking are reported to Campus Safety and are investigated in cooperation with Tillamook Police.

The College will change a victim's academic situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations. If a determination of In the event the accused or the survivor wants to appeal the results of a disciplinary proceeding, they may contact the Chief Academic Officer.

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