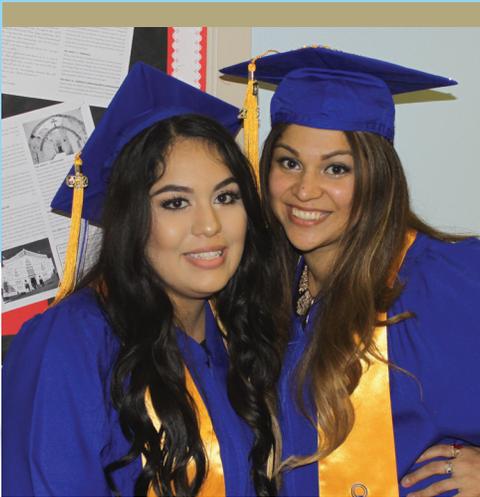


# COLLEGE CATALOG

2016 – 2017



Change your mind. Change your life.



# Dates to Know

	Summer 2016	Fall 2016	Winter 2017	Spring 2017
Class Registration Begins	May 16	August 22	November 21	February 27
New Student Orientation (call for day/time)	May 16 – June 20	Aug 22 – Sept 25	Nov 21 – Jan 8	Feb 23 – March 25
Registration Closes at Midnight	June 19	September 25	January 8	April 2
Term & Classes Begin	June 20	September 26	January 9	April 3
Deadline to Drop a Course or Audit	June 24	September 30	January 13	April 7
Complete Payment or Payment Arrangements	June 24	September 30	January 13	April 7
Last Day to Withdraw From a Course	August 12	November 18	March 3	May 26
Last Day to Change Grade Option	August 12	November 18	March 3	May 26
Final Exam Week	August 22 – 26	December 5 – 9	March 20 – 24	June 12 – 16
Grades Available online at MyTBCC	August 31	December 14	March 29	June 21
Textbook Buy-Back	August 24 – 26	December 7 – 9	March 22 – 24	June 14 – 16
Graduation Application (2 terms before Graduation)	May 5 (for Fall term)	July 19 (for Winter term)	October 28 (for Spring term)	February 10 (for Summer term)
Commencement				June 16
Term Breaks	Aug 29 – Sept 23	Dec 12 – Jan 6	March 27 – 31	June 19 – 23
Holidays (offices closed)	July 4	September 5, 15 – 16 November 11, 24 – 25 December 23-30	January 2, 16	April 28 May 29

# Welcome To Tillamook Bay Community College

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

It is my pleasure to welcome you to Tillamook Bay Community College. 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 and one day celebrating your graduation with you. So come introduce yourself and ask questions. Because you're gaining more than a college education here – you're gaining friends, resources, and advocates for your education.

We know that not all dreams look alike, and therefore not all journeys can look alike. We recognize that some of our students are coming to us directly from high school. Others 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 people and experiences creates a unique learning environment where our students learn from each other, as well as their instructors. And together, we can help you get to your next step.

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.

## Core Themes

Educational Excellence  
Economic Success  
Leadership, Partnership & Community Engagement

## 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

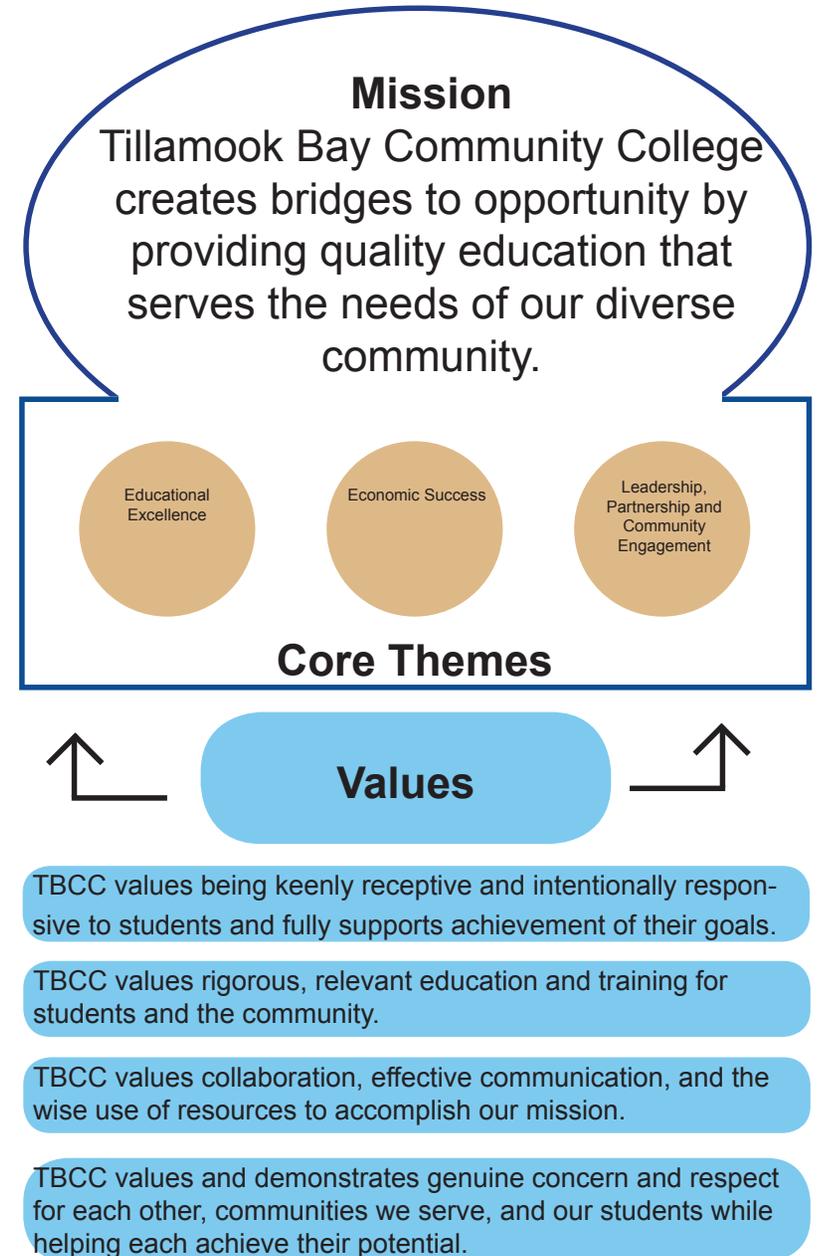
TBCC values rigorous, relevant education and training for students and the community.

### 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.



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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 with out prior notice. This catalog is not a contract between TBCC and any current or prospective student. Some policies and procedures are subject to change.

# Quick Reference Contacts

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## Academic Services

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

## Cashier

(503) 842-8222, ext. 1240 or 1220  
paymentinformation@tillamookbaycc.edu

## Business Office

(503) 842-8222, ext. 1220  
paymentinformation@tillamookbaycc.edu

## Career Education Advisor

(503) 842-8222, ext. 1145 or 1140  
johnsousa@tillamookbaycc.edu  
caraelder@tillamookbaycc.edu

## Career and Technical Education

(503) 842-8222, ext. 1080  
annahovey@tillamookbaycc.edu

## Community/Continuing Education

(503) 842-8222, ext. 1310  
darrylspitzer@tillamookbaycc.edu

## Disability Services

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

## Financial Aid Office

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

## Human Resources

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

## Information Technology

(503) 842-8222, ext. 1610 or 1620  
sherylneu@tillamookbaycc.edu

## Learning Center

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

## Library

(503) 842-8222, ext. 1720  
masynphoenix@tillamookbaycc.edu

## Registrar

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

## Small Business Development Center

(503) 842-8222, ext. 1410 or 1420  
mikecohen@tillamookbaycc.edu

## Student Services

(503) 842-8222, ext. 1100  
studentservices@tillamookbaycc.edu

## Veteran Services

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

## Workforce Development

(503) 842-8222, ext. 1080  
annahovey@tillamookbaycc.edu

## College Board Of Education

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

## College President

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Connie Green

## Locations

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### Central Campus

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

### TBCC South

34660 Parkway Drive  
Cloverdale, Oregon

### TBCC North

24705 Hwy 101 N.  
Rockaway Beach, Oregon

# How to Get Started at TBCC

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## Welcome

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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. However a high school diploma or GED is required to be eligible for Federal Financial Aid. 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 108-110.

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 the admissions process to take credit courses, and paying for and/or financing your education is found on page 108.

Throughout the catalog, you will be referred to MYTBCC to complete actions or find additional information. MyTBCC is our student portal and can be accessed by clicking the link to MyTBCC on [www.tillamookbaycc.edu](http://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 TBCC. 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.

## Admissions 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 on the TBCC website in the admissions section. There are three categories for students who are 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 credit course.

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

Select which category 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 [studentservices@tillamookbaycc.edu](mailto:studentservices@tillamookbaycc.edu).

### 2 Take Placement Tests

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

TBCC administers placement testing through the TBCC Library. The test is to gauge a student's 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 a 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 new 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 each term.

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

### **Additional Enrollment Information**

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A student under the age of 18 who has not graduated from high school or earned a GED must 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" and schedule a meeting for the student and parents with a Career Education Advisor. Please contact Career Education Advising at 503-842-8222 ext.1145 if you have questions.

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 and mailed to all residential addresses in the county. 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 registration policy. This means that registration for credit 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 [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu) and click on MyTBCC.
- Login by entering 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, contact Student Services.

- Click on the *Add/Drop Courses* link.
- Click on Course Search to open the search box for courses offered in the desired term.
- Add a course by checking the ADD checkbox on the left-hand column on the screen.
- Scroll down to see and click the ADD COURSES button to add all selected courses.
- Be sure to complete your registration before the start of each term.
- If you encounter difficulties please check with Student Services at 503-842-8222 ext. 1100.

### **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 the transcript.

#### **Dropping Courses During Registration**

- 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 course you plan to drop.

#### **Dropping Courses the First Week of Classes**

Courses may be dropped through the first week of the term by filling out a Registration & Change form and turning it in to the Student Services desk. For registration concerns, please call Student Services (503) 842-8222 ext.1100.

#### **Official Course 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.

#### **Withdrawing from College**

You may formally withdraw from all 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.

# Paying for College

Credit Courses		Other Fees and Expenses:	
In-State Tuition	\$95 per credit	Special Course Fee <sup>1</sup>	Varies per course
Out-of-State Tuition	\$115 per credit	Return Check Fee	\$25
Technology Fee	\$5 per credit	Placement Assessment	\$20- Fee waived for first time a TBCC student takes the Accuplacer Assessment
Student Services Fee	\$2 per credit	Late Payment Fee	\$75
Base Course Fee	\$4 per credit		
Hybrid Course Fee	\$15 per credit		
Online Course Fee	\$35 per credit		

<sup>1</sup> Certain courses such as art, computer applications, MIT, 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 & Continuing Education Unit Courses:

Non-Credit & 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 Cashier, 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](mailto: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@tillamookbaycc.edu](mailto:tbccfinancialaid@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 Security, Safety & Equal Opportunity

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## Public Notice of Non-Discrimination

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

Students, their families, employees and potential employees of TBCC 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, or Title IX may contact:

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

Section 504 Coordinator: Rhonda Hanson, Director of Student Services  
4301 Third Street, Tillamook, Oregon, Room 116,  
Phone (503) 842-8222, ext. 1110

## Equal Opportunity

TBCC 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.

## Accreditation

---

TBCC 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](http://www.nwccu.org)

# Degrees, Certificates & 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 two years in most cases.

## Transfer & General Studies Degrees

Intended for students who want to transfer to a 4-year College or University and earn a Bachelor's degree. Information begins on page 15.

- Associate of General Studies
- Associate of Science
- Associate of Arts Oregon Transfer
  - Oregon Transfer Module (1 year)
- Associate of Science Oregon Transfer in Business

## Associate of Applied Science (AAS) Degrees

Intended for students who want to earn a college degree and gain technical skills in a specific area. AAS degrees are offered in the following areas. Information begins on page 31.

- Agriculture and Natural Resources
- Business Administration (online)
- Criminal Justice and Public Safety  
AND
- Criminal Justice and Public Safety – Law Enforcement
- Manufacturing and Industrial Technology

## Career Technical & Career Pathway Certificates

Certificates are shorter than two-year degrees and help you get skills for jobs that are generally at the entry level. Below is a list of certificates available through TBCC.

### Business Administration Certificates

- Accounting Clerk: 48 Credits
- Entry-Level Accounting Clerk: 14 Credits
- Basic Computer Literacy: 13 Credits

### Criminal Justice and Public Safety Certificates

- Corrections Technician: 16 Credits
- Corrections Professional: 25 Credits
- Emergency Medical Services: 17 Credits
- Law Enforcement Specialist: 27 Credits

### Manufacturing and Industrial Technology Certificates

- Certified Production Technician: 16 Credits
- Manufacturing Technician (4 certificates) with specialization in:
  - Welding: 31 Credits
  - Machining: 29 Credits
  - Millwright: 33 Credits
  - Electrical: 29 Credits

## General Apprenticeship Degrees & Certificates

Apprenticeship is a partnership with business and industry that enables a student to receive training in a skilled trade through classroom and on-the-job training. See pages 55-56.

- Limited Maintenance Electrician
- Inside Electrician
- Industrial Plant Technician
- Industrial Maintenance Millwright

# Degree Partnership Options Through TBCC

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## Degree Partnerships in Healthcare

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TBCC 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 57.

- **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 the OSU Open Campus Coordinator by phone at (503) 842-8222 ext. 1870.

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 & Continuing Education Options at TBCC

---

## **Pre-College Prep & 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 Classes that shows what is being offered for that term. The schedule can be found at [www.tillamookbaycc.edu](http://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](mailto:studentservices@tillamookbaycc.edu), or visit them at the main campus.

### **Pre-College Learning**

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. Pre-college learning 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.

Pre-College classes 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. 1720. 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>. Scholarship support to cover testing fees may be available.

### **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.

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, email [studentservices@tillamookbaycc.edu](mailto:studentservices@tillamookbaycc.edu) or visit them at the main campus.

## **Continuing & 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 Classes that shows what is being offered for that term. The schedule can be found on our website [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu) or in hard copy at the main campus and is mailed to all residential addresses in Tillamook, County. If you have questions you can contact (503) 842-8222 ext. 1310.

### **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 (503) 842-8222 ext. 1310.

### **Customized & Workforce Training**

We create professional training solutions for your business through custom, shared, and strategic training experiences. We work in partnership with qualified, statewide industry experts to create training options that meet your business needs. The training programs and resources of TBCC assist in developing your skilled workforce and managers to support your success as an organization. By identifying your challenges, we will rapidly customize a solution for your specific business needs. We Listen. We Deliver. We Meet Your Needs. To learn more, call or email Tom Atchison at 503-842-8222 x1815 or [tomatchison@tillamookbaycc.edu](mailto:tomatchison@tillamookbaycc.edu).

### **The Small Business Development Center**

The Small Business Development Center (SBDC) is a service of TBCC in cooperation with the U.S. Small Business Administration and Oregon Business Development Department. The SBDC helps businesses in Tillamook County solve day-to-day problems and offers guidance to entrepreneurs interested in starting or growing a small business. The professional staff of the SBDC offers free counseling tailored to meet the needs of the entrepreneur. The Center maintains an excellent library of business resources on a variety of topics. All of this information is available free of charge. Each term the SBDC offers workshops, seminars and training sessions on subjects of interest to small business owners and managers. TBCC publishes a Schedule of Classes that shows what is being offered for that term. This Schedule of Classes can be found in hard copy at the main campus or on our website [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu).

For more information about the Small Business Development Center and its services, please call (503) 842-8222 X1420 or [TillamookSBDC@bizcenter.org](mailto:TillamookSBDC@bizcenter.org).

# Overview of Comprehensive Degree Requirements

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## General Education Statement

General Education is a major part of the College's commitment to the process of lifelong learning and development of educated citizens. The purpose of General Education is to introduce students to the discipline areas of Arts and Letters, Social Science, and Mathematics, Science, and Computer Science. 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. General education requirements for some certificates or associate of applied science degrees may not be waived. Students should consult with a career and education advisor for specific courses required for General Education.

## Three vs. Four Credit Courses

For degrees and certificates requiring specific Lower Division Collegiate (LDC) courses, a three credit version of the same course is accepted instead of the four credit version in many cases.

## Experimental Courses

Courses numbered 99, 199, and 299 are called "experimental courses." While these courses may count for graduation at TBCC, they may not be acceptable for transfer to other colleges or universities.

## Prerequisite Courses

Most lower division collegiate courses have standard prerequisites.

**Reading/Writing:** successful completion ("C" or better) of RDWR 115 (or placement above these levels) and placement into or completion of WR 121 *and*

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

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

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

## Degrees & Majors

TBCC students declare a major when they complete the college application. Some students find that once they start their education their interests change. Students have the option to change their major accordingly 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 MYTBCC on the student tab. A change of degree/certificate/major changes your catalog rights to the most current year, as explained below.

## Catalog Editions

TBCC operates on the quarter system. A new edition of the TBCC Catalog is published and dated with each academic year, which begins in summer term and ends with the following 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. This is what is known as "catalog rights." However, students who do not earn at least one TBCC credit that applies 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 start taking courses again toward their degree or certificate at TBCC, or the current Catalog at the time of graduation. Therefore, when you change your degree or major, your "catalog rights" also change to current Catalog.

An edition of the Catalog is valid for six academic years. For example, a catalog that takes effect summer term 2013 is only valid through spring term 2019. However, some programs have shorter time limits on accepting credits for some degree or certificate requirements. Occasionally the College may change courses and course numbers within a program. Students should review the catalog and talk with a career education advisor regularly 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 & Paying College Debts**

Students at Tillamook Bay Community College will receive degrees and/or certificates based on an awarding standard set by TBCC. The college will grant degrees and/or certificates upon completion of requirements for the student's recorded program of study or major. A formal commencement or graduation ceremony is held at the end of spring term. All students graduating in the current academic year (summer, fall, winter, spring) 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.

### **Career Pathway Certificates**

Some career technical degrees offer certificates ranging from 12-44 credits to students who complete the specific course of study with a minimum 2.0 grade point average. All courses in the Career Pathway Certificates count toward the Associate of Applied Science Degree. A complete list of career and technical certificates available at TBCC is on page 9.

### **One-Year Certificates**

One-year certificate requirements:

- At least 12 credits must be earned at TBCC, nine of which must count toward the certificate. The final nine credits taken for the certificate must be earned at TBCC.
- Max of 12 credits of "P" (Pass) grades may be applied. One year certificates that have more than 12 max will state their Pass/No Pass max in the requirements for that one year certificate.
- Max of 12 credits of Cooperative Education courses may be applied.
- Max of nine credits of 199 and 299 experimental courses may be applied.

### **Course Guarantee**

TBCC guarantees, at a minimum, the courses listed in the two-year map for each term. Students are welcome to transfer in or to take other courses that meet the requirements. Please work with a Career Education Advisor to confirm the courses meet the requirements. We may offer electives, based on enrollment, beyond what is provided in our core guaranteed two-year plan. These electives will be included each term in the published Schedule of Classes and are not part of the minimum guarantee to complete.

# Associate of Arts: Oregon Transfer Degree

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## Associate of Arts Oregon Transfer (AAOT)

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The Associate of Arts Oregon Transfer Degree is for students who are interested in earning a four-year degree at an Oregon public university. The AAOT allows you to complete some of your degree requirements at TBCC.

If you graduate with an AAOT you will have met the lower division general education requirements of Bachelor's degree programs at any Oregon public university.

Students transferring with an AAOT will transfer to any 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.

For the best transfer experience, work with a career education advisor to select your courses. It is important to take courses at TBCC that align with your planned major and program of study and requirements of the Oregon public university where you want to attend.

## AAOT Degree Requirements:

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### Comprehensive Requirements

1. You need a minimum of 90 credits to graduate. All courses must have a number of "100" or above.
2. Residency Requirement: Residency means that you must earn 30 hours of satisfactory coursework at TBCC.
3. A 2.0 grade point average (C average) is required to graduate. All courses require a grade of "C" or better.
4. Associate Degree Comprehensive Requirement limits are:
  - TBCC courses approved to be repeated for credit can only be used once to count toward the degree. However, you **can** repeat Cooperative Education for a maximum of 12 credits.
  - If a general education course is split into multiple courses, i.e., a 101 course becomes 101A, 101B, and 101C, only one can be used to meet the General Education requirement.
  - Max 12 credits of Cooperative Education can count toward degree.
  - Max nine credits of 199 or 299, experimental courses, count toward degree.
  - Max 24 credits of "P" (Pass) grades can count toward degree.

AAOT degree requirements consist of:

- Foundational requirements
- General Education/Discipline Studies, AND
- Degree electives

for a total of 90 credits minimum. The chart on the next page 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 for each category in the above chart are listed below.

## Foundational Requirements

- Each course must be a minimum of three credits (except for Health/Wellness/Fitness which may be any number of credits).
- Complete with a grade of “C” or better:
  - **Writing\***: WR 121 and either 122 or 227 (eight credits required)
  - **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 and Information Literacy requirements are satisfied by successfully completing the above courses.

## General Education/Discipline Studies Requirements

You must take 11 Discipline Studies courses from the General Education/Discipline Studies List found on pages 68. Each course must have at least three credits.

Courses count toward **EITHER** Foundation Requirements **OR** Discipline Studies but not both, with the exception of one math course.

## Arts & Letters Area

Complete at least three courses from at least two disciplines.

## Social Science Area

Complete at least four courses from at least two disciplines in the Social Science area.

## Math/Science/Computer Science Area

Complete at least four courses, selected from at least two disciplines in the Science/Math/ Computer Science area. At least three must be lab courses in biology and/or physical sciences.

## Cultural Literacy

Select one course that is designated as meeting the cultural literacy requirement. This course can be one of the 11 required Discipline Studies Courses.

## Elective Credit Requirements

You must select elective courses to reach a total of 90 credits from career technical or transfer courses. There is a maximum of three PE credits.

## Limitations:

- 12 credits maximum of career and technical education courses may be applied to this degree.
- One credit MSD workshops may not be used.
- Three credits max of physical education (PE) courses may be used.

# Associate of Arts: Oregon Transfer Degree

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Arts Oregon Transfer Degree.  
A student can transfer in or take other courses that meet the requirements.

<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>		
<b>Year 1</b>	BA 101, 4 CR (OL, HY), Intro to Business	WR 122, 4 CR (D, OL), English Composition II	COMM 111, 4 CR (D, E), Public Speaking			
	WR 121, 4 CR (D, OL, HY), English Composition I	ART 103, 4 CR (D, E), Understanding New Media Arts		BA 277, 4 CR (OL), Business Ethics		
	MTH 111, 5 CR (D), College Algebra	MTH 112, 5 CR (D), Elementary Functions		ENG 250, 4 CR (D), Intro to Folklore & Mythology OR WR 227, 4 CR (E HY), Technical Writing		
	CG 100, 3 CR (D, E), College Survival & Success	HST 102, 4 CR (D), Western Civ., Medieval to Early Modern OR HST 203, 4 CR (OL), History of the US from 1914		ART 101, 4 CR (D), Understanding Architecture OR MUS 105, 3 CR (OL), Music Appreciation or MUS 205, 3 CR (OL), Intro to Jazz History		
	<i>16 CREDIT TOTAL</i>		<i>17 CREDIT TOTAL</i>		<i>15 - 16 CREDIT TOTAL</i>	
<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>		
<b>Year 2</b>	BI 101, 4 CR (D), Biology OR GS 108, 4 CR (E), Physical Science (Geology)		BI 102, 4 CR (D), Biology		BI 103, 4 CR (D), Biology	
	MUS 108, 3 CR (OL), Music Cultures of the World		EC 201, 4 CR (OL), Principles of Econ: Microeconomics		EC 202, 4 CR (OL), Principles of Econ: Macroeconomics	
	PSY 201, 4 CR (D), Intro to Psychology, Part I OR PSY 101, 4 CR (E), Psychology & Human Relations		HE 250, 3 CR (OL), Personal Health		PSY 239, 4 CR (E), Intro to Abnormal Psychology OR HST 202, 4 CR (E), History of the US from 1840 - 1914	
	ENG 104, 4 CR (D, OL), Intro to Literature (Fiction)		HST 102, 4 CR (D), Western Civ, Medieval to Early Modern OR COMM 140, 4 CR (E), Intro to Intercultural Comm		BA 205, 4 CR (OL), Business Communication	
	<i>15 CREDIT TOTAL</i>		<i>15 CREDIT TOTAL</i>		<i>16 CREDIT TOTAL</i>	

*Courses offered during the Day (D), evening (E), online (OL) or as a hybrid of online and in class learning (HY).*



# Oregon Transfer Module



## Oregon Transfer Module (OTM)

OTM is a one-year course of study for students who plan to transfer to a community college or university in Oregon. This group of courses will not lead to a certificate or degree at TBCC. Its purpose is to give you a one-year basic foundation and meet some basic requirements before you transfer to a four-year school.

Work closely with a Career Education Advisor at TBCC to select appropriate course work.

If you transfer before you finish the OTM, your courses will be evaluated by the Oregon college or university individually.

To earn the OTM, you must complete a minimum of 45 credits of lower division course work with a grade of “C” or better.

## OTM Foundational Skills

### Writing & 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 mathematics course for which MTH 95 is a prerequisite. Must be four credits

## OTM Introduction to Disciplines

See pages 68-71. COMM 111 cannot be used in this category

### Arts & Letters

Arts and Letters – three courses

### Social Science

Social Science – three courses

(from the AAOT Social Science list, page 70)

### Science/Math/Computer Science

Science/Math/Computer Science – three courses

- One course must be a biological or physical science course with a lab. The mathematics course taken for Foundation Skills in the previous column cannot count in this category.

# Oregon Transfer Module

Core Competency Requirements (17 Credits)		
Prefix	Course Title	Credits
MTH 111	College Algebra	5
WR 121	English Composition	4
WR 122	English Composition	4
COMM 111	Public Speaking	4
Total		17

OTM Completion Information	
Category	Credit Total
Core Competency Requirements	17
General Education	27
Required Degree Electives	As needed
Total	Minimum credits 45

All courses must be passed with a "C" grade or better.

General Education Requirements (At least 27 credits ~ All GE courses must carry 3 or more credits)		
<b>Arts and Letters</b> - 3 courses (pgs 68-69)		
Prefix	Course Title	Credits
<b>Social Science</b> - 3 courses (pg 70)		
Prefix	Course Title	Credits
<b>Science, Math, Computer Science</b> - 3 courses, 1 must be a lab course (pg 71)		
Prefix	Course Title	Credits
Total at Least		27

"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 Oregon's four year institutions." -- *Joint Boards of Education*

Required Degree Electives		
Prefix	Course Title	Credits
Total		

# Associate of Science Oregon Transfer Degree in Business



## Associate of Science Oregon Transfer Degree in Business (ASOT-BUS)

The ASOT-BUS degree is for students who are interested in transferring to a four-year degree program at an Oregon public university to pursue a Bachelor's degree in Business.

If you graduate with the ASOT-BUS degree, you will have completed the first step toward your bachelor's degree program. You will transfer and register as a junior.

Visit with a TBCC career education advisor and talk to an advisor at the university where you plan to transfer.

Since universities have specific requirements for admission to their business programs, talking with a university advisor is very important. You should contact the university business program you want to attend early in your first term here at TBCC.

Admission to the business school at a university is not guaranteed upon completion of the ASOT-BUS degree at TBCC.

## ASOT-BUS Requirements

### Comprehensive Requirements

1. You need a minimum of 90 credits to graduate. All courses must have a number of "100" or above.
2. Residency Requirement: Residency means that you must earn 30 hours of satisfactory coursework at TBCC.
3. A 2.0 grade point average (C average) is required to graduate. All courses require a grade of "C" or better.
4. Associate Degree Comprehensive Requirement limits:
  - TBCC courses approved to be repeated for credit can only be used once to count toward the degree. However, you **can** repeat Cooperative Education for a maximum of 12 credits.
  - If a general education course is split into multiple courses, i.e., a 101 course becomes 101A, 101B, and 101C, only one can be used to meet the General Education requirement.
  - Max 12 credits of Cooperative Education can count toward the degree.
  - Max nine credits of 199 or 299, experimental courses, count toward degree.
  - Max 24 credits of "P" (Pass) grades count toward degree.

### Core Competency Requirements for ASOT-BUS

- **Writing\* (at least eight credits):** WR 121 and WR 122 or WR 227
- **Oral Communication:** COMM 111
- **Mathematics\*:** A minimum of three courses MTH 111 or higher. One course must be Statistics.
- **Computer Applications:** Take BA 131 or CAS 133 and CAS 170 or CAS 171.

\*These courses meet Core Competency Requirements for Writing, Math & Information Literacy.

## General Education Requirements

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You must take 11 courses from the General Education list found on pages 68-71. Each course must have at least three credits.

Courses count EITHER toward Core Competency Requirements **OR** General Education Requirements but not both, with the exception of one math course.

### Arts & Letters

Complete at least three courses from at least two disciplines.

### Social Science

Complete at least four courses chosen from two disciplines. Two courses must be in Microeconomics/Macroeconomics.

### Mathematics, Science & Computer Science

- Complete at least four courses in two or more disciplines.
- At least three must be lab courses in the biological or physical sciences.
- The fourth course may be one of the three math courses from the Core Competency Requirements.

### Cultural Literacy

Select one course that is designated as meeting the cultural literacy requirement. This course can be one of the 11 required General Education 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.

### Electives for ASOT - Business

Complete elective credits to reach 90 credits for this degree. Elective courses can have any number of credits.

### Limits on Electives:

- No more than 12 credits of Career & Technical Education may be used.
- You may not use one credit MSD courses.
- No more than three credits of physical education (PE).

## University Specific Requirements

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Please pay close attention to the specific requirements for the Oregon public university you wish to attend to maximize the number of credits that will count toward your degree.

### 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](http://www.eou.edu/business/bdm_course_transfer.htm)

Oregon Institute Of Technology  
[www.oit.edu/programs/manage](http://www.oit.edu/programs/manage)

Oregon State University  
[www.business.oregonstate.edu](http://www.business.oregonstate.edu)

Portland State University  
[www.pdx.edu/sba](http://www.pdx.edu/sba)

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

University Of Oregon  
[www.business.uoregon.edu](http://www.business.uoregon.edu)

# Associate of Science Oregon Transfer Degree in Business

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Science OR Transfer (BUS) degree.  
A student can transfer in or take other courses that meet the requirements.

	<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
<b>Year 1</b>	BA 101, 4 CR (OL), Intro to Business	ART 103, 4 CR (D, E), Understanding New Media Arts	COMM 111, 4 CR (D,E), Public Speaking
	WR 121, 4 CR (D,OL, HY), English Composition I	BA 226, 4 CR (OL)	MTH 243, 4 CR (D), Statistics I
	MTH 111, 5 CR (D), College Algebra	BA 131, 3 CR (OL), Intro to Business Technology	ENG 250, 4 CR (D), Intro to Folklore & Mythology OR COMM 237, 4 CR (E), Gender & Communication
	CG 100, 3 CR (D,E), College Survival & Success	BA 211, 3 CR (OL), Principles of Accounting I	BA 212, 3 CR (OL), Principles of Accounting II
	<i>16 CREDIT TOTAL</i>	<i>14 CREDIT TOTAL</i>	<i>15 CREDIT TOTAL</i>
	<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
<b>Year 2</b>	BI 101, 4 CR (D), Biology OR GS 108, 4 CR (E), Physical Science (Geology)	BI 102, 4 CR (D), Biology	BI 103, 4 CR (D), Biology
	PSY 201, 4 CR (D), Intro to Psychology, Part I OR PSY 101, 4 CR (E), Psychology & Human Relations	EC 201, 4 CR (OL), Principles of Econ: Microeconomics	EC 202, 4 CR (OL), Principles of Econ: Macroeconomics
	BA 206, 3 CR (OL), Management Fundamentals	CAS 170, 3 CR (OL), Beginning Excel	BA 213, 4 CR (OL), Managerial Accounting
	WR 122, 4 CR (D, OL), English Composition II	HST 102, 4 CR (D), Western Civ., Medieval to Early Modern OR HST 203, 4 CR (OL), History of the US from 1914	BA 277, 4 CR (OL), Business Ethics
	<i>15 CREDIT TOTAL</i>	<i>15 CREDIT TOTAL</i>	<i>16 CREDIT TOTAL</i>

*Courses offered during the Day (D), evening (E), online (OL) or as a hybrid of online and in class learning (HY).*



# Associate of Science

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## Associate of Science (AS)

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The Associate of Science Oregon Transfer degree is for students who are interested in transferring to a four-year degree program at an Oregon public university. You have more freedom in choosing courses than in the Associate of Arts Oregon Transfer Degree. It is not guaranteed that you will have completed all of the General Education requirements for the university.

Visit a TBCC career education advisor and also talk to an advisor at the university where you plan to transfer. The university advisor will be able to tell you about the requirements for the university.

## AS Requirements

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### Comprehensive Requirements

1. You need a minimum of 90 credits to graduate. All courses must have a number of "100" or above.
2. Residency Requirement: Residency means that you must earn 30 hours of satisfactory coursework at TBCC.
3. A 2.0 grade point average (C average) is required to graduate.

4. Associate Degree Comprehensive Requirement limits:
  - TBCC courses approved to be repeated for credit can only be used once to count toward the degree. However, you **can** repeat Cooperative Education for a max of 12 credits.
  - If a general education course is split into multiple courses, i.e., a 101 course becomes 101A, 101B, and 101C, only one can be used to meet the General Education requirement.
  - Max 12 credits of Cooperative Education can count toward degree.
  - Max nine credits of 199 or 299, experimental courses, count toward degree.
  - Max 24 credits of "P" (Pass) grades can count toward degree.

## Specific Requirements

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- **Writing\***: Complete WR 121 with a grade of "C" or better, **or** pass a writing course that has WR 121 or 122 as a prerequisite with a letter grade of "C" or better.
- **Mathematics\***: one course – MTH 105 or a MTH for which Intermediate Algebra is a prerequisite. Must be four credits.
- **Health**: Complete HE 250 Personal Health and one credit (100 level or above) of Physical Education (PE) or complete HE 295 & PE 295 Health and Fitness for Life.

\*Basic Writing and Math competency are met with these courses.

## General Education Requirements

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You must earn a minimum of 21 credits of General Education (see pages 68-71).

You need at least seven credits in each of these areas:

- Social Sciences
- Arts & Letters
- Mathematics, Sciences & Computer Studies

## Elective Credit Requirements

You must select elective courses to reach a total of 90 credits from career technical or transfer courses. There is a maximum of three PE credits.

# Associate of Science

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Science Degree.  
A student can transfer in or take other courses that meet the requirements.

<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>	
<b>Year 1</b>	WR 121, 4 CR (D, OL, HY), English Composition I	WR 122, 4 CR (D, OL, HY), English Composition II	COMM 111, 4 CR (D,E), Public Speaking		
	MTH 111, 5 CR (D), College Algebra	ART 103, 4 CR (D, E), Understanding New Media Arts	ENG 250, 4 CR (D), Intro to Folklore & Mythology OR WR 227, 4 CR (E, HY), Technical Writing		
	CG 100, 3 CR (D, E), College Survival & Success	MTH 112, 5 CR (D), Elementary Functions OR CAS 170, 3 CR (OL), Beginning Excel	ART 101, 4 CR (D), Understanding Architecture OR MUS 105, Music Appreciation (OL), 3 CR or MUS 205, 3 CR, Intro. to Jazz History (OL)		
	BA 101, 4 CR (HY, OL), Intro to Business	HST 102, 4 CR (D), Western Civ, Medieval to Early Modern OR HST 203, 4 CR (OL), History of the US from 1914	BA 277, 4 CR (OL), Business Ethics		
	<i>15 CREDIT TOTAL</i>	<i>15 - 17 CREDIT TOTAL</i>	<i>15- 16 CREDIT TOTAL</i>		
<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>	
<b>Year 2</b>	BI 101, Biology, 4 CR (D) OR GS 108, Physical Science (Geology), 4 CR (E)	HE 250, 3 CR (OL), Personal Health	PSY 239, 4 CR (E), Intro to Abnormal Psychology		
	PSY 201, 4 CR (D), Intro to Psychology, Part I OR PSY 101, 4 CR (E), Psychology & Human Relations	EC 201, 4 CR (OL), Principles of Econ: Microeconomics	EC 202, 4 CR (OL), Principles of Econ: Macroeconomics		
	PE 182 A (Beginning) OR B (Intermediate), 1 CR (D), Group Fitness	PS 201, 4 CR (D), US Gov. Found. & Principles OR ENG 254, Survey of American Literature, 4 CR (OL)	BA 205, 4 CR (OL), Business Communication		
	ENG 104, 4 CR (D, OL), Intro to Literature (Fiction)	COMM 140, 4 CR (E), Intro to Intercultural Comm.	G 202, Physical Geology, 4 CR (D) OR HST 202, 4 CR (E), History of the US from 1840 - 1914		
	MUS 108, 3 CR (OL), Music Cultures of the World				
	<i>16 CREDIT TOTAL</i>	<i>15 CREDIT TOTAL</i>	<i>16 CREDIT TOTAL</i>		

*Courses offered during the Day (D), evening (E), online (OL) or as a hybrid of online and in class learning (HY).*



# Associate of General Studies

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## Associate of General Studies

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The Associate of General Studies Degree lets you design a program that meets your needs. In other words, you can customize it. Just be sure to get some advice from the college/university where you plan to transfer. You can include courses from career technical and transfer areas. We recommend you work closely with a career education advisor at TBCC to assist you.

## Associate of General Studies Requirements

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### Comprehensive Requirements

1. You need a minimum of 90 credits to graduate.
2. All courses must have a number of "100" or above.
3. Residency Requirement: Residency means that you must earn 30 hours of satisfactory coursework at TBCC.
4. A 2.0 grade point average (C average) is required to graduate.

### 5. Associate Degree Comprehensive Requirement limits:

- TBCC courses approved to be repeated for credit can only be used once to count toward the degree. However, you **can** repeat Cooperative Education for a maximum of 12 credits.
- If a general education course is split into multiple courses, i.e., a 101 course becomes 101A, 101B, and 101C, only one can be used to meet the requirement.
- Max 12 credits of Cooperative Education can count toward degree.
- Max nine credits of 199 or 299, experimental courses, can count toward degree.
- Max 24 credits of "P" (Pass) grades can count toward degree.
- No more than six PE credits.

## Specific Requirements

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### Writing Competency

- Complete WR 121 with a grade of "C" or better, **or**
- Pass a writing course that has WR 121 as a prerequisite with a letter grade of "C" or better.

If you have a degree from a US regionally accredited institution, you do not have to take WR 121 or a course with a WR 121 prerequisite.

### Mathematics Competency

- Complete MTH 65 with a grade of "C" or better, **or**
- Pass a mathematics course (minimum of three credits) for which MTH 65 or higher is a prerequisite with a grade of "C" or better.

## General Education Requirements

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Take 16 credits of General Education courses from these categories:

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

You must have at least one course worth three or more credits from each category. You do not need General Education credits if you already have a degree.

### Elective Credit Requirements

You must select elective courses to reach a total of 90 credits from career technical or transfer courses.

# Associate of General Studies

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of General Studies Degree.  
A student can transfer in or take other courses that meet the requirements.

<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>		
<b>Year 1</b>	WR 121, 4 CR (D, OL), English Composition I	ART 103, 4 CR (D, E), Understanding New Media Arts		COMM 111, 4 CR (D,E), Public Speaking		
	CAS 133, 4 CR (OL), Basic Computer Skills (MS Office)	MTH 095, 4 CR (D) Math 95 OR COMM 140, 4 CR (E), Intro to Intercultural Comm		G 202, 4 CR (D), Physical Geology OR MTH 095 4 CR (E), Math 95 (CORE)		
	CG 100, 3 CR (D, E), College Survival & Success	HST 102, 4 CR (D), Western Civ., Medieval to Early Modern OR HST 203, 4 CR (OL), History of the US from 1914		ART 101, 4 CR (D), Understanding Architecture OR MUS 105, 3 CR (OL), Music Appreciation or MUS 205, 3 CR (OL), Intro. to Jazz History		
	BA 101, 4 CR (OL, HY), Intro to Business	WR 122, 4 CR (D, OL), English Composition II		BA 277, 4 CR (OL), Business Ethics		
	<i>15 CREDIT TOTAL</i>		<i>16 CREDIT TOTAL</i>		<i>15 - 16 CREDIT TOTAL</i>	
<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>		
<b>Year 2</b>	PSY 201, 4 CR (D), Intro to Psychology, Part I OR PSY 101, 4 CR (E), Psychology & Human Relations	PS 201, 4 CR (D), US Gov. Found. & Principles OR ENG 254, 4 CR (OL), Survey of American Literature		HST 103, 4 CR (D), Western Civilization: Modern OR HST 202, 4 CR (E), History of the US from 1840 - 1914		
	ENG 104, 4 CR (D, OL), Intro to Literature (Fiction)	HE 250, 3 CR (OL), Personal Health		ENG 250, 4 CR (D), Intro. to Folklore & Mythology OR WR 227 4 CR (HY, E), Technical Writing		
	MTH 111, 5 CR (D), College Algebra OR GS 108, 4 CR (E), Physical Science (Geology)	CAS 170, 3 CR (OL), Beginning Excel		BA 205, 4 CR (OL), Business Communication		
	MUS 108, 3 CR (OL), Music Cultures of the World	EC 201, 4 CR (OL), Principles of Econ: Microeconomics		EC 202, 4 CR (OL) , Principles of Econ: Macroeconomics		
			PE 142A, 1 CR (D), Zumba Fitness I			
	<i>15 - 16 CREDIT TOTAL</i>		<i>15 CREDIT TOTAL</i>		<i>16 CREDIT TOTAL</i>	

*Courses offered during the Day (D), evening (E), online (OL) or as a hybrid of online and in class learning (HY)*



# Associate of Applied Science Degrees

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## Associate of Applied Science (AAS)

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The Associate of Applied Science 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.

## Associate of Applied Science Requirements

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### 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.

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 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, i.e., a 101 course becomes 101A, 101B, and 101C, only one course in the sequence may be used to meet the General Education requirement.
  - Max 12 credits of Cooperative Education courses may be applied to degree.
  - Max nine credits of 199 or 299 experimental courses may be applied to degree.
  - Max 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.

## Specific Requirements

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If you are planning on earning an AAS degree, you must complete the courses listed in the catalog for your specific major, i.e., Criminal Justice and Public Safety.

The following conditions/limitations apply:

- Max of three credits (100 level & above) in physical education (PE).
- If your program or certificate requires a license, you must meet those requirements.
- A total of 24 credits of the degree requirements must be earned at TBCC. Additionally, eight of the **last** 16 credits that apply to your

degree must be taken at TBCC. This excludes courses taken only to satisfy General Education requirements. See your instructor if you need to ask for a waiver.

### Writing

- Pass WR 121 with a grade of “C” or better **OR**
- Pass a lower division collegiate\* Writing course that has WR 121 as a prerequisite with a letter grade of “C” or better, **OR**
- If you already have a college degree, you do not have to take writing.

### Mathematics

- Pass MTH 65 with a grade of “C” or better, **OR**
- Pass a math class (minimum of three credits) with a grade of “C” or better that has MTH 65 or higher as a prerequisite.

## General Education Requirements

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Take a minimum of 16 credits of General Education taken from the General Education List on pages 68-71. Take classes from the following categories:

- Art and Humanities
- Social Sciences
- Mathematics, Sciences & Computer Studies

You will need to:

- Take at least one course with a minimum of three credits from each category.
- Take no more than two courses from your program prerequisites or from courses required by your program.
- See your advisor for advice on General Education courses.

\*If you already have a college degree, you do not need to fulfill the General Education requirements above.

# Associate of Applied Science: Agriculture & Natural Resources

with coursework emphasis in Agriculture & Animal Science or Natural Resources

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



## **Agriculture & Natural Resources (AAS)** with Coursework Emphasis in Agriculture & Animal Science or Natural Resources

Have you ever thought about a career in agriculture, natural resources, forestry, fish and wildlife, or food science? If you have, the AAS degree in Agriculture and Natural Resources might be the program for you.

Tillamook County's vast richness of natural resources, agriculture, and animal science makes TBCC the perfect place to study agriculture and natural resources. There are abundant, related employment opportunities available through private industry, farming, and with the state and federal agencies located right here.

If your goal is to earn a Bachelor's degree, TBCC partners with Oregon State University so that you can take classes at OSU and TBCC at the same time. There is an option to complete only the AAS degree, or to

continue on to OSU to complete a four-year degree. If you are interested in this option, you can learn more by contacting the OSU Open Campus Coordinator who is located in Room 229 on the TBCC campus or at 503-842-8222 ext. 1870.

High school students can take some courses for college credit while still in high school, either on the high school campus or at TBCC. Contact your high school counselor to learn what is available.

### **Associate of Applied Science degree in Agriculture and Natural Resources = 90 Credits**

- See degree worksheet on the following pages for course requirements.

All degree candidates must meet Comprehensive Requirements, and the AAS Degree requirements as specified on page 13-14 and 31-32.

### **Program Outcomes**

You will learn to:

- communicate effectively, both in writing and orally, about 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 & Natural Resources

## with coursework emphasis in Agriculture & Animal Science or Natural Resources

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

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science: Agriculture & Natural Resources. A student can transfer in or take other courses that meet the requirements.

<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>	
<b>Year 1</b>	WR 121, 4 CR, English Composition	BA 131, 4 CR, Intro to Business Technology	SOIL 205, 4 CR, Soil Science		
	CG 100, 3 CR, College Survival & Success	MTH 111, 4 CR, College Algebra		ANS 230, 3 CR, Dairy Cattle Evaluation (A)	
	FST 101, 1 CR, Orientation to Food Science (A)	ANS 215, 3 CR, Beef/Dairy Industry (A)		FOR 240, 4 CR, Forest Biology (N)	
	ANS 121, 4 CR, Intro to Animal Science (A)	AG 211, 3 CR, Survey & Construction		General Education Elective 4, CR, Social Science	
	FW 107, 1 CR, Orientation to Fish and Wildlife (N)	ESR 171, 4 CR, Environmental Science: Biological Perspectives (N)		FST 251, 3 CR, Intro to Wine, Beer & Spirits	
	FOR 111, 3 CR, Intro to Forestry (N)				
	General Education, 4 CR, Arts & Letters				
	<i>16 CREDIT TOTAL</i>		<i>14-15 CREDIT TOTAL</i>		<i>14-15 CREDIT TOTAL</i>
<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>	
<b>Year 2</b>	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	
	COMM 111, 4 CR, Public Speaking	AG 225, 2 CR, Organic Waste Management		HORT 120, 3 CR, General Viticulture	
	AG 221, 3 CR, Metals and Welding	NAT 201, 3 CR, Managing Natural Resources for the Future (N)		FST 213, 1 CR, Cheese Making Lab (A)	
	FST 252, 1 CR, Wine Lab	ANS 231, 3 CR, Livestock Evaluation (A)		FST 212, 2 CR, Dairy Processing (A)	
		FST 253, 1 CR, Beer Lab		CJA 246, 3 CR, Fish & Wildlife Enforcement (N)	
		FW 251, 3 CR, Principles of Fish & Wildlife (N)		FOR 241, 5 CR, Dendrology	
		LEAD 242, 3 CR, Personal Leadership Development			
	<i>12 CREDIT TOTAL</i>		<i>13-16 CREDIT TOTAL</i>		<i>15 CREDIT TOTAL</i>

*\*Emphasis area courses defined with (A) Agriculture & Animal Science or (N) Natural Resources.*

# Associate of Applied Science: Agriculture & Natural Resources

## with coursework emphasis in Agriculture & Animal Science or Natural Resources

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

Core Competency Requirements (13 Credits)		
Prefix	Course Title	Credits
MTH 111	College Algebra	5
WR 121	English Composition	4
COMM 111	Public Speaking	4
Total Credits		13

General Education Requirements (8 credits)		
<b>Arts &amp; Letters - 1 course (pgs 68-69)</b>		
Prefix	Course Title	Credits
<b>Social Science - 1 course (pg 70)</b>		
Prefix	Course Title	Credits
Total Credits		8

Degree Information	
Category	Credits
Core Competency Requirements	13
AG/NR Core Requirements	28-29
Required Program Elective	12
*Ag & Animal Science Emphasis	(19)
*Natural Resources Emphasis	or (21)
General Education Requirements	8
Additional Electives	7-10
<b>Total Credits for Degree</b>	<b>min. 90</b>

AGNR Core Requirements (29 credits)		
Prefix	Course Title	Credits
BA 131	Intro to Bus Tech	4
AG 211	Survey & Construction	3
AG 221	Metals & 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 & Success	3
SOIL 205	Soil Science	4
Total Credits		28-29

Required Program Electives (12 credits)		
Prefix	Course Title	Credits
HORT 120	General Viticulture	3
FOR 241	Dendrology	5
FST 251	Intro to Wine, Beer, Spirits	3
FST 252	Wine Lab	1
FST 253	Beer Lab	1
LEAD 242	Personal Leadership Development	3
FES 251	Recreation Resource Management (through OSU)	(4)
	Elective courses may also be taken from emphasis area	
Total Credits		12

*Ag & Animal Science Emphasis		
Prefix	Course Title	Credits
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
FST 213	Cheese Making Lab	1
Total Credits		19

**OR**

*Natural Resources Emphasis		
Prefix	Course Title	Credits
CJA 246	Fish & Wildlife Enforcement	3
ESR 171	Environmental Science: Biological Perspectives	4
FOR 111	Intro to Forestry	3
FOR 240	Forest Biology	4
FW 251	Principles of Fish & Wildlife Conservation	3
FW 107	Orientation to Fish & Wildlife	1
NAT 201	Managing Natural Resources for the Future	3
Total Credits		21

\*Students earning an Associate of Applied Science: Agriculture and Natural Resources degree must complete all the courses in either *Agriculture and Animal Science Emphasis* or *Natural Resources Emphasis*.

# 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

Business administration professionals play an important role in the local, state, and national economy. Virtually all companies, businesses, and public institutions employ people who are trained in some aspect of business administration including areas such as accounting, business management, retail service, and computer applications. If you enjoy working with and tracking numbers and financial information, working with the public in a retail setting, or see yourself as a supervisor in a business setting, this may be the program for you. Students have the option to choose either an emphasis with coursework in **Accounting** or an emphasis with coursework in **Management**.

### Associate of Applied Science degree in Business Administration: 90 - 91 credits.

- See the degree worksheet on the following pages for course requirements.

All degree candidates must meet Comprehensive Requirements, and the AAS Degree requirements as specified on page 13-14 and 31-32.

### The Associate of Applied Science degree in Business Administration has three separate certificates.

- All courses count toward the degree.
- Certificates are good for people who want to get a job sooner or for those who want to improve their skills.

#### 1. Accounting Clerk – 47 Credits

- Bookkeepers who perform bank reconciliations, journalizing, posting, worksheets, accounts payable, accounts receivable and payroll.
- Clerical duties such as typing and filing

#### 2. Entry-Level Accounting Clerk Career Pathway – 14 credits

- Work as accounting or bookkeeping clerks; support finance functions in company or institution.

#### 3. Basic Computer Literacy Career Pathway – 13 Credits

- Use basic computer applications in business operations.
- Have a working knowledge of Word, Excel and other MS Office Applications.

The Retail Sales and Service Certificate was suspended by TBCC. It will be deleted three years from the effective suspension date. For more information contact the Chief Academic Officer at (503) 842-8222 ext. 1030 or [annhovey@tillamookbaycc.edu](mailto:annhovey@tillamookbaycc.edu).

## **Program Outcomes**

What will you know and be able to do?

- Communicate effectively with customers, suppliers, employees, and other stakeholders, using standard business terminology;
- Analyze business solutions 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.

# Business Administration Certificate Requirements

The courses in the Career Pathways certificates and in the one-year Certificate all count toward the AAS in Business Administration. If you complete a certificate, you are on your way to the degree!

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

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

## **Career Pathway Certificate: Entry-level Accounting Clerk 14 credits**

BA 101	Intro to Business	4
BA 131	Intro to Business Technology	4
BA 111*	Intro to Accounting	3
BA 228	Quickbooks	3

## **One-year Accounting Clerk Certificate: 47 Credits**

BA 101	Intro to Business	4
BA 111*	Intro 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
	<i>or</i>	
CAS 122	Keyboarding for Speed/Accuracy	
WR 121	English Composition	4

**AND** 10 credits of electives

Choose one of the following three credit courses: 3

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

Choose one of the following four credit courses: 4

EC 201	Prin of Econ: Microeconomics
EC 202	Prin of Econ: Macroeconomics

Choose **one** elective:

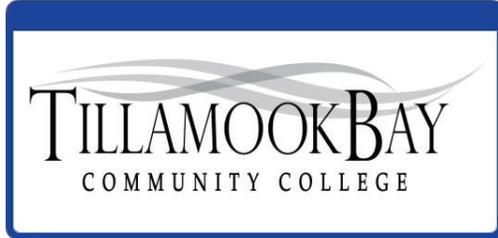
BA 177	Payroll Accounting	3
BA 222	Financial Management	3
BA 228	QuickBooks	3
BA 256	Income Tax	3
BA 277	Business Ethics	4
CAS 121	Beginning Keyboarding	3
CAS 122	Intermediate Keyboarding	3
CAS 133	Basic Comp Skills/Microsoft Office	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3

\*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 touch type more than 40 words/minute should substitute an approved business elective for CAS 121.

**TBCC CAREERPATHWAYS Business Administration**

Oregon Skill Set: Business and Management



**PATHWAY CERTIFICATE**

Entry-Level Accounting Clerk 14 Credits

Prepares you for entry-level positions such as accounting and bookkeeping clerks, accounting clerk, or information desk employee.

**EMPLOYMENT: \$9.25 - \$24.00/hour**

**ONE-YEAR CERTIFICATE**

Accounting Clerk 47 Credits

This program prepares you for entry-level positions such as accounting or bookkeeping clerks.

**EMPLOYMENT: \$11.00 - \$25.00/hour**

**PATHWAY CERTIFICATE**

**Basic Computer Literacy** 13 Credits

Learn basic computer applications used in business operations in the role of office and administrative support.

**EMPLOYMENT : \$9.25 - \$25.00/hour**

**ASSOCIATE OF A PPLIED SCIENCE DEGREE**

	90 Credits	91 Credits
<u>Business Administration: Accounting or Management Emphasis</u>	(Management Emphasis)	(Accounting Emphasis)

The Accounting Emphasis prepares you for entry into the accounting field as bookkeepers, payroll and accounting clerks, tax preparers, or accounting assistants.

The Management Emphasis prepares you to enter business as a supervisory trainee who will coordinate activities and direct personnel to attain operational goals.

**EMPLOYMENT: \$10.00 - \$43.75/hour**

**INTERESTED IN A BA CHELOR'S DEGREE?**

Visit: <http://www.oregon.gov/HigherEd/Pages/campuslinks.aspx>

# Associate of Applied Science: Business Administration

## with coursework emphasis in Accounting or Management

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

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science: Business Administration.  
A student can transfer in or take other courses that meet the requirements.

<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>	
<b>Year 1</b>	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 60, 4 Cr. Math 60	
	CG 100, 3 Cr. College Success	WR 121, 4 Cr. English Composition		CAS 216, 3 Cr. (M) Beginning Word OR CAS 171, 3 Cr. (A) Intermediate Excel	
		CAS 170, 3 Cr. Beginning Excel			
	<i>14 CREDIT TOTAL</i>	<i>18 CREDIT TOTAL</i>		<i>14 CREDIT TOTAL</i>	
<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>	
<b>Year 2</b>	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 280, 3 Cr. Business Experience	
	BA 206, 3 Cr. (M) Management Fundamentals OR BA 177, 3 Cr. (A) Payroll Accounting	BA 223, 4 Cr. (M) Principles of Marketing OR BA 222, 3Cr. (A) Financial Management		BA 290, 3 Cr. Business Seminar	
	BA 250, 3 Cr. (M) Small Business Management OR BA 228, 3 Cr. (A) Quickbooks:	BA 224, 3 Cr. (M) Human Resources Management OR BA 256, 4 Cr. (A) Income Tax			
	<i>16 CREDIT TOTAL</i>	<i>18 - 19 CREDIT TOTAL</i>		<i>14 CREDIT TOTAL</i>	

*\*Emphasis area courses defined with (A) Accounting or (M) Management.*

# Associate of Applied Science: Business Administration

## with coursework emphasis in Accounting or Management

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

Core Competency Requirements (11 Credits)		
Prefix	Course Title	Credits
MTH 60Z	Math 60Z (with stipulation*)	(4)
CG 100	College Survival & Success	3
WR 121	English Composition	4
COMM 111 or COMM 140	Public Speaking  Intro to Intercultural Communication	4
Total Credits		11

\*MTH 60Z meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.

Note: TBCC mathematics requirements have changed as of fall 2016. Student with mathematics completion prior to fall 2016 should consult a TBCC Advisor for information on fulfilling this requirement.

General Education Requirements (8 credits)		
Arts & Letters - 1 course (pgs 68-69)		
Prefix	Course Title	Credits
Science, Math, Computer Science - 1 course (pg 71)		
Prefix	Course Title	Credits
Total Credits		8

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

**Maximum of three credits of PE allowed for an AAS degree.**

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

Business Administration Core Requirements (53 credits)		
Prefix	Course Title	Credits
BA 101	Intro to Business	4
BA 111	Intro 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 280	Coop Ed: Business Experience	3
BA 285	Human Relations in Organizations	3
BA 290	Business Seminar	3
CAS 121 or CAS 122	Beginning Keyboarding  Keyboarding for Speed & Accuracy	3
CAS 133	Basic Computer Skills	4
EC 201 or EC 202	Principles of Microeconomics  Principles of Macroeconomics	4
Total Credits		53

Degree Information		
Category	Credits	
Core Competency Requirements	11	
Business Admin Core Requirements	53	
*Accounting Emphasis	(18)	
*Management Emphasis	or (19)	
General Education Requirements	8	
Total Credits for Degree		90-91

*Accounting Emphasis		
Prefix	Course Title	Credits
BA 177	Payroll Accounting	3
BA 222	Financial Management	3
BA 228	Computer Accounting Applications	3
BA 256	Income Tax	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
Total Credits		18

**OR**

*Management Emphasis		
Prefix	Course Title	Credits
BA 206	Management Fundamentals	3
BA 223	Principles of Marketing	4
BA 224	Human Resource Management	3
BA 250	Small Business Management	3
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3
Total Credits		19

\*Students earning an Associate of Applied Science: Business Administration degree must complete all the courses in either the *Accounting Emphasis* or the *Management Emphasis*.

# Associate of Applied Science: Criminal Justice & Public Safety

## with an Associate of Applied Science Degree Option in Law Enforcement

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### **Criminal Justice & Public Safety - Law Enforcement**

Criminal Justice and Law Enforcement professionals provide essential services to their communities both locally and at the state level. They safeguard citizens, provide emergency medical services, and assure that laws are followed. Professionals may work in law enforcement agencies, in correctional facilities, or for emergency service agencies.

If you have an interest in providing support to your community, this may be a career to consider.

You have the option to choose either the AAS in **Criminal Justice and Public Safety** or the AAS degree option in **Law Enforcement**.

### **Associate of Applied Science in Criminal Justice & Public Safety: 90 credits**

- See the degree worksheet on the following pages for course requirements.

All degree candidates must meet Comprehensive Requirements, and the AAS Degree requirements as specified on page 13-14 and 31-32.

***Individuals who are DPSST certified can earn up to 21 college credits toward their degree for their on-the-job experience.***

The Associate of Applied Science in Criminal Justice and Public Safety has three Career Pathways certificates. All courses count toward the degree.

1. **Corrections Technician Certificate: 16 Credits**
  - Entry-level jobs doing technical work in a technical setting
2. **Corrections Professional Certificate: 25 Credits**
  - For professionals already in the field.
3. **Emergency Medical Services Certificate: 17 Credits**
  - In order to sit for the State of Oregon certification exam, students need to take EMS 105, EMT part 1 and EMS 106, EMT part 2.

### **Associate of Applied Science in Criminal Justice & Public Safety - Law Enforcement: 90 credits**

The Associate of Applied Science degree option in Criminal Justice and Public Safety - Law Enforcement has two Career Pathways certificates. All courses count toward the degree.

1. **Law Enforcement Specialist Career Pathway: 27 Credits**
  - Work as a security guard, patrol officer, or compliance officer.
2. **Emergency Medical Services Career Pathway: 17 Credits**
  - In order to sit for the State of Oregon certification exam, students need to take EMS 105, EMT part 1 and EMS 106, EMT part 2.

## **Program Outcomes**

What will you do?

- prepare quality reports of investigations in a manner that communicates concise and factual information and that 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;
- demonstrate professional integrity by applying ethical principles to criminal justice policies, practices, and evaluation of their implications.

## **Corrections Technician Program Outcomes**

- communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations;
- Assist in managing initial custody of adults and juveniles
- demonstrate professional integrity by applying ethical principles to criminal justice policies, practices, and evaluation of their implications.

## **Corrections Professional Program Outcomes**

- communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations;
- 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;
- demonstrate professional integrity by applying ethical principles to criminal justice policies, practices, and evaluation of their implications.

## Criminal Justice & Public Safety Career Pathway Certificates:

### Criminal Justice & Public Safety Career Pathway Certificates:

#### Corrections Technician – 16 Credits

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CJA 100	Professions in CJ	1
CJA 105	Intro to CJ Systems: Police/Courts/Corrections	4
CJA 114	Intro to Juvenile Process	2
CJA 115	Intro to Jail Operations	3
CJA 263	Intro to Criminal Casework	3
CJA 280A	CE Criminal Justice	3

#### Corrections Professional – 25 Credits

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CJA 105	Intro to CJ Systems: Police/Courts/Corrections	4
CJA 210	Arrest, Search, and Seizure	3
CJA 211	Civil Liability & Ethics in CJ	3
CJA 212	Criminal Law	3
CJA 217	Interviewing and Interrogation	3
CJA 218	CJ Perspective of Violence/Aggression	3
CJA 260	Intro to Correctional Institutions	3
CJA 262	Intro to Correctional Treatment	3

#### Emergency Medical Services – 17 Credits

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EMS 105	EMT, Part 1	5
EMS 106	EMT, Part 2	5
HE 110	CPR/AED for Prof. Rescuers & Health Care Providers	1
MP 111	Medical Terminology	4
CG 130H	Intro to Today's Careers: Health	2

### Criminal Justice & Public Safety - Law Enforcement Career Pathway Certificates:

#### Law Enforcement Specialist – 27 Credits

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CJA 100	Professions in CJ	1
CJA 105	Intro to CJ Systems: Police/Courts/Corrections	4
CJA 210	Arrest, Search & Seizure	3
CJA 212	Criminal Law	3
CJA 213	Evidence	3
CJA 214	Criminal Investigation	3
CJA 217	Interviewing & Interrogation	3
CJA 230	Police Report Writing	4
CJA 243	Narcotics & Dangerous Drugs	3

#### Emergency Medical Services – 17 Credits

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EMS 105	EMT, Part 1	5
EMS 106	EMT, Part 2	5
HE 110	CPR/AED for Prof. Rescuers & Health Care Providers	1
MP 111	Medical Terminology	4
CG 130H	Intro to Today's Careers: Health	2

**TBCC CAREERPATHWAYS Criminal Justice and Public Safety**

Oregon Skill Set: Human Resources



# Associate of Applied Science – Criminal Justice & Public Safety *and* AAS in Criminal Justice & Public Safety – Law Enforcement

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science: Criminal Justice & Public Safety. A student can transfer in or take other courses that meet the requirements.

**Key: CO=Criminal Justice and Public Safety - Corrections    LE=Criminal Justice and Public Safety - Law Enforcement**

<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>	
<b>Year 1</b>	CJA 100, 1 CR, Professions in Criminal Justice	CJA 114, 2 CR, Intro to Juvenile Processes	CJA 263, 3 CR, Intro to Correctional Casework (CO)		
	CG 100, 3 CR, College Survival & Success	CJA 105, 4 CR, Intro to Crim Justice Systems: Police/Courts/Corrections	CJA 280A, 3 CR, Cooperative Education: CJ		
	CJA 115, 3 CR, Intro to Jail Operations (CO required & LE elective)	CJA 210, 3 CR, Arrest, Search, and Seizure	CJA 230, 4 CR, Police Report Writing (LE)		
	CJA 212, 3 CR, Criminal Law	WR 121, 4 CR, English Composition	CJA 217, 3 CR, Interviewing and Interrogation		
	MTH 60, 4 CR, Math 60	CJA 243, 3 CR, Narcotics and Dangerous Drugs (LE required & CO elective)	CJA 214, 3 CR, Criminal Investigation (LE required & CO elective)		
	CJA 213, 3 CR, Evidence (LE required & CO elective)		CJA 244, 3 CR, Tactical Comm in Crisis Incidents		
	<i>17 CREDIT TOTAL</i>	<i>16 CREDIT TOTAL</i>	<i>15-16 CREDIT TOTAL</i>		
<b>FALL TERM</b>		<b>WINTER TERM</b>		<b>SPRING TERM</b>	
<b>Year 2</b>	CJA 211, 3 CR, Civil Liability & Ethics in Crim Justice	CJA 218, 3 CR, Criminal Justice Perspectives of Violence and Aggression (CO required & LE elective)	CJA 202, 1 CR, Fitness & Defense Tactics: ORPAT Prep II		
	CJA 102, 1 CR, Fitness & Defense Tactics: ORPAT Prep I	PS 201, 4 CR, US Gov: Foundations & Principles	CJA 246, 3 CR, Fish & Wildlife Enforcement (CO required & LE elective)		
	CJA 101, 1 CR, Cultural Diversity in Criminal Justice Professions	HE 110, 1 CR, CPR/AED for Professional Rescuers & Health Care Providers (elective CO or LE)	PSY 239, 4 CR, Abnormal Psychology		
	PSY 201, 4 CR, Intro to Psychology, Part 1	COMM 111, 4 CR, Public Speaking	Elective 4 CR, General Education		
	CJA 262, 3 CR, Intro to Correctional Treatment (CO required & LE elective)	CJA 260, 3 CR, Intro to Correctional Institutions (CO required & LE elective)	CJA 254, 3 CR, Leading Police Resilience (LE required & CO elective)		
	CJA 245, 2 CR, Search Warrant Preparation (LE required & CO elective)				
	Approved Program Elective, CO or LE, 2+ CR				
	<i>16+ CREDIT TOTAL</i>	<i>15 CREDIT TOTAL</i>	<i>15 CREDIT TOTAL</i>		

# Associate of Applied Science: Criminal Justice & Public Safety

Core Competency Requirements (11 Credits)		
Prefix	Course Title	Credits
MTH 60Z	Math 60Z (with stipulation*)	(4)
CG 100	College Survival & Success	3
COMM 111	Public Speaking	4
WR 121	English Composition	4
Total Credits		11

\*MTH 60Z meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.

Note: TBCC mathematics requirements have changed as of fall 2016. Student with mathematics completion prior to fall 2016 should consult a TBCC Advisor for information on fulfilling this requirement.

General Education Requirements (4 credits)		
Science, Math, Computer Science (pg 71)		
Prefix	Course Title	Credits
Total Credits		4

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

**Maximum of three credits of PE allowed for an AAS degree.**

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

Criminal Justice Core Requirements (55 credits)		
Prefix	Course Title	Credits
CJA 100	Intro to Professions in Criminal Justice	1
CJA 101	Cultural Diversity in CJA Professions	1
CJA 102	Fitness & Defence Tactics: ORPAT Prep I	1
CJA 105	Intro to CJ Systems	4
CJA 114	Intro to Juvenile Process	2
CJA 115	Intro to Jail Operations	3
CJA 202	Fitness & Defence Tactics: ORPAT Prep II	1
CJA 210	Arrest, Search & Seizure	3
CJA 211	Civil Liability & Ethical Issues in CJ	3
CJA 212	Criminal Law	3
CJA 217	Interview & Interrogation	3
CJA 218	CJA Perspectives of Violence & Aggression	3
CJA 244	Tactical Communication in Crisis Incidents	3
CJA 260	Intro to Correctional Institutions	3
CJA 262	Intro to Correctional Treatment	3
CJA 263	Intro to Corrections Casework	3
CJA 280A	CE: Criminal Justice	3
PSY 201	Intro to Psychology	4
PSY 239	Intro to Abnormal Psychology	4
PS 201	US Gov't: Foundations & Principles	4
Total Credits		55

Required Degree Electives (20 credits)		
Prefix	Course Title	Credits
CG 130H	Intro to Today's Careers: Health	2
CJA 213	Evidence	3
CJA 214	Criminal Investigation	3
CJA 230	Police Report Writing	4
CJA 243	Narcotics & Dangerous Drugs	3
CJA 245	Search Warrant Preparation	2
CJA 246	Fish & Wildlife Enforcement	3
CJA 254	Leading Police Resilience	3
EMS 105	EMT, Part I	5
EMS 106	EMT, Part II	5
HE110	CPR/AED for Professionals	1
MP 111	Medical Terminology	4
Total Credits		20

Degree Information	
Category	Credits
Core Competency Requirements	11
General Education Requirements	4
Criminal Justice Core Requirements	55
Required Degree Electives	20
<b>Total Credits for Degree</b>	<b>90</b>

# Associate of Applied Science: Criminal Justice & Public Safety – Law Enforcement

Core Competency Requirements (11 Credits)		
Prefix	Course Title	Credits
MTH 60Z	Math 60Z (with stipulation*)	(4)
CG 100	College Survival & Success	3
COMM 111	Public Speaking	4
WR 121	English Composition	4
Total Credits		11

\*MTH 60Z meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.

Note: TBCC mathematics requirements have changed as of fall 2016. Student with mathematics completion prior to fall 2016 should consult a TBCC Advisor for information on fulfilling this requirement.

General Education Requirements (4 credits)		
Science, Math, Computer Science (pg 71)		
Prefix	Course Title	Credits
Total Credits		4

**MTH & WR courses must be passed with a “C” or better.**

**Maximum of three credits of PE allowed for an AAS degree.**

**Maximum of 24 credits of “P” allowed for an AAS degree.**

Criminal Justice Core Requirements (58 credits)		
Prefix	Course Title	Credits
CJA 100	Intro to Professions in Criminal Justice	1
CJA 101	Cultural Diversity in CJA Professions	1
CJA 102	Fitness & Defence Tactics: ORPAT Prep I	1
CJA 105	Intro to CJ Systems	4
CJA 114	Intro to Juvenile Process	2
CJA 202	Fitness & Defence Tactics: ORPAT Prep II	1
CJA 210	Arrest, Search & Seizure	3
CJA 211	Civil Liability & Ethical Issues in CJ	3
CJA 212	Criminal Law	3
CJA 213	Evidence	3
CJA 214	Criminal Investigation	3
CJA 217	Interview & Interrogation	3
CJA 230	Police Report Writing	4
CJA 243	Narcotics & Dangerous Drugs	3
CJA 244	Tactical Communication in Crisis Incidents	3
CJA 245	Search Warrant Preparation	2
CJA 254	Leading Police Resilience	3
CJA 280A	CE: Criminal Justice	3
PSY 201	Intro to Psychology	4
PSY 239	Intro to Abnormal Psychology	4
PS 201	US Gov't: Foundations & Principles	4
Total Credits		58

Required Degree Electives (17 credits)		
Prefix	Course Title	Credits
CG 130H	Intro to Today's Careers: Health	2
CJA 115	Intro to Jail Operations	3
CJA 218	CJA Perspectives of Violence & Aggression	3
CJA 246	Fish & Wildlife Enforcement	3
CJA 260	Intro to Correctional Institutions	3
EMS 105	EMT, Part I	5
EMS 106	EMT, Part II	5
HE110	CPR/AED for Professionals	1
MP 111	Medical Terminology	4
CJA 262	Intro to Correctional Treatment	3
CJA 263	Intro to Corrections Casework	3
Total Credits		17

Degree Information	
Category	Credits
Core Competency Requirements	11
General Education Requirements	4
Criminal Justice Core Requirements	58
Required Degree Electives	17
<b>Total Credits for Degree</b>	<b>90</b>

# Associate of Applied Science: Hospitality, Tourism, Recreation Management

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## **Hospitality, Tourism, Recreation Management**

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The Hospitality, Tourism, Recreation Management program is not being offered in its current form for the 2016-2017 academic year.

Tillamook Bay Community College is in the process of revising the program. This involves working closely with employers including restaurants, hotels, and other businesses focusing on tourism. The purpose is to determine the best program and one that is most beneficial to our community, our students, and the local economy.

TBCC will be interviewing individuals throughout the county and researching a variety of program models both within the State of Oregon and around the country.

It is anticipated that we will begin rebuilding the program during the Fall 2016 and Winter 2017 terms with renewed and revitalized course program offerings in the 2017-2018 academic year.

For this year, please check the quarterly schedule including community education class offerings for learning opportunities that are related to Hospitality, Tourism, Recreation Management.

The culinary program was suspended by TBCC. It will be deleted three years from the effective suspension date. For more information or availability of individual courses, please contact the Chief Academic Officer at (503) 842-8222 ext. 1030 or [annhovey@tillamookbaycc.edu](mailto:annhovey@tillamookbaycc.edu).

# Associate of Applied Science: Manufacturing & Industrial Technology

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## **Manufacturing and Industrial Technology (MIT)**

Individuals with an understanding of mechanical and industrial systems, including hydraulics, welding and engineering principles are the backbone of manufacturing and industrial production in the United States. This field is hands-on and requires a knowledge of processes, an ability to troubleshoot, and a dedication to quality in workmanship.

If you enjoy working with your hands, knowing how things work, or knowing how to fix things that don't...this might be a field of work you would enjoy.

Career opportunities as maintenance technicians in electro-mechanical systems and automation are available in Tillamook and across Oregon.

High school students can earn college credits for some courses. See your high school counselor to learn more.

## **Associate of Applied Science in Manufacturing & Industrial Technology: 90 credits**

- See degree worksheet on the following pages for course requirements.

All degree candidates must meet Comprehensive Requirements, and the AAS Degree requirements as specified on pages 13-14 and 31-32.

The Associate of Applied Science in Manufacturing and Industrial Technology has five career pathway certificates. All courses earned toward certificates also count toward the degree.

### **Certified Production Technician Certificate: 16 Credits**

Students who successfully complete this certificate will also earn national certification through the Manufacturing Skills and Standards Council (MSSC). MSSC certification establishes the student's competence in Safety, Quality, Continuous Improvement, Manufacturing Processes & Production, and Maintenance Awareness.

### **Manufacturing Technician (four certificates) with specialization in:**

- Welding: 31 Credits
- Machining: 29 Credits
- Millwright: 33 Credits
- Electrical: 29 Credits

### **Program Outcomes: What will you do?**

- 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,
- Use blueprints and techniques of SMAW to make repairs and build equipment in industrial settings,
- 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 in applications of electrical theory, rigging, and hydraulics commonly used in modern world class manufacturing processes,
- Apply various theories of interpersonal and individual relationships and constructive team participation in work situations where common goals exist.

- Be able to integrate scientific and mathematical concepts in diagnosis and repair of industrial equipment,
- 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.

## MIT Certificate Requirements

All courses in Career Pathways Certificates count toward the AAS degree in Manufacturing and Industrial Technology. When you have finished the pathway certificate you have completed the first step in the degree.

### Manufacturing Technician Certificates

The following certificates in **Manufacturing Technician** all share the same core courses. After completing the core, students may choose to complete one emphasis area or complete all emphasis areas in the following areas: **Welding, Machining, Electrical** or **Millwright**. Students who are considering apprenticeships may also start here.

### CORE courses for Manufacturing Technician: Welding, Machining, Electrical, & Millwright Certificates:

IMT 106	Hand Tool/Power Tool Use & Safety	1
IMT100	Exploring Manufacturing & Apprenticeship	1
IMT102	Industrial Safety	4
IMT103	Industrial Math	4
IMT222	Practices and Measurement	3
IMT230	Preventative Maintenance	3
MCH102	Intro to Manufacturing	3
WLD102	Blueprint Reading	4

AND complete the following courses in either one or all areas of emphasis:

### Machining Emphasis

MCH130	Machine Shop Trigonometry	3
MCH135	Basic Measuring and Layout Tools	3

### Welding Emphasis

WLD111	SMAW/Oxy-ace Cutting	4
WLD112	SWAW (7018)	4

### Electrical Emphasis

ELT110	Electricity for the Non-electrician	2
ELT125	Basic Programmable Controllers (PC-Based)	2
ELT126	Intermediate Programmable Controllers (PC-Based)	2

### Millwright Emphasis

DRF270	SolidWorks Fundamentals	3
IMT104	Rigging	3
IMT105	Industrial Hydraulics I	3

**In addition to the Manufacturing Technician Certificates, the program carries the Certified Production Technician Certificate.** Students who successfully complete this certificate will also earn national certification through the Manufacturing Skills and Standards Council (MSSC). MSSC certification establishes the student's competence in Safety, Quality, Continuous Improvement, Manufacturing Processes & Production, and Maintenance Awareness.

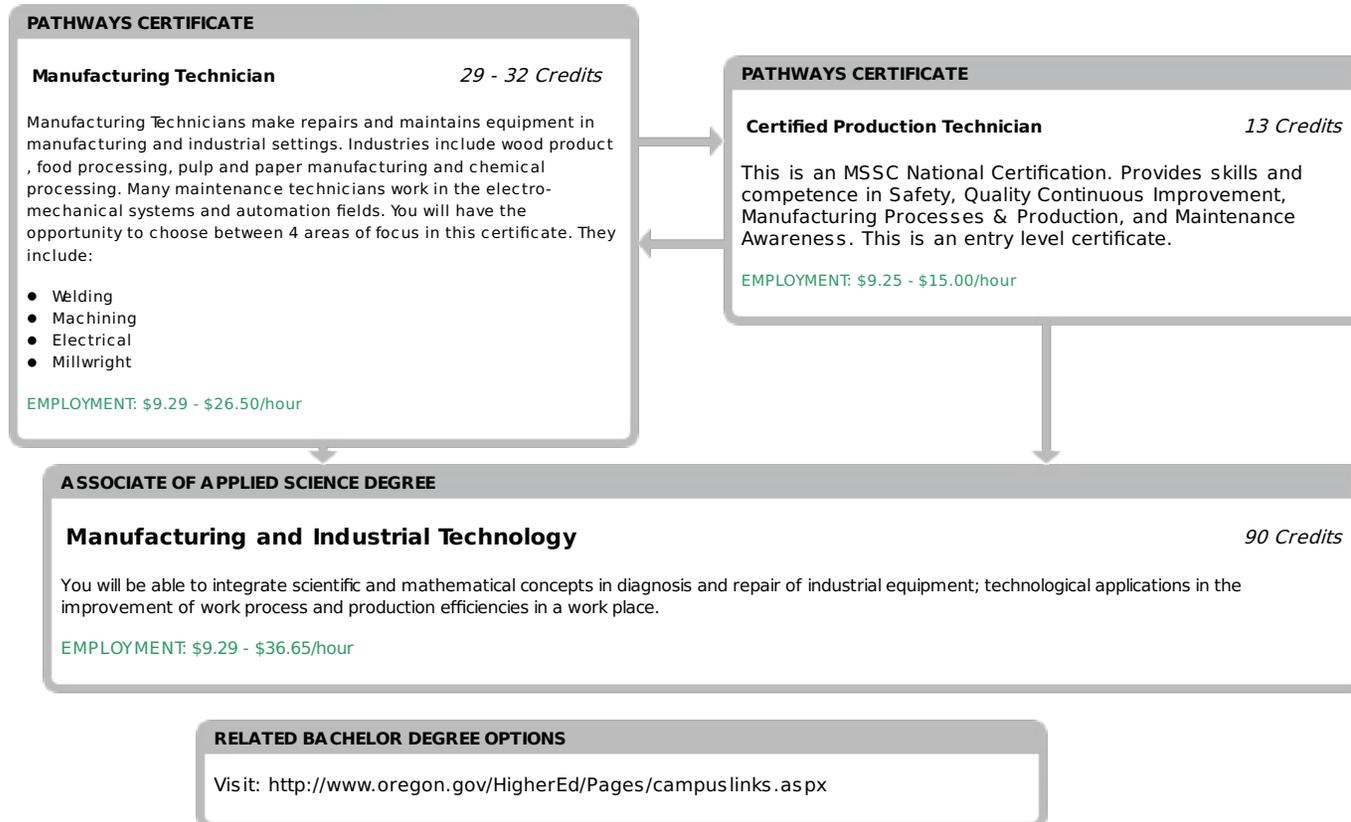
### Certified Production Technician: 13 Credits

IMT102	Industrial Safety	4
IMT222	Practices and Measurement	3
IMT230	Preventative Maintenance	3
MCH102	Intro to Manufacturing	3

You may complete more than one of these certificates and the core will count toward all of them.

**TBCC CAREER PATHWAYS Manufacturing & Industrial Technology**

**Oregon Skill Set: Industrial and Engineering Systems**



# Associate of Applied Science: Manufacturing & Industrial Technology

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science - Manufacturing & Industrial Technology. A student can transfer in or take other courses that meet the requirements.

		<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
		<b>2016-2017 Offerings</b>		IMT 102, 4 CR Industrial Safety
	IMT 103, 4 CR Industrial Math		WLD 111, 4 CR, Shielded Metal Arc Welding 7024	IMT 105, 3 CR, Industrial Hydraulics 1
	IMT 100, 1 CR Exploring Manufacturing/Apprenticeship		ELT 125, 2 CR, Basic Programmable Controllers	ELT 126, 2 CR, Intermediate Programmable Controllers
	IMT 118, 3 CR Bearings & Lubricants		IMT 200, 3 CR, Pumps and Valves	COMM 111, 4 CR Public Speaking
	CG 100, 3 CR College Survival & Success		WR 121, 4 CR, English Composition I	MCH 135, 3CR Basic Measurement and Layout
			HE 110, 1 CR CPR/AED for Professional Rescuers and Health Care Providers	IMT 106, 1 CR, Hand Tool Safety
	<i>15 CREDIT TOTAL</i>		<i>20 CREDIT TOTAL</i>	<i>17 CREDIT TOTAL</i>
		<b>FALL TERM</b>	<b>WINTER TERM</b>	<b>SPRING TERM</b>
		<b>2017-2018 Offerings</b>		MCH 102, 3 CR, Intro to Manufacturing
	IMT 204, 2 CR, Intro to Pneumatics		IMT 104, 3 CR, Rigging	DRF 270, 3 CR, Solidworks
	MCH 121, 4 CR, Manufacturing Processes 1		WLD 112, 4 CR, Shielded Metal Arc Welding 7018	GEN ED HST or EC, 4 CR
	BA 285, 3 CR, Human Relations in Orgs.		IMT 209, 3 CR, Pipefitting	MTH 60, 4 CR, Math 60
	PSY 101, 4 CR, General Psychology		PHY 101, 4 CR, Fundamentals of Physics	MCH 130, 3 CR, Trigonometry
	ELT 110, 2 CR Electricity for non-Electricians		GT 106, 3 CR, Green Production Practices	
	<i>18 CREDIT TOTAL</i>		<i>20 CREDIT TOTAL</i>	<i>17 CREDIT TOTAL</i>

# Associate of Applied Science: Manufacturing & Industrial Technology

Core Competency Requirements (8 Credits)		
Prefix	Course Title	Credits
MTH 60Z	Math 60Z (with stipulation*)	(4)
COMM 111	Public Speaking	4
WR 121	English Composition	4
Total Credits		8

\*MTH 60Z meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.

Note: TBCC mathematics requirements have changed as of fall 2016. Student with mathematics completion prior to fall 2016 should consult a TBCC Advisor for information on fulfilling this requirement.

General Education Requirements (4 credits - 1 course in each area)		
Social Science - 1 course (pg 70)		
Prefix	Course Title	Credits
Total Credits		4

Degree Information		
Category	Credits	
Core Competency Requirements	8	
MIT Core Requirements	70	
General Education Requirements	4	
Required Degree Electives	8	
Total Credits for Degree		90

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

**Maximum of three credits of PE allowed for an AAS degree.**

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

MIT Core Requirements (70 credits)		
Prefix	Course Title	Credits
CG 100	College Survival & Success	3
DRF 270	Solid Work Fundamentals	3
ELT 125	Basic Programmable Controllers (PC-Based)	2
ELT 126	Intermediate Programmable Controllers (PC-Based)	2
IMT 100	Exploring Manufacturing & Apprenticeship	1
IMT 102	Industrial Safety (OSHA)	4
IMT 103	Applied Industrial Technology Mathematics	4
IMT 104	Rigging, Lifting & Safety Inspection	3
IMT 105	Industrial Hydraulics I	3
IMT 106	Hand Tool/Power Tool Use & Safety	1
IMT 118	Bearings, Seals & Lubricants	3
IMT 200	Pumps & Valves	3
IMT 204	Intro to Pneumatics	2
IMT 222	Lean Manufacturing Process Control	3
IMT 230	Techniques of Preventative Maintenance	3
MCH 102	Intro to Manufacturing	3
MCH 121	Manufacturing Processes I	4
MCH 135	Basic Measuring & Layout Tools	3
PHY 101	Fundamentals of Physics I	4
PSY 101	Psychology & Human Relations	4
WLD 102	Blueprint Reading	4
WLD 111	Shielded Metal Arc Welding (E7024)	4
WLD 112	Shielded Metal Arc Welding: Mild Steel (E7018)	4
Total Credits		70

Required Degree Electives (8 credits)		
Prefix	Course Title	Credits
BA 285	Human Relations in Organization	3
ELT 110	Electricity for the Non-Electrician	2
ELT 225	Advanced Programmable Controllers (PC-Based)	2
GT 106	Green Production Practices	3
HE 112	Standard First Aid & Emergency Care	1
IMT 209	Pipefitting	3
IMT 220	Proportional Hydraulics	3
MCH 130	Machine Shop Trigonometry	3
Total Credits		8

# Apprenticeship Certificates

## Apprenticeship Certificates

**Tillamook Bay Community College is a member of the statewide community college Apprenticeship Consortium.**

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

While the Apprenticeship program is closely related to the Manufacturing and Industrial Technology (MIT) program, they are two distinct areas with similar, yet different training purposes. In fact, apprentices and MIT students are sometimes in the same classes together.

Students in apprenticeship programs are working toward getting their licenses or certifications based on the requirements of the JATC (Joint Apprenticeship Training Committee) and BOLI (Oregon State Bureau of Labor & Industry).

Apprenticeship training has two parts:

- Apprentices must be sponsored or employed by an individual or company for on-the-job-training (OJT).
- Apprentices must attend college classes that are specified in the requirements by the State of Oregon.

Students must work a certain number of hours and take classes for a certain number of hours each year in order to be in the program. Most apprenticeship programs take two to four years.

Tillamook Bay Community College offers four Apprenticeship programs:

- Limited Maintenance Electrician: 4000 Hours; 28 Credits
- Inside Electrician: 8000 Hours; 59 Credits
- Industrial Plant Technician: 8000 Hours; 55 Credits
- Industrial Maintenance Millwright: 8000 Hours; 52 Credits

The Apprenticeship certificates meet the requirement of related classroom training. The total credits and coursework meet the requirements of Oregon State Bureau of Labor and the North Coast Joint Apprenticeship and Training Committee.

## Limited Maintenance Electrician: 4000 Hours • 28 Credits

APR 121	Intro Elec/Circuits	3
APR 123	AC Theory/Motors & Transformers	4
APR 125	Elec Circuits/Wiring Methods	3
APR 223	Motor Control Ops including PLCs	3
APR 224	Electrical Code/Level I	4
APR 225	Electrical Code/Level II	4
APR 226	Electrical Code/Level III	4
APR 127	Basic Programmable Controllers: (PC-Based)	2
HE 112	Standard First Aid & Emergency Care	1

## Inside Electrician: 8000 Hours • 59 Credits

APR 121	Intro Elec/Circuits	3
APR 122	AC/DC Motors Principles	3
APR 123	AC Theory/Motors and Transformers	4
APR 124	Elec Systems Operations	3
APR 125	Elec Circuits/Wiring Methods	3
APR 126	Elec Sys Installation per NEC	3
APR 201	Electrical Motor Controls	2
APR 221	Advanced AC Circuitry	3
APR 222	Hazardous Locations	3
APR 223	Motor Control Ops including PLCs	3
APR 224	Electrical Code/Level I	4
APR 225	Electrical Code/Level II	4
APR 226	Electrical Code/Level III	4
APR 231	National Electrical Code II	3
APR 105	Industrial Safety (OSHA)	4
APR 127	Basic Programmable Controllers: (PC Based)	2
APR 128	Basic Programmable Controllers: (PC Based)	2
APR 111	Shielded Metal Arc Welding	4
APR 106	Hand Tool/Power Tool Use/Safety	1
HE 110	CPR/AED for Professionals	1

**Industrial Plant Technician: 8000 Hours • 55 Credits**

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APR 121	Intro Elec/Circuits	3
APR 122	AC/DC Motor Principles	3
APR 123	AC Theory/Motors and Transformers	4
APR 124	Elec Systems Operations	3
APR 125	Elec Circuits/Wiring Methods	3
APR 126	Elec Sys Installation per NEC	3
APR 221	Advanced AC Circuitry	3
APR 222	Hazardous Locations	3
APR 223	Motor Control Ops including PLCs	3
APR 224	Electrical Code/Level I	4
APR 225	Electrical Code/Level II	4
APR 226	Electrical Code/Level III	4
APR 231	National Electrical Code II	3
APR 106	Hand Tool/Power Tool Use Safety	1
APR 105	Industrial Safety (OSHA)	4
APR 127	Basic Programmable Controllers: (PC Based)	2
APR 111	Shielded Metal Arc Welding	4
HE 110	CPR/AED for Professionals	1

**Industrial Maintenance Millwright: 8000 Hours • 56 Credits**

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APR 105	Industrial Safety	4
APR 130	Industrial Math	4
APR 108	Rigging	4
APR 109	Industrial Hydraulics I	3
APR 118	Bearings, Seals, Lubricants	3
APR 200	Pumps and Valves	3
APR 205	Intro to Pneumatics	2
APR 209	Pipefitting	3
APR 210	Proportional Hydraulics	3
APR 229	Preventative Maintenance	3
APR 134	Manufacturing Processes I	4
APR 129	Blueprint Reading	4
APR 111	Shielded Metal Arc Welding	4
BA 285	Human Relations in Organizations	4
PSY 101	Psych and Human Relations	4
WR 121	English Composition	4

# 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 to 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)

TBCC 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 total cost of the program is subject to change but is estimated at \$18,500.

## Career & 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 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, applies 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 comprise 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 seven 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; and
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.

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 Related to Special Admissions & Limited Enrollment Programs, 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 WR 121 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 MTH 111 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 & General Education at TBCC**

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

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

**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 - Fluoroscopy	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 is offering their Medical Assisting program on TBCC campus in the Fall 2016. Students are required to attend class in Astoria one day a week.

**Who do I contact for more information?**

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 above 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 / WR 121

## 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](http://www.myvci.com/clatsop) and follow the instructions for obtaining the background check. Enter the password code that Holly Tumbarello, Medical Assistant Instructor, 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 four 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](mailto:htumbarello@clatsopcc.edu) for further directions.

## Medical Laboratory Technology (AAS at PCC)

TBCC 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 PCC. 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 is estimated at \$11,036.40 total for both years for residents.

### Career & 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 placement test 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 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, 773-714-8880.

### Prerequisites & Requirements

College placement tests are administered through assessment centers.

- Completion of WR 115 with a "C" grade or better or 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 exam 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 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, 112 and 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
CH 106	Allied Health Chemistry*3	5
	General Education	6

\*Could be used as General Education.

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

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.

## 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 13-14.

## Medical Laboratory Technology AAS Requirements: 103 Credits

### Nursing (AAS at Clatsop Community College)

TBCC 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.

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 clinical specialists, or independently as nurse practitioners. The cost of the program is subject to change but estimated at \$1,500 per term (excluding books) for seven 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 seven 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 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 & 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 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 website.

### **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 (Fall)	4
WR 121	English Composition (Fall, Winter)	4
BI 232	Human Anatomy & Phys. II (Winter)	4
WR 122	English Comp. (Winter, Spring)	4
BI 233	Human Anatomy & Phys. III (Spring)	4
	<i>or</i>	
BI 234	Microbiology (Spring)	5
WR 227	Tech and Prof Writing I (Spring)	4
	CAS/CIS Computer Applications (Fall, Winter)	1-4
	Arts and Letters elective (Fall, Winter, Spring)	4
FN 225	Nutrition (Winter)	4
	Social Science elective (Fall, Winter, Spring)	4
MTH 95	Intermediate Algebra (Various)	4
	Health or PE Electives	
	<i>or</i>	
HPE 295	Health and Fitness for Life (Spring)	3
MTH 111	College Algebra (Fall, Winter)	
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 & 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 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 & 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, which involves following the profession’s code of ethics and adhering to all laws and regulations governing the practice of occupational therapy; and
- 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, & 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)

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TBCC 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 COCC. 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);
- 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; and
- for the cost of travel & expenses to the COCC campus for the two-weekend lecture labs in the spring term.

### Career & Program Description

The 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.

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. 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.

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.

### Criminal Charges or Convictions

A history of criminal charges or convictions may prohibit a student from entering the Pharmacy Technician profession. See list of Potentially Disqualifying Crimes at <https://www.cocc.edu/pharmacy-technician/pharmacy-technician-criminal-charges-or-convictions/>.

### Program Prerequisites

- High School Diploma or GED
- Admission to COCC & TBCC
- WR 115 or placement into WR 121
- MTH 95
- CIS 120 or CAS 133
- TB Test (within last year)
- COCC On-line Orientation (available after admission to COCC)
- Current AHA CPR/AED Certification for Healthcare Providers
- Proof of Immunizations (Hepatitis B, MMR, Tdap)
- 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 & General Education Courses**

WR 121	English Composition (Fall, Winter)	4
BI 231	Human Anatomy & Phys.I (Fall)	4
BI 232	Human Anatomy & Phys. II (Winter)	4
BI 233	Human Anatomy & Phys. III (Spring)	4
MP 111	Medical Terminology (Spring)	4
COMM 214	Interpersonal Communications	4
PSY 101	Psych of Human Relations (Spring)	4
BA 285	Human Relations - Orgs	3
CAS 133	Basic Computer Skills (Fall, Winter) <i>or</i>	4
CIS 120	Computer Concepts I (Winter)	4

### **COCC Pharmacy Courses\***

PHM 100	Introduction to Pharmacy Tech	3
PHM 101	Law & 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 <i>or</i>	1
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**

# 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 & 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

ARTS & LETTERS COURSES				
Course	Title	AAS, AS, AGS	AAOT	ASOT-Business
ART 279	Experimental Media	X	X	X
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 & Communication	X	X	X
ENG 104	Introduction to Literature (Fiction)	X	X	X
ENG 105	Intro to Literature (Drama)	X	X	X
ENG 106	Intro to Literature (Poetry)	X	X	X
ENG195	Film Studies: Film as Art	X	X	X
ENG 196	Film Studies: Directors	X	X	X

ARTS & LETTERS COURSES				
Course	Title	AAS, AS, AGS	AAOT	ASOT-Business
ENG 197	Film Studies: Themes & Genres	X	X	X
ENG 204	Survey of English Literature	X	X	X
ENG 205	Survey of English Literature	X	X	X
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 & Society	X	X	X
J 216	News Reporting & Writing	X	X	X
MUS 105	Music Appreciation	X	X	X
MUS 108	Music Cultures of the World	X	X#	X
MUS 205	Intro 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
PHL 202	Ethics	X	X	X
PHL 209	Business Ethics	X	X	X
SPA 101	First Year Spanish - 1st Term	X		
SPA 102	First Year Spanish - 2nd Term	X		
SPA 103	First Year Spanish - 3rd Term	X		
SPA 150	First Year Spanish	X		
SPA 151	First Year Spanish	X		
SPA 201	Second Year Spanish - 1st Term	X	X	X

ARTS & LETTERS COURSES				
Course	Title	AAS, AS, AGS	AAOT	ASOT-Business
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

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 & Principles	X	X	X
PS 202	US Govt: Institution & Policies	X	X	X
PS 203	State & 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 & Human Re-lations	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 & 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#	

<b>MATH, SCIENCE, COMPUTER SCIENCE COURSES</b>				
* 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
G 207	Geology of the Pacific NW	X	X	

<b>MATH, SCIENCE, COMPUTER SCIENCE COURSES</b>				
* denotes biological or physical science with lab				
Course	Title	AAS, AS, AGS	AAOT	ASOT-Business
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

# Course Descriptions

Courses listed in alphabetical order. A number below 100 indicates a support course. These courses are not usually transferable. The prefixes describe the primary intent of the course offered.

## Lower Division Collegiate (LDC) Course Codes

ART:	Art
ATH:	Anthropology
BA:	Business Administration (except BA 255)
BI:	Biology
CG:	Career Guidance & Student Success
CH:	Chemistry
COMM:	Communications
EC:	Economics
ENG:	English
ENGR:	Engineering
FN:	Foods & Nutrition (only 225 & 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/WR:	Reading/Writing
SOC:	Sociology
SPA:	Spanish
WR:	Writing
WS:	Women's Studies

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

## Career and Technical Courses\*

AG:	Agriculture
ANS:	Animal Science
APR:	Apprenticeship
BA:	Business Administration (BA 255 only)
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
SOIL:	Soil Science
WLD:	Welding Technology

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

## 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 website 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: Intro 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.  
Intro 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. Recommended ANS 215.

**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 215, 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: Intro to Electricity & 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 Motor 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, 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. Prerequisites: FMT 111 or APR 104 or department permission. Audit available.

**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 3-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 Incl. PLCs** 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 & 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.

## 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: RDWR 115 and MTH 20 or placement above these levels. Additional supply fee may be required.

**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: RDWR 115 and MTH 20 or placement above these levels. Additional supply fee may be required.

**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: RDWR 115 and MTH 20 or placement above these levels. Additional supply fee may be required.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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: RDWR 115 and MTH 20 or placement above these levels.

**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: RDWR 115 and MTH 20 or placement above these levels.

**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 a historical context, and covers the Renaissance and Baroque periods, beginning about 1300 CE. Prerequisites: RDWR 115, and MTH 20 or placement above these levels.

**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: RDWR 115 and MTH 20 or placement above these levels.

**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.

**ART 231A: Drawing II** 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. This is the first course in a three-course sequence. Prerequisites: Three terms of ART 131 or ART 131C or instructor permission. Audit available.

**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.

**ART 270: Printmaking** 3 Cr.  
Explores printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Develops creative problem solving by utilizing monoprints, relief and basic intaglio processes. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. This is the first course of a two-course sequence. Recommended: ART 115, 116 and 131 may be taken three times for credit. Additional supply fees may apply.

**ART 279: Experimental Media** 3 Cr.  
Students 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 three times for credit. Additional supply fee may be required.

**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.

**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.

**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.

## **ATH - Anthropology**

**ATH 101: Intro 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: RDWR 115 and MTH 20 or placement above these levels.

**ATH 102: Intro to Archaeology & Pre-history** 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: RDWR 115 and MTH 20 or placement above these levels.

**ATH 103: Intro 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: RDWR 115 and MTH 20 or placement above these levels.

**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.

## BA – Business Administration

**BA 101: Introduction to Business** 4 Cr.  
Surveys the field of business including topics such as management, finance, marketing, production, operations, global business, small business, and other areas of general business interest. Recommended: RDWR 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: RDWR 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: RDWR 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: RDWR 115 and MTH 20 or placement above these levels. Recommended: BA 101.

**BA 131: Intro to Business Technology** 4 Cr.  
Explores computer concepts and the use of information technology in business organizations including the use of word processing, spreadsheet, and presentation software. Includes introduction to hardware, software, databases, system development, and tools that businesses use for communication and collaboration. Recommended: RDWR 115 and MTH 20 or placement above these levels; BA 101.

**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 20 and computer experience.

**BA 203: Intro 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: RDWR 115 and MTH 20 or placement above these levels.

**BA 205: Business Communication** 4 Cr.  
Introduces students to prevalent practices for written and oral business communication by exploring the message delivery, audience, communication process development, and specific forms of communication methods. Explores the use of current technology, library sources, and internet resources to collect, create, revise, and design business documents such as letters, memos, e-mail, minutes, instructions, reports, and resumes. Recommended: RDWR 115 and MTH 20 or placement above these levels; BA 131; CAS 133.

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

**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: RDWR 115 and MTH 20 or placement above these levels.

**BA 208: Intro 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: RDWR 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 or MTH 60Z and BA 111. Prerequisites: RDWR 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 214: Lean Manufacturing & 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. Prerequisites: MTH 60 or MTH 60Z or placement above this level, or IMT 103.

**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: RDWR 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 or MTH 60Z. Prerequisites: RDWR 115 and MTH 20 or

placement above these levels.

**BA 223: Principles of Marketing** 4 Cr.  
Presents 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: RDWR 115 and MTH 20 or placement above these levels; BA 101.

**BA 224: Human Resource Management** 3 Cr.  
Introduces how human resources management addresses human behavior, employment, employee development, performance appraisal, wage and salary administration, employment and job rights, discipline and due process, and labor-management relations. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

**BA 226: Business Law I** 4 Cr.  
Discusses fundamental concepts, principles, and rules of law that apply to business transactions including the function and operation of the courts, business crimes, torts, contract law, intellectual property, and the application of the Uniform Commercial Code to business activities. The course provides the student information about the difference between trial courts and appellate courts, public law and private law, civil law and criminal law. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

**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: RDWR 115 and MTH 20 or placement above these levels.

**BA 228: 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: RDWR 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: RDWR 115 and MTH 20 or placement above these levels.

**BA 238: Sales** 3 Cr.  
Offers a blend of practicality and theory on industrial, commercial, & 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: RDWR 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: RDWR 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: RDWR 115 and MTH 20 or placement above these levels.

**BA 249: Principles of Retailing & E-tailing** 3 Cr.  
Covers analyzing target market, developing retail marketing mix elements, and reviewing store planning techniques used by retailers. Includes discussions of changing retailing environment and impact of government regulations. Prerequisites: RDWR 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. It emphasizes the general functions, procedures, and specific subject areas related to initiating, organizing, and operating a successful small business. It specifically prepares the student to develop a business plan for opening a business. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

**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.

**BA 277: Business Ethics** 4 Cr.  
Explores contemporary ethical theories and issues, including corporate social responsibility, that arise in business management, marketing, accounting, and operations. Individual and corporate decision-making will be examined in a rational, responsible, and decisive manner within a global worldview. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

**BA 280: 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.

**BA 285: Human Relations in Organizations** 3 Cr.  
Explores interactions in organizations involving individual behavior, team dynamics, and organizational processes. Includes dynamics examining human perceptions, communications, group interactions, leadership, change, cultural diversity, ethics, and diversity. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

**BA 290: Business Seminar** 3 Cr.  
Capstone course for all specializations 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 result will be a great sample of work for the student's portfolio that can be used in seeking employment or career advancement. Required: 2nd year BA students and instructor approval.

## BI - Biology

**BI 101: Biology** 4 Cr.  
Introduces 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, it is the first course of a three-course sequence. Prerequisites: RDWR 115 and MTH 20 or placement above these levels. Additional supply fee may be required.

**BI 102: Biology** 4 Cr.  
Second of a three-term laboratory science course sequence designed for non-biology majors. Presents protein synthesis, cell division, genetics, animal reproduction and development, and evolution. Prerequisite: BI 101. Additional supply fee may be required.

**BI 103: Biology** 4 Cr.  
Third of a three-term laboratory science course sequence designed for non-biology majors. Presents the evolutionary relationships among the kingdoms. Includes a comparison of biological systems across kingdoms. Prerequisites: BI 101 and BI 102. Additional supply fees may be required.

**BI 112: Cell Biology for Health Occupations** 5 Cr.  
Introduces the scientific method, while exploring cellular chemistry, cell structure and function, and the principles of inheritance, and laboratory methods. Includes topics and skills required to continue to Anatomy & Physiology and Microbiology. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

**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 for the Oregon Coast.

**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: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

**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.

**BI 213: Principles of Biology III** 5 Cr.  
Includes plant and animal anatomy and physiology, 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.

**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).

**BI 231: Human Anatomy & Physiology I** 4 Cr.  
Introduces chemistry, cells, tissues, and the integument, skeletal muscular and excitable tissues. It is the first course of a three-course sequence. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological and computer-based exercises. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels, and BI 112. Additional supply fee may be required.

**BI 232: Human Anatomy & Physiology II** 4 Cr.  
Second of a three-course sequence. Covers the nervous, endocrine, and cardiovascular systems. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer work such as computer simulation exercises. Prerequisite: BI 231 with a "C" or better. Additional supply fee may be required.

**BI 233: Human Anatomy & Physiology III** 4 Cr.  
Third of a three-course sequence. 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. Prerequisite: BI 232 with a "C" or better. Additional supply fee may be required.

**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.

**BI 280A: CE - Biology** 4 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.

**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. Recommend: Prior study in biology. Prerequisites: Instructor permission.

## **CAS – Computer Applications & 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: RDWR 90.

**CAS 111D: Beginning Web Site Creation - Dreamweaver** 3 Cr.  
Introduces basic elements of web site creation using Dreamweaver. Includes web terminology, basic X/HTML, uploading pages to a server (FTP), site management, tables, layout, stylesheets (CSS), rollovers, optimizing graphics, and accessibility. Recommended: CAS 133 or equivalent file management and word processing experience; RDWR 90.

**CAS 121: Beginning Keyboarding** 3 Cr.  
Introduces students to the alphabetic portion of computer keyboard by touch and uses of the numeric portion of the keyboard. Recommended: Placement into RDWR 90.

**CAS 122: Keyboarding for Speed & Accuracy** 3 Cr.  
Explores keyboarding accuracy while developing speed, confidence, and endurance; keyboarding by touch is essential. Recommended: Placement into RDWR 90.

**CAS 123: Production Keyboarding** 3 Cr.  
Develops rapid keyboarding and accurate proofreading of business letters, memos, reports, and tables. Improves and increases speed and accuracy of keyboarding skills. Additional lab hours may be required. Recommended: RDWR 115, OS 220, keying 45 wpm by touch; Prerequisite: CAS 216.

**CAS 133: Basic Computer Skills - MS 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: RDWR 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 MS 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; and become familiar with the program's writing tools and basics of enhancing documents. Recommended: Placement into RDWR 115; keyboarding 25 words per minute.

**CAS 217: Intermediate Word** 3 Cr.  
Reviews the basic features and develops additional skill using MS Word. Enhance documents through special formatting features such as graphic lines and images, Word Art, and clipart; work with headers and footers in multi-page documents; create and format tables; use advanced merge; create documents with newspaper columns; and create and use fill-in forms. Recommended: Placement into RDWR 115; keyboarding 25 words per minute; CAS 216.

**CAS 231: Publisher** 3 Cr.  
Introduces Microsoft Publisher to design and create effective publications that combine text graphics, illustrations, and/or photographs such as announcements, fliers, advertisements, and reports. Covers the processes to create, import, and manipulate text, graphics, and/or templates through program tools and features.

**CAS 246: Integrated Computer Projects** 4 Cr.  
Builds upon previous computer and business knowledge to create individual and group projects using software found in today's workplace. Uses integrated software (i.e. MS Office) and current technology to further develop professional software skills. Additional lab hours may be required. Prerequisites: CAS 170; CAS 116. Recommended: CAS 109, CAS 140, CAS 171 and CAS 217.

## **CG – Career Guidance & Student Success**

**CG 100: College Survival and Success** 3 Cr.  
An exploratory course to provide information and techniques for accepting personal responsibility in areas like self-management, motivation, and goal setting for college success. Includes developing skills for navigating a culturally-diverse learning environment and utilizing college resources.

**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: Intro 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 & 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.

**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** 1 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: RDWR 115, MTH 60 or MTH 60Z or placement above these levels.

**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. Prerequisites: RDWR 115, MTH 95 or placement above these levels. MTH 95 may be taken concurrently.

**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.

**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.

**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 pre-professional 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 three years they are encouraged to complete CH 100 before registering.) This is the first course in a three course sequence. Prerequisites: RDWR 115, MTH 111 or placement above these levels. MTH 111 may be taken concurrently. Additional supply fee may be required.

**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.

**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.

## CJA – Criminal Justice

**CJA 100: Professions in Criminal Justice** 1 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: RDWR 115 or placement above this level.

**CJA 101: Cultural Diversity in CJ Professions** 1 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. Includes police, corrections, parole and probation, juvenile and adult casework, private security, loss prevention, investigation, and 911 communications. Prerequisite: RDWR 115 or placement above this level.

**CJA 102: Oregon Physical Abilities Test (ORPAT) Preparation I** 1 Cr.  
Intro to the assessment process used to evaluate police officer readiness in physical abilities necessary for satisfactory job performance. Students to identify areas needing improvement for personal physical conditioning to prepare for the actual assessment.

**CJA 105: Intro to CJ System – Police/Courts/Corrections** 4 Cr.  
Provides an overview of the role of police in society, the US criminal court systems including state and federal as well as theories and current practices in correctional treatment, crime prevention, and contemporary CJ services. Includes examination of concepts related to law enforcement and a variety of topics related to police & authority. Also includes discussion of the roles and functions of those involved in the adjudication process and various court procedures.

**CJA 111: Intro to CJ 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 CJ 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: Intro to CJ System – Courts** 3 Cr.  
Focuses on the US 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: RDWR 115 or placement above this level.

**CJA 113: Intro to CJ 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: RDWR 115 or placement above this level.

**CJA 114: Intro to the Juvenile Process** 2 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. Prerequisite: RDWR 115 or placement above this level.

**CJA 115: Intro 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. Prerequisite: RDWR 115 or placement above this level.

**CJA 202: Oregon Physical Abilities Test (ORPAT) Preparation II** 1 Cr.  
This is the second part of the ORPAT preparation sequence. Students should be able to identify measureable growth in physical conditioning to ensure readiness for the ORPAT assessment. Areas include walking, climbing, carrying, running, vaulting, pulling, jumping, lifting, and pushing.

**CJA 210: Arrest, Search, & 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; WR 121.

**CJA 211: Civil Liability & Ethics in CJ** 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; 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 & 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.

**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: CJ 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: CJ & US Constitution** 3 Cr.  
Provides a broad overview of US 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; 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. Prerequisites: CJA 210; CJA 212.

**CJA 243: Narcotics & 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: RDWR 115 or placement above this level.

**CJA 245: Search Warrant Preparation** 2 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.

**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; WR 121.

**CJA 254: Leading Police Resilience** 4 Cr.  
Introduces a multi-disciplinary approach to managing the police-citizen encounter through enhancing personal, organizational and community resilience. Covers issues related to contemporary law enforcement culture, leadership and management, warrior ethos, ethics, personality, emotional and social intelligence, emotional regulation, stress management, and physical and mental fitness. Prerequisite: CJA 251.

**CJA 260: Intro 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. Prerequisites: CJA 113; WR 121.

**CJA 261: Intro to Probation & 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: Intro 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: Intro 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: Intro to Corrections Administration** 3 Cr.  
This course 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.

**CJA 280A: Cooperative Education - CJ** 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 CJ** 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: Intro 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: RDWR 115, MTH 20 or placement above these levels.

**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 RDWR 115.

**COMM 112: Persuasion, Argumentation, & 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.

**COMM 140: Intro to Intercultural Comm** 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: RDWR 115, MTH 20 or placement above these levels.

**COMM 214: Interpersonal Communication: Process & 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: RDWR 115, MTH 20 or placement above these levels. Audit available.

**COMM 215: Small Group Communication: Process & 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. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**COMM 227: Non-Verbal Communication** 4 Cr.  
Introduces the nonverbal aspect of communication as related to verbal communication. Emphasizes the theories and types of nonverbal behavior including influential factors such as: voice, body movement, eye behavior, touch, space, time, smell, and physical and social environments. Prerequisite: RDWR 115, MTH 20 or placement above these levels. Audit available.

**COMM 228: Mass Communication** 4 Cr.  
Explores the symbiotic relationship of the mass media and society from a rhetorical perspective. Investigation into the technological advancements in mass communications and their subsequent effect on public discourse and the individual in society will be examined. Prerequisite: Placement into WR 121.

**COMM 237: Gender & 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. Prerequisites: RDWR 115, MTH 20 or placement above these levels. Audit available.

## DRF – Computer-Aided Design & 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.

## EC - Economics

**EC 200: Intro to Economics** 4 Cr.  
Covers six topics areas: Basic economic concepts, microeconomics, macroeconomics, 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: RDWR 115, MTH 20 or placement above these levels.

**EC 201: Principles of Econ: 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: RDWR 115, MTH 60 or MTH 60Z or placement above these levels.

**EC 202: Principles of Econ: 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; EC 201. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels.

## ELT – Electrical Trades

**ELT 110: Electricity for Non-Electricians** 2 Cr.  
Practical hands-on application of electrical principles, practices, and codes to help non-electricians learn the basics of wiring that they encounter around the house. Safety practices will be emphasized as will basic electrical theory. After the first three class sections, there will be minimal theory or lecture and maximum practice using tools and materials that the homeowner will encounter in doing electrical work on his/her home. Additional supply fee may be required.

**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. Prerequisite: ELT 125. Additional supply fee may be required.

**ELT 225: Advanced Programmable Controllers (PC Based)** 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: Intro 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: RDWR 115, MTH 20, 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 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 Transport** 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 oneself.

**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: Intro 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: RDWR 115, or placement above this level.

**ENG 105: Intro to Literature (Drama)** 4 Cr.  
Enhances enjoyment of plays as literature, including tragedies and comedies; increases understanding of the conventions of drama and the theater; and encourages exploration of the diversity of human experience. Prerequisites: RDWR 115 or placement above this level.

**ENG 106: Intro 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: RDWR 115 or placement above this level.

**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. Prerequisites: RDWR 115 or placement above this level.

**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. Prerequisites: RDWR 115 or placement above this level.

**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: RDWR 115 or placement above this level.

**ENG 204: Survey of English Literature: Medieval and Renaissance** 4 Cr.  
Literature of the British Isles: Renaissance & Medieval selections, from Beowulf to Shakespeare. Prerequisites: RDWR 115 or placement above this level.

**ENG 205: Survey of English Literature 17th -19th Centuries** 4 Cr.  
Literature of the British Isles: seventeenth, eighteenth, and early nineteenth century selections, from Donne through the Early Romantics. Prerequisite: RDWR 115 or placement above this level.

**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: RDWR 115 or placement above this level.

**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. Prerequisite: RDWR 115 or placement above this level.

**ENG 250: Intro to Folklore and Mythology** 4 Cr.  
Develops a cross-cultural perspective on myths, mythologies, and folklore from around the world. Explores different theories of the cultural meanings and functions of myth, past and present. Introduces various ways of interpreting and experiencing myth and folklore as texts with oral origins. Prerequisite: RDWR 115 or placement above this level.

**ENG 253: American Literature to 1865** 4 Cr.  
Intro to 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: RDWR 115 or placement above this level.

**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: RDWR 115 or placement above this level.

**ENG 260: Intro to Women Writers** 4 Cr.  
Explores women's writings and literary theory from diverse places and historical periods. Prerequisite: RDWR 115 or placement above this level.

## **ENGR - Engineering**

**ENGR 100: Exploring Engineering** 1 Cr.  
Focuses on engineering careers and the nature of their work. 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 Perspectives** 4 Cr.  
Develops an understanding of environmental topics that are primarily biological in nature. Includes human population issues, matter and energy resources, ecosystems, environmental ethics, and food and land resources. The associated laboratories will illustrate these topics. Prerequisites: RDWR 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 these topics. Prerequisite: RDWR 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. Analyze dietary intake and compare to current scientific guidelines. Examines peripheral factors influencing diet such as global and local issues, culture, environment, and elements of food safety. Strong background in life sciences recommended. Prerequisites: WR 121, MTH 60 or MTH 60Z or placement above these levels; and BI 231.

## **FOR - Forestry**

**FOR 111: Introduction to Forestry** 3 Cr.  
Introduces forest resources in the world, forests and human well-being, where and how forests grow, environmental and human values, products, characteristics, and uses, and basic elements of use, planning, and management. Interpretation of forestry literature and professional origins in the U.S. are also explored. 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.

**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.

**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.

**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.

**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.

**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.

## FST – Food Science & Technology

**FST 101: Food Science Orientation** 1 Cr.  
For food science majors. Orientation and academic guidance toward career planning in food science and technology.

**FST 212: Dairy Processing** 2 Cr.  
Methods of processing and preserving milk and milk products and related unit operations.

**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.

**FST 251: Intro to Wines, Beers, & Spirits** 3 Cr.  
A descriptive introduction to the history, science, sensory, economics, and societal aspects of alcoholic beverages. Prerequisites: High school biology and chemistry. Must be 21 years of age or older.

**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.

**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.

## 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/NP.

**FW 251: Principles of Fish & Wildlife Conserv.** 3 Cr.  
Overview of the 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. Recommended: 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.

**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: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

**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: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

**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: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

**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: RDWR 115, MTH 60 or MTH 60Z or placement above these levels.

**G 208: Volcanoes and Their Activity** 3 Cr.  
Covers the origin, activity, products, classification, and hazards of volcanoes. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels.

**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: RDWR 115, MTH 60 or MTH 60Z or placement above these levels.

## **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: Intro 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: RDWR 115 and MTH 20 or placement above these levels.

**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: RDWR 115 and MTH 20 or placement above these levels.

**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: RDWR 115, MTH 20 or placement above these levels.

## **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. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

**GS 107: Physical Science (Astronomy)** 4 Cr.  
Surveys astronomy to include historical development of the universe, earth as a planet, earth's moon and planets of the solar system, the sun, stars, and galaxies. Includes required lab activities. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

**GS 108: Physical Science (Oceanography)** 4 Cr.  
Covers the chemical, biological, physical and geological nature of the oceans. Includes required lab activities. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

**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. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

## **GT – Green Technology**

**GT 106: Intro to Green Technologies** 3 Cr.  
Students will be introduced to modern technologies and techniques that help to decrease the environmental impact of manufacturing and industry. Topics will include equipment, technology, energy production/consumption and waste disposal. In addition to college credit, this course will provide the training needed to take the MSSC Green Production Certification.

## **HC – Health Careers**

**HC 101: Introduction to Health Careers** 3 Cr.  
This course explores educational requirements and professional responsibilities of the health careers of nursing, radiography, and dental assisting. Concepts that are covered include: communication, professionalism, safety, educational skills, legal/ethical issues, and health care delivery systems. Interdisciplinary focused laboratory experiences provide students the opportunity to develop basic health care skills. Course is required for entry into the nursing program and is strongly suggested before entry into the radiography and dental programs.

## HE - Health

### **HE 110: CPR/AED for Professional Rescuers & 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: RDWR 115 or placement above this level.

### **HE112: Standard First Aid & 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: RDWR 115 or placement above this 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: RDWR 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, communicable and degenerative diseases, and drugs from a wellness perspective.

### **HE 262: Children's Health, Nutrition, & Safety** 3 Cr.

Explores current health and safety issues for infants and young children. Issues examined include childhood illnesses and ailments, nutrition, obesity, stress, safe environment, self-esteem, and general first aid.

### **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.

## 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, as well as a wide variety of professional pursuits. Covers various periods, areas, and fields of history through the use of historical case studies. Prerequisite: RDWR 90 or placement above this level.

### **HST 101: Western Civilization: Ancient to Medieval** 4 Cr.

Explores the ancient civilizations of Mesopotamia, Egypt, Greece and Rome. Covers development of Judeo-Christian beliefs, early Islamic civilization, the Byzantine Empire and the early medieval period. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

### **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: RDWR 115, MTH 20 or placement above these levels.

### **HST 103: Western Civilization: Modern Europe** 4 Cr.

Studies the history of the 19th and 20th centuries, including the Industrial Revolution, nationalism, imperialism, socialism, the Russian Revolution, Nazism, world wars and their aftermath. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

### **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: RDWR 115 and MTH 20 or placement above these levels.

### **HST 105: History of India & 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: RDWR 115, MTH 20 or placement above these levels.

### **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: RDWR 115, MTH 20 or placement above these levels.

**HST 107: History of Korea & 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: RDWR 115, MTH 20 or placement above these levels.

**HST 201: History of the US 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: RDWR 115, MTH 20 or placement above these levels.

**HST 202: History of the US from 1840 to 1914** 4 Cr.  
Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1840 to 1914. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

**HST 203: History of the US from 1914** 4 Cr.  
Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1914 to present. History courses are non-sequential and may be taken in any term or in any order. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

**HST 218: Native American History** 4 Cr.  
Covers history of Native Americans in what is now the United States, from pre-Columbian times to the present, exploring the cultural diversity among native peoples, tribal sovereignty, conflicts and accommodations with European Americans, historical roots of contemporary Native American issues and an increased level of awareness of the cultural heritage of the United States. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

**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: RDWR 115 and MTH 20 or placement above these levels.

**HST 246: Religion in the US 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: RDWR 115 MTH 20 or placement above these levels.

**HST 247: Religion in the US 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: RDWR 115, MTH 20 or placement above these levels.

**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.

**HST 280B: Cooperative Education - History Seminar** 1 Cr.  
Provides a forum to discuss work experiences with peers and instructor. Department permission required.

**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: RDWR 115 MTH 20 or placement above these levels.

**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.

## **HTM – Hospitality, Tourism, Recreation Management**

**HTM 100: Intro 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 & 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.

**HTM 107: Sanitation & Safety for Managers** 3 Cr.  
Based on the National Restaurant Association's training and certification coursework, this 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 199A: Culinary Arts Practicum I** 7 Cr.  
Allows the student to explore and gain proficiency in practical food production while gaining food handling skills in both an instructional and a catering venue.

**HTM 199B: Culinary Theory** 3 Cr.  
This course introduces the student to the science and art of foods and identifies how foods react to different cooking, preservation and handling techniques. This course is designed to give the student a solid knowledge and background in the product, handling techniques and cooking methods in order to prepare the student to enter the kitchen with a theoretical understanding of the processes and products they will find there.

**HTM 199C: Customer Service in the Hospitality Industry** 2 Cr.  
Introduces the student to the art of customer service in the hospitality industry. We will introduce the importance of customer service, basic concepts of customer service as well as understanding customer expectations and ensuring a consistent service level and its relationship to the success and profitability of the hospitality business.

**HTM 280A: Cooperative Education: Hospitality, Tourism, Recreation Experience** 3 Cr.  
Offers relevant field experience in hospitality industry environments in one of the following areas: tourism, recreation, customer services, culinary arts, lodging and travel. Allows exploration of career options. Department permission required.

**HTM 280B: Cooperative Education: Hospitality, Tourism, Recreation Experience Seminar** 1 Cr.  
Supplements 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 w/ instructor permission). Dept. permission required.

## **IMT – Industrial Maintenance Technology**

**IMT 100: Exploring Manufact. & Apprentice** 1 Cr.  
Explores career opportunities within the Trades. Includes traditional careers and new opportunities in fields such as Renewable Energy & Sustainability. Introduces resources for assisting students in identifying skills needed to succeed in these fields. Additional course fee may be required.

**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. Additional course fee may be required.

**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. Additional course fee may be required.

**IMT 104: Rigging, Lifting & 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 106: Hand Tool Safety** 1 Cr.  
Develops understanding of the hand tools and power tools used in the construction trades. Identifies commonly used hand/power tools, selecting the correct tool to complete assigned projects and working in a safe and competent manner. Emphasizes safety and care of tools. Additional course fee may be required.

**IMT 118: Bearings, Seals & Lubrication** 3 Cr.  
Provides an intro 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 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 IMT 103. 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.

**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 & 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 60 or MTH 60Z or placement above this level, or IMT 103. Additional supply fee may be required.

**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. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**J 216: News Reporting and Writing** 4 Cr.  
This intro 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. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

## LEAD - Leadership

**LEAD 242: Personal Leadership Development** 3 Cr.  
A foundational course for leadership development. In this course you will become familiar with foundational leadership ideas including relevant leadership theories, styles, approaches, traits, ethics, conflict management, and change. For each topic we will build upon theories to help you apply the concepts to your everyday life and leadership.

## LIB – Library Science

**LIB 101: Library Research and Beyond: Find, Select & Cite** 1 Cr.  
Introduces the research process and essential research skills to find, select and cite the best information. Teaches identification of research topics, planning and carrying out the research process, and to identify and cite preferred sources of credible information. Prerequisite: placement into RDWR 115.

## MCH - Manufacturing

**MCH 102: Intro to Manufacturing** 3 Cr.  
This course includes an orientation to the use of personal computers, and introduction to problem solving and laboratory procedures, a survey of common manufacturing processes (including a history of manufacturing technology), economic considerations associated with manufacturing, and the influence of product design on process selection on manufacturing taxonomy, surface finish, tolerances, and functional specifications. The completion of the class and assessment will result in an MSSC certificate in Manufacturing Processes and Production. An additional supply fee may be required.

**MCH 121: Manufacturing Processes I** 4 Cr.  
Technical elective course in the Associate of Applied Science Degree in the Manufacturing and Industrial Technology program. An introductory course in material removal operations emphasizing drilling, milling and lathe processes with emphasis on production speeds and feeds. Prerequisite: MCH 102. Audit available. Additional course fee may be required.

**MCH 130: Machine Shop Trigonometry** 3 Cr.  
Introduces the rules, methods and procedures for using trigonometry formulas that deal with both the sides and the angles of the right triangle and oblique triangle to solve for the unknown parts. Additional course fee may be required.

**MCH 135: Basic Measuring Tools & Layout** 3 Cr.  
Covers use and applications associated with basic measuring tools including: the machinist's scale, dividers, telescoping gage, combination square, hermaphrodite caliper, surface gage, and surface finish gage. Introduces the proper techniques and applications of the basic transfer measurement and comparison tools in measuring holes accurately, scribing parallel lines, finding the center of round stock, determining the factors which contribute to the quality of surface finish, and practice in identifying surface finishes. Covers instruction and practice in cutting, filing, layout, scribing, use of gage blocks, and utilizing the height gage to accurately layout lines, angles and the location of part features. Introduces the proper use and applications of the hacksaw, scribe, dividers, prick punch, ballpeen hammer, combination square set, and height gage to produce the accurate layout of part features. Additional supply fees may be required.

## 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 123: Job Search Skills** 1 Cr.  
This 10-hour workshop explores strategies for finding the “right” job. Includes self-discovery, goal-setting, prospecting, networking, resume-writing, interviewing, career-planning, and self-marketing skills.

**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.  
This 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 & Productivity** 1 Cr.  
This 10-hour workshop focuses on steps for setting goals and successfully completing them. Includes the SMART goal approach, the benefits of setting goals, identifying and overcoming obstacles and creating achievable, small steps.

**MSD 193: Self Esteem the Key to Success** 1 Cr.  
This 10-hour workshop focuses on the cornerstone of behavior: self-esteem. Topics include learning how self-esteem affects our relationships, our ability to solve problems and set goals, our work performance, and our health. Emphasizes understanding the importance of maintaining a healthy self-esteem when handling conflict and many major dilemmas common to modern life.

**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, percentages, 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 RDWR 90.

**MTH 060Z: Math 60** 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 RDWR 90 or placement above these levels.

**MTH 095: Math 95** 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 60 or MTH 60Z and RDWR 90 or placement above these levels.

**MTH 105: Explorations in Mathematics** 4 Cr.  
Engages students in the discovery and exploration of selected non-traditional topics in mathematics. Possible topics include mathematics of social choice, geometry, statistics, probability, and discrete mathematics. Prerequisites: RDWR 115 and MTH 95 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. Prerequisites: MTH 95, RDWR 115, or placement above these levels.

**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. Prerequisites: MTH 111; RDWR 115 or placement above these levels.

**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. Prerequisites: MTH 95 or higher; RDWR 115 or placement above these levels.

**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, and percentages), integers, sets of irrational numbers, the set of real numbers, and simple probability and statistics. Prerequisite: MTH 211 and its prerequisite requirements. Audit available.

**MTH 213: Foundations of Elementary Math III** 4 Cr.  
Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore informal geometry, transformational geometry, and measurement systems. Prerequisite: MTH 211 and its prerequisite requirements.

**MTH 241: Calculus for Management, Life & Social Science** 4 Cr.  
Include limits, continuity, derivatives and integrals. Investigates applications from science, business, and social science perspectives. Graphing calculator required. Prerequisite: MTH 111.

**MTH 243: Statistics I** 5 Cr.  
Introduces displaying data with graphs, numerical descriptions of data, producing data, elementary probability, probability distributions, confidence intervals, and significance testing. Investigates applications from science, business, and social science perspectives. Graphing calculator required. Prerequisite: MTH 111.

**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.

**MTH 251: Calculus I** 4 Cr.  
Includes limits, continuity, derivatives and applications of derivatives. Graphing calculator required. Prerequisites: MTH 112.

**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.

**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.

**MTH 254: Vector Calculus I** 5 Cr.  
Topics include multivariate and vector-valued functions from a graphical, numerical, and symbolic perspective. Applies integration and differentiation of both types of functions to solve real world problems. Students will communicate their results in oral and written form. Graphing calculator required; TI 89, TI 92 Plus or Voyage 200 recommended. Prerequisites: MTH 253 and its prerequisite requirements.

## 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: RDWR 90 or placement above this level.

**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: RDWR 90 or placement above this level.

**MUS 205: Intro 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: RDWR 90.

**MUS 206: Intro to the History of Rock Music** 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: RDWR 90 or placement above this level.

**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.

## 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 142B: Zumba Fitness II** 1 Cr.  
Expands knowledge, application and skills of Zumba Fitness. Continues fundamental techniques learned in Zumba Fitness I. Promotes continued improvement of cardiorespiratory conditioning, muscle endurance, and flexibility through the safe and proper skill of rhythmic exercise. Prerequisite: PE 142A or instructor permission.

**PE 182A: Beginning Group Fitness** 1 Cr.  
Offers students the 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.

**PE 182F: Boot Camp** 1 Cr.  
A group exercise class focusing on cardio respiratory fitness and muscular endurance using dumbbells and other equipment (physioballs, steps, etc.) This class concentrates on all key muscle groups, working toward muscle fitness and flexibility gains. This class is geared to those who enjoy high-intensity callisthenic training in a group class format. Audit available.

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

**PE 183S: Beginning Karate II** 1 Cr.  
Progressive continuation of fundamental techniques employed in the art of Karate-Do. Recommended: Beginning Karate I or equivalent.

**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: RDWR 115, MTH 20 or placement above these levels.

**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: RDWR 115 and MTH 20 or placement above these levels.

**PHL 209: Business Ethics** 4 Cr.  
Designed primarily for students of business & 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: RDWR 115, MTH 20 or placement above these levels.

## PHY – Physics

**PHY 101: Fundamentals of Physics I** 4 Cr.  
Intro to Physics. Includes the study of mechanics, vectors, energy, simple machines, satellite motion, and the theory of special relativity. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**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. Prerequisite: PHY 101.

**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.

**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.

**PHY 202: General Physics II** 4 Cr.  
Topics include mechanical properties of matter, heat, waves, sound, and light. Algebra-based physics. Prerequisite: PHY 201.

**PHY 203: General Physics III** 4 Cr.  
Topics include electricity, magnetism & radioactivity. Algebra-based physics. Prerequisite: PHY 201.

## PS – Political Science

**PS 201: US Gov't: Foundations & 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: RDWR 115, MTH 20 or placement above these levels.

**PS 202: US Gov't: Institutions & 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: RDWR 115, MTH 20 or placement above these levels.

**PS 203: State & Local Gov't** 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: RDWR 115, MTH 20 or placement above these levels.

**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: RDWR 115, MTH 20 or placement above these levels.

## PSY – Psychology

**PSY 101: Psychology & 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: RDWR 115, MTH 20 or placement above these levels.

**PSY 201: Intro 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: RDWR 115, MTH 20 or placement above these levels.

**PSY 202: Intro 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: RDWR 115, MTH 20 or placement above these levels.

**PSY 214: Intro to Personality** 4 Cr.  
Covers personality theories including the theoretical and scientific explanations for individuals' characteristic patterns of perception, thought, emotion, and behavior. Incorporates activities which help students apply what they have learned about personality theories to their personal and professional lives. Recommended: PSY 201 or 202. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**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: RDWR 115, MTH 20 or placement above these levels.

**PSY 216: Social Psychology** 4 Cr.  
Examines how society affects human behavior, including persuasion, conformity, aggression, conflict, and interpersonal attraction. Applications to business, politics, environment, health, the legal system and human relations. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**PSY 222: Family & Intimate Relationships** 4 Cr.  
Explores processes involved in both traditional and non-traditional relationships and families including love, cohabitation, dating, marriage, parenting, communication and conflict resolution, sexuality, balancing work and family, domestic violence, divorce, remarriage, and blended families. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**PSY 239: Intro to Abnormal Psychology** 4 Cr.  
Surveys the history, theories, diagnosis, etiology, and treatment of the major psychological disorders. Prerequisites: PSY 201 or PSY 202.

**PSY 240: Personal Awareness & 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: RDWR 115, MTH 20 or placement above these levels.

## RD/WR – Reading/Writing

**RD/WR 090: Reading & Writing** 4 Cr.  
The course prepares students to comprehend and apply information from a variety of texts through work on building vocabulary, reading rate improvement, and basic communication skills. The course focuses on writing essentials that build confidence in writing for a variety of academic purposes and emphasizes skills necessary to produce thesis-driven essays. This course reinforces grammar and sentence-level editing skills in the context of paragraphs and short essays. It covers critical reading of college-level texts and focuses on writing format and documentation. Prerequisite: Placement into RDWR 90.

**RDWR 115: College Reading & Writing** 4 Cr.  
Focuses on expanding and improving reading rate, vocabulary, and comprehension of complex college level texts. Emphasizes critical thinking skills, information literacy, and introduces college level skills in reading critically, exploring ideas, and writing. Students will compose essays in support of a thesis, working through multiple drafts with time to separate the acts of drafting and revising. Prerequisites: Completion of RDWR 90 or placement into RDWR 115.

## **SOC – Sociology**

**SOC 204: Sociology in Everyday Life** 4 Cr.  
Intro to sociological perspective and sociology as a scientific discipline. Focuses on individuals and groups, how they are shaped by their social locations (status, roles, race, class, sex, age, etc.), society's structural stratification, institutions, groups and organizations and by such cultural processes as socialization and group interaction. Prerequisites: RDWR 115; MTH 20 or placement above these levels.

**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: RDWR 115; MTH 20 or placement above these levels.

**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: RDWR 115; MTH 20 or placement above these levels.

## **SOIL – Soil Science**

**SOIL 205: Soil Science** 4 Cr.  
Intro 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: RDWR 115, MTH 20 or placement above these levels.

**SPA 102: First Year Spanish - Second Term** 4 Cr.  
Continues the work of SPA 101. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Prerequisite: Completion of SPA 101.

**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.

**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: RDWR 115; MTH 20 or placement above these levels.

**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.

**SPA 201: Second Year Spanish - 1st Term** 4 Cr.  
Continues the work of first-year Spanish by 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.

**SPA 202: Second Year Spanish - 2nd Term** 4 Cr.  
Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisites: SPA 201.

**SPA 203: Second Year Spanish - 3rd Term** 4 Cr.  
Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisite: SPA 202.

**SPA 250: Second Year Spanish, Part I** 6 Cr.  
Continues the work of first-year Spanish by 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.

**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. Prerequisite: SPA 250.

## 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) & Oxy-acetylene Cutting** 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 (E7018)** 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 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. Prerequisites: Placement into WR 121, or completion of RDWR 115.

**WR 122: English Composition II** 4 Cr.  
Continues 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.

**WR 227: Technical & Professional Writing I** 4 Cr.  
Intro to technical & 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. Prerequisite: WR 121.

**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.

**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: RDWR 115 or placement above these levels.

**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: RDWR 115; MTH 20 or placement above these levels.

## 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.

**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.

**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.

# TBCC Institutional Learning Outcomes & General Education Outcomes

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## TBCC Educational Values & 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:
  - Identify and evaluate their skills, abilities, and biases.
  - Set goals, monitor progress, & motivate themselves.
2. Demonstrate appropriate interpersonal skills in social and professional situations.  
Performance Criteria:
  - Demonstrate awareness of their image as perceived by others.
  - Use their knowledge and skills to increase their understanding of themselves and others.
  - Demonstrate accountability for their actions and impact on others.
3. Demonstrate a positive attitude toward learning as a continuous experience.  
Performance Criteria:
  - Recognize learning opportunities outside the classroom.
  - Apply knowledge outside the classroom.

### Communication Skills

Students will be able to...

1. Write purposefully, capably, and ethically in a variety of contexts.  
Performance Criteria:
  - Use research skills to critically evaluate ideas and arguments.
  - Demonstrate appropriate syntax & usage for academic discussion and the professional world.
2. Speak with clarity, skill and appropriateness before a variety of audiences.  
Performance Criteria:
  - Present speeches and presentations that recognize purpose, audience, and setting.
  - Identify and apply communication strategies.
  - Organize and deliver verbal and non-verbal messages.
3. Participate in groups: listen, reflect, and respond effectively.  
Performance Criteria:
  - Employ an emphasis on listening.
  - Listen effectively to comprehend spoken messages, analyze information critically, and consider multiple perspectives.
4. Use appropriate technologies to convey ideas and information.  
Performance Criteria:
  - Use appropriate technologies to research, solve, and present solutions.
  - Perform tasks, procedures and processes with technical competence.

### Thinking Skills

Students will be able to...

1. Analyze and evaluate information to address issues & solve problems.  
Performance Criteria:
  - Understand and use various methods of reasoning.
  - Research and analyze data in problem solving.
  - Construct logical and coherent arguments.
  - Interpret and express quantitative ideas.
  - Use critical thinking to distinguish effective and ineffective arguments.

2. Develop creative responses to ideas and information.

Performance Criteria:

- Select, use, and present appropriate concepts and methods to solve problems creatively.
- Formulate and articulate ideas.

### **Cultural Awareness**

Students will be able to...

3. Be aware of individual and cultural diversity.

Performance Criteria:

- Analyze cultural perspective, bias, and values.
- Analyze varying viewpoints.
- Recognize their own cultural assumptions and those of others.

4. Practice personal & intercultural interaction with integrity, civility and empathy.

Performance Criteria:

- Apply appropriate techniques for exploring assumptions and expressing viewpoints.
- Engage in and/or appreciate different forms of creative and artistic expression.
- Employ respect for beliefs of others.

5. Be informed participants in the community, the nation and the world.

Performance Criteria:

- Articulate diverse points of view.
- Analyze community and global issues.

### **Professional Competence**

Students will be able to...

1. Demonstrate the knowledge, skills, and professional attitude necessary to enter and succeed in a defined profession or advanced academic program.

Performance Criteria:

- Use available resources to find information and use it effectively.
- Determine and use appropriate communication techniques to convey information electronically.
- Identify, evaluate and synthesize information.
- Apply base knowledge necessary to enter into a professional area(s).

2. Work ethically, effectively, and efficiently as individuals or as members of a team.

Performance Criteria:

- 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 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:

1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
2. 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:

1. Critically examine the impact of cultural filters on social interaction so as to encourage sensitivity and empathy toward people with different values or beliefs.
2. Investigate how discrimination arises from culturally defined meanings attributed to difference.
3. Analyze how social institutions perpetuate systems of privilege and discrimination.
4. Explore social constructs in terms of power relationships.

## **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.
4. 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
5. A General Education course in Computer Science should engage students in the design of algorithms and computer programs that solve problems.

## **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, and
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.
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.
- 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 & Resources

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## Admission to Take Credit Courses

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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](mailto:studentservices@tillamookbaycc.edu), or visiting 4301 Third St. Tillamook.

### 1. Test Requirements

- New applicants must submit assessment scores evidencing suitable preparation for course work. Accuplacer scores are used to determine admissions and course placement. TBCC accepts ACT, SAT, Smarter Balanced, or ASSET scores as alternative assessments to Accuplacer

### 2. High School Graduation

- Public high school students must graduate from standard high schools.<sup>1</sup> Private high school students must graduate from accredited high schools.<sup>2</sup>

#### *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 Accuplacer score requirements **and** submitting 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.

## Admission Process

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### Complete an admissions application

An Admissions Application is available on the TBCC website in the admissions section. There are three categories for students who are applying for admissions:

#### 1. Choose the Credit/Degree Application

- Pick the application appropriate to your situation 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 or by calling (503) 842-8222 ext. 1100 or emailing [studentservices@tillamookbaycc.edu](mailto:studentservices@tillamookbaycc.edu).

#### 2. Assess Your Placement

- Take the Accuplacer placement test, or another college placement assessment, submit a previous college transcript or submit your Smarter Balanced scores. Accuplacer 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 at 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](http://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

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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.
- 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

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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 uses any 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, and
- 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

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Complete an Admissions Application, which is available on the TBCC website in the admissions section. 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. You can also reach them by calling (503) 842-8222 ext. 1100 or emailing [studentservices@tillamookbaycc.edu](mailto:studentservices@tillamookbaycc.edu).

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 the Student Services Office 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](http://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 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 125.

## 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 Smarter Balanced scores, prior coursework, GPA and/or Accuplacer test results 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:

- Obtain a letter of recommendation from your high school counselor or administrator, which addresses both academic and behavioral preparedness for an adult learning environment,
- Apply for admission,
- Show college level proficiency in reading, writing and mathematics. (place at the minimum levels of RDWR 115, and MTH 60 or MTH 60Z),
- Meet with a TBCC Career Education Advisor (both student and parent/guardian are required to attend), and
- 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.

## 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 on scores received. To request a copy of Advanced Placement courses to be sent to TBCC, contact the Advanced Placement Program.

### AP Course Credit: 2014-2015 Academic Year

- Approved State Board of Education: May 17, 2013
- Approved State Board of Higher Education: April 5, 2013

AP Exam Taken	Exam Score	Credit Awarded
Art – History	4+	8
Art – Studio	4+	4
Biology	4+	12-15
Calculus AB	3	4-5
Calculus AB	4+	8-10
Calculus BC	3	8-10
Calculus BC	4+	12-15
Chemistry	4+	12-15
Chinese Lang & Culture	3+	12-15
Computer Science A	4+	4
English Language & Comp	3+	3-4

English Literature & Comp	3+	3-4
Environmental Science	3+	4
French Lang & Culture	3+	12-15
German Lang & Culture	3+	12-15
Government (U.S.)	4+	3-4
History (European)	3+	6-8
History (U.S.)	3+	8
History (World)	3+	6-8
Human Geography	3+	4
Japanese Lang & Culture	3+	12-15
Latin	3+	12-15
Macro Economics	3+	4
Micro Economics	3+	4
Music Theory	4+	8
Physics 1: Algebra Based	4+	5-8
Physics 2: Algebra Based	4+	5-8
Physics C - Mechanics	4+	4
Physics C- Elect & Magn	4+	4
Psychology	3+	4
Spanish Language & Culture	3+	12-15
Spanish Literature & Culture	3+	4
Statistics	4+	4
<b>Note: Exams below are not current; provided for information purposes</b>		
Computer Science AB	3	4
Computer Science AB	4+	8
French Literature	3+	4
Italian Lang & Culture	3+	12-15
Latin Literature	3+	4

**Notes:**

- (1) For AP exam titles not listed here, students should contact individual institutions for credit information.
- (2) Individual institutions will identify specific course articulations for their campus.

## 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.

- Approved State Board of Education- May 17, 2013
- Approved State Board of Higher Education- April 5, 2013

<b>Note: Students with certificates not listed below should contact individual institutions for credit information.</b>	<b>Certificate earned with Standard Level Exam score of 5, 6 or 7</b>	<b>Certificate earned with High Level Exam score of 5, 6 or 7</b>	<b>Community College &amp; OUS Subject Area</b>
Biology	3 to 5	12 to 15	Biology
Business	3 to 4	3 to 4	Business
Chemistry	4 to 5	12 to 15	Chemistry
Computer Science	4	8	Computer Science
Dance	3 to 4	6 to 8	Dance/Perf. Arts
Economics	3 to 4	6 to 8	Economics
Environmental Systems & Societies	4	NA	Environmental Studies
Geography	3 to 4	6 to 8	Geography
Global Politics	4	6 to 8	Political Science
History: Africa	NA	9 to 12	African History
History: Americas	NA	9 to 12	US History
History: Asia/Oceania	NA	9 to 12	Asian History
History: Europe & Middle East	NA	9 to 12	European History
History: Medieval Europe & Islamic Wld	3 to 4	9 to 12	European History
History	3 to 4	NA	World History [Modern]
Language A: Lit (English)	3 to 4	9 to 12	Writing or English1
Language A: Language & Lit (English)	3 to 4	9 to 12	Writing or English1

Language A: Lit (other than English)	4 to 5	12 to 15	Foreign Language
Language A: Language & Lit (other than English)	4 to 5	12 to 15	Foreign Language
Language B (all languages except English)	4 to 5	12 to 15	Foreign Language
Lit & Performance (English)	3 to 4	NA	Theater elective
Lit & Performance (Spanish, French)	4 to 5	NA	Foreign Language
Classical Languages	4 to 5	12 to 15	Foreign Language
Film	3 to 4	6 to 8	Film Studies
Info Tech in a Global Society	3 to 4	6 to 8	Computer Science
Math Studies	3 to 4	NA	Mathematics
Mathematics	4 to 6	8 to 12	Mathematics
Further Mathematics	NA	12 to 15	Mathematics
Music (Solo, Group, Composition)	3 to 4	6 to 8	Music
Philosophy	3 to 4	6 to 8	Intro Philosophy
Physics	4 to 5	12 to 15	Physics
Psychology	3 to 4	6 to 8	Psychology
Social & Cultural Anthropology	3 to 4	3 to 4	Social/Cult Anthropol.
Sports, Exercise & Health Science	3 to 4	6 to 8	Health/Human Physiology
Theater Arts	3 to 4	3 to 4	Theatre Arts
Visual Arts	3 to 4	8 to 9	Visual Arts
World Religions	3 to 4	NA	Religion/Humanities
<i>Note: Exams listed below have been phased out; listed for information purposes.</i>			
Anthropology	3 to 4	3 to 4	Anthropology
Art	4	8 to 9	Art History
Further Mathematics	3 to 4		Mathematics
History of Asia/M.E.	NA	3 to 4	Asian History
History: Europe	NA	9 to 12	European History
Islamic History	3 to 4	6 to 8	Islamic history
Language A1 (English)	4	12	Writing or English
Language A1 (other than English)	4 to 5	12 to 15	Foreign Language
Language A2: 2nd Language (except Eng)	4 to 5	12 to 15	Foreign Language
Language A2 & B: English	3 to 4	6 to 8	General elective credits

1 WR 121 or equivalent credit for SL; WR 121 or equivalent credit + additional courses at discretion of institution for HL.

## 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 Academic Services at (503) 824-8222 ext. 1080, 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 Cashier, 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. Login to MyTBCC, click on the Student tab to apply for a payment plan. 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 1<sup>st</sup> week 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 drop the course 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 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

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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 October 1<sup>st</sup> 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 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 2016 - Spring 2017, 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

Accepting financial aid to attend TBCC means 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 (SAP).
- 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 receiving financial aid you need to maintain SAP, which 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
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, the student will be placed on SAP Warning.

## Warning

If a student's cumulative GPA dropped below a 2.0, and/or the student did not complete two-thirds (66.67%) of all attempted credits in a term, and the 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

If a 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, the 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, probation status allows a student to receive financial aid for one term. The 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

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### 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 non-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 and Financial Aid Advisor to help you with decisions about withdrawing. TBCC's Refund Policy is included in the Schedule of Classes in the section "Paying for Courses." The Schedule of Courses can be found at [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu). Hard copies are available at the Student Services Office and a copy is mailed to each residential listing in Tillamook, County.

## 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.

## Calculating the 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 begins by

1. Subtracting the percentage earned from 100 to determine the percentage unearned if withdrawal occurs after the 60 percent date, you will have earned all of the financial aid received and no refund will be required.
2. Multiply the total federal financial aid by the calculated percentage unearned. This reflects the total amount of unearned federal aid.
3. 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**

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### **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 pre-collegiate 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**

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### **Reinstatement of Financial Aid Eligibility & 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 two weeks of appeal submission with one of the following results:

- A progress report,
- A request for additional information,
- A reinstatement on probation,
- A reinstatement on an academic plan with specific requirements, or
- A 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 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 Director of Student Services. If the Director of Student Services upholds the denial decision, the student may not submit any additional requests for funding.

## Financial Aid Programs Available to Students

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### Grants:

#### 1. 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.

#### 2. 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.

#### 3. Oregon Opportunity Grant

- The Oregon Opportunity Grant is awarded to eligible legal Oregon residents who are enrolled at least half-time. Grants are reduced for part-time enrollment.

### 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) or \$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) or \$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

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### Disabled Oregon Veterans

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. Dept. 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 (VA). To determine your eligibility for benefits, please contact the VA directly at 1-888-GI-Bill1 or [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

The Tillamook Bay Community College (TBCC) Veterans Service Office is located in Student Services on the main campus. If you are utilizing VA educational benefits for the first time or are a Veteran transferring to TBCC from another college, please contact TBCC's VA School Certifying Official (SCO) for information and to schedule an intake session. The SCO may be reached at (503) 842-8222, ext 1130.

VA regulations require the following:

- Veterans receiving VA educational benefits while attending TBCC are required to obtain official transcripts from all previously attended schools & submit them to TBCC's Registrar's Office for review of prior credit.
- All transcripts, including Joint Service Transcripts, must be received by TBCC no later than the completion of the first term of attendance. Enrollment in subsequent terms will be permitted once this requirement is met.
- Veterans receiving VA educational benefits must maintain a minimum 2.0 GPA in their declared major for satisfactory academic progress, in accordance with the academic policies described in this catalog.
- Veterans receiving VA educational benefits are cautioned that receipt of such grades as W (withdrawal), NP (no pass), F (failing grade), or a decrease in credits during the semester may result in a reduction of benefit payments or possible termination of benefits.
- Veterans receiving VA educational benefits must assume responsibility for notifying TBCC's SCO of any changes in their schedule each quarter.

## **Students with Disabilities**

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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 areas of 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:

1. Have you completed a Disabilities Intake Form? **Disability Services intake (pdf)**
2. Complete and save 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.
3. 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
4. Make copies of all documents for your records. Send or bring the forms to our office at: TBCC, Disability Services, 4301 Third St, Tillamook, OR 97141 or fax to (503) 842-8334 or email to [John-sousa@tillamookbaycc.edu](mailto:John-sousa@tillamookbaycc.edu). (this email address is protected from spambots. You need JavaScript enabled to view it).

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 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:

- Title II and Title IX Coordinator, Pat Ryan, Director - Facilities, Human Resources, Safety, 4301 Third Street, Tillamook, Oregon, Room 122, Phone (503) 842-8222, ext. 1020 or TDD (503) 842-2467
- Section 504 Coordinator, Rhoda Hanson Director of Student services, 4301 Third Street, Tillamook, Oregon, Room 116, Phone (503) 842-8222, ext. 1110

### **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.

### **Communication Policy**

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#### **Student Emails & 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

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## Grade Guidelines

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### 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 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. Auditing a course 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

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### 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 pages 116 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 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 4 points for each credit of "A," 3 points for each credit of "B," 2 points for each credit of "C," 1 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 [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu) by clicking on the link to MyTBCC during the regular registration period or by filing a Registration & Change Form with Student Services. The first week of the term courses must be dropped by filing a Registration & Change form with Student Services.

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 or withdrawing from 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 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, and
- Successfully complete two-thirds of attempted credits each term.

The following rules also apply:

- Classes taken for audit will not be considered when determining eligibility, and
- 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:

1. **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.
2. **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.

3. **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.
4. **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.

## Graduation

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A complete listing of TBCC degree and certificate programs and transfer disciplines is found on page 9 of this 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 TBCC 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 the TBCC Student Services Office or by contacting Student Services at (503) 842-8222 ext. 1100 or [studentservices@tillamookbaycc.edu](mailto:studentservices@tillamookbaycc.edu).

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

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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 [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu) or through TBCC Student Services: 4301 Third Street, 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 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 the Student Services Office, along with a Non-Traditional Credit form. The chart listing credit articulation is available at the Student Services Office. For assistance contact (503) 842-8222 ext. 1100 or [studentservices@tillamookbaycc.edu](mailto:studentservices@tillamookbaycc.edu).

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/](http://www.collegeboard.com/testing/)

## **Military Service Credit**

TBCC 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](http://www.tillamookbaycc.edu).

# Student Rights & Responsibilities

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## Student Rights & Responsibilities

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It is the responsibility of each 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. TBCC 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.

TBCC 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 & 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 TBCC'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 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 & Improper Disclosure of Students' Views, Beliefs, & 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, & 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 TBCC 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 & Distribute Materials & 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.

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

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### General Policies

Admission to TBCC 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 TBCC, 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. TBCC 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 TBCC's Code of Student Conduct, the program's goals, and the principle of due process for all parties.

TBCC 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.
- 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 TBCC 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 TBCC 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.

### **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 Director of Student Services and academic integrity violations will be directed to the Chief Academic Officer. The Director of Student Services, 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 TBCC (i.e., permanent removal of the privilege to attend TBCC);
- Suspension from TBCC for a definite period of time and/or pending the satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend TBCC);
- 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	Director of Student Services	Chief Academic Officer	College President
Safety	Director of Facilities, Safety, & Human Resources	Director of Student Services	College President
Academic Integrity	Chief Academic Officer	Director of Student Services	College President
Academic Progress	Director of Student Services	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 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 the Director of Student Services 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 Director of Student Services 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 seven 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 seven calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within seven 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 Director of Student Services in accordance with the state archival policies.

## **Academic Integrity Policy**

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### **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 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:

1. 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.
2. 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.
3. 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.
4. 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:

- **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 TBCC for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
- Expulsion from TBCC (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.

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 TBCC 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 Director of Student Services for a first appeal. The Director shall review all information of the case. The Director may hold an additional hearing if deemed necessary. The Director of Student Services 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 seven calendar days of the decision. The President or designee shall render a decision regarding the alleged violation of due process within seven 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 Director of Student Services 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), or
- 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.

Type of Grievance	Contact	Contact Information	Steps of Grievance with college employee	Steps for Grievance with a student
Disability Related	Rhoda Hanson	rhodahanson@tillamookbaycc.edu 503-842-8222 ext. 1110	Step 1: Communicate with college representative Step 2: File grievance with 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 Chief Academic Officer Step 3: Appeal to College President
Sexual Harassment	Rhoda Hanson	rhodahanson@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 Chief Student Services Officer Step 3: Appeal to 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 Director of Facilities, Safety, and Human Resources Step 3: Appeal to College President	Step 1: Communicate with college representative Step 2: File grievance with Chief Student Services Officer Step 3: Appeal to College President
Other Harassment	Rhoda Hanson	rhodahanson@tillamookbaycc.edu 503-842-8222 ext. 1110	Step 1: Communicate with college representative Step 2: File grievance with Director of Facilities, Safety, and Human Resources Step 3: Appeal to College President	Step 1: Communicate with college representative Step 2: File grievance with Chief Student Services Officer Step 3: Appeal to 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 Chief Academic Officer Step 3: Appeal to 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 Academic Officer Step 3: Appeal to College President	
Discrimination	Pat Ryan	patryan@tillamookbaycc.edu 503-842-8222 ext. 1020	Step 1: Communicate with college representative Step 2: File grievance with Director of Facilities, Safety, and Human Resources Step 3: Appeal to College President	Step 1: Communicate with college representative Step 2: File grievance with Chief Student Services Officer Step 3: Appeal to 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 Chief Academic Officer Step 3: Appeal to College President	

# Consumer Information

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## Grievance Procedure

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### Introduction

Students enrolled at TBCC 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 Director of Student Services.

Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with TBCC'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 TBCC 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, marital status 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 Director of Student Services.

### 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:** Director of Student Services 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 Director of Student Services with supporting evidence, to the CAO or Director within 14 calendar days of the communication with the faculty/staff member. The CAO or Director will review the grievance.

Within 14 calendar days, the CAO or Director 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. TBCC 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 Director of Student Services, who will maintain them as part of student records in accordance with the state archival policies.

### 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 TBCC first pursue their concerns locally. Students taking online classes at TBCC 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 Director of Student Services, 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, marital status, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Director of Student Services or Director of Facilities, Safety, and Human Resources.

If after following the College's Procedure the issue cannot be resolved internally and the student seeks additional resolution, students can refer to the appropriate state agency or accrediting body.

TBCC 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](mailto:donna.j.lewelling@state.or.us).

### **Consensual Relationships**

It is the policy of TBCC 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 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 & Controlled Substances

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### 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 TBCC 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 TBCC (i.e., permanent removal of the privilege to attend TBCC)
- 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 TBCC)
- 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

TBCC 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, smoking and “tobacco” include but are not limited to cigarettes, cigars, smokeless tobacco, chew tobacco, e-cigarette, and vaporizers.
- 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 TBCC 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.

## 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.

## Consequences of Violating Policy

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 Director of Student Services 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 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 Websites\*

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](http://www.cdc.gov/tobacco)

Offers information on tobacco, smoking, and quitting. Main site at [www.cdc.gov](http://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](http://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 TBCC 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:

- 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;
- 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:** an unmarried person who is under 18 years of age.

### Law enforcement agency:

- 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 Director of Student Services 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 Director of Student Services 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 Director of Student Services or designee. The Director of Student Services may include Leadership Team members based on the individual student situation.
4. If any restrictions or conditions exist for the student, the Director of Student Services 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 Director of Student Services 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 Director of Student Services 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**

TBCC 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](http://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, Marjuana, and Controlled Substances**

The manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants, marijuana 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.

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) or marijuana 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 marijuana, 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**

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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.

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 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 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.
- 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 TBCCnetwork, 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**

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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**

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TBCC 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.

## **Children on Campus**

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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**

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Animals in College buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Animals are permitted in College buildings if they are:

- 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.
- Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.

Animals on College grounds shall be on leash or in a vehicle, and remain outside all buildings. Owners shall exercise responsibility for immediate clean up and proper removal of waste. TBCC Policy, Article No. 202.5

## **General Disclosures**

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### **Affirmative Action**

TBCC 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, 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.

### **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**

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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**

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OAR 589.004.0400 authorizes TBCC 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

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TBCC 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.

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 & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students

certain rights with respect to their education records:

1. 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.
2. 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.
3. 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.
4. 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 Director of Student Services or the Chief Academic Officer at their discretion:

- Name
- Enrollment status
- Dates of previous enrollment
- Participation in officially recognized activities
- Date & type of certificate, degree, honors & awards received
- Address
- 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**

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### **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 2014 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 Pat Ryan, Director of Facilities, Human Resources, and Safety (503) 842-8222, ext. 1020.

## **SAVE Act Policies & Procedures**

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### **Campus Security Service**

It 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 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.

Campus Safety	Pat Ryan	(cell) 503-812-6404 (office) 503-842-8222 ext.1020
Director of Student Services	Rhoda Hanson	(office) 503-842-8222 ext. 1110

TBCC 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 Director of Student Services 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.

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 & 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)
- 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**

TBCC prohibits sexual assault, domestic violence, dating violence & 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. TBCC 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:

1. Call Tillamook Police by dialing 911
2. 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:**

1. a survivor of sexual assault receives the necessary medical treatment and tests (at no expense to the survivor) providing 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)
2. 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, these services are available for survivors:

**Counseling & 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
<b>National Domestic Violence Hotline</b>	<b>1-800-799-7233</b>

**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
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***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 choose not to do so unless it suits their purposes. They are also selective about the type of 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 Director of Student Services who will then be better able to respond in the event of an incident.

### **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 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;
  - to whom to report the alleged offense;
  - 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.

If requested, options and assistance for changing academic situations may be available.

### **Standards for Investigation & Disciplinary Action in Alleged Sex Offenses, Domestic Violence, Dating Violence & 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 Director of Student Services 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.

# TBCC Faculty & Staff

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**Alday-Murray, Amy (2015)**

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**Atchison, Thomas (2003)**

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**Davis, Marlen (2011)**

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**Green, Connie (2010)**

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**Hanson, Rhoda (2013)**

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**Jackson, Sally (2014)**

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**Kraus, Holly (2001)**

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**Miller, Sarah (2011)**

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**Phoenix, Masyn (2015)**

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**Pietruszka, Robert (1987)**

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**Ryan, Pat (2009)**

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**Williams, Kyra (2004)**

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## Adjunct Faculty

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