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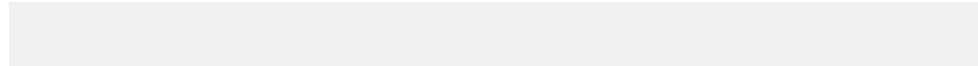
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Dates to Know

2020-2021 Academic Calendar Click for PDF Image	2021-2022 Academic Calendar Click for pdf Image
2022-2023 Academic Calendar Click for PDF or click below to enlarge. 22-23 Academic Calendar	2023-2024 Academic Calendar Click for PDF or click below to enlarge. 23-24 academic calendar



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Welcome To Tillamook Bay Community College



WELCOME to the Tillamook Bay Community College Online Catalog for 2020-21!

Here is our second online catalog for the college for the 2020-21 academic year. It is fully active and searchable and allows students to find all the same information that was in our printed catalogs. You can even easily print out sections of the catalog if you so desire. We hope you find this a useful resource if you are exploring coming to TBCC for the first time or returning to the college from last year.

On the next page is a list of our TBCC Vision and Mission Statements, our Core Themes that we focus to achieve as part of our Mission, and our college values. We take these very seriously and want to provide the highest quality experience to our students as they work to achieve their educational goals. We want to be the place everyone in our county looks to if there is a need for credit or non-credit training or classes to help them improve their lives. Education changes lives for the better and is important to all of us through our entire lifetime.

TBCC will be working on integrating our services to students into a Guided Pathways model over the coming year. This coming fall, this will involve unveiling our new Learning Communities. These are broader categories of majors that students will choose as an interest area by their second or third term at the college. This process has shown to increase graduation rates and save students time and money while in college. These will be on our website by the fall.

We started a new program this past year which is being very successful. Welding Technology offers an Associate of Applied Science degree and a set of certificates. Labs are offered at Tillamook High School in our Career-Technical Building.

New programs that will begin this coming year include a full degree in Healthcare Administration along with a certificate program in Healthcare that can be earned while in high school. We are also starting a new Medical Assisting program this summer. Other healthcare programs are in the planning stage. In addition, a new Agricultural Technology degree program will start this fall that combines manufacturing skills with animal handling and other agricultural skills. It is sure to be very popular and really fits Tillamook County and provides training that is in demand all over the country. So TBCC is continuing to expand its programs to meet the needs of Tillamook County residents.

I wish all of you a productive and successful year of education at TBCC. Please do stop by and say hi sometime. My door is always open!

Dr. Ross Tomlin,

TBCC President



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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

1. **Educational Excellence** - Students are provided with the opportunity to succeed in an equitable, inclusive, and supportive environment that enhances individual and professional growth, through academic, personal and professional development.
2. **Economic Success** - The College contributes to the economic growth and development of students, community residents, and the entire region, while also practicing good stewardship of college resources.
3. **Leadership, Partnership, and Community Engagement** - The college and its students, staff, and faculty serve as educational and community leaders through professional development, skill building, or partnership with local businesses and school districts, post-secondary institutions, the TBCC Foundation, and governmental and social services organizations.

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.

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

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Quick Reference Contacts

Academic Services

842-8222, ext. 1030

teresarivenes@tillamookbaycc.edu

Cashier

842-8222, ext. 1240 or 1220

paymentinformation@tillamookbaycc.edu

Business Office

842-8222, ext. 1220

paymentinformation@tillamookbaycc.edu

Career Education Advisor

842-8222, ext. 1140

studentservices@tillamookbaycc.edu

Career and Technical Education

842-8222, ext.1310

darrylspitzer@tillamookbaycc.edu

Community/Continuing Education

842-8222, ext. 1320

.joanncritelli@tillamookbaycc.edu

Customized Training

842-8222, ext. 1320

.joanncritelli@tillamookbaycc.edu

Disability Services

842-8222, ext. 1140

Financial Aid Office
842-8222, ext. 1130
tbccfinancialaid@tillamookbaycc.edu

Human Resources
842-8222, ext.1420
rebeccaphoenix@tillamookbaycc.edu

Information Technology
842-8222, ext. 1610 or 1620
sherylneu@tillamookbaycc.edu

Library
842-8222, ext. 1720
masynphoenix@tillamookbaycc.edu

President's Office
842-8222 ext. 1015
rosstomlin@tillamookbaycc.edu

Registrar
842-8222, ext. 1145

Small Business Development Center
842-8222, ext. 1410 or 1420
tillamooksbdc@bizcenter.org
arlenesoto@tillamookbaycc.edu

Student Services
842-8222, ext. 1100
studentservices@tillamookbaycc.edu

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

College Board Of Education

- Kathy Gervasi, Chair
- Mary Faith Bell, Vice-Chair
- Tamra Gammon
- Pam Zweifel
- Mary Jones

Betsy McMahon

- Jennifer Purcell

College President

Ross Tomlin, Ed.D

Locations

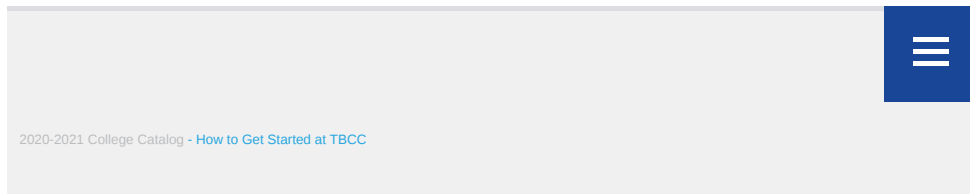
Main Campus
4301 Third Street
Tillamook, Oregon 97141
842-8222
FAX (503) 842-8334
TDD (503) 842-2467

Tillamook High School
2605 12th Street
Tillamook, OR 97141

TBCC South
Nestucca Valley High School
34660 Parkway Drive
Cloverdale, Oregon

TBCC North
Neah-Kah-Nie High School
24705 Hwy 101 N.
Rockaway Beach, Oregon

Partners for Rural Innovation
4506 Third Street
Tillamook, Oregon



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How to Get Started at TBCC

Welcome

Tillamook Bay Community College has an open admissions policy meaning: 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 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 and state financial aid. Enrollment in degree or certificate programs is open to students who provide evidence of suitable preparation for coursework at the college level. You can find the complete criteria outlined in the Student Processes & Resources section.

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. Apply: Complete an admissions application
2. Meet with an Advisor
3. Attend a new student orientation and/ or register for classes.

Additional information about the admissions process to take credit courses and paying for and/or

financing your education is found in Students Processes & Resources.

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 <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 username and password which are emailed to the personal email account that you provided when submitting your admissions application.

Admissions

Step 1 Apply for Admission

To start the process of becoming a student at TBCC, you will need to complete an online admissions application to give us information to start your student record.

Admissions applications are available on the TBCC website in the admissions section. There are three categories for students applying for admissions:

First time: Students that have never attended college before and plan to earn a degree or certificate.

Returning credit: Students planning to enroll in credit courses or planning to earn a degree or certificate, and attended previously.

Current 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.

Step 2, Meet with an Advisor

For accurate college course placement, an academic advisor must review a student's current reading, writing, and math skill levels. Course placements will be decided using multiple methods of skill assessment, including any combination of the following:

1. previous college transcripts;
2. Smarter Balanced test scores in combination with a high school transcript;
3. SAT/ACT scores;

4. AccuPlacer assessment or any other college placement test scores, and
5. an interview with the student.

TBCC is also able to administer placement testing through the TBCC Library. The assessment is used to gauge a student's academic strengths and is not a "pass or fail" kind of test. This assessment is simply used to find the most accurate course placement in reading, writing, and math. To take a placement test here at TBCC, contact our librarian at 503-842-8222, ext. 1720, or visit our library for more information

Step 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, calling (503) 842-8222 ext. 1100, or visiting them at 4301 Third Street, Tillamook.

Additional Enrollment Information

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.1140 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.

Enrollment levels at Tillamook Bay Community College are as follows:

Full-Time = 12 credits or more per term

Three-Quarter-Time = 9 to 11 credits per term

Half-Time = 6 to 8 credits per term

Less Than Half-Time = 5 credits or below per term

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 <http://www.tillamookbaycc.edu> and click on MyTBCC.
- Login by entering your username and password which was emailed to the personal email you provided when applying for admission. If you don't know your username 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 in the left-hand column.
- 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), and the course or courses will not appear on the student's transcript. Please note that even late start credit classes must be dropped by the add/drop deadline.

Dropping Courses During Registration

- Go to MyTBCC
- Enter your username 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 classes by following the steps outlined above in the section 'Dropping Courses During Registration,' or by filling out a Registration & Change form available from Student Services. For registration concerns, 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 via the completion of a withdrawal form.

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 as your financial aid may be impacted.

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Paying for College

Credit Courses		
In-State Tuition	\$102	per credit
Out of State Tuition	\$122	per credit
Required Fees		
Universal Fee	\$14	
Total	\$116-136	per credit
Other Fees and Expenses		

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https://iq3.smartcatalogiq.com/catalogs/tillamook-bay-community-college/2020-2021/catalog/paying-for-college[7/15/2026 4:05:14 PM]

Special Course Fee	Varies	per course
Hybrid Course Fee	\$15	per course
Online Course Fee	\$35	per course
Return Check Fee	\$25	
Placement Assessment	\$20	Fee waived for first time a TBCC student takes the Accuplacer Assessment
Late Payment Fee	\$75	

¹ 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 course descriptions in MyTBCC. A student may not sign up for courses in a succeeding term unless their prior term balance has been paid in full.

Payment Due Dates - 2020-21 School Year

- Summer 2020 - 6/26/20
- Fall 2020 - 9/25/20
- Winter 2021 - 1/08/21
- Spring 2021 - 4/02/21

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 under the student processes and resources section. If you need support you can contact the Business Office at 503-842-8222 ext.1220 or paymentinformation@tillamookbaycc.edu

Apply for Financial Aid

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

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

2020-2021 College Catalog - We are Committed to Security, Safety & Equal Opportunity

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We are Committed to Security, Safety & Equal Opportunity

Public Notice of Non-Discrimination

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

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations.

Any persons having inquiries concerning 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.

Any persons having inquiries concerning Section 504 may contact: Rhoda Hanson, Chief Student Services Officer; 4301 Third Street, Tillamook, Oregon, Room 114, Phone (503) 842-8222, ext. 1110.

Equal Opportunity

TBCC subscribes to the terms of Title VII 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 race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status,

gender, gender identity, organizational affiliation, political affiliation or protected status. 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

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Overview - Degrees, Certificates and Apprenticeships

Degrees and Certificates

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 the hours to complete vary depending on the level of training required in the individual program. Associate degrees can be completed in two years in most cases if a student attends college on a full-time basis of 15 credit hours or more per term.

Transfer & General Studies Degrees

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

- Associate of Arts Oregon Transfer
 - Oregon Transfer Module (1 year)
 - Major Transfer Module (1 year) (New)
- Associate of Arts Oregon Transfer in Education
 - Elementary Education: Math
 - Elementary Education: Social Science
 - Elementary Education: Science

- Elementary Education: Language Arts
 - Associate of Science
 - Associate of Science Oregon Transfer in Business
 - Associate of Science in Forestry
 - Associate of Science in Natural Resources
 - Associate of Science in Animal Science
 - Associate of Science in Agricultural Science
 - Associate of Science- Transfer: Biology (NEW)
 - Associate of Arts- Transfer: English (NEW)
 - Associate of General Studies

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:

- Agriculture Technology (NEW)
- Business Administration (online)
- Criminal Justice and Public Safety
- Healthcare Administration (NEW)
- Manufacturing and Industrial Technology
- Welding 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: 16 Credits
- Basic Computer Literacy: 13 Credits
- Office Supervision: 47 Credits

Criminal Justice and Public Safety Certificates
• Corrections Technician: 17 Credits • Corrections Professional: 25 Credits • Law Enforcement Specialist: 25 Credits
Healthcare Certificates (all NEW)
• Basic Healthcare Certificate: 15 Credits (NEW) • Emergency Medical Services: 21 credits (NEW) • Medical Assistant: 43 credits (NEW) • Phlebotomy Classes: 7 credits
Manufacturing and Industrial Technology Certificates
• Certified Production Technician: 16 Credits • MSSC CPT: 13 Credits • Welding Technology: 43 Credits (NEW) • Structural Maintenance and Construction: 42 Credits (NEW) • Manufacturing Technician (4 certificates) with specialization in: ◦ Welding ◦ Machining ◦ Millwright ◦ Electrical
Welding Technology Certificates
• SMAW Technologies: 17 Credits (NEW) • GTAW Technologies: 17 Credits (NEW) • GMAW Technologies: 17 Credits (NEW)
Occupational Skills Certificate: Credits vary (NEW)

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Industrial Plant Technician Certificate
Inside Electrician Certificate
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Overview



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Associate of Arts Oregon Transfer (AAOT)

The Associate of Arts/Science Oregon Transfer degree is an opportunity for students to complete the lower division degree requirements of baccalaureate degrees at TBCC. Any students having the AAOT/ASOT degree recognized on their official college transcript will have met the lower division general education degree requirements of baccalaureate degree programs at Oregon public universities. Students transferring under this agreement will have junior status for registration purposes. Course, class standing, or GPA requirements for specific majors are not necessarily satisfied by the AAOT/ASOT degree. All courses should be aligned with the students intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer. A student is encouraged to work with a TBCC advisor when planning and selecting courses.

Unless otherwise noted, the following apply

- Complete all courses with a minimum grade of "C" or "Pass" or better. Students must have a cumulative GPA of 2.0 at the time the AAOT/ASOT is awarded.
- All courses must be a minimum of three credits (except for Health/Wellness/Fitness courses, which may be any number of credits).
- Courses may not be double counted within General Education (e.g. Oral Communication and Arts and Letters)
- General Education courses must include;
 - Writing (8CR): [WR 121](#) and either [WR 122](#) or [WR 227](#)
 - Oral Communication (3CR+): [COMM 111](#)
 - Math (4CR+): [MTH 105](#) or higher
 - Health/Wellness/Fitness (3CR): HE295, HE 242, [HE 250](#), HE 254, [PE 295](#), PE 142, PE 182
 - Information Literacy: embedded within WR courses
 - Arts & Letters/Humanities: 9-12 credits including three courses from at least two different disciplines including (but not limited to) ART, COMM, ENG, MUS, REL, PHL or Foreign Language
 - Social Science: 12-15 credits, including four courses from two or more disciplines including (but not limited to) PSY, SOC, PS, HST, ECON
 - Science/Math/Computer Science: 15-20 credits including at least four courses from at least two disciplines including (but not limited to) MTH, CS, BI, G, GS, GEO, CHEM, PHY and must include at least three lab courses in biological and/or physical science
 - Cultural Literacy: at least one course from the statewide cultural literacy list, this course can be one of the other general education requirements listed above
- A Maximum of 12 credits can be Career Technical Education courses
- A Maximum of 9 credits can be from courses labeled 199/299

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- A Maximum of 24 credits can be ESOL
- A Maximum of 24 credits can be "P" grades
- A Maximum of 21 credits can be from Credit for Prior Learning (CPL)
- Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108
- 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded
- Note: There are specific ASOT degrees, such as the ASOT in Business. These degrees have state standards clearly explained and must be followed as outlined

Program Learning Outcomes

Meets General Education Requirements

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:

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.
- **Arts & Letters" refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance.

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.

Mathematics

Outcomes

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems: 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.
- Use logical reasoning to make connections between various mathematical concepts and representations.

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.

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.

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.

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 capable 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.

Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

Outcomes

As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- Evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information

Degree Worksheet

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Overview



Elementary/Middle Education Transfer Pathway to Western Oregon University

Education

This program leads to a Bachelor of Science degree in Education, including an initial Oregon Teaching License in four years. During the first two years, at TBCC, students complete required general education and pre-education courses that fully prepare the student to enter the WOU professional school of Education in the Elementary/Middle concentration. Students completing this program will be qualified to teach all grades in an elementary school plus one subject area in middle school. Specific subject options include: \

1. Concentration: Elementary/Middle Social Science
2. Concentration: Elementary/Middle Language Arts
3. Concentration: Elementary/Middle Math
4. Concentration: Elementary/Middle Science

Note: Students interested in teaching High School should NOT follow this guide, and should meet individually with a WOU advisor prior to starting this degree map to create an individualized plan.

Learning Outcomes

Program Outcomes

Student who successfully complete this program will be able to:

- o Seamlessly transfer, with no loss of credit, to the Western Oregon Professional School of

Education in Elementary/Middle Education.

- o Meets all learning outcomes of the Oregon AAOT;

Meets General Education Requirements

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:

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.
- *"Arts & Letters" refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance.

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.

Mathematics

Outcomes

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems: 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.
- Use logical reasoning to make connections between various mathematical concepts and representations.

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.

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.

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.

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 capable 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.

Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

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As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- Evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information

Degree Worksheet

[Click for PDF.](#)

Foundational Requirements (28 Credits)			General Education Requirements			Required Degree Electives		
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits
COMM 111	Public Speaking	4	Arts and Letters			HEAPE 260	Health & Fitness for Life	3
MTH 111	College Algebra	4	Prefix	Course Title	Credits	CG 100	College Success & Survival	3
WR 121	English Composition I	4	ART	Any Arts & Letters	3-4	ED 224	Foundations of Ed	3
WR 122 or	English Composition II	4	ENG 104	Intro to Lit (or ENG 105, 106, 250)	4	ED 251	Overview of Exceptional Learn.	3
WR 227	Technical Writing for Professional	4	ENG 216	Teen and Children's Lit OR ENG 240	4	ED 131	Applied Learning theory	3
MTH 211	Foundations of Elem Math I	4	Social Science--			GEO 106	World Geography	3
MTH 212	Foundations of Elem Math II	4	Prefix	Course Title	Credits	OPTIONAL DEGREE ELECTIVES		
MTH 213	Foundations of Elem Math III	4	HST 203	History of the US (or HST 201)	4			
Total Credits 28			PS 201	US Gov.	4			
All courses must be passed with a "B-" grade or better.			PSY 215	Human Dev. (or PSY 101/201)	4	ENG 253/254	English Lit	4
• Students who are not already proficient in Spanish may need to begin taking Spanish courses as early as term one of the first year.			HST 202	History of the US	4	GS 107	Physical Science (Astronomy)	4
			Science, Math, Computer Science--			MTH 243	Statistics	5
			Prefix	Course Title	Credits	COMM 140	Intercultural Communications	4
			BI 102	Biology	4	Maximum of 12 Career Technical credits may be applied		
			GS 106	Physical Science (Geology)	4	Maximum of 3 Physical Education credits may be applied		
			BI 103	Biology	4			
			GS 108	Physical Science (Oceanography)	4			
			Total	43-44				
			Degree Information					
			Category	Credit Total				
			Foundational Requirements	28				
			General Education Requirements	43-44				
			Required Degree Electives	18				
			Optional Degree Electives	4-41				
			Total Credits for Degree	Minimum credits 90	Max 127			

2020-2021

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Example Degree Maps Math

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Associate of Arts Oregon Transfer - AAOT			
Elementary/Middle Education: Math (transfer pathway to Western Oregon University)			
Tillamook Bay Community College			
	FALL TERM	WINTER TERM	SPRING TERM
YR1	CG 100, 3 CR, College Survival & Success	WR 122, 4 CR, English Composition II or WR 227, 4 CR Technical & Professional Writing	HE/PE 295, 3 CR, Health & Fitness for Life (Co-requisites), OR any AAOT HE/PE
	WR 121, 4 CR, English Composition	HST 203, 4 CR, History of the US from 1914 (HST 201 or HST 202 are also acceptable)	COMM 111, 4 CR, Public Speaking
	ED 224, 3 CR, Foundations of Education	ED 251, 3 CR, Overview of Exceptional Learners	HST 202, 4 CR, History of the US from 1840-1914 or HST 201, 4 CR, History of the US to 1940 (HST 201 or HST 203 are also acceptable)
	MTH 111, 4 CR, College Algebra	PSY 215, 4 CR, Human Development or PSY 101, 4 CR Psychology and Human Relations, or PSY 201, 4 CR, Intro to Psychology	GS 108, 4 CR, Physical Science Oceanography
	14 credit total	15 credit total	15 credit total
YR2	FALL TERM	WINTER TERM	SPRING TERM
	GS 106, 4 CR, Physical Science (Geology)	ENG 216, 4 CR, Teen and Children's Literature	ED 131, 3 CR, Applied Learning Theory
	MTH 211, 4 CR, Foundations of Elementary Math I	MTH 212, 4 CR, Foundations of Elementary Math	MTH 213, 4 CR, Foundations of Elementary Math III
	PS 201, 4 CR, US Gov't. Foundations	BI 102, 4 CR, Biology	GEO 106, 4 CR, Regional World Geography
	ENG 104, 4 CR, Intro to Literature (Fiction), or ENG 105, ENG 106, or ENG 250	Any Arts and Letters Elective, 4 CR	BI 103, 4 CR, Biology
Total: 91 credits			
Part Time Students: YEAR 1 YEAR 2 YEAR 3 YEAR 4			

Associate of Arts Oregon Transfer - AAOT			
Elementary/Middle Education: Social Science (transfer pathway to Western Oregon University)			
Tillamook Bay Community College			
	FALL TERM	WINTER TERM	SPRING TERM
YR1	CG 100, 3 CR, College Survival & Success	WR 122, 4 CR, English Composition II or WR 227, 4 CR Technical & Professional Writing	HE/PE 295, 3 CR, Health & Fitness for Life (Co-requisites), OR any AAOT HE/PE
	WR 121, 4 CR, English Composition	HST 203, 4 CR, History of the US from 1914 (HST 201 or HST 202 are also acceptable)	COMM 111, 4 CR, Public Speaking
	MTH 111, 4 CR, College Algebra	ED 251, 3 CR, Overview of Exceptional Learners	HST 202, 4 CR, History of the US from 1840-1914 or HST 201, 4 CR, History of the US to 1940 (HST 201 or HST 203 are also acceptable)
	ED 224, 3 CR, Foundations of Education	PSY 215, 4 CR, Human Development or PSY 101, 4 CR Psychology and Human Relations, or PSY 201, 4 CR, Intro to Psychology	GS 108, 4 CR, Physical Science Oceanography
	14 credit total	15 credit total	15 credit total
YR2	FALL TERM	WINTER TERM	SPRING TERM
	GS 106, 4 CR, Physical Science (Geology)	ENG 216, 4 CR, Teen and Children's Literature	ED 131, 3 CR, Applied Learning Theory
	MTH 211, 4 CR, Foundations of Elementary Math I	MTH 212, 4 CR, Foundations of Elementary Math	MTH 213, 4 CR, Foundations of Elementary Math III
	PS 201, 4 CR, US Gov't. Foundations	BI 102, 4 CR, Biology	BI 103, 4 CR, Biology
	ENG 104, 4 CR, Intro to Literature (Fiction), or ENG 105, ENG 106, or ENG 250	Any Arts & Letters Elective, 4 CR	GEO 106, 4 CR, Regional World Geography
Total: 91 credits			
Part Time Students: YEAR 1 YEAR 2 YEAR 3 YEAR 4			

Example Degree Map Social Science

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Example Degree Map Science

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Associate of Arts Oregon Transfer - AAOT			
Elementary/Middle Education: Science (transfer pathway to Western Oregon University)			
Tillamook Bay Community College			
	FALL TERM	WINTER TERM	SPRING TERM
YR1	WR 121, 4 CR, English Composition	WR 122, 4 CR, English Composition II or WR 227, 4 CR Technical & Professional Writing	HE/PE 295, 3 CR, Health & Fitness for Life (Co-requisites), OR any AAOT HE/PE
	ED 224, 3 CR, Foundations of Education	HST 203, 4 CR, History of the US from 1914 (HST 201 or HST 202 are also acceptable)	COMM 111, 4 CR, Public Speaking
	CG 100, 3 CR, College Survival & Success	ED 251, 3 CR, Overview of Exceptional Learners	HST 202, 4 CR, History of the US from 1840-1914 or HST 201, 4 CR, History of the US to 1940 (HST 201 or HST 203 are also acceptable)
	MTH 111, 4 CR, College Algebra	PSY 215, 4 CR, Human Development or PSY 101, 4 CR Psychology and Human Relations, or PSY 201, 4 CR, Intro to Psychology	GS 108, 4 CR, Physical Science Oceanography
	14 credit total	15 credit total	15 credit total
YR2	FALL TERM	WINTER TERM	SPRING TERM
	GS 106, 4 CR, Physical Science (Geology)	ENG 216, 4 CR, Teen and Children's Literature	ED 131, 3 CR, Applied Learning Theory
	MTH 211, 4 CR, Foundations of Elementary Math I	MTH 212, 4 CR, Foundations of Elementary Math	MTH 213, 4 CR, Foundations of Elementary Math III
	PS 201, 4 CR, US Gov't. Foundations	BI 102, 4 CR, Biology	GEO 106, 4 CR, Regional World Geography
	ENG 104, 4 CR, Intro to Literature (Fiction), or ENG 105, ENG 106, or ENG 250	Any Arts & Letters elective, 4 CR	BI 103, 4 CR, Biology
Total: 91 credits			
Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

Associate of Arts Oregon Transfer - AAOT			
Elementary/Middle Education: Language Arts (transfer pathway to Western Oregon University)			
Tillamook Bay Community College			
	FALL TERM	WINTER TERM	SPRING TERM
YR1	WR 121, 4 CR, English Composition	WR 122, 4 CR, English Composition II or WR 227, 4 CR Technical & Professional Writing	ENG 253, 4 CR, American Literature to 1865 or ENG 254, 4 CR, Survey of American Literature
	MTH 111, 4 CR, College Algebra	HST 203, 4 CR, History of the US from 1914 (HST 201 or HST 202 are also acceptable)	GEO 106, 4 CR, Regional World Geography
	CG 100, 3 CR, College Survival & Success	ED 251, 3 CR, Overview of Exceptional Learners	HST 202, 4 CR, History of the US from 1840-1914 or HST 201, 4 CR, History of the US to 1940 (HST 201 or HST 203 are also acceptable)
	ED 224, 3 CR, Foundations of Education	PSY 215, 4 CR, Human Development or PSY 101, 4 CR Psychology and Human Relations, or PSY 201, 4 CR, Intro to Psychology	GS 108, 4 CR, Physical Science Oceanography
	14 credit total	15 credit total	16 credit total
YR2	FALL TERM	WINTER TERM	SPRING TERM
	HE/PE 295, 3 CR, Health & Fitness for Life (Co-requisites), OR any AAOT HE/PE	ENG 216, 4 CR, Teen and Children's Literature	ED 131, 3 CR, Applied Learning Theory
	MTH 211, 4 CR, Foundations of Elementary Math I	MTH 212, 4 CR, Foundations of Elementary Math	MTH 213, 4 CR, Foundations of Elementary Math III
	GS 106, 4 CR, Physical Science (Geology)	BI 102, 4 CR, Biology	ENG 104, 4 CR, Intro to Literature (Fiction), or ENG 105, ENG 106, or ENG 250
	PS 201, 4 CR, US Gov't. Foundations	COMM 111, 4 CR, Public Speaking	BI 103, 4 CR, Biology
Total: 91 credits			
Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

Example Degree Map-Language Arts

[Click for PDF.](#)

Example Degree Map - Education (MTM)

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Associate of Arts Oregon Transfer – Education (MTM) Tillamook Bay Community College			
	FALL TERM	WINTER TERM	SPRING TERM
YR1	WR 121, 4 CR, English Composition	WR 122, 4 CR, English Composition II or WR 227, 4 CR Technical & Professional Writing	ENG 253, 4 CR, American Literature to 1865 or ENG 254, 4 CR, Survey of American Literature
	CG 100, 3 CR, College Survival & Success	HE/PE 295, 3 CR, Health & Fitness for Life (Co-requisites), OR any AAOT HE/PE	GEO 106, 4 CR, Regional World Geography
	PSY 201, 4 CR, Intro to Psychology	ED 251, 3 CR, Overview of Exceptional Learners	HST 202, 4 CR, History of the US from 1840-1914 (HST 201 or HST 203 are also acceptable)
	ED 224, 3 CR, Foundations of Education	PSY 215, 4 CR, Human Development	ED 258, 4 CR, Multicultural Education: Principles
	14 credit total	14 credit total	16 credit total
YR2	FALL TERM	WINTER TERM	SPRING TERM
	GS 106, 4 CR, Physical Science (Geology)	ENG 216, 4 CR, Teen and Children's Literature	ED 131, 3 CR, Applied Learning Theory
	MTH 211, 4 CR, Foundations of Elementary Math I	MTH 212, 4 CR, Foundations of Elementary Math	MTH 213, 4 CR, Foundations of Elementary Math III
	BI 101, 4 CR, Biology	BI 102, 4 CR, Biology	ART 131, 3 CR, Intro to Drawing
	PS 201, 4 CR, US Gov't: Foundations	COMM 111, 4 CR, Public Speaking	ENG 104, 4 CR, Intro to Literature (Fiction), or ENG 105, ENG 106
	16 credit total	16 credit total	14 credits total
Total: 90 credits			
Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

TOTAL CREDIT HOURS: 94-100

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Overview



Associate of Science (AS)

The Associate of Science/Arts degree is designed for students planning to transfer credits to a baccalaureate degree program at a four-year institution within Oregon public universities. It allows for more freedom in course section that the AAOT/ASOT, but does not guarantee that students will be accepted as having completed all lower division comprehensive and general education requirements for a baccalaureate degree.

Unless otherwise noted;

- Complete all courses with a minimum grade of "C" or "Pass" or better. Students must have a cumulative GPA of 2.0 at the time the AA/AS is awarded.
- Courses may not be double counted within General Education (e.g. Oral Communication and Arts and Letters)
- General Education courses must include;
 - Writing (8CR): [WR 121](#) and either [WR 122](#) or [WR 227](#)
 - Oral Communication (3CR+): [COMM 111](#)
 - Math (4CR+): [MTH 105](#) or higher
 - Health/PE: HE250 + 1 CR in PE or HE/PE295 (max 3 CR): HE295, HE 242, [HE 250](#), HE 254, [PE 295](#), PE 142, PE 182
 - Information Literacy: embedded within WR courses
 - Arts & Letters/Humanities: three courses (9 credits) for AA degrees and two courses (6 credits) for AS degrees (e.g. ART, COMM, ENG, MUS, REL, PHL or Foreign Language)
 - Social Science: three courses (9 credits) for AA degrees and two courses (6 credits) for AS degrees (e.g. PSY, SOC, PS, HST, or ECON)
 - Science/Math/Computer Science: 9 credits for AA degrees and 7 credits for AS degrees with at least one lab science (e.g. MTH, CS, BI, G, GS, GEO, CHEM, PHY).
 - A Maximum of 12 credits can be Career Technical Education courses
 - A Maximum of 9 credits can be from courses labeled 199/299
 - A Maximum of 24 credits can be ESOL
 - A Maximum of 24 credits can be "P" grades
 - A Maximum of 21 credits can be from Credit for Prior Learning (CPL)
- Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108
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the student is being awarded

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Outcomes

As a result of taking General Education Social Science courses, a student should be able to:

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- Read actively, think critically, and write purposefully and capable for academic and, in some cases, professional audiences;
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Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

Outcomes

As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- Evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information

Associate of Science

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Overview



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

The Associate of Science Oregon Transfer- Business degree is an opportunity for students to complete the lower division degree requirements of baccalaureate degrees at TBCC. Any students having the ASOT- Business degree recognized on their official college transcript will have met the lower division general education degree requirements of baccalaureate degree programs (in Business) at Oregon public universities. Students transferring under this agreement will have junior status for registration purposes in the Business program. A TBCC student is still encouraged to work with a TBCC advisor when planning and selecting courses.

Unless otherwise noted, the following apply;

- Complete all courses with a minimum grade of "C" or "Pass" or better. Students must have a cumulative GPA of 2.0 at the time the ASOT- Business is awarded.
- Courses may not be double counted within General Education (e.g. Oral Communication and Arts and Letters)
- Business course must include; [BA 101](#), [BA 211](#), [BA 212](#), [BA 213](#), [BA 226](#) and may include other 200 level Business courses as approved by faculty.
- General Education courses must include;
 - Writing (8CR): [WR 121](#) and either [WR 122](#) or [WR 227](#)
 - Oral Communication (3CR+): [COMM 111](#) or COMM 112
 - Math (12 CR, including one Statistics course): [MTH 111](#), [MTH 112](#) & [MTH 243](#)
 - Demonstrated computer literacy: [BA 131](#), [CAS 133](#), [CAS 170](#), and/or [CAS 171](#)

- Information Literacy: embedded within WR courses
 - Arts & Letters/Humanities: 9-12 credits including three courses from at least two different disciplines including (but not limited to) ART, COMM, ENG, MUS, REL, PHL or Foreign Language
 - Social Science: 12-15 credits, including four courses from two or more disciplines including (but not limited to) PSY, SOC, PS, HST, ECON. Two of the course should be ECON 201 and ECON 202.
 - Science/Math/Computer Science: 15-20 credits including at least four courses from at least two disciplines including (but not limited to) MTH, CS, BI, G, GS, GEO, CHEM, PHY and must include at least three lab courses in biological and/or physical science
 - Cultural Literacy: at least one course from the statewide cultural literacy list, this course can be one of the other general education requirements listed above
- A Maximum of 9 credits can be from courses labeled 199/299
 - A Maximum of 24 credits can be ESOL
 - A Maximum of 24 credits can be "P" grades
 - A Maximum of 21 credits can be from Credit for Prior Learning (CPL)
 - Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108
 - 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded

Program Learning Outcomes

Meets General Education Requirements

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:

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.
- **Arts & Letters” refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance.

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.

Mathematics

Outcomes

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems: 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.
- Use logical reasoning to make connections between various mathematical concepts and representations.

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.

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.

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.

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 capable 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.

Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

Outcomes

As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- Evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information

Degree Worksheet

[Click for PDF.](#)

Associate of Science Oregon Transfer Degree in Business

Associate of Science Oregon Transfer Degree in Business			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CG 100, 3 CR, College Success	BA 131, 3 CR, Intro to Business Technology OR CAS 133, 4 CR, Basic Computer Skills	WR 121, 4 CR, English Composition
	BA 211, 4 CR, Principles of Accounting I	BA 212, 4 CR, Principles of Accounting II	BA 213, 4 CR, Managerial Accounting
	BA 101, 4 CR, Intro to Business	BA 226, 4 Cr. Business Law I	ART or MUSIC, minimum of 3 CR (varies according to term schedule)
	MTH 111, 4 CR, College Algebra	MTH 112, 4 CR, Elementary Functions	MTH 243, 5 CR, Statistics I
	15 Credit Total	15-16 Credit Total	16 Credit Total
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 2	BI 101, 4 CR, Biology OR G 201, 4 CR, Intro to Physical Geology	BI 102, 4 CR, Biology OR G 202, 4 CR, Physical Geology	BI 103, 4 CR, Biology OR G 202, 4 CR, Historical Geology
	WR 122, 4 CR, English Composition II	CAS 170, 3 CR, Beginning Excel <i>Prerequisite:</i> CAS 121 or pass the Proficiency Exam	ENG 250, 4 CR, Intro to Folklore & Mythology (OR Arts & Letters online course)
	COMM 111, 4 CR, Public Speaking	EC 201, 4 CR, Microeconomics	EC 202, 4 CR, Macroeconomics
	MUS 108: 3 CR, Music Cultures of the World	HST 203, 4 CR, History of US from 1914	SOC 206, 4 CR, Social Problems OR PS 204: CR, Comparative Political Systems
	15 Credit Total	15 Credit Total	16 Credit Total Total Credits: 92-93

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Overview



Associate of Science in Forestry

Are you interested in the future of our forests, forest management and the political/social contexts that are affecting our forests? If so, the Associate of Science in Forestry degree is for you! This degree is for students who are interested in a career in forestry as a professional forester, silviculturist, GIS specialist, or fire ecologist.

Upon completion of this degree, students should have completed all required pre-professional coursework to apply to Oregon State University's professional program in the school of Forestry.

OSU's School of Forestry has three different degree options; Forest Management, Forest Operations Management, and Forest Restoration + Fire. This degree directly transfers to the Forest Management option, however with a few minor changes in classes; all three options are a possibility.

For students who want to enter the workforce after completing the AS in Forestry, there are some entry-level jobs available within the Tillamook community. One common employment option is becoming a forestry technician.

Some of the classes within this degree can be completed in high school, so if this is a degree for you, contact your high school counselor to find out which classes you could take before coming to TBCC.

Associate of Science in Forestry = 91 credits

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

For additional information about this degree, please contact the OSU Open Campus Education Coordinator/TBCC Agriculture, Natural Resources, and Forestry Coordinator at 503-842-8222 ext. 1870.

Program Learning Outcomes

Upon successful completion of the Associate of Science in Forestry, students will be able to:

- Integrate technical field skills with analytical skills to identify important forest management challenges and identify potential solutions for these problems.
- Explain and discuss important current issues, and social and political components of forest management in the United States and other countries.
- Demonstrate basic skills in forest surveying, recreation management, soil science, geographic information systems, and spreadsheet applications.
- Identify important tree and shrub species in the Pacific Northwest.
- Meets general education outcomes.

Degree Worksheet

[Click for PDF.](#)

Associate of Science in Forestry

AS Degree Requirement (16 Credits)		
Prefix	Course Title	Credits
HE 295	Health & Fitness for Life	2
PE 295	Health & Fitness for Life Lab	1
MTH 111	College Algebra	4
WR 121	Eng Comp I	4
WR 227	Technical Writing	4

Degree Summary	
Category	Credits
AS Degree Requirements	15
General Education Requirements	24
Required Courses	52
Total Credits for Degree	91

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

General Education Requirements (at least 25 credits – at least 7 credits in each area)		
Prefix	Course Title	Credits
Arts & Letters		
COMM 111	Public Speaking	4
MUS 108	Music Cultures of the World	3
Social Sciences		
EC 201	Principles of Econ: Microeconomics	4
HST 203 OR HST 102	History of the US from 1914 Western Civ: Med to Early Modern	4
Math, Science, Computer Science		
CH 221	General Chemistry	5
MTH 112	Elementary Functions	4
Total Credits		24

Required Courses (56 Credits)		
Prefix	Course Title	Credits
CG 100	College Survival & Success	3
BI 212	Intro to Biology	4
SOC 208 OR ENG 253	Social Problems American Literature to 1865	4
FOR 111	Intro to Forestry	3
FOR 112	Computing Applications in Forestry	3
FOR 222	Elementary Forest Survey	4
FOR 240	Forest Biology	4
FOR 241	Dendrology	3
FOR 251	Recreation Resource Mgmt	4
GEO 265	Introduction to GIS	3
MTH 241	Calculus for Management, Life, and Social Science	4
MTH 243	Statistics I	4
PHY 201	Fundamentals of Physics I	5
SOIL 205	Soil Science	4
Total Credits		52

Associate of Science in Forestry

FALL TERM	WINTER TERM	SPRING TERM
FOR 111 Introduction to Forestry (3 CR)	BI 212 Introductory Biology or BI 204, OSU Online (4 CR)	FOR 241 Dendrology (3 CR)
MTH 111 College Algebra (4 CR)	MTH 112 Elementary Functions (4 CR)	MTH 251 Calculus I (4 CR)
CG 100 College Survival & Success (3 CR)	GEO 265 Introduction to GIS (3 CR)	WR 227 Technical Writing (4 CR)
WR 121 English Composition I (4 CR)	FOR 112 Computing Applications in Forestry (3 CR)	HE 295 Health and Fitness for Life (2 CR)
14 CREDIT TOTAL		PE 295 Health and Fitness for Life Lab (1 CR) (to be taken concurrently with HE 295)
14 CREDIT TOTAL		14 CREDIT TOTAL
FALL TERM	WINTER TERM	SPRING TERM
FOR 240 Forest Biology (4 CR)	FOR 251 Recreation Resources Management (4 CR)	SOIL 205 Soil Science (4 CR)
CH 221 General Chemistry (5 CR)	EC 201 Principles of Econ: Microeconomics (4 CR)	FOR 222 Elementary Forest Survey (4 CR)
MUS 108 Music Cultures of the World (3 CR)	HST 102 Western Civilization: Medieval to Early Modern (4 CR)	MTH 243 Statistics I (4 CR)
COMM 111 Public Speaking (4 CR)	PHY 201 Fundamentals of Physics I (5 CR)	SOC 208 Social Problems (4 CR)
16 CREDIT TOTAL		17 CREDIT TOTAL
16 CREDIT TOTAL		16 CREDIT TOTAL

91 Credits

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Associate of Science in Natural Resources

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Overview



Have you considered spending your career outdoors or in a work environment that focuses on the natural environment around us? Your future career could include occupations such as a riparian/watershed specialist, recreation manager, forest/wildlife ecologist, or a wildland law enforcement officer. The Associate of Science in Natural Resources prepares students to complete the preliminary education needed for these professions.

Upon completion of this degree, students should have completed all necessary prerequisite requirements to transfer to Oregon State University to complete a Bachelor's degree in Natural Resources.

The Natural Resources bachelor's degree has twelve different specialty options. Some of those options include conservation law enforcement, fish and wildlife conservation, policy and management, and wildland fire ecology. It is important that students talk with an advisor regarding their specialty option so they take the appropriate classes before transferring.

For students who want to enter the workforce after completing the AS in Natural Resources, there are some entry-level jobs available within the Tillamook community. One common employment option is becoming a technician with local private, state, and federal agencies.

Associate of Science in Natural Resources = 91 credits

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

For additional information about this degree, please contact the OSU Open Campus Education Coordinator/TBCC Agriculture, Natural Resources, and Forestry Coordinator at 503-842-8222 ext.

1870.

Program Learning Outcomes

Program Outcomes

Upon successful completion of the Associate of Science in Natural Resources, students will be able to:

- Describe ecological processes, including human impacts that influence ecosystem change, natural succession, and the future sustainability of natural resources.
- Characterize natural resources and be able to quantify at least one of these resources.
- Envision desired future conditions in an area to achieve a set of natural resource-related objectives.
- Work effectively with, and within, interdisciplinary and diverse groups to resolve management problems and achieve management objectives.
- Meets general education outcomes.

Degree Worksheet

[Click for PDF.](#)

Associate of Science in Natural Resources											
AS Degree Requirements (16 Credits)			General Education Requirements			Required Courses (15 Credits)					
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits			
MTH 111	College Algebra	4	MUS 108	Music Cultures of the World	3	CG 100	College Survival & Success	3			
WR 121	English Composition I	4	COMM 111	Public Speaking	4	BI 212	Intro to Biology (or BI 204 OSU online)	4			
WR 227	Technical Writing	4				FOR 111	Intro to Forestry	3			
HE 288	Health & Fitness for Life	2				BI 213	Biology III	4			
PE 288	Health & Fitness for Life Lab	1				FOR 240	Forest Biology	4			
		Total Credits			16			FOR 241	Demography	3	
								GED 285	Intro to GIS	3	
								ENG 104	Intro to Lit or ENG 253 American Lit	4	
								BI 211	Biology I	4	
								SOC 206	Social Problems (or HST 201, 202, or 203)	4	
								SOIL 205	Soil Science Or G 201 Physical Geology	4	
								FOR 251	Recreation Resource Management	4	
								FW 251	Principles of Fish & Wildlife Conservation	3	

Associate of Science in Natural Resources			
Year 1	FALL TERM	WINTER TERM	SPRING TERM
	FOR 111, 3 CR, Introduction to Forestry	FOR 251, 4 CR, Recreation Resource Management	FOR 241, 3 CR, Dendrology
	CG 100, 3 CR, College Survival & Success	COMM 111, 4 CR, Public Speaking	WR 121, 4 CR, English Composition
	BIO 211, 4 CR, Introduction to Biology	BIO 212, 4 CR, Introduction to Biology	BIO 213, 4 CR, Introduction to Biology
	MTH 111, 4 CR, College Algebra	MTH 112, 4 CR, Elementary Functions	HE 295, 2 CR, Health and Fitness for Life
Year 2			PE 295, 1 CR, Health and Fitness for Life Lab (to be taken concurrently with HE 295)
	14 CREDIT TOTAL	16 CREDIT TOTAL	14 CREDIT TOTAL
	FALL TERM	WINTER TERM	SPRING TERM
	CH 221, 5 CR, General Chemistry	GEO 265, 3 CR, Introduction to GIS	SOIL 205, 4 CR, Soil Science -OR- G 201, 4 CR, Introduction to Physical Geology
	FOR 240, 4 CR, Forest Biology	FW 251, 3 CR, Principles of Fish and Wildlife Conservation	MTH 243, 5 CR, Statistics I
	ENG 104, 4 CR, Intro to Literature (Fiction) -OR- ENG 253, 4 CR, American Literature to 1865	EC 201, 4 CR, Principles of Econ: Microeconomics	SOC 206, 4 CR, Social Problems -OR- HST 202, 4 CR, History of the US from 1840 to 1914
	MUS 108, 3 CR, Music Cultures of the World -OR- HST 104, 3 CR, History of the Middle East	HST 203, 4 CR, History of the US from 1914	WR 227, 4 CR, Technical Writing
	16 CREDIT TOTAL	14 CREDIT TOTAL	17 CREDIT TOTAL
91 Credits			
2020-2021			
Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

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Associate of Science in Animal Science

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Overview



Associate of Science in Animal Science

Does working directly with animals spark your interest? If so, the Associate of Science in Animal Sciences might be for you. This degree is for students who are interested in pursuing a career in production in meat, eggs or wool, becoming a veterinarian, or working in nutrition.

This degree aligns with the courses in the Animal Science degree at Oregon State University (OSU). Students who want to directly transfer to OSU after completing this degree, are highly encouraged to work directly with an OSU academic advisor.

Some of the classes within this degree can be completed in high school, so if this is a degree for you, contact your high school counselor to find out which classes you could take before coming to TBCC.

Associate of Science in Animal Sciences = 95 credits (100 credits for pre-vet option)

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

For additional information about this degree, please contact the OSU Open Campus Education Coordinator/TBCC Agriculture, Natural Resources, and Forestry Coordinator at 503-842-8222 ext. 1870.

Program Learning Outcomes

Program Outcomes

- Upon successful completion of the Associate of Science in Animal Science, students will be able to:
- Integrate and apply essential core information about production methods of two different species.
 - Understand the academic and applied functions of the reproduction process for multiple species.
 - Clearly articulate the chemistry and practical formulation for animal diets.
 - Understand the behavior of traditional animal species and the ethical implications of production methods for these species.
 - Meets general education outcomes.

Degree Worksheet

[Click for PDF.](#)

Associate of Science in Animal Science										
AS Degree Requirements (18 Credits)			General Education Requirements			Required Courses (55 Credits)				
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits		
MTH 111	College Algebra	4	MUS 108	Music Cultures of the World	3	CG 100	College Survival & Success	3		
WR 121	English Composition I	4	COMM 111	Public Speaking	4	BI 211	Biology	4		
WR 227	Technical Writing	4				BI 212	Biology II	4		
HE 295	Health & Fitness for Life	2				BI 213	Biology III	4		
PE 295	Health & Fitness for Life Lab	1				ANS 121	Intro to Animal Science	4		
Total Credits		15				ANS 215	Beef/Dairy Industries or AG 211	3		
			Social Science			ANS 220	Intro to Equine Science	3		
			Prefix	Course Title	Credits	ENG 104	Intro to Lit or ENG 263 American Lit	4		
			EC 201	Principles of Econ: Microeconomics	4	MTH 243	Statistics	5		
			HST 203 or 102	History of the US from 1914	4	SOC 206	Social Problems (or HST 201, 202, or 203)	4		
						MTH 112	Elementary Functions	4		
			Math, Science, Computer Science			BA 206	Business Law I	4		
			Prefix	Course Title	Credits	MTH 261	Calculus	4		
			CH 221	General Chemistry	5					
			CH 222	General Chemistry II	5					
			CH 223	General Chemistry III	5					
			Total Credits			30				
			All AS Degree Requirements and General Education courses must be a minimum of three (3) credits. A course may count as a Degree Requirement or a General Education requirement, but not both.			Maximum of 12 Career Technical credits may be applied				
						Maximum of 3 Physical Education credits may be applied				
						Total Credits				
						50				

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

If student is completing the pre-vet option, substitute PH 201, SCR for MUS 108

b. If student is completing the pre-vet option, substitute PH 202, SCR for HSB 203

MTH 112 only needed for students completing the pre-vet option, could add BA 215 if not doing pre-vet option

Degree Map

[Click for PDF](#)

Associate of Science in Animal Science			
Year 1	FALL TERM	WINTER TERM	SPRING TERM
	ANS 121, 4 CR, Intro to Animal Science	ANS 215, 3 CR, Beef/Dairy Industries	ANS 220, 3 CR, Intro to Equine Science
	CG 100, 3 CR, College Survival & Success	COMM 111, 4 CR, Public Speaking	HE 295, 2 CR, Health and Fitness for Life AND PE 295, 1 CR, Health and Fitness for Life Lab (to be taken concurrently with HE 295)
	BI 211, 4 CR, Introduction to Biology	BI 212, 4 CR, Introduction to Biology	BI 213, 4 CR, Introduction to Biology
	MTH 111, 4 CR, College Algebra	MTH 112, 4 CR, Elementary Functions*	MTH 251, 4 CR, Calculus I
	15 CREDIT TOTAL	15 CREDIT TOTAL	14 CREDIT TOTAL
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	CH 221, 5 CR, General Chemistry	CH 222, 5 CR, General Chemistry	CH 223, 5 CR, General Chemistry
	WR 121, 4 CR, English Composition I	BA 226, 4 CR, Business Law I	MTH 243, 5 CR, Statistics I
	MUS 108, 3 CR, Music Cultures of the World	EC 201, 4 CR, Principles of Econ: Microeconomics	WR 227, 4 CR, Technical Writing
	ENG 104, 4 CR, Intro to Literature (Fiction) -OR- ENG 253, 4 CR, American Literature to 1865	HST 203, 4 CR, History of the US from 1914* -OR- HST 102, 4 CR, Western Civilization: Medieval to Early Modern*	SOC 206, 4 CR, Social Problems* -OR- HST 202, 4 CR, History of the US from 1840 to 1914*
	16 CREDIT TOTAL	17 CREDIT TOTAL	18 CREDIT TOTAL
	Part Time Students:		
	YEAR 1	YEAR 2	YEAR 3
	95 Total Credits (100 for pre-vet option)		2020-2021
* If student is completing the pre-vet option, substitute PH 201, 5CR			
* If student is completing the pre-vet option, substitute PH 202, 5CR			
* Only needed for students completing the pre-vet option, could add BA 211 if not doing pre-vet option			

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Overview

Are you interested in learning about agriculture production, agribusiness, and the current challenges and opportunities for sustaining our agricultural resources? If so, the Associate of Science in Agricultural Sciences is for you! This degree is for students who are interested in a career as an agricultural consultant, agricultural educator, agronomist, or agriculture production manager.

Some of the classes within this degree can be completed in high school, so if this is a degree for you, contact your high school counselor to find out which classes you could take before coming to TBCC.

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

Program Learning Outcomes

Upon successful completion of the Associate of Science in Agricultural Science, students will be able to:

Degree Worksheet

[Click for PDF.](#)

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Degree Map

[Click for PDF](#)

Associate of Science in Agricultural Sciences

	FALL TERM	WINTER TERM	SPRING TERM
Year 1	ANS 121, 4 CR, Intro to Animal Science	ANS 215, 3 CR, Beef/Dairy Industries -OR- AG 211, 3 CR, Survey and Construction	ANS 220, 3 CR, Intro to Equine Science
	CG 100, 3 CR, College Survival & Success	MTH 111, 4 CR, College Algebra	PE 295, 1 CR, Health and Fitness for Life Lab (to be taken concurrently with HE 295) & HE 295, 2 CR, Health and Fitness for Life
	BI 101, 4 CR -OR- BI 211, 4 CR, Introduction to Biology	BI 102, 4 CR -OR- BI 212, 4 CR, Introduction to Biology	BI 103, 4 CR -OR- BI 213, 4 CR, Introduction to Biology
	WR 121, 4 CR, English Composition I	HST 203, 4 CR, History of the US from 1914 -OR- HST 102, 4 CR, Western Civilization: Medieval to Early Modern	WR 122, 4 CR, English Composition -OR- WR 227, 4 CR, Technical Writing
	15 CREDIT TOTAL	15 CREDIT TOTAL	14 CREDIT TOTAL
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	CH 221, 5 CR, General Chemistry	CH 222, 5 CR, General Chemistry	SOIL 205, 4 CR, Soil Science
	HORT 111, 3 CR, Intro to Horticulture -OR- AG 221, 3 CR, Metals and Welding	BA 226, 4 CR, Business Law I	ANS 231, 3 CR, Livestock Evaluation
	MUS 108, 3 CR, Music Cultures of the World -OR- HST 104, 3 CR, History of the Middle East ENG 104, 4 CR, Intro to Literature (Fiction) -OR- ENG 253, 4 CR, American Literature to 1865	LEAD 242, 3 CR, Personal Leadership Development	COMM 111, 4 CR, Public Speaking
	15 CREDIT TOTAL	16 CREDIT TOTAL	15 CREDIT TOTAL
90 total credits		2020-2021	
Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

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Associate of Science Transfer Biology-MTM

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Program Learning Outcomes

Meets General Education Requirements

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:

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.
- **Arts & Letters” refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance.

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.

Mathematics

Outcomes

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems: 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.
- Use logical reasoning to make connections between various mathematical concepts and representations.

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.

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.

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.

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 capable 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.

Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

Outcomes

As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- Evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information

Degree Worksheet

[Click for PDF.](#)

Foundational Requirements (19 Credits)			General Education Requirements			Required Degree Electives		
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	CR
COMM 111	Public Speaking	4	Arts and Letters			OG 100	College Success & Survival	3
MTH 111	College Algebra	4	Prefix	Course Title	Credits	CH 221	General Chemistry I	5
WR 121	English Composition I	4	Any AAOT Approved Arts & Letters 3-4			CH 222	General Chemistry II	5
WR 122 or	English Composition II	4	Any AAOT Approved Arts & Letters 3-4			CH 223	General Chemistry III	5
WR 227	Technical Writing for Professionals	4				MTH 112	Elementary Functions	4
Health/PE: HE250 + 1 CR in PE or		3	Social Science—			MTH 251	Calculus I	4
HEPE	HEPE295		Prefix	Course Title	Credits	MTH 252	Calculus II	4
			Any AAOT Approved Soc Science 3-4			Note:	3 courses of Physics or 3 courses of Organic Chemistry can replace the MTH 251/MTH 252.	
			Any AAOT Approved Soc Science 3-4					
						NOTE:	PSU students only- STAT 243 & STAT 252 may count for MTH 251/MTH 252.	
						NOTE:	Students transferring to EOU are required to take MATH 241 (Survey of Calculus) instead of MATH 251 and 252. MATH 251 may serve as a substitute for MATH 241.	
						NOTE:	Students considering OSU, pre-medical, pre-dental, and pre-pharmacy programs should consider Organic Chemistry sequence. Courses in sequence must be taken at the same institution.	
						OPTIONAL DEGREE ELECTIVES		
						Electives until 90 credits (see page 2 recommendations)		
			</					

Associate of Science: Transfer Biology Degree			
TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Science Transfer- Biology. A student can transfer in or take other courses that meet the requirements though this is discouraged.			
Y E A R	FALL TERM	WINTER TERM	SPRING TERM
1	CG 100, 3 CR, College Survival & Success	WR 121, 4 CR, English Composition I	MTH 112, 5 CR, Elementary Functions OR
	COMM 111, 4 CR, Public Speaking	MTH 111, 5 CR, College Algebra or MTH 105, Applied Math	WR 122, 4 CR, English Composition II or WR 227, 4 CR, Technical & Profession Writing
	PHY 201, 4 CR, General Physics I	PHY 202, 4 CR, General Physics II	ART 210, 4CR, Women in Art or ART 212, 4 CR, Modern Art History
	BI 211, 4 CR, Principles of Biology I	BI 212, 4 CR, Principles of Biology II	BI 213, 4 CR, Principles of Biology III
	15 CREDIT TOTAL	17 CREDIT TOTAL	17 CREDIT TOTAL
Y E A R	FALL TERM	WINTER TERM	SPRING TERM
2	CH 221, 5 CR, General Chemistry I	CH 222, 5 CR, General Chemistry II	CH 223, 5 CR, General Chemistry III
	MTH 251, 4 CR, Calculus	MTH 252, 5 CR, Calculus II	MTH 253, 5 CR, Calculus III
	ENG 254, 4 CR, Survey of American Literature (or ARTS/HUM Elective)	EC 201, 4 CR, Principles of Econ: Microeconomics	EC 202, 4 CR, Principles of Econ: Macroeconomics
	13 CREDIT TOTAL	14 CREDIT TOTAL	14 CREDIT TOTAL

Tillamook Bay Community College, V1 2020, www.tillamookbaycc.edu, 90 Credits Total

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Care Transfer Map Electives

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Program Learning Outcomes

Meets General Education Requirements

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:

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality

of life; and

- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.
- **Arts & Letters** refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance.

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.

Mathematics

Outcomes

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems: 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.
- Use logical reasoning to make connections between various mathematical concepts and representations.

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.

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.

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.

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 capable 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.

Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

Outcomes

As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- Evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information

Degree Worksheet

[Click for PDF.](#)

Foundational Requirements		
Prefix	Course Title	Credits
COMM 111	Public Speaking	4
MTH 105 or	Exploration in Mathematics OR	4
MTH 111	College Algebra	4
WR 121	English Composition I	4
WR 122	English Composition II	4
HEPE	Health/PE: HE250 + 1 CR in PE or HEPE265	3
		Total Credits 19
Note that in order for a student to successfully transfer to an Oregon public university, students must: 1) earn a grade of a "C-" or better in courses in the major; 2) take courses in the major for a grade—they will not be accepted as "pass/no pass"; and 3) earn a cumulative grade point average of 2.0. Students must also regularly meet with an advisor. Students are strongly encouraged to: 1) seek advising before registering for their first term at community college; 2) seek advising after they have completed the 27-30 credits of the Core Transfer Map; and 3) seek advising and meet with a transfer coordinator before registration opens at the beginning of the student's second year in college. Students should also be aware that if they want to complete this Major Transfer Map in two years, they should take an average of 40 credits per year (average of 15 credits per quarter). Finally, to earn an associate degree, students will need to successfully complete at least 90 credits. NOTE: A Maximum of 12 credits can be Green Technical Education courses; A Maximum of 9 credits can be from courses labeled 199/299; A Maximum of 24 credits can be ESOL; A Maximum of 24 credits can be "P" grades; and, A Maximum of 21 credits can be from Credit for Prior Learning (CPL).		
AA-T: English, 2020-2021		

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Associate of Arts- Transfer: English			
TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Science Transfer- English.			
A student can transfer in or take other courses that meet the requirements though this is discouraged.			
YR1	FALL TERM	WINTER TERM	SPRING TERM
	CG 100, 3 CR, College Survival & Success	WR 121, 4 CR, English Composition	WR 122, 4 CR, English Composition II
	ENG 104, 4 CR, Intro to Literature	ENG 105, 4 CR, Intro to Drama	ENG 106, 4 CR, Intro to Poetry
	PS 201, 4 CR, US Gov't. Foundations	MTH 105, 4 CR, Exploration in Mathematics	ENG XXX, 4 CR, Shakespeare
	SPA 101, 4 CR First Year Spanish I	SPA 102, 4 CR, First Year Spanish II	SPA 103, 4 CR, First Year Spanish III
	15 credit total	16 credit total	16 credit total
YR2	FALL TERM	WINTER TERM	SPRING TERM
	SPA 201, 4 CR Second Year Spanish	SPA 202, 4 CR, Second Year Spanish II	SPA 203, 4 CR, Second Year Spanish III
	ENG 253, 4 CR, Survey of American Lit I	ENG 254, 4 CR, Survey of American Lit II	ENG 260, 4 CR, Intro to Women Writers
	HST 201, 4 CR, History of the US to 1940	HST 202, 4 CR, History of the US from 1840-1914	COMM 111, 4 CR, Public Speaking
	BI 101, 4 CR, Biology I OR GS 106, 4 CR, Physical Science (Geology)	BI 102, 4 CR, Biology II OR Online Physical Science Course	
	16 credit total	16 credit total	12 credits total
Total: 91 credits			
Part Time Students:			
	YEAR 1	YEAR 2	YEAR 3
			YEAR 4

Example Map

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Overview



Associate of General Studies

The Associate of General Studies is designed for students wishing to acquire a broad education, rather than pursuing a specific college major or career and technical program. College work may include courses selected from a variety of career and technical education and college transfer courses. Because of the flexibility of this degree, it may not fulfill requirements for transfer to four year institutions. Students are responsible for checking with the college of their choice if transferability is desired.

Unless otherwise noted, the following apply;

- Complete all courses with a minimum grade of "D" or "Pass" or better. Students must have a cumulative GPA of 2.0 at the time the AGS is awarded.
- General Education courses must include;
 - Writing (8CR): [WR 121](#) and either [WR 122](#) or [WR 227](#)
 - Oral Communication (3CR+): [COMM 111](#)
 - Math (4CR+): [MTH 105](#) or higher
 - Health/Wellness/Fitness: maximum of 6 credits
 - Information Literacy: embedded within WR courses
 - Arts & Letters/Humanities: 6 credits (e.g. ART, COMM, ENG, MUS, REL, PHL or Foreign Language)
 - Social Science: 6 credits (e.g. PSY, SOC, PS, HST, or ECON)
 - Science/Math/Computer Science: 6 credits (e.g. MTH, CS, BI, G, GS, GEO, CHEM, PHY)
 - A Maximum of 9 credits can be from courses labeled 199/299
 - A Maximum of 24 credits can be ESOL
 - A Maximum of 24 credits can be "P" grades
 - A Maximum of 21 credits can be from Credit for Prior Learning (CPL)
- Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108
- 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded.

Program Learning Outcomes

Meets General Education Requirements

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:

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.
- **Arts & Letters" refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance.

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.

Mathematics

Outcomes

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems: 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.

- Use logical reasoning to make connections between various mathematical concepts and representations.

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.

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.

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;

- Understand many of the economic, legal, and social issues surrounding the use of information

Degree Worksheet

<https://iq3.smartcatalogiq.com/...gs/tillamook-bay-community-college/2020-2021/catalog/degrees-and-certificates/associate-of-general-studies>[7/15/2026 4:07:05 PM]

- Understand many of the economic, legal, and social issues surrounding the use of information

http://iq3.smartcatalogiq.com/...gs/tillamook-bay-community-college/2020-2021/catalog/degrees-and-certificates/associate-of-general-studies[7/15/2026 4:07:05 PM]

http://iq3.smartcatalogiq.com/...gs/tillamook-bay-community-college/2020-2021/catalog/degrees-and-certificates/associate-of-general-studies[7/15/2026 4:07:05 PM]

- Understand many of the economic, legal, and social issues surrounding the use of information

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Degree Map

<https://iq3.smartcatalogiq.com/...gs/tillamook-bay-community-college/2020-2021/catalog/degrees-and-certificates/associate-of-general-studies> [7/15/2026 4:07:05 PM]

Associate of General Studies			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CG 100, 3 CR, College Success & Survival	WR 121, 4 CR, English Composition I	WR 122, 4 CR, English Composition II
	CAS 133, 4 CR, Basic Computer Skills or RDWR115 (5CR)	MTH 95, 4 CR or MTH 99, 4 CR	MTH 111, 4 CR, College Algebra OR MTH 105, 4 CR, Applied Math/Explorations in Mathematics
	ART, see schedule for current offering or RDWR 115, 5 CR, College Reading & Writing	HIST 202, 4 CR, History of the US from 1840-1914	MUS 205, 3 CR, Intro to Jazz History OR current ARTS and LETTERS offering
	Elective of Interest, 3-4 CR	COMM 111, 4 CR, Public Speaking	BA 277, 4 CR, Business Ethics or Elective of interest
	14-16 Credit Total	16 Credit Total	15 Credit Total
YEAR 2	PSY 201, 4 CR, Intro to Psychology	G 201, 4 CR, Intro to Physical Geology	HIST 203, 4 CR, History of the US from 1914
	ENG 104, 4 CR, Intro to Literature	HE 250, 3 CR, Personal Health	ENG 250, 4 CR, Intro to Folklore & Mythology OR WR 227, 4 CR, Technical Writing
	MUS 108, 3 CR, Music Cultures of the World	CAS 170, 3 CR, Beginning Excel	BA 205, 4 CR, Business Communication or Elective of interest
	PS 201, 4 CR, US Gov. Foundations and Principles OR ENG 254, 4 CR, Survey of American Literature	EC 201, 4 CR, Microeconomics	EC 202, 4 CR, Macroeconomics
	15 Credit Total	14 Credit Total	16 Credit Total
Total Credits: 90-92			
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Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

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Associate of Applied Science Degrees

Associate of Applied Science (AAS)

The Associate of Applied Science degree is awarded to students in career technical education (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

The Associate of Applied Associate degree is designed for students wishing to acquire a terminal degree in a Career and Technical Education field. These degrees are not designed for transfer and consist of courses that allow a student to develop mastery in a content area that leads to living wage employment upon graduation.

Unless otherwise noted, the following apply;

- Complete all courses with a minimum grade of "D" or "Pass" or better. Students must have a cumulative GPA of 2.0 at the time the AAS is awarded.
- General Education courses must include;
 - Writing (4CR): [WR 121](#)
 - Oral Communication/Arts and Letters (3CR+): [COMM 111](#) or [BA 205](#)
 - Math (4CR+): [MTH 105](#) or higher

- Information Literacy: embedded within WR course
- Human Relations / Social Science (3CR+): [PSY 101](#) or [BA 285](#)
- A Maximum of 24 credits can be "P" grades
- A Maximum of 21 credits can be from Credit for Prior Learning (CPL)
- Electives must be used to bring the program of study up to a minimum of 90 credits, and a maximum of 108
- 30 credits are required to meet residency at TBCC, 24 of which must apply to the degree for which the student is being awarded.



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Overview



AGRICULTURAL TECHNOLOGY

To prepare students to meet the increased technological needs in the field of agriculture, TBCC offers an Associate of Applied Science degree in Agricultural Technology. The degree offers coursework in large animal handling, welfare, and nutrition, programming and motor controls, drone technology,

This degree is a great choice for those interested in troubleshooting, working outside, working on farm equipment, and interacting with animals. Students who complete this degree will be qualified with the necessary skills and knowledge to work as a technician on farms; specifically to troubleshoot and repair robotics on farms and/or work in precision agriculture.

Student who complete the degree will be able to:

- Demonstrate the technical knowledge and skills necessary for industrial agricultural systems.
- Communicate effectively, both orally and in writing, using language appropriate to industrial agricultural environments.
- Perform troubleshooting/problem solving processes as applied to industrial agricultural situations.
- Employ the principles of the customer-business relationship within an agricultural environment.
- Integrate and apply essential core information about production and handling methods in a dairy environment.

Degree Worksheet

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2020-2021

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Associate of Applied Science: Agricultural Technology			
TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science – Agricultural Technology. A student can transfer in or take other courses that meet the requirements.			
2020-2021 Offerings	FALL TERM	WINTER TERM	SPRING TERM
	IMT 102, 4 CR Industrial Safety	IMT 230, 3 CR Preventative Maintenance	WR 121, 4 CR English Composition I
	CG 100, 3 CR College Survival & Success	ANS 122, 3 CR Large Animal Handling, Welfare, and Nutrition	MTH 105, 4 CR Applied Math
	IMT 100, 1 CR Introduction to Trades	CAS 170, 3 CR Beginning Excel	IMT 211, 3 CR Structural Maintenance and Construction
	ELT 125, 2 CR Basic Programmable Controllers	ELT 126, 2 CR Intermediate Programmable Controllers	ELT 225, 2 CR Advanced Programmable Controllers
	IMT 105, 3 CR Industrial Hydraulics I	IMT 200, 3 CR Pumps and Valves	IMT 220, 3 CR Proportional Hydraulics
	AG 231, 3 CR Metals and Welding		
	16 CREDIT TOTAL	14 CREDIT TOTAL	16 CREDIT TOTAL
	FALL TERM	WINTER TERM	SPRING TERM
	ANS 121, 4 CR Intro to Animal Science OR: HORT 111, 3 CR Introduction to Horticulture	ANS 215, 3 CR Beef/Dairy Industries OR: GEO 285, 3 CR Introduction to GIS	ANS 230, 3 CR Dairy Cattle Evaluation OR: FAS 107, 2 CR UAS Ground School
2021-2022 Offerings	MCH 102, 3 CR Intro to Manufacturing OR: MCH 121, 3 CR Machining I	IMT 222, 3 CR Lean Manufacturing & Processing OR: MCH 220, 3 CR Machining II	IMT 118, 3 CR Bearings & Lubricants
	IMT 204, 3 CR Intro to Pneumatics	CDMM 111, 4 CR Public Speaking	DRF 270, 3 CR 3D Modeling
	PSY 101, 4 CR Psychology and Human Relations	WLD 102, 4 CR Blueprint Reading	IMT 280, 3 CR Cooperative Work Experience
	ELT 110, 2 CR Electricity for Non-Electicians I	ELT 111, 2 CR Electricity for Non-Electicians II	GT 106, 3 CR Green Production Practices
	14-16 CREDIT TOTAL	16 CREDIT TOTAL	14-15 CREDIT TOTAL
9033, 01/09/2020			
Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

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Business Administration (online)

with coursework emphasis in Accounting or Management

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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, 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 **Management**.

Business Administration Degree - Online

100% of the courses to earn a Business Administration degree are taught online, conveniently allowing you to learn anywhere, anytime you have an internet connection. This is an excellent choice for people with a work or life schedule that requires the flexibility an online degree can afford you.

AAS degree in Business Administration: 92-93 credits.

- See degree worksheet for course requirements.

All degree candidates must meet Comprehensive Requirements, and the AAS degree requirements.

The AAS degree in Business Administration has two career pathway certificates and two one-year 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 One-Year Certificate – 48 Credits

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

2. Entry-Level Accounting Clerk Career Pathway Certificate – 16 credits

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

3. Basic Computer Literacy Career Pathway Certificate – 13 Credits

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

4. Office Supervision One-Year Certificate - 47 credits

- Apply analytical thinking and problem solving strategies to make managerial decisions.
- Communicate effectively with employees and diverse business teams.
- Use computer applications for accounting procedures, managerial analysis and presentations.

Program Learning Outcomes

Business Administration (AAS)

Students who successfully complete the AAS in Business Administration degree will develop skills and knowledge appropriate for entry level bookkeeping and accounting positions.

Upon successful completion of this AAS in Business Administration degree, students will be able to:

- **Social Skills:** Work effectively and ethically within a diverse business team
- **Information Literacy Skills:** Use computer applications for managerial analysis, presentations, and reports
- **Thinking Skills:** Apply analytical and critical thinking to evaluate information, solve problems and make decisions
- **Communication Skills:** Communicate effectively, appropriately, and professionally to internal and external stakeholders.

Degree Worksheet

[Click for PDF.](#)

Associate of Applied Science: Business Administration with coursework emphasis in Accounting or Management

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

AAS Degree Requirements		
Prefix	Course Title	Credits
CG 100	College Survival & Success	3
COMM 111	Public Speaking	4
MTH 105	Explorations in Mathematics	4
WR 121	English Composition I	4
WR 122	English Composition II OR WR 227	4
Total Credits		19

Note: TBCC mathematics requirements have changed as of fall 2019. Students with mathematics completion prior to fall 2019 should consult a TBCC Advisor for information on fulfilling this requirement.

Degree Summary	
Category	Credit Total
AAS Degree Requirements	19
Business Admin Core	55
Accounting Emphasis	16
Management Emphasis	16
Total Credits for Degree	90

Business Administration Core		
Prefix	Course Title	Credits
BA 101	Intro to Business	4
BA 131	Intro to Business Technology	4
BA 205	Business Communications	4
BA 211	Principles of Accounting I	4
BA 212	Principles of Accounting II	4
BA 213	Managerial Accounting	4
BA 216	Personal Finance	3
BA 226	Business Law I	4
BA 277	Business Ethics	4
BA 280	Coop Ed: Business Experience	3
BA 285	Human Relations in Organizations	3
BA 290AM	Business Seminar (Acct or Mgt)	3
CAS 133	Basic Computer Skills	4
CAS 170	Beginning Excel	3
EC 201	Principles of Microeconomics or Principles of Macroeconomics	4
EC 202		
Total Credits		55

*Accounting Emphasis		
Prefix	Course Title	Credits
BA 177	Payroll Accounting	3
BA 222	Financial Management	3
BA 228	Computer Accounting Applications	4
BA 256	Income Tax	3
CAS 171	Intermediate Excel	3
Total Credits		16

- OR -

*Management Emphasis		
Prefix	Course Title	Credits
BA 206	Management Fundamentals	3
BA 223	Principles of Marketing Management	4
BA 224	Human Resources Management	3
BA 250	Small Business Management	3
CAS 216	Beginning Word	3
Total Credits		16

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

Degree Map

[Click for PDF.](#)

Associate of Applied Science: Business Administration With coursework emphasis in Accounting or Management			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CG 100, 3 CR, College Success	WR 121, 4 CR, English Composition	MTH 105, 4 CR, Applied Math
	BA 101, 4 CR, Intro to Business	BA 131, 4 CR, Intro to Business Technology	BA 205, 4 CR Business Communication
	BA 211, 4 CR, Principles of Accounting I	BA 212, 4 CR, Principles of Accounting II	BA 213, 4 CR, Managerial Accounting
	CAS 133, 4 CR, Basic Computer Skills	CAS 170, 3 CR, Beginning Excel	CAS 216, 3 CR, (M) Beginning Word* OR CAS 171, 3 CR, (A) Intermediate Excel*
	15 Credit Total	15 Credit Total	15 Credit Total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	BA 218, 3 CR, Personal Finance	BA 223, 4 CR, (M) Principles of Marketing OR BA 222, 3 CR, (A) Financial Management	BA 277, 4 Cr. Business Ethics
	BA 206, 3 CR, (M) Management Fundamentals OR BA 177, 3 CR, (A) Payroll Accounting	BA 224, 3 CR, (M) Human Resources Management OR BA 256, 3 CR, (A) Income Tax	BA 250, 3 CR, (M) Small Business Management OR BA 228, 4 CR, (A) Comp. Accounting Applications- Quickbooks
	BA 285, 3 CR, Human Relations in Organizations	BA 226, 4 Cr. Business Law I	BA 280, 3 Cr. Business Experience
	COMM 111, 4 CR, Public Speaking	EC 201, 4 CR, Microeconomics	BA 290, 3 Cr. Business Seminar
	WR 122, 4 CR, Writing Composition		
	17 Credit Total	14-15 Credit Total	13-14 Credit Total
			Total Credits: 92-93

Part Time Students:
YEAR 1 YEAR 2 YEAR 3 YEAR 4
Note: * Prerequisite: CAS 121 or pass the Proficiency Exam (40 apm)
Note: Transcribed as Associate of Applied Science in Business Administration
Note: Emphasis area courses defined with (A) Accounting or (M) Management.
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Overview



Criminal Justice & Public Safety

Criminal justice and law enforcement professionals provide essential services to their communities both locally and at the state and federal levels. They safeguard citizens and assure that laws are followed.

Professionals may work in law enforcement agencies, in correctional facilities, or for other public safety agencies. If you have an interest in providing support to your community, this is a career worth considering.

If you have an interest in providing support to your community, this is a career worth considering.

Students in the Criminal Justice & Public Safety program will take courses in Law Enforcement, Corrections, Psychology, Writing, and Criminal Law. The cooperative work experience, which is the capstone of the program, gives students the opportunity to work directly with local law enforcement and public safety agencies.

NOTE: Students are required to pass a criminal background check and drug test prior to registering for the [CJA 280A](#) Cooperative Education class. Students must be approved by the cooperative education provider prior to starting [CJA 280A](#).

Associate of Applied Science in Criminal Justice & Public Safety: 94 credits

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

All degree candidates must meet Comprehensive Requirements, and the AAS degree requirements.

Individuals who are DPSST certified can earn up to 21 college credits for their DPSST coursework toward the completion of their degree.

The Associate of Applied Science in Criminal Justice and Public Safety has four Career Pathway Certificates.

1. Corrections Technician Certificate: 17 Credits

- a. Entry-level jobs doing technical work in a technical setting

2. Corrections Professional Certificate: 25 Credits

- a. For professionals already in the field.

3. Law Enforcement Specialist Certificate: 25 Credits

- a. Work as a security guard, patrol officer, or compliance officer.

Program Learning Outcomes

Students who successfully complete this program will be able to:

- Apply principles of search and seizure processes that comply with statutory and constitutional requirements.
- Demonstrate strong writing skills, including the ability to write error-free police reports capable of withstanding courtroom scrutiny.
- Demonstrate good verbal & interpersonal communication skills that recognize diverse cultures, ethnic groups, and non-traditional populations.
- Apply criminal investigation processes using effective & legal techniques.
- Apply practices and principles of community corrections, treatment, and custodial processes for adults and juveniles.
- Demonstrate professional integrity by applying ethical principles of criminal justice policies, practices, and evaluation of their implications.

Degree Worksheet

[Click to PDF.](#)

Associate of Applied Science: Criminal Justice & Public Safety

AAS Degree Requirements (19-20 Credits)			Criminal Justice Core Requirements (42 Credits)			Degree Electives (28 Credits)		
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits
MTH 105	Applied Math or MTH 111	4-5	CJA 101	Cultural Diversity in CJA Professions	2	CJA 115	Intro to Jail Operations OR	3
CG 100	College Survival & Success	3	CJA 102	Fitness & Defense Tactics: ORPAT Prep I	1	CJA 114	Intro to Juvenile Processes	3
COMM 111	Public Speaking	4	CJA 105	Intro to Criminal Justice Systems	4	CJA 225	Constitutional Law	3
IWR 121	English Composition I	4	CJA 202	Fitness & Defense Tactics: ORPAT Prep II	1	CJA 218	CJ Perspectives of Violence & Aggression	3
IWR 227	Technical Writing	4	CJA 211	Civil Liability & Ethical Issues in CJ	3	CJA 243	Narcotics & Dangerous Drugs	3
		Total Credits	CJA 212	Criminal Law	3	CJA 245	Search Warrant Preparation	2
		19-20	CJA 213	Evidence	3	CJA 254	Leading Police Resilience	4
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.			CJA 214	Criminal Investigation	3	CJA 263	Intro to Correctional Casework	3
			CJA 216	Arrest, Search & Seizure	3	CJA 260	Intro to Correctional Institutions	3
			CJA 230	Police Report Writing	4	CJA 246	Fish & Wildlife Enforcement OR	3
			CJA 280A	CE: Criminal Justice	3	CJA 262	Intro to Correctional Treatment	3
			PSY 101	Psychology & Human Relations	4	CJA 199	Special Topics in CJ	1
General Education Requirements (8 Credits)			PSY 201	Intro to Psychology	4			
Prefix	Course Title	Credits	PSY 239	Abnormal Psychology	4			
GS 106	Physical Geology OR Other Science Elective	4			Total Credits	42		
		Total Credits					Total Credits	28
		4					Program Pre-Requisites: RDWR 115 & MTH 99	

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

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

Degree Summary	
Category	Credits
AAS Degree Requirements	19
General Education Requirements	4
Criminal Justice Core Requirements	42
Criminal Justice Degree Electives	28
Total Credits for Degree	93

Degree Map

[Click for PDF.](#)

Associate of Applied Science: Criminal Justice & Public Safety			
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.			
Year 1	FALL TERM	WINTER TERM	SPRING TERM
	CJA 105, 4 CR, Intro to Criminal Justice Systems: Police, Courts, Corrections	CJA 115, 3 CR, Intro to Jail Operations OR CJA 114, 3 CR, Intro to Juvenile Processes	CJA 102, 1 CR, Oregon Physical Abilities Test (ORPAT) Prep I
	CJA 101, 2 CR, Prof & Cultural Diversity in CJ	CJA 262, 3 CR, Intro to Correctional Treatment OR CJA 246, 3 CR, Fish & Wildlife Enforcement	WR 227, 4 CR, Technical Writing
	CG 100, 3 CR, College Survival & Success	WR 121, 4 CR, English Composition I	CJA 218, 3 CR, Criminal Justice Perspectives of Violence and Aggression
	PSY 101, 4 CR, Psychology and Human Relations	CJA 211, 3 CR, Civil Liability & Ethics in Criminal Justice	PSY 201, 4 CR, Introduction to Psychology
	(if needed RDWR 115/MTH 99)	MTH 105, 4 CR, Applied Math	CJA 213, 3 CR, Evidence
	13 CREDIT TOTAL	17 CREDIT TOTAL	15 CREDIT TOTAL
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	CJA 225, 3 CR, Constitutional Law	CJA 214, 3 CR, Criminal Investigation	CJA 199, 1 CR, Special Topics in Criminal Justice
	CJA 263, 3 CR, Intro to Corrections Casework	CJA 254, 4 CR, Leading Police Resilience	CJA 202, 1 CR, Oregon Physical Abilities Test (ORPAT) Prep II
	COMM 111, 4 CR, Public Speaking	CJA 260, 3 CR, Intro to Correctional Institutions	PSY 239, 4 CR, Abnormal Psychology
	CJA 243, 3 CR, Narcotics and Dangerous Drugs	CJA 212, 3 CR, Criminal Law	CJA 230, 4 CR, Police Report Writing
	BI 100, 4 CR, Biology of Human Body Systems	CJA 210, 3 CR, Arrest, Search and Seizure	CJA 245, 3 CR, Search Warrant Preparation
			CJA 280 A, 3 CR, Cooperative Education: CJ
	17 CREDIT TOTAL	16 CREDIT TOTAL	16 CREDIT TOTAL
TOTAL: 94			
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Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

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Healthcare Administration

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Overview

TBCC has a Healthcare Advisory Committee comprised of individuals who represent healthcare organizations in Tillamook County. This committee requested that TBCC build a healthcare pathway that include an AAS in Healthcare Administration as an overarching, parent degree for the Career Pathway Certificates. This AAS prepares students for career advancement and leadership roles in the healthcare field. This is a 90-95 credit Associate of Applied Science degree that provides business management courses and allows students to gain clinical hands-on training in their choice of Career Pathway Certificate for phlebotomy, medical assisting, or emergency medical services.

Program Learning Outcomes

Program Outcomes Identified

- 1. Employ skills necessary to direct and coordinate a team to ensure quality healthcare services and efficient operations of a clinic/department.
- 2. Communicate effectively, appropriately, and professionally in business management situations using correct terminology related to the healthcare environment.
- 3. Demonstrate problem solving skills related to healthcare management using elements of successful leadership and critical thinking skills.

Degree Worksheet

[Click for PDF.](#)

Associate of Applied Science: Healthcare Administration
with coursework emphasis in Emergency Medical Services, Medical Assisting, or Phlebotomy

AAS Degree Requirements		
Prefix	Course Title	Credits
OG 100	College Survival & Success	3
COMM 111 or BA 206	Public Speaking or Business Communication	4
MTH 105 or MTH 111	Explorations in Mathematics	4
WR 121	English Composition I	4
WR 227 or WR 127	Technical & Professional Writing	4
Total Credits		19

*Note: TBCC mathematics requirements have changed as of fall 2019. Students with mathematics completion prior to fall 2019 should consult a TBCC Advisor for information on fulfilling this requirement.

Degree Summary		
Category	Credit Total	
AAS Degree Requirements	19	
Healthcare Admin Core	47	
Emergency Medical Services Emphasis	24	
Medical Assisting Emphasis	24	
Phlebotomy Emphasis	24	
Total Credits for Degree	90	

*Minimum degree requirements are 90 credits

Healthcare Administration Core		
Prefix	Course Title	Credits
BA 101	Introduction to Business	4
BA 206	Management Fundamentals	3
BA 222	Financial Management	3
BA 224	Human Resource Management	3
BA 226	Business Law	4
BI 100	Biology of Human Body Systems	4
BI 231	Human Anatomy & Physiology I	4
BI 232	Human Anatomy & Physiology II	4
BI 233	Human Anatomy & Physiology III	4
OG 130 H	Intro to Today's Careers: Health	2
HE 110	CPR/AED for Professional Rescuers and Health Care Providers	1
HE 112	Standard First Aid and Emergency Care	1
LEAD 242	Personal Leadership Development	3
MP 111	Medical Terminology	4
PSY 101 or BA 285	Psychology and Human Relations OR Human Relations in Organizations	3
Total Credits		47

*Students earning an Associate of Applied Science: Healthcare Administration degree must complete all the courses in at least one of the following: Emergency Medical Services Emphasis, Medical Assisting Emphasis, or Phlebotomy Emphasis.

*Emergency Medical Services Emphasis		
Prefix	Course Title	Credits
EMS 100	Intro to EMS	3
EMS 105	EMT Part I	5
EMS 106	EMT Part II	5
Electives		11
Total Credits		24

*Medical Assisting Emphasis		
Prefix	Course Title	Credits
AH 110	Clinical & Administrative Procedures I	6
AH 112	Clinical & Administrative Procedures II	6
AH 280	MA Work Experience	6
Electives		6
Total Credits		24

*Phlebotomy Path		
Prefix	Course Title	Credits
AH 101	Phlebotomy I	4
AH 102	Phlebotomy II	3
Electives		17
Total Credits		24

Example Degree Maps

[Click for PDF](#)

Associate of Applied Science: Healthcare Administration				
Year 1	FALL TERM	WINTER TERM	SPRING TERM	SUMMER TERM
	CG 100, 3 CR, College Survival & Success	WR 121, 4 CR, English Composition I	COMM 111, 4 CR, Public Speaking OR BA 205, 4 CR, Business Communication	
	AH 130, 2 CR, Intro to Today's Careers: Health	AH 100, 4 CR, Medical Terminology	WR 227, 4 CR, Technical & Prof. Writing OR WR 127, 4 CR, Technical & Prof. Writing	(If needed BI II2)
	BA 101, 4 CR, Introduction to Business	BA 224, 3 CR, Human Resource Management	MTH 105, 4 CR, Explorations in Math OR MTH 111, 4 CR, College Algebra	SUMMER MA PATH ONLY:
	HE 112, 1 CR, Standard First Aid and Emergency Care	HE 110, 1 CR, CPR/AED for Professional Rescuers and Health Care Providers	BI 100, 4 CR, Biology of Human Body Systems	AH 110, 6 CR, Clinical and Admin Procedures I
Year 2	PSY 101, 3 CR, Psychology and Human Relations OR BA 285, 3 CR, Human Relations in Organizations	LEAD 242, 3 CR, Personal Leadership Development		AH 280, 3 CR, MA Work Experience
	Phleb Path: AH 101, 4 CR, Phlebotomy I (If needed BI 112)	Phleb Path: AH 102, 3 CR, Phlebotomy II		
	13-17 CREDIT TOTAL	15-16 CREDIT TOTAL	16 CREDIT TOTAL	9 CREDIT TOTAL
	FALL TERM	WINTER TERM	SPRING TERM	
	BI 231, 4 CR, Human Anatomy & Physiology I	BI 232, 4 CR, Human Anatomy & Physiology II	BI 233, 4 CR, Human Anatomy & Physiology III	
Year 3	BA 206, 3 CR, Management Fundamentals	BA 222, 3 CR, Financial Management	Elective, 3-4 CR	
	MA Path: AH 112, 6 CR, Clinical and Admin Procedures II	BA 226, 4 CR, Business Law	EMS Path: EMS 105, 5 CR, EMT Part II	
	EMS Path: EMS 100, 3 CR, Intro to EMS Phleb Path: Elective 3-4 CR			
	MA Path: AH 280, 3 CR, MA Work Exp. EMS/Phleb Path: Elective, 3-4 CR	EMS Path: EMS 105, 5 CR, EMT Part I MA/Phleb Path: Elective, 3-4 CR	EMS/Phleb Path: Elective 3-4 CR	
	13-16 CREDIT TOTAL	14-16 CREDIT TOTAL	7-17 CREDIT TOTAL	
EMS PATH: 90 CREDITS MA PATH: 90 CREDITS PHLEBOTOMY PATH: 90 CREDITS				
Part Time Students: YEAR 1 YEAR 2 YEAR 3 YEAR 4				
Note: In order to participate in clinical or field experience, students must be 18 years of age and have completed the Castle Branch Healthcare requirements (criminal background check, drug screen and required immunizations).				
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Manufacturing and Industrial Technology

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Overview



Manufacturing and Industrial Technology (MIT)

Skilled workers such as machine operators and maintenance technicians are in high demand in Oregon and across the United States. The Manufacturing and Industrial Technology program combines traditional skills like welding, machining, and fluid power while focusing on efficiency and process control. This field is hands-on and requires a knowledge of processes, the ability to trouble shoot, and a dedication to quality in workmanship. If you have an interest in a hands-on career and working with mechanical and industrial systems, then this program may be a good fit for you.

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

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

Associate of Applied Science in Manufacturing & Industrial Technology: 90-97 credits

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

All degree candidates must meet Comprehensive Requirements, and the AAS degree requirements.

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.

Production Technician Career Pathway Certificate: 16 Credits

Students who successfully complete this certificate are prepared to sit for the certification exam through the Manufacturing Skills and Standards Council (MSSC).

There are four career pathway certificates in Manufacturing Technician with specialization in:

- Welding
- Machining
- Millwright
- Electrical

Program Learning Outcomes

Students who successfully complete the program will be able to:

- Demonstrate the technical knowledge and skills necessary for industrial/manufacturing systems
- Communicate effectively, both orally and in writing, using language appropriate to industrial and manufacturing environments.
- Perform troubleshooting/problem solving processes as applied to industrial situations.
- Apply correct mathematical and scientific principles necessary to a mechanized production environment.
- Employ the principles of the customer-business relationship within a manufacturing environment.

Degree Worksheet

[Click for PDF.](#)

Core Competency Requirements (15-16 Credits)			MIT Core Requirements (67 Credits)			Degree Electives (8-9 Credits)		
Prefix	Course Title	Credits	Prefix	Course Title	Credits	Prefix	Course Title	Credits
MTH 105	Applied Math	4	CG 100	College Survival & Success	3	GT 106	Green Production Practices	3
COMM 111	Public Speaking	4	DRF 270	AutoCAD	3			
WR 121	English Composition	4	ELT 110	Electricity for Non-Electricians I	2	HE 112	Standard First Aid and Emergency Care	1
PSY 101	Psychology & Human Relations – or- BA285 Human Relations in Organizations	4/3	ELT 111	Electricity for Non-Electricians II	2	IMT 140**	Small Engine Repair	3
Total Credits		15-16	ELT 125	Basic Programmable Controllers (PC Based)	2	IMT 150**	Advanced Woods Technology	3
			ELT 126	Intermediate Programmable Controllers (PC Based)	2	IMT 151**	Advanced Construction I	4
			ELT 201	Electric Motor Controls	2	IMT 200	Pumps and Valves	3
			ELT 225	Advanced Programmable Controllers (PC Based)	2	IMT 220	Proportional Hydraulics	3
			IMT 100	Introduction to Trades	1	IMT 251**	Advanced Construction II	4
			IMT 102	Industrial Safety (OSHA)	4	WLD XXX	Welding Glass	3
			IMT 103	Applied Industrial Technology Mathematics	4	WLD 105	Introduction to Welding Technologies	3
			IMT 104	Rigging, Lifting, and Safety Inspection	3	Total Credits		8-9
			IMT 105	Industrial Hydraulics I	3			
			IMT 118	Bearings, Seals, and Lubrication	3			
			IMT 204	Introduction to Pneumatics	3			
			IMT 211	Structural Maintenance	3			
			IMT 222	Lean Manufacturing Process Control	3			
			IMT 230	Techniques of Preventive Maintenance	3			
			IMT 280	Cooperative Work Experience	3			
			MCH 102	Introduction to Manufacturing	3			
			MCH 121	Machining 1	3			
			MCH 220	Machining 2	3			
			WLD 102	Blueprint Reading	4			
			WR 127	Introduction to Technical Writing	3			
			Total Credits		67			

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Welding Technology

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Overview



Welding Technology is an essential skill for industry along the Oregon Coast and includes skill sets that may be applicable to a variety of occupations. TBCC's The program follows American Welding Society's (AWS) quality guidelines, while utilizing math, 2-D CAD, and engineering to design and build projects for community partners. These applied learning opportunities provide essential experience for students entering the workforce. The program also offers a path to earn AWS Certification, which is a strong credential for those entering welding careers.

The program covers Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Oxy-Acetylene, and Plasma Cutting. Students will be prepared to enter welding careers in Industrial Welding, Marine Welding, and Food Industry Welding. In addition, students will be prepared for welding related career fields such as Industrial Millwright, Structural Maintenance, and Agricultural Mechanic. At the end of the program, students will have the opportunity to achieve AWS Certification in a varying degree of welding modalities.

Program Learning Outcomes

Students who successfully complete the program will be able to:

- Demonstrate the technical knowledge and skills necessary for industrial/manufacturing systems

[Click for PDF.](#)

Degree Map

[Click for PDF.](#)

Science (AAS) degree. Information about Career Pathways in specific areas of study can be found in the Programs and Disciplines section of the catalog under individual career technical programs. Based upon credit hours, career pathway certificates need to meet less than one year or one year certificate

Career Pathways Certificates (CPC) are short-term, industry driven certificates that may serve as an entry way into a certificate or degree in a Career and Technical Education field. CPC's must be tied to a one year certificate or an AAS degree (and contain only classes within that certificate or degree). CPC's do not contain embedded instruction, related instruction or a general education

- o Credit courses numbered below 100 cannot be used to fulfill the credit minimum requirements for certificates.
- o At least six credits must be earned at TBCC, all of which must apply to the certificate requirements. A maximum of 4 credits of Pass grades will apply to any less than one year

certificate. Specific less than one year certificates that deviate from this maximum will state

- Only nine credits of 199 and 299 experimental courses apply.

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Business Administration Certificates

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Accounting Clerk Certificate

Overview



This program prepares students for entry-level positions in bookkeeping. Entry-level bookkeepers perform routine tasks such as bank reconciliations, journalizing, posting, worksheets, accounts payable, accounts receivable and payroll, plus clerical duties such as typing and filing. The program emphasizes bookkeeping and accounting specialty courses plus keyboarding, in addition to general

business microcomputer applications courses.

Program Learning Outcomes

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

Degree Map

[Click for PDF.](#)

Certificate (one year): Accounting Clerk			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CAS 133, 4 CR, Basic Computer Skills	CAS 170, 3 CR, Beginning Excel	MTH 105, 4 CR, Applied Math
	BA 211, 4 CR, Principles of Accounting	BA 212, 4 CR, Principles of Accounting II	BA 228, 4 CR, (A) Comp. Accounting Applications-Quickbooks
	BA 101, 4 CR, Intro to Business	BA 131, 4 CR, Intro to Business Technology	BA 205, 4 CR Business Communication
	BA 218, 3 CR, Personal Finance	WR 121, 4 CR, English Composition	
	15 Credit Total	15 Credit Total	12 Credit Total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	BA 177, 3 CR, (A) Payroll Accounting		
	BA 285, 3 CR, Human Relations in Organizations		
	6 Credit Total		Total Credits: 48

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Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Entry-Level Accounting Clerk Certificate

Overview



The career pathways certificate in Entry-Level Accounting prepares individuals for entry-level employment in the Accounting field. The course work includes instruction in foundational skills in

accounting and bookkeeping.

Program Learning Outcomes

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

Degree Map

[Click for PDF.](#)

Entry-Level Accounting Clerk Certificate

Overview

This career pathways certificate in Entry-Level Accounting prepares individuals for entry-level employment in the Accounting field. The course work includes instruction in foundational skills in accounting and bookkeeping.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Communicate effectively using standard accounting terminology.

2. Apply accounting procedures and practices using computer software.

Career Pathway Certificate: Entry-Level Accounting Clerk			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	BA 211, 4 CR, Principles of Accounting I	BA 212, 4 CR, Principles of Accounting II	BA 228, 4 CR, Comp. Accounting Applications-Quickbooks
	BA 101, 4 CR, Introduction to Business		
	8 Credit Total	4 Credit Total	4 Credit Total
			Total Credits: 16

CPC: Entry-Level Accounting Clerk	CR
BA 101: Intro to Business I	4
BA 211: Principles of Accounting I	4
BA 212: Principles of Accounting II	4
BA 228: Comp. Accounting Applications-Quickbooks	4
Total	16

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Basic Computer Literacy Certificate

Overview



This career pathways certificate prepares students for entry-level positions which require basic computer literacy skills including MS Word, Excel, and PowerPoint. This certificate also benefits people who are already working but they desire to update and enhance their skills.

Program Learning Outcomes

<https://iq3.smartcatalogiq.com/...nical-and-career-pathway-certificates/business-administration-certificates/basic-computer-literacy-certificate>[7/15/2026 4:08:32 PM]

- Students who successfully complete this certificate will be able to:
- Practice essential computer literacy tasks and demonstrate proper use of computer hardware.
 - Prepare business documents using Microsoft Office Word, Excel, and PowerPoint.

Degree Map

[Click for PDF.](#)

Basic Computer Literacy Certificate

Overview

This career pathways certificate prepares students for entry-level positions which require basic computer literacy skills including MS Word, Excel, and PowerPoint. This certificate also benefits people who are already working but they desire to update and enhance their skills.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Practice essential computer literacy tasks and demonstrate proper use of computer hardware.
2. Prepare business documents using Microsoft Office Word, Excel, and PowerPoint.

Career Pathway Certificate: Basic Computer Literacy			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CAS 133, 4 CR, Basic Computer Skills	CAS 170, 3 CR, Beginning Excel	CAS 121, 3 CR, Keyboarding Skillbuilding *
			CAS 216, 3 CR, Beginning Word
	4 Credit Total	3 Credit Total	6 Credit Total
	Total Credits: 13		

CPC: Basic Computer Literacy	CR
CAS 121: Keyboard Skillbuilding * 3 ^{se}	3
CAS 133: Basic Computer Skills/MS Office ^F	4
CAS 170: Beginning Excel ^W	3
CAS 216: Beginning Word ^{Sp}	3
Total	13

* Or pass the Proficiency Exam (40 wpm) & apply for the credit

^F = Fall; ^W = Winter; ^{Sp} = Spring; ^{Se} = Summer

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Office Supervision

Overview

A program that prepares individuals to supervise and manage the operations and personnel of business offices and management-level divisions. Includes instruction in employee supervision, management, and labor relations; budgeting; scheduling and coordination; office systems operation and maintenance; office records management, organization, and security.

Program Learning Outcomes

Program Outcomes

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

Degree Map

[Click for PDF.](#)

Certificate (one year): Office Supervision			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	BA 101, 4 CR, Intro to Business	BA 131, 4 CR, Intro to Business Technology	MTH 105, 4 CR, Applied Math
	BA 211, 4 CR, Principles of Accounting	BA 212, 4 CR, Principles of Accounting II	WR 121, 4 CR, English Composition
	CAS 133, 4 CR, Basic Computer Skills	CAS 170, 3 CR, Beginning Excel	BA 205, 4 CR Business Communication
	BA 206, 3 CR, (M) Management Fundamentals	BA 224, 3 CR, (M) Human Resources Management	
	15 Credit Total	14 Credit Total	12 Credit Total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	BA 218, 3 CR, Personal Finance		
	BA 285, 3 CR, Human Relations in Organizations		
	6 Credit Total		
			Total Credits: 47

Part Time Students:			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

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Criminal Justice and Public Safety Certificates

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Corrections Technician Certificate

Overview



Minimum 17 credits. All courses listed for the certificate may be applied to the AAS degree in Criminal Justice and Public Safety.

The certificate prepares students for entry level technical work in a correctional setting. Support positions may include clerical type functions, processing and disposition of inmate records, participating in booking and releasing of inmates, and monitoring safety and security of staff, inmates, and visitors.

Direct supervision of inmates is reserved to correctional officers.

Learning Outcomes

- 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.

Degree Map

[Click for PDF.](#)

Career Pathways Certificate: Corrections Technician

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.

	FALL TERM	WINTER TERM	SPRING TERM
LAW	CJA 101, 2 CR, Professionals in Criminal Justice	CJA 114, 2 CR, Intro to Juvenile Processes	
	CJA 105, 4 CR, Intro to Criminal Justice Systems: Police, Courts, Corrections	CJA 115, 3 CR, Intro to Jail Operations	
	6 CR	5 CR	
2nd yr.	CJA 263, 3 CR, Intro to Correctional Casework		CJA 260, 3 CR, Cooperative Education: CJ
	3 CR		3 CR
17 Credit Total			

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Corrections Professional Certificate

Overview



A program that focuses on the criminal justice system, its organizational components and processes, and its legal and public policy contexts. Includes instruction in criminal law and policy, police and correctional systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues.

Learning Outcomes

- Communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations.

Demonstrate professional integrity by applying ethical principles to criminal justice policies, practices, and evaluation of their implications.

- 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.

Degree Map

[Click for PDF.](#)

Career Pathways Certificate: Corrections Professional			
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.			
	FALL TERM	WINTER TERM	SPRING TERM
Year 1	CJA 105, 4 CR, Intro to Criminal Justice Systems: Police, Courts, Corrections	CJA 211, 3 CR, Civil Liability & Ethics in Criminal Justice	CJA 218, 3 CR, Violence and Aggression
		CJA 262, 3 CR, Intro to Correctional Treatment	
	4 CR	6 CR	3 CR
Year 2	CJA 263, 3 CR, Intro to Correction Casework	CJA 260, 3 CR, Intro to Correctional Institutions	
		CJA 210, 3 CR, Arrest, Search and Seizure	
		CJA 212, 3 CR, Criminal Law	
	3 CR	9 CR	
25 Credit Total			
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Law Enforcement Specialist Certificate

Overview



While formal education beyond a high school diploma is not necessarily required to be employed in the field, it is highly preferred. The certificate provides the first step in a career pathway in law enforcement as well as a formalized training program for those already in the police reserves as the reserve officers do not have a program that is tailored to their needs. The certificate serves as a pathway for those wishing to pursue the AAS degree and to provide relevant course work for those already employed and desiring formal training. Completing the certificate will allow individuals to meet requirements for

advancement in the field.

Learning Outcomes

- Communicate with individuals using verbal and non-verbal methods that recognize diverse cultures, ethnic groups and non-traditional populations.
- Demonstrate professional integrity by applying ethical principles.
- Participate in criminal investigations using effective and legal interrogation techniques.
- Participate in searches and seizures in a manner that complies with statutory and constitutional requirements.
- Prepare quality reports of investigations in a manner that communicates concise and factual information and that are capable of withstanding courtroom scrutiny.

Degree Map

[Click for PDF.](#)

Career Pathways Certificate: Law Enforcement Specialist			
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.			
	FALL TERM	WINTER TERM	SPRING TERM
Year 1	CJA 101, 2 CR, Professions and Cultural Diversity in Criminal Justice		CJA 213, 3 CR, Evidence
	CJA 105, 4 CR, Intro to Criminal Justice Systems: Police, Courts, Corrections		
	6 CR		3 CR
Year 2			
	CJA 243, 3 CR, Narcotics and Dangerous Drugs	CJA 210, 3 CR, Arrest, Search and Seizure	CJA 230, 4 CR, Police Report Writing
		CJA 212, 3 CR, Criminal Law	
		CJA 214, 3 CR, Criminal Investigation	
	3 CR	9 CR	4 CR
25 Credit Total			
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Basic Healthcare Certificate

- [Overview](#)
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- [Example Degree Map](#)

Overview



This Certificate teaches the basic skills needed for employment in an entry level position in a healthcare setting. Students gain knowledge and skills that provide a basis of preparation to pursue further training and employment in healthcare. This certificate can be completed in high school.

Program Learning Outcomes

Program Outcomes Identified

- Individuals will meet eligibility requirements to take and pass the certification exam.
- Demonstrate professional and technical skills necessary to perform administrative and clinical

duties.

Example Degree Map

[Click for PDF.](#)

Certificate: Basic Healthcare Certificate			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	AH 130, Introduction to Today's Careers: Health, 2 CR	AH 100, Medical Terminology, 4 CR	
	BI 100 or BI 231, 232, and 233, 4 CR	HE 110, CPR/AED for Professional Rescuers and Health Care Providers, 1 CR	
	HE 112, Standard First Aid and Emergency Care, 1 CR	CWE 280, Cooperative Work Experience, 3 CR	
	7 Credit Total	8 Credit Total	Total Credits: 15

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Note: In order to complete the CWE students must be 18 years of age and have completed the Castle Branch Healthcare requirements (criminal background check, drug screen and required immunizations).



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Emergency Medical Services Certificate

Overview



Emergency Medical Services Certificate

This program is designed to instruct students at the level of Emergency Medical Technician (EMT). EMT's are a vital member of the healthcare team, assessing and caring for sick or injured patients in the prehospital and hospital environment. Upon successful completion of the program, students are eligible to take the National Registry EMT Certification exam and apply for an Oregon State EMT license. The Emergency Medical Services Certificate provides the ability to apply for positions as an EMT in hospital emergency departments, ambulance services, and urgent care clinics. It is also the

minimum requirement for some firefighter positions.

Program Overview

The Emergency Medical Services Certificate prepares students to build problem solving, patient care, and team building skills. Licensed EMT's, under the supervision of a physician, prepare and transport ill or injured patients, and operate emergency vehicles and equipment. Coursework includes instruction in first aid and emergency medicine field techniques, patient stabilization and care, medical field communications, equipment operation and maintenance, emergency vehicle operation, and applicable standards and regulations.

Students who successfully complete this certificate will be able to:

- 1. Act in accordance with the ethical and professional medical standards of the entry level EMT Basic.
- 2. Demonstrate the professional and technical skill set necessary in emergency situations in an EMT Basic capacity.
- 3. Demonstrate effective communication, cultural competency, and emergency intervention skills for people in crisis.
- 4. Individuals completing the certificate will meet the eligibility requirements to take and pass the State of Oregon and National certification examination for EMT Basic.

All healthcare programs at TBCC require a current Healthcare Providers CPR card (and/or [HE 110](#)) and for the student to provide verification of certain immunizations and pass a criminal background investigation and drug screen prior to participation in field or clinical rotations. Clinical placements require students to be at least 18 years of age.

Learning Outcomes

Students who successfully complete this certificate will be able to:

- 1. Act in accordance with the ethical and professional medical standards of the entry level EMT Basic.
- 2. Demonstrate the professional and technical skill set necessary in emergency situations in an EMT Basic capacity.
- 3. Demonstrate effective communication, cultural competency, and emergency intervention skills for people in crisis.
- 4. Individuals completing the certificate will meet the eligibility requirements to take and pass the State of Oregon and National certification examination for EMT Basic.

Degree Map

[Click for PDF.](#)

Overview

Emergency Medical Services Certificate

This program is designed to instruct students at the level of Emergency Medical Technician (EMT). EMT's are a vital member of the healthcare team, assessing and caring for sick or injured patients in the prehospital and hospital environment. Upon successful completion of the program, students are eligible to take the National Registry EMT certification exam and apply for licensure with the State of Oregon.

Certificate Learning Outcomes

- Students who successfully complete this certificate will be able to:
- 1. Act in accordance with the ethical and professional medical standards of the entry level EMT Basic.
 - 2. Demonstrate the professional and technical skill set necessary in emergency situations in an EMT Basic capacity.
 - 3. Demonstrate effective communication, cultural competency, and emergency intervention skills for people in crisis.
 - 4. Pass the National Registry EMT certification exam and apply for licensure with the State of Oregon.

Career Pathways Certificate: Emergency Medical Services			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	AH 130 Introduction to Today's Careers: Health (2 CR)	HE 110 CPR/AED for Professional Rescuers and Health Care Providers (1 CR)	EMS 106 EMT Part II (4 CR)
	AH 100 Medical Terminology (4 CR)	EMS 105 EMT Part I (4 CR)	EMS 106L EMT Part II, Lab (1 CR)
	EMS 100 Introduction to Emergency Medical Services (3 CR)	EMS 105L EMT Part I, Lab (1 CR)	EMS 106C EMT Part II, Clinical (2 CR)
			EXAM
	9 Credit Total	6 Credit Total	7 Credit Total

Total Credits: 22

Note: In order to participate in clinical experience, students must be 18 years of age and have completed the CastleBranch Healthcare requirements (criminal background check, drug screen and required immunizations).

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Medical Assisting

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- [Program Learning Outcomes](#)
- [Example Degree Map](#)

Overview

Medical Assistant Certificate

Certified Medical Assistants (CMA's) are an essential part of the healthcare team and work primarily in medical offices performing routine administrative and clinical duties, such as scheduling appointments, maintaining medical records, collecting patient histories and vital signs, and assisting healthcare providers with examinations and treatments. Upon successful completion of the program, students are eligible for the Certified Medical Assistant (CCMA) exam.

Program Overview

This program is taught as a cohort with an application process. Students are placed at a local healthcare agency to complete their clinical practicum. Coursework includes instruction of methods commonly used in a healthcare setting related to patient preparation, obtaining vital signs, documentation, medication administration, immunizations, diagnostic testing, electronic medical record, phlebotomy, obtaining an EKG, drug calculations, sterile techniques, and obtaining patient histories.

Students who successfully complete this certificate will be able to:

- Individuals will meet eligibility requirements for the national certification exam.
- Demonstrate professional and technical skills necessary to perform administrative and clinical

duties.

- Communicate effectively in a therapeutic, respectful, and professional manner with patients, providers, and all members of the healthcare team.

All healthcare programs at TBCC require a current Healthcare Providers CPR card (and/or [HE 110](#)) and for the student to provide verification of certain immunizations and pass a criminal background investigation and drug screen prior to participation in field or clinical rotations. Clinical placements require students to be at least 18 years of age.

Program Learning Outcomes

Students who successfully complete this certificate will be able to:

- Individuals will meet eligibility requirements for the national certification exam
- Demonstrate professional and technical skills necessary to perform administrative and clinical duties.
- Communicate effectively in a therapeutic, respectful, and professional manner with patients, providers, and all members of the healthcare team.

Example Degree Map

[Click for PDF Version](#)

Certificate: Medical Assistant				
	FALL TERM	WINTER TERM	SPRING TERM	SUMMER
YEAR 1	AH 130, Introduction to Today's Careers: Health, 2 CR	WR 121, English Composition, 4 CR	MTH 105 or MTH 95 or any class for which MTH 95 is a pre-requisite, 4 CR	
	BI 100 or BI 231, 232 and 233, 4 CR	AH 100, Medical Terminology, 4 CR	PSY 101, Psychology and Human Relations, 4 CR	
	HE 112, Standard First Aid and Emergency Care, 1 CR	HE 110, CPR/AED for Professional Rescuers and Health Care Providers, 1 CR		AH 110, Clinical and Administrative Procedures I, 6 CR
	7 Credit Total	9 Credit Total	8 Credit Total	9 Credit Total
YEAR 2	FALL TERM			
	AH 112, Clinical and Administrative Procedures II, 6 CR			
	AH 280, Medical Assisting Clinical Experience, 3 CR			
	EXAM			
9 Credit Total				
Total Credits: 42				
Part Time Students: YEAR 1 YEAR 2 YEAR 3 YEAR 4				
Note: In order to participate in clinical experience, students must be 18 years of age and have completed the Castle Branch Healthcare requirements (criminal background check, drug screen and required immunizations).				
This is a full time, cohort program. In order to participate in the MA coursework you must be admitted to the program or have secured your own worksite.				

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Phlebotomy

Overview

Phlebotomy Technician Certificate

Students learn basic laboratory skills to collect and process high quality specimens for laboratory analysis. Clinical practicum includes 100 clock hours of clinical training in a CLIA-regulated, accredited laboratory with minimum performance of 100 successful, unaided blood collections including venipunctures and skin punctures. Classroom training and clinical practicum prepares students to take the American Society of Clinical Pathologist (ASCP) Phlebotomy Technician certification exam.

Program Overview

This certificate can be earned through credit courses or as a noncredit training certificate, both satisfy the eligibility requirements for the ASCP Phlebotomy certification exam. Curriculum for the program is based on standards and guidelines set by ASCP. Coursework includes anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations related to safety, quality, and control. Skills acquired in the program center around the ability to provide the highest standards in discreet and courteous laboratory services for patients, medical providers, and other healthcare workers.

Students who successfully complete this certificate will be able to:

1. Perform blood collection by venipuncture and skin puncture to obtain high quality specimens for clinical laboratory analysis.

2. Use effective written and oral communication when interacting with patients and other healthcare workers to improve patient care.

3. Collect and process blood specimens in a safe manner according to laboratory protocol.

- 4. Discuss patient education and instructions related to specimen collecting for patients with diverse backgrounds, values, and behaviors.
- 5. Individuals will meet eligibility requirements for ASCP national certification.

All healthcare programs at TBCC require a current Healthcare Providers CPR card (and/or [HE 110](#)) and for the student to provide verification of certain immunizations and pass a criminal background investigation and drug screen prior to participation in field or clinical rotations. Clinical placements require students to be at least 18 years of age

Program Learning Outcomes

Students who successfully complete this certificate will be able to:

- 1. Perform blood collection by venipuncture and skin puncture to obtain high quality specimens for clinical laboratory analysis.
- 2. Use effective written and oral communication when interacting with patients and other healthcare workers to improve patient care.
- 3. Collect and process blood specimens in a safe manner according to laboratory protocol.
- 4. Discuss patient education and instructions related to specimen collecting for patients with diverse backgrounds, values, and behaviors.
- 5. Individuals will meet eligibility requirements for ASCP national certification.

Example Degree Map

[Click for PDF.](#)

Certificate: Phlebotomy Technician			
	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	AH 130, Introduction to Today's Careers. Health, 2 CR	AH 100, Medical Terminology, 4 CR	
	BI 100 or BI 231, 232 and 233, 4 CR		
	HE 112, Standard First Aid and Emergency Care, 1 CR	HE 110, CPR/AED for Professional Rescuers and Health Care Providers, 1 CR	
	AH 101, Phlebotomy I, 4 CR	AH 102, Phlebotomy II, 3 CR	
	11 Credit Total	8 Credit Total	

Total Credits: 19

Note: In order to participate in clinical experience, students must be 18 years of age and have completed the Castle Branch Healthcare requirements (criminal background check, drug screen and required immunizations).

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Welding Technology Certificate

Overview

TBCC's 1 Year Welding CPC will prepare students for a career in welding and welding related fields. The program covers Shielded Metal Arc Welding (SMAW) and introduces Gas Tungsten Arc Welding (GTAW), Oxy-Acetylene, and Plasma Cutting. Students will be prepared to enter welding careers in Industrial Welding, Marine Welding, and Food Industry Welding. In addition, students will be prepared for welding related career fields such as Industrial Millwright, Structural Maintenance, and Agricultural Mechanic.

Learning Outcomes

- Demonstrate correct welding practices across disciplines.
- Fabricate a component using Welding and Machining
- Demonstrate the ability to weld a part from a blueprint.
- Apply industry-specific safety practices in the welding lab.

Degree Map

[Click for PDF.](#)

One Year Certificate:
Welding

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

	FALL TERM	WINTER TERM	SPRING TERM
Year 1	MCH 102, 3 CR, Intro to Manufacturing	IMT 222, 3 CR, Lean Manufacturing & Process	WLD 113, 3 CR, SMAW III
	WLD 111, 3 CR, SMAW I	WLD 112, 3 CR SMAW II	
	WLD 201, 3 CR, GTAW I		
	9 CREDIT TOTAL	6 CREDIT TOTAL	3 CREDIT TOTAL
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	IMT 102, 4 CR, Industrial Safety (OSHA)	IMT 230, 3 CR, Preventative Maintenances	WLD 262, 4 CR, Fabrication II
	MCH 121, 3 CR, Machining I	WLD 102, 4 CR, Blueprint Reading	
	WLD 170, 3 CR GMAW I		
	WLD 261, 4 CR, Fabrication I		
14 CREDIT TOTAL	7 CREDIT TOTAL	4 CREDIT TOTAL	

43 Credits

Part Time Students:

YEAR 1

YEAR 2

YEAR 3

YEAR 4

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Structural Maintenance and Construction

Overview

This program is designed to meet the needs of Millwrights and Maintenance Technicians who are engaged in building and adapting plant facilities. The focus is on construction and infrastructure maintenance. Companies are relying more on maintenance staff to make minor repairs and build enclosures for expansion projects. This work requires training in construction, blueprint reading, and metal/wood fabrication. The program prepares completers for work in structural maintenance and construction fields including Facilities Maintenance and Repair.

Learning Outcomes

- Effectively layout and draw an enclosure
- Demonstrate safe operation of woodshop equipment
- Identify structural maintenance considerations in a building
- Create an accurate BOM
- Understand basic structural design

Degree Map

[Click for PDF.](#)

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Structural Maintenance and Construction			
Year 1	FALL TERM	WINTER TERM	SPRING TERM
	IMT 102, 4 CR Industrial Safety	IMT 230, 3 CR Preventative Maintenance	IMT 140, 3 CR Small Engine Repair
	IMT 150, 3 CR Advanced Woods Technology	IMT 151, 4 CR Advanced Construction I	IMT 251, 4 CR Advanced Construction II
	WLD 111, 3 CR SMAW I	WLD 102 Blueprint Reading 4 CR	
	10 CREDIT TOTAL	11 CREDIT TOTAL	7 CREDIT TOTAL
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	ELT 110 Electricity for Non-electricians I 2 CR	ELT 111 Electricity for Non-electricians II 2 CR	IMT 211, 3 CR Structural Maintenance
	WLD 261 Fabrication I 4 CR	IMT 104, 3 CR Rigging	
	6 CREDIT TOTAL	5 CREDIT TOTAL	3 CREDIT TOTAL
42 credits			
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Manufacturing Technician-Electrical

Overview

This one of four career pathways certificates for Manufacturing Technician. All four certificates share a core body of coursework, with the ability to take 2-3 courses to focus in the following areas. Students can complete one or more of these certificates. These certificates will allow students to continue on to the one-year certificate or on to the AAS degree. Students can also decide to pursue an Apprenticeship program.

- Machining
- Electrical
- Millwright
- Welding

Learning Outcomes

- Apply knowledge of programmable controllers (PC Based) to manufacturing and industrial processes.
- Apply OSHA certified practices as well as Red Cross safety and first aid procedures to ensure a safe working environment.
- Apply scientific and mathematical concepts as well as technological applications in the improvement of work processes, manufacturing and industrial maintenance processes, and product improvement.

Degree Map

[Click for PDF.](#)

MIT: Electrical Emphasis			
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.			
Year 1	FALL TERM	WINTER TERM	SPRING TERM
	IMT 102, 4 CR Industrial Safety	IMT 230, 3 CR Preventative Maintenance	ELT 225, 2 CR Advanced Programmable Controllers
	IMT 100, 1 CR Exploring Manufacturing and Apprenticeship	WLD 102, 4 CR Blueprint Reading	
	ELT 125, 2 CR Basic Programmable Controllers	ELT 126, 2 CR Intermediate Programmable Controllers	
	7 CREDIT TOTAL	9 CREDIT TOTAL	2 CREDIT TOTAL
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	MCH 102, 3 CR Introduction to Manufacturing	IMT 222, 3 CR Lean Manufacturing and Process Control	
	ELT 110, 2 CR Electricity for Non-Electricians I	ELT 111, 2 CR Electricity for Non-Electricians I	
	5 CREDIT TOTAL	5 CREDIT TOTAL	
28 credits			
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Manufacturing Technician-Machining

Overview

Program Description: This one of four career pathways certificates for Manufacturing Technician. All four certificates share a core body of coursework, with the ability to take 2-3 courses to focus in the following areas. Students can complete one or more of these certificates. These certificates will allow students to continue on to the one-year certificate or on to the AAS degree. Students can also decide to pursue an Apprenticeship program.

- Machining
- Electrical
- Millwright
- Welding

Learning Outcomes

- Integrate scientific and mathematical concepts in diagnosis and repair of industrial equipment.
- Use blueprints and techniques of SMAW to make repairs and build equipment in manufacturing and industrial settings.
- Use concepts of the scientific and mathematical method in applications related to manufacturing processes.

Degree Map

[Click for PDF.](#)

MIT: Machining Emphasis			
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.			
Year 1	FALL TERM	WINTER TERM	SPRING TERM
	IMT 102, 4 CR Industrial Safety	IMT 230, 3 CR Preventative Maintenance	
	IMT 100, 1 CR Exploring Manufacturing and Apprenticeship	WLD 102, 4 CR Blueprint Reading	
	5 CREDIT TOTAL	7 CREDIT TOTAL	
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	MCH 102, 3 CR Introduction to Manufacturing	IMT 222, 3 CR Lean Manufacturing and Process Control	DRF 270, 3 CR 3-D Modeling
	MCH 121 3 CR Machining I	MCH 220, 3 CR, Machining II	
	6 CREDIT TOTAL	6 CREDIT TOTAL	3 CREDIT TOTAL
27 credits			
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Manufacturing Technician-Welding

Overview

This is one of four career pathways certificates for Manufacturing Technician. All four certificates share a core body of coursework, with the ability to take 2-3 courses to focus in the following areas. Students can complete one or more of these certificates. These certificates will allow students to continue on to the one-year certificate or on to the AAS degree. Students can also decide to pursue an Apprenticeship program.

- Machining
- Electrical
- Millwright
- Welding

Learning Outcomes

- Apply OSHA certified practices as well as Red Cross safety and first aid procedures to ensure a safe working environment.
- Apply the principles of lean manufacturing processes.
- Use blueprints and techniques of SMAW and SMAW Oxy-acetylene to make repairs and build equipment in manufacturing and industrial settings.
- Use concepts of the scientific and mathematical method in applications related to manufacturing processes.

Degree Map

[Click for PDF.](#)

MIT: Welding Emphasis			
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.			
Year 1	FALL TERM	WINTER TERM	SPRING TERM
	IMT 102, 4 CR Industrial Safety	IMT 230, 3 CR Preventative Maintenance	
	IMT 100, 1 CR Exploring Manufacturing and Apprenticeship	WLD 102, 4 CR Blueprint Reading	
	5 CREDIT TOTAL	7 CREDIT TOTAL	
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	MCH 102, 3 CR Introduction to Manufacturing	IMT 222, 3 CR Lean Manufacturing and Process Control	WLD 113, 3 CR, SMAW II
	WLD 111, 3 CR SMAW	WLD 112, 3 CR, SMAW II	
	6 CREDIT TOTAL	6 CREDIT TOTAL	3 CREDIT TOTAL
27 credits			
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Manufacturing Technician-Millwright

Overview

Program Description: This one of four career pathways certificates for Manufacturing Technician. All four certificates share a core body of coursework, with the ability to take 2-3 courses to focus in the following areas. Students can complete one or more of these certificates. These certificates will allow students to continue on to the one-year certificate or on to the AAS degree. Students can also decide to pursue an Apprenticeship program.

- Machining
- Electrical
- Millwright
- Welding

Learning Outcomes

- Apply OSHA certified practices as well as Red Cross safety and first aid procedures to ensure a safe working environment.
- Apply scientific and mathematical concepts as well as technological applications in the improvement of work processes, manufacturing and industrial maintenance processes, and product improvement.
- Use concepts of the scientific and mathematical method in applications of rigging and hydraulics commonly used in manufacturing processes.

Degree Map

[Click for PDF.](#)

MIT: Millwright Emphasis			
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.			
Year 1	FALL TERM	WINTER TERM	SPRING TERM
	IMT 102, 4 CR Industrial Safety	IMT 230, 3 CR Preventative Maintenance	IMT 220, 3 CR Proportional Hydraulics
	IMT 100, 1 CR Exploring Manufacturing and Apprenticeship	WLD 102, 4 CR Blueprint Reading	
	IMT 105, 3 CR Hydraulics I	IMT 200, 3 CR Pumps and Valves	
	8 CREDIT TOTAL	10 CREDIT TOTAL	3 CREDIT TOTAL
Year 2	FALL TERM	WINTER TERM	SPRING TERM
	MCH 102, 3 CR Introduction to Manufacturing	IMT 222, 3 CR Lean Manufacturing and Process Control	
	IMT 204, 2 CR Introduction to Pneumatics	IMT 104, 3 CR Rigging	
	5 CREDIT TOTAL	6 CREDIT TOTAL	32 CREDIT TOTAL
32 credits			
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SMAW Technologies

Overview

The SMAW (Shielded Metal Arc Welding) Certificate is a short-term certificate providing directed instruction in a specific welding skill for a specific sector of heavy industry. Heavy construction, primary forest products, road construction, and excavation all require this type of welding because of the high stress and pressure places on machines and equipment.

Program Learning Outcomes

- Demonstrate SMAW welding techniques in all four positions.
- Apply the principles of metallurgy to different welding applications.
- Demonstrate the ability to weld a part from a blueprint.
- Apply industry-specific safety practices in the welding lab.

Example Map

[Click for PDF.](#)

SMAW Technologies

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.

	FALL TERM	WINTER TERM	SPRING TERM
Year 1	WLD 111, 3 CR SMAW	WLD 112, 3 CR, SMAW II	WLD 113, 3 CR, SMAW III
		WLD 102, 4 CR Blueprint Reading	WLD 120, 2 CR Welding Lab
		WLD 120, 2 CR Welding Lab	
	3 CREDIT TOTAL	9 CREDIT TOTAL	5 CREDIT TOTAL
	17 Credits		

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GTAW Technologies

Overview

This program is designed to train individuals in Gas Tungsten Arc Welding. This skill is used primarily in food production and dairy. Stainless steel can be used in direct contact with food. This certificate would allow an individual to gain the skills they need to work in the Manufacturing and Maintenance of food and dairy equipment or promote within a company with the added skill. Successful completion of this certificate begins a path towards becoming certified as a food-grade welder.

Degree Requirements

- Demonstrate GTAW welding techniques in all four positions.
- Apply the principles of metallurgy to different welding applications.
- Demonstrate the ability to weld a part from a blueprint.
- Apply industry-specific safety practices in the welding lab.
- Demonstrate head distortion minimization techniques.
- Demonstrate Argon Purging as a corrosion inhibitor.

Example Map

[Click for PDF.](#)

GTAW Technologies

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.

	FALL TERM	WINTER TERM	SPRING TERM
Year 1	WLD 201, 3 CR GTAW I	WLD 202, 3 CR, GTAW II	WLD 203, 3 CR, GTAW III
		WLD 102, 4 CR Blueprint Reading	WLD 120, 2 CR Welding Lab
		WLD 120, 2 CR Welding Lab	
	3 CREDIT TOTAL	9 CREDIT TOTAL	5 CREDIT TOTAL

17 Credits

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GMAW Technologies

Overview

Students cannot always attend a two-year program to get the training they need to enter a high wage field. Additionally, many incumbent workers do not have a specific skill so they are looked over for promotions or lateral positions in other departments. The GMAW (Gas Metal Arc Welding) Certificate is a short term (17 credits) certificate providing directed instruction in a specific welding skill for a specific sector of the Manufacturing and Automotive Industry. GMAW welding is the most common type of welding used across all industries. Any automotive shop, fabrication facility, or maintenance shop uses wire welding daily.

Degree Requirements

- Demonstrate GMAW welding techniques in all four positions.
- Apply the principles of metallurgy to different welding applications.
- Demonstrate the ability to weld a part from a blueprint.
- Apply industry-specific safety practices in the welding lab.
- Demonstrate head distortion minimization techniques.

Example Map

[Click for PDF.](#)

GMAW Technologies

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.

	FALL TERM	WINTER TERM	SPRING TERM
Year 1	WLD 170, 3 CR GMAW I	WLD 171, 3 CR, GMAW II	WLD 172, 3 CR, GMAW III
		WLD 102, 4 CR Blueprint Reading	WLD 120, 2 CR Welding Lab
		WLD 120, 2 CR Welding Lab	
	3 CREDIT TOTAL	9 CREDIT TOTAL	5 CREDIT TOTAL

17 Credits

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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 North Coast Joint Apprenticeship Training Committee (JATC) and Oregon State BOLI (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 in the apprenticeship requirements.

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; 30 Credits
- Inside Electrician: 8000 Hours; 56 Credits
- Industrial Plant Technician: 8000 Hours; 54 Credits
- Industrial Maintenance Millwright: 8000 Hours; 56 Credits

The Apprenticeship certificates meet the requirement for related classroom training. The total credits and coursework in each certificate meet the requirements of both the Oregon State BOLI and the North Coast JATC.

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Limited Maintenance Electrician Certificate

4000 Hours • 30 Credits

Requirements

APR 121	Introduction to Electricity and Circuits	3
APR 123	AC Theory for Motors/Transformers	4
APR 125	Electrical Circuits Wiring Methods	3
APR 223	Motor Control Operationsincluding PLC's	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
APR 128	Intermediate Programmable Controlleres (PC Based)	2
HE 112	Standard First Aid and Emergency Care	1

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Inside Electrician Certificate

8000 Hours • 56 Credits

Requirements

APR 121	Introduction to Electricity and Circuits	3
APR 122	AC/DC Motor Principles	3
APR 123	AC Theory for Motors/Transformers	4
APR 124	Electrical Systems Operations	3
APR 125	Electrical Circuits Wiring Methods	3
APR 126	Electrical Systems Installation/NEC	3
APR 201	Electrical Motor Controls	2
APR 221	Advanced AC Circuitry	3
APR 222	Hazardous Locations	3
APR 223	Motor Control Operationsincluding PLC's	3
APR 224	Electrical Code - Level I	4
APR 225	Electrical Code - Level II	4
APR 226	Electrical Code - Level III	4
APR 105	Industrial Safety (OSHA)	4
APR 127	Basic Programmable Controllers - (PC Based)	2

APR 128	Intermediate Programmable Controlleres (PC Based)	2
APR 111	Shielded Metal Arc Welding (E7024)& Oxy-acetylene Cutting	4
APR 106	Hand Tool Safety	1
HE 112	Standard First Aid and Emergency Care	1



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Industrial Plant Technician Certificate

8000 Hours • 54 Credits

Requirements

APR 121	Introduction to Electricity and Circuits	3
APR 122	AC/DC Motor Principles	3
APR 123	AC Theory for Motors/Transformers	4
APR 124	Electrical Systems Operations	3
APR 125	Electrical Circuits Wiring Methods	3
APR 126	Electrical Systems Installation/NEC	3
APR 221	Advanced AC Circuitry	3
APR 222	Hazardous Locations	3
APR 223	Motor Control Operationsincluding PLC's	3
APR 224	Electrical Code - Level I	4
APR 225	Electrical Code - Level II	4
APR 226	Electrical Code - Level III	4
APR 106	Hand Tool Safety	1
APR 105	Industrial Safety (OSHA)	4

APR 127	Basic Programmable Controllers - (PC Based)	2
APR 128	Intermediate Programmable Controlleres (PC Based)	2
APR 111	Shielded Metal Arc Welding (E7024)& Oxy-acetylene Cutting	4
HE 112	Standard First Aid and Emergency Care	1



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Industrial Maintenance Millwright Certificate

8000 Hours • 56 Credits

Requirements

APR 105	Industrial Safety (OSHA)	4
APR 130	Applied Industrial Technology Mathematics	4
APR 108	Rigging	3
APR 109	Industrial Hydraulics I	3
APR 118	Bearings, Seals and Lubrication	3
APR 200	Pumps and Valves	3
APR 205	Introduction to Pneumatics	2
APR 209	Pipefitting	3
APR 210	Proportional Hydraulics	3
APR 229	Techniques of Preventive Maintenance	3
APR 134	Manufacturing Proccess I	4
APR 127	Basic Programmable Controllers - (PC Based)	2
APR 128	Intermediate Programmable Controlleres (PC Based)	2
APR 129	Blueprint Reading	4

APR 111	Shielded Metal Arc Welding (E7024)& Oxy-acetylene Cutting	4
BA 285	Human Relations in Organizations	3
WR 121	English Composition I	4

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Occupational Skills Training Certificate

Overview

The Occupational Skills Training (OST) program is a one-year certificate program that provides a unique combination of academic learning and hands-on training in the students' field of choice to obtain gainful employment. Students earn up to 50% of their program credits through training at local business sites. Almost any occupation can be addressed provided the following conditions are met;

- There are jobs available in the chosen field that lead to gainful employment at a living wage.
- There is an appropriate training site available in the community.
- The occupational goal is appropriate to the program length of one year.
- There is no overlap with other TBCC programs of study.

Customized learning goals for hands-on training are developed for each student by program faculty. These goals are chosen with care to ensure students' preparation for entry-level employment in the specific occupation of choice. Student progress will be evaluated by TBCC faculty with input from training site supervisors. Required academic coursework includes general education courses to increase knowledge of basic skills common to all work environments. Students are required to take elective coursework related to their chosen occupational goals. Credits earned in this program may be applied to the Associate of General Studies degree. The OST program by itself is not financial aid eligible.

Associated program: Associate of General Studies

Learning Outcomes

- Students will complete hands-on training in the field exhibiting skills needed for gainful employment.
- Students will identify and complete an academic program of study relevant to their individual career aspirations.

Degree Map

[Click for PDF.](#)

FALL TERM	WINTER TERM	SPRING TERM
CG100 3 CR	OST 201 Advanced Work Ethics 2 CR	OST103 Ready Set Work 1 CR
OST 101 Work Ethics 2 CR	COMM 111 or BA 205 4 CR	MTH 105 4CR
PSY 101 or BA 285 4 CR	CG280A- 6 CR Min	CG280A- 6CR Min
CG280A 6 CR	Elective or another applicable course	WR121 or Tech Writing 4 CR
15 credit	12-16 credits	15 credits
41-45 credits		
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Oregon Transfer Module (1 year)

- [Overview](#)
- [Program Learning Outcomes](#)
- [Degree Worksheet](#)

Overview



Work closely with a career education advisor at TBCC to select appropriate course work.

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

The OTM is not a certificate or degree, but is documentation that students have met a subset of common General Education requirements. It includes Communication, Mathematics, and an introduction to the disciplines, which includes Arts and Letters, Social Science, and Science.

[Click for PDF version.](#)

Oregon Transfer Module

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

OTM Summary	
Category	Credit Total
Foundational Requirements	17
General Education	27
Electives	varies
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)		
Arts and Letters - 3 courses		
Prefix	Course Title	Credits
Social Science - 3 courses		
Prefix	Course Title	Credits

Science, Math, Computer Science - 3 courses, 1 must be a lab course		
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 Communication, Mathematics, and an Introduction to the disciplines, which includes Arts and Letters, Social Science, and Science.

Electives		
Prefix	Course Title	Credits
Total (varies)		

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Degree Partnerships in Healthcare



- Diagnostic Imaging AAS Degree (LBCC)
- Nursing AAS Degree (Oregon Coast Community College)
- Occupational Therapy Assistant AAS Degree (LBCC)
- Pharmacy Technician Certificate (COCC)



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Degree Partnerships in Healthcare with other Community Colleges

Tillamook Bay Community College has developed partnerships with several colleges and Adventist Health Tillamook 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 eight students per year.

See Degree Partnerships in Healthcare for more information.

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Diagnostic Imaging (AAS at LBCC)

TBCC has developed a partnership with Linn-Benton Community College (LBCC) and Adventist Health Tillamook 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 \$22,000

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 Adventist Health Tillamook. 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.

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).

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Nursing (AAS at Oregon Coast Community College)

TBCC has developed a partnership with Oregon Coast Community College and Adventist Health Tillamook to provide training for skilled nurses in Tillamook County. This degree is granted by Oregon Coast Community College. TBCC offers program prerequisites, general education, and nursing-related coursework. All Nursing (NUR) courses are offered by Oregon Coast Community College at TBCC via Zoom technology and require admission to their program.

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 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. Program information and an application can be obtained on the Oregon Coast Community College website; <http://www.oregoncoastcc.org/portfolio/associate-of-applied-science/>

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Occupational Therapy Assistant (AAS at LBCC)

Tillamook Bay Community College has developed a partnership with Linn-Benton Community College and Adventist Health Tillamook 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.

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 2028. In Oregon, the average annual median wage in Oregon is \$64,896.

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. The total cost of the program is subject to change, but is estimated at \$23,820.

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.

For application materials visit the Linn-Bennton Community College website;
<https://www.linnbenton.edu/future-students/programs-of-study/health-and-healthcare/ota.php>

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Pharmacy Technician Certificate (Central Oregon Community College)

TBCC has developed a partnership with Central Oregon Community College (COCC), Adventist Health Tillamook, 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. Estimated cost of this program for tuition, is \$7,400, there are additional costs for textbooks, fees, supplies, screenings and CPR certification.

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/>. To apply for this program see; <https://www.cocc.edu/programs/pharmacy-tech/pharmacy-tech-advising-information.aspx>

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Degree Partnership Agreement & Four-Year Transfer Options

In order to assist TBCC students to achieve their career and education goals, TBCC offers a number of options for students planning to transfer to other colleges and universities. These programs make it easier to tailor your education to fit your personal goals, preferences and timelines.

Degree Partnership Program with Oregon State University

The degree partnership program (DPP) with Oregon State University (OSU) provides an opportunity for TBCC students to concurrently be OSU students and receive the same services as an OSU student while still finishing a degree at TBCC. Students have a streamlined application process, will be assigned advisers at both schools, and be provided with a degree audit to show how their classes will transfer. As a DPP student, you have the option to take classes both at TBCC and OSU while living in Tillamook. You can take e-campus classes through OSU or finish an Associates at TBCC and seamlessly transfer to OSU. To learn more, please contact Megan Deane McKenna, the OSU Open Campus Coordinator online at: <https://gateway.oregonstate.edu/tillamook> or on the phone at 503-842-8222 ext 1870.



Oregon State University

Four-Year Transfer

You can complete undergraduate general education credits at TBCC and transfer them to a four-year university. It is important that you work with a career education advisor at TBCC and the school where you intend to transfer to ensure you are taking courses that will meet the requirements for the school you plan to attend.

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Skills Development & Continuing/Community Education Options at TBCC (non-credit)

Skills Development

TBCC cares about all of our students and we want to see each of them 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 or in hard copy at the main campus. If you have questions you can contact Student Services at (503) 842-8222 ext. 1100, studentservices@tillamookbaycc.edu, or visit them at the main campus.

Pre-College Learning

Designed for adult learners who need to improve basic skills in reading, writing and math. Students build upon past experience and knowledge to progress toward their educational goals.

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. These classes are offered in both English and Spanish.

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>.

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 or visit them at the main campus.

Continuing and Community Education

TBCC is committed to life-long learning. The continuing and community education program plays an important role in this philosophy. 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 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. 1320.

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, call (503) 842-8222 ext. 1320.

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.

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



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 Joann Critelli at 503-842-8222 x1320 or joanncritelli@tillamookbaycc.edu.



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Overview of Comprehensive Degree Requirements

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, 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 to meet General Education requirements.

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](#).

Math: successful completion (“C” or better) of MTH 20, 70 or 95 (can be earned in MTH 99).

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

NOTE: Based on placement information and/or past success rates, students who place into levels below [WR 121](#) or [MTH 111](#) may be required to enroll in tutoring student success sections (no tuition or fees) and participate at least one hour a week in these sections. These sections are designed to increase student success and build a strong foundation for success in subsequent coursework. Studies nationwide and across the state in Oregon have shown that students who enroll in supplementary tutoring sessions have a greater chance to succeed at these courses and complete their educational goals.

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.

Associate degrees require a minimum of 90 credits in coursework numbered “100” or above to complete the degree and graduate. At least thirty credits of the coursework earned toward the degree, with a satisfactory grade, must be earned at TBCC.

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 they change their degree or major, their “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 TBCC 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 the 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 can be found under degrees, certificates and apprenticeship page.

One-Year Certificates

One-year certificate requirements:

- At least 12 credits must be earned at TBCC, nine of which must count toward the certificate.
- 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.

Please reference the degree map and requirements for any degree/certificate for which you wish to apply by using the left navigational tab and clicking on the degree/certificate of interest.

2020-2021 College Catalog - TBCC Institutional Learning Outcomes & General Education Outcomes

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TBCC Institutional Learning Outcomes & General Education Outcomes

TBCC Institutional 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 and Professional Competence, Communication Skills, Thinking Skills, and Cultural Awareness.

TBCC Institutional Learning Outcomes

I. Lifelong Learning and Professional Competence

Students will engage in and take responsibility for intentional learning, seek new knowledge and skills to guide their continuous and independent development, and adapt to new situations.

II. Communication Skills

Students will effectively communicate, both orally and in writing, thoughts in a clear, well-organized

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manner to persuade, inform and/or convey ideas.

III. Problem Solving Skills

Students will critically analyze and solve problems, differentiating facts from opinions, by using informed judgment based on evidence, sound reasoning, and/or creativity in a variety of situations and areas of study.

IV. Cultural Awareness

Students will demonstrate respect, honesty, fairness, and ethical principles by understanding and appreciating differences in cultures and behaviors.

Intended Learning Outcomes for General Education Courses

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:

- Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
- Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

*“Arts & Letters” refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance.

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.

Mathematics

Outcomes

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems: 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.
- Use logical reasoning to make connections between various mathematical concepts and representations.

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.

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.

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.

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 capable 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.

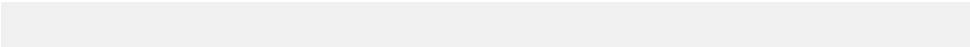
Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

Outcomes

As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement;
- Determine the nature and extent of the information needed to address the problem;
- Access relevant information effectively and efficiently;
- Evaluate information and its source critically; and
- Understand many of the economic, legal, and social issues surrounding the use of information.



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Arts and Letters Courses

Applies to all degrees:

ART 103	Understanding New Media Arts	4
ART 115	Basic Design - 2D Foundations	3
ART 116	Basic Design - Color Foundation	3
ART 131	Drawing I	3
ART 140	Digital Photography	3
ART 181	Painting I	3
ART 210	Women in Art	4
ART 231	Drawing II	3
ART 270	Printmaking	3
ART 281	Painting II	3
ART 284	Water Media I	3
ART 287	Water Media II	3
COMM 111	Public Speaking	4
COMM 140	Introduction to Intercultural Communication	4
COMM 214	Interpersonal Communication: Process & Theory	4

Applies to AAS, AS, AGS only:

SPA 101	First Year Spanish - First Term	4
SPA 102	First Year Spanish - Second Term	4
SPA 103	First Year Spanish - Third Term	4

Social Sciences

Applies to all degrees:

EC 201	Principles of Economics: Microeconomics	4
EC 202	Principles of Economics: Macroeconomics	4
GEO 106	World Regional Geography	4

GEO 265	Introduction to GIS	3
HST 101	Western Civilization: Ancient to Medieval	4
HST 102	Western Civilization: Medieval to Early Modern	4
HST 103	Western Civilization: Modern Europe	4
HST 201	History of the United States to 1840	4
HST 202	History of the United States from 1840 to 1914	4
HST 203	History of the United States from 1914	4
HST 246	Religion in the United States to 1840	4
HST 247	Religion in the United States since 1840	4
HST 260	History of Sexuality in America	4
HST 285	The Holocaust	4
PS 201	US Government: Foundations and Principles	4
PS 204	Comparative Politics	4
PS 205	International Relations	4
PSY 101	Psychology and Human Relations	4
PSY 201	Introduction to Psychology, Part I	4
PSY 202	Introduction to Psychology, Part II	4
PSY 215	Human Development	4
PSY 239	Introduction to Abnormal Psychology	4
SOC 204	Sociology in Everyday Life	4
SOC 206	Social Problems	4

Math, Science, Computer Science Courses

Applies to all degrees:

ANS 121	Introduction to Animal Science	4
BI 101	Biology	4
BI 102	Biology	4
BI 103	Biology	4
BI 112	Cell Biology for Health Occupations	5

BI BI 221	Principles of Biology I	4
BI BI 222	Principles of Biology II	4
BI BI 223	Principles of Biology III	4
BI 231	Human Anatomy and Physiology I	4
BI 232	Human Anatomy and Physiology II	4
BI 233	Human Anatomy and Physiology III	4
BI 234	Microbiology	5
CH 221	General Chemistry I	5
CH 222	General Chemistry II	5
CH 223	General Chemistry III	5
CS 161	Computer Science I	4
CS 162	Computer Science II	4
ESR 171	Environmental Science: Biological Perspectives	4
FOR 111	Introduction to Forestry	3
FOR 222	Elementary Forest Survey	4
FOR 240	Forest Biology	4
FOR 241	Dendrology	3
G 201	Introduction to Physical Geology	4
G 202	Physical Geology	4
GS 106	Physical Science (Geology)	4
GS 108	Physical Science (Oceanography)	4
GS 109	Physical Science (Meteorology)	4
MTH 254	Vector Calculus I	4
PHY 201	General Physics	4
PHY 202	General Physics	4
SOIL 205	Soil Science	4

AAS, AS, AGS, and AAOT Specific Courses:

BI BI 220	Human Genetics	3
G 208	Volcanoes and Their Activity	3
G 209	Earthquakes	3

HORT 111	Introduction to Horticulture	3
MTH 105	Applied Math	4
MTH 111	College Algebra	4
MTH 112	Elementary Functions	4
MTH 211	Foundations of Elementary Math I	4
MTH 212	Foundations of Elementary Math II	4
MTH 213	Foundations of Elementary Math III	4
MTH 243	Statistics I	4
MTH 251	Calculus I	4
MTH 252	Calculus II	4
MTH 253	Calculus III	4

AAOT

Cultural Literacy Courses:

ART 210	Women in Art	4
COMM 140	Introduction to Intercultural Communication	4
ENG 250	Introduction to Mythology	4
ENG 260	Introduction to Women Writers	4
GEO 106	World Regional Geography	4
HST 101	Western Civilization: Ancient to Medieval	4
HST 102	Western Civilization: Medieval to Early Modern	4
HST 103	Western Civilization: Modern Europe	4
HST 201	History of the United States to 1840	4
HST 202	History of the United States from 1840 to 1914	4
HST 203	History of the United States from 1914	4
HST 246	Religion in the United States to 1840	4
HST 285	The Holocaust	4
MUS 108	Music Cultures of the World	3
MUS 205	Introduction to Jazz History	3

PS 204	Comparative Politics	4
PSY 201	Introduction to Psychology, Part I	4
PSY 202	Introduction to Psychology, Part II	4
SOC 204	Sociology in Everyday Life	4
SOC 206	Social Problems	4

2020-2021 College Catalog - Student Processes & Resources

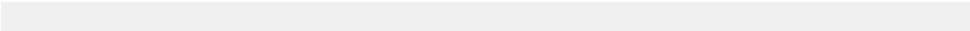
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Admission to Take Credit Courses

Tillamook Bay Community College has an open admissions policy, meaning that anyone may enroll at the college. We welcome students from all backgrounds who wish to obtain a quality education, and we are here to help you be successful. Students are admitted into credit-level instruction based on one or more of the following criteria. If you have questions about this process, please contact Student Services by either calling (503) 842-8222 ext. 1100, emailing studentservices@tillamookbaycc.edu, or visiting 4301 Third St. Tillamook.

1. Placement Assessment

- For accurate college course placement, reading, writing, and math skills must be assessed before registration. Course placements will be decided by reviewing multiple methods of assessment. Any combination of the following will be used: a previous college transcript or degree, Smarter Balanced test scores of 3 or 4 (with approved high school courses as needed), SAT, ACT, or other college placement assessments.

2. High School Graduation

- Public high school students must graduate from standard high schools.¹ Private high school students must graduate from accredited high schools.²

Footnotes:

¹Standard 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.

²Accredited 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.

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Admission Process

Step 1: Admission

A. Apply for Admission to TBCC

"Which one do I choose?"

1. **First-Time TBCC Student or Returning College Student:** use the "Credit Courses and Degree Seeking Student Application."

2. **Current High School Student:** use the "High School/Home School Student Application" (you are enrolling in a College Now course through your high school or are a home schooled student).

3. **Community & Continuing Education/Non-Credit Student (if you are interested in GED prep, ESOL, or just want to take a class for fun!):** use the "Non-Credit Student Application."

B. Check your Placement Level

"Do I have to do this?"

1. **Non-Credit Student:** No. Assessment is not necessary for non-credit students.

2. **Returning College Student:** Yes! If you have earned college-level math or writing courses previously, we can simply review your transcripts. Please request transcripts from your previous school(s) as soon as possible after submitting your admission application to TBCC.

3. **First-Time, Credit-Seeking Student:** Yes! We use multiple measures for placement including one or more of the following:

a. Smarter Balanced test scores

b. High school transcripts

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Tillamook Bay Community College - Admission Process

c. SAT or ACT scores

d. COMPASS scores

e. AccuPlacer scores

We now provide the AccuPlacer Assessment in the TBCC Library, free of charge, on a drop-in basis and recommend taking this if any previous scores are more than two years old. Please go to www.tillamookbaycc.edu/library for test preparation tools and practice. Feel free to call Masyn Phoenix at (503) 842-8222, ext. 1710 for additional information.

C. Sign-up for New Student Orientation

"Do I have to do this?"

Yes, but only if you are a first-time, credit-seeking student. You will need to complete new student orientation prior to registering. Please call Student Services at (503) 842-8222, ext 1100 to sign up for an upcoming orientation session. (College Now students do NOT need to attend orientation until after high school graduation).

STEP 2: REGISTRATION

1. **New Students:** During new student orientation you will be shown how to search for courses required for your program of study and will have the opportunity to register for classes.

2. **Students registering for courses taught through the YMCA, NCRD or Tillamook Regional Medical Center must register at those sites.**

3. **All other students:**

a. Go to www.tillamookbaycc.edu and click on MyTBCC.

b. Login by entering your user name and password, which were emailed to the personal email account you provided when applying for admission. If you do not know your user name and/ or password, please contact Student Services.

c. Click on the Add/Drop Courses link.

d. Click on Course Search to open the search box for courses offered in the desired term.

e. Add a course by checking the ADD checkbox on the left-hand column of the screen.

f. Scroll down to see and click the ADD COURSES button to add all selected courses.

g. Be sure to complete your registration before the start of each term.

h. If you encounter difficulties, please check with Student Services at (503) 842-8222, ext. 1100.

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Residency

A residence is a place in which a person resides — a dwelling place or abode, essentially a house or apartment. TBCC considers a person as having established residency by residing in Tillamook County for at least 60 days. Residency is not established by attendance at a college.

- In-state student: a United States citizen, immigrant or permanent resident who has established and maintains residency in Oregon, Washington, Idaho, Nevada or California.
- 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.

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Requirement to Verify Questionable High School Diplomas

If TBCC has reason to believe that an applicant's high school diploma information is inaccurate, it must verify the accuracy of that information.

Records flagged with a question of the validity of a high school diploma are resolved by the student providing an official high school transcript that is normally issued by a school to verify attendance and completion. The college 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 credible 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.

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Transfer Students

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.

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 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 Director 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 Credit for Prior Learning.

2020-2021 College Catalog - Student Processes & Resources - [High School Students](#)

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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 TBCC high school liaison. 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.

High school students can also use most (but not all) Advanced Placement (AP) scores and International Baccalaureate (IB) exam scores 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.

2020-2021 College Catalog - Student Processes & Resources - [Underage Students \(Younger than 16 Years Old\)](#)

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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 Math 20),
- 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.

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Advanced Placement

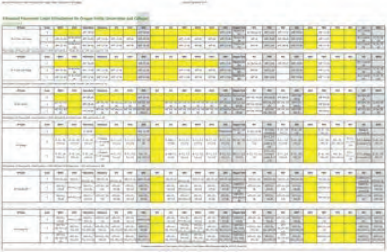
Students who have taken a college level course in high school under the Advanced Placement (AP) Program may receive college credit pending official copies of test results. Credit awarded will vary based on scores received. To request a copy of Advanced Placement courses to be sent to TBCC, contact the Advanced Placement Program. Contact theTBCC registrar at (503) 842-8222 ext. 1110 for more information.

Advanced Placement Chart

[Click for PDF.](#)

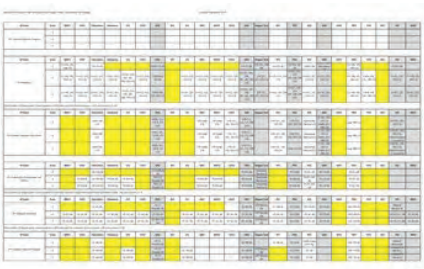
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Exams: AP 2D Art/ Design - AP Calculus BC



Page 2 (Click to enlarge)

Exams: AP Capstone Diploma Program - AP CS Principles



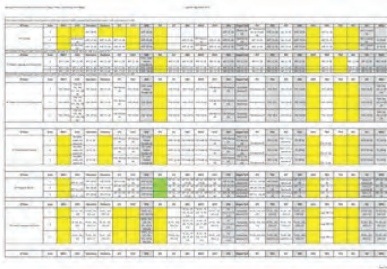
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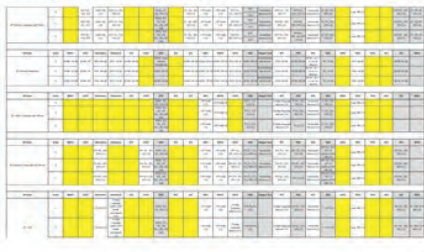
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Exams: AP Drawing - AP French Lang/ Culture

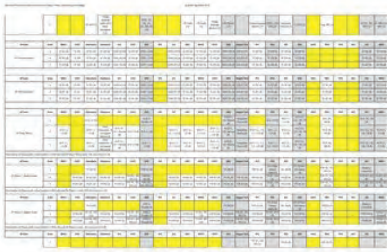


AP German Lang/ Culture - AP Latin



Page 5 (Click to enlarge)

AP Macroeconomics - AP Physics 2: Alg-Based



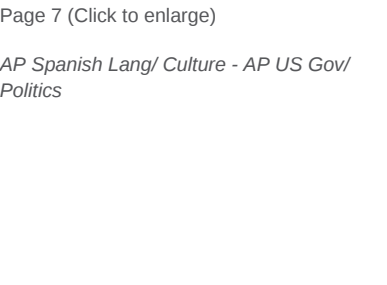
Page 6 (Click to enlarge)

AP Physics 1 & AP Physics 2 Combined - AP Seminar



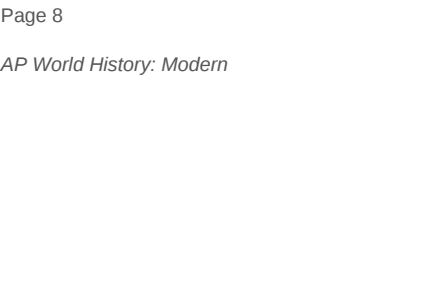
Page 7 (Click to enlarge)

AP Spanish Lang/ Culture - AP US Gov/ Politics



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AP World History: Modern





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International Baccalaureate Credit

Students who complete International Baccalaureate (IB) Exams are eligible to receive college credit based on the exam score. Students must sends scores to Student Services.

AREA	CERT earned w/ Standard Level Exam Score of 5, 6, 7	CERT earned with High Level Exam Score of 5, 6, 7	Subject Area	Change?
IB: Math Applied	MATH 105, 4 CR	MATH 105, 4 CR	MATH	SCORE OF 3, 4, 5
IB: Math Analytical (Calc Based)	MATH 251, 4 CR	MATH 251, 252, 253, 14 CR	MATH	SCORE OF 3, 4, 5
IB Language B	1 COURSE 100 LVL	3 COURSES, 200 LVL	FOR LANG	SCORE OF 3, 4, 5

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<https://iq3.smartcatalogiq.com/...ok-bay-community-college/2020-2021/catalog/student-processes-resources/international-baccalaureate-credit>[7/15/2026 4:13:35 PM]

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Dual Credit

Dual Credit is a program whereby high school students may earn TBCC credit for college 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 Partnerships at (503) 824-8222 ext. 1050, by email at academicpartnerships@tillamookbaycc.edu, or in person at 4301 Third Street, Tillamook.

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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 complete 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 1st 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. Students may [click here](#) to access online payment information.

Payment Due Dates - 2020-2021 School Year

Payments and/or payment plans are due by the end of the first week of each term.

- Summer 2020 6/26/20
- Fall 2020 9/25/20
- Winter 2021 1/08/21
- Spring 2021 4/02/21

** If you register for a term after the payment due date, payment is due immediately.*

Removing Charges

You may drop a course after the close of the regular registration period either online or with a signed

drop form submitted to Student Services. 100% of the charges associated with that courses will be removed if you drop within the refund period. After the refund period (first week of the term), you may not use the online feature to withdraw from classes. No charges will be removed for a withdrawal (official or unofficial, partial or complete) after the refund period, even if the course has a late term start date.

Tuition Forgiveness

If you were unable to complete your course(s) due to circumstances beyond your control, you may fill out a Student Account Petition form to request a tuition voucher through the Business Office. 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:

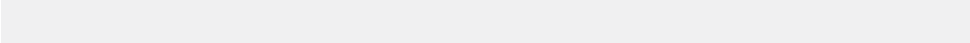
- Maintains or improves skills required in one's present job or other trade or business or
- Serves a business purpose and is required by your employer or by law to keep your present salary, status, or job.

See IRS Publication 970 "Tax Benefits for Education" 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 Credit 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 or the IRS. 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 make eligible payments.



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Financial Aid

Tillamook Bay Community College encourages all students to apply for federal financial aid. TBCC's Financial Aid Office administers federal Title IV financial aid programs to students who qualify for assistance while attending college.

Get Started with Financial Aid

Eligibility for financial aid is determined by students (and parents when applicable) completing the Free Application for Federal Student Aid (FAFSA) online, <http://www.fafsa.gov>, annually. The FAFSA must be completed each year the student wishes to be considered for federal financial aid. Example: Students wanting to attend college at any point during the 2018-2019 academic year, may submit their FAFSA any time on or after October 1, 2017. TBCC's academic year begins with summer term and concludes at the end of spring term. Assistance completing the FAFSA is available from the TBCC Financial Aid Office, located in Student Services. Financial aid advisors can be reached by phone at (503) 842-8222 ext. 1130 or by e-mail at tbccfinancialaid@tillamookbaycc.edu.

Financial aid is awarded based on the formula: COA (cost of attendance) - EFC (expected family contribution) = Need.

Tips for Completing the FAFSA

- Apply as early as possible on or after October 1st each year for the following academic year.
- 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 income and asset information, i.e. tax return(s) for the applicable year, (2 years prior) available while completing the online FAFSA. If you are unmarried, under the age of 24, or do not have children parent income and asset information is required.

- TBCC's school code for financial aid purposes is 041949.
- Remember to click "Submit My FAFSA Now" when the FAFSA On The Web is complete.
- 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.

TBCC Financial Aid Office will contact you upon receipt of your FAFSA. At that time you may be requested to provide additional information or documentation. Prompt response to any requests from TBCC's Financial Aid Office will ensure efficient processing of your FAFSA. Requests will be sent to your TBCC student email account which can be accessed at www.tillamookbaycc.edu.

Manage Your Award

Once eligibility is determined for Summer 2018 - Spring 2019, award notifications are e -mailed to students directing them through their next steps. The award letter will list aid for which the individual student is eligible. As students review the awards offered, they have the opportunity to accept, decline, and/or adjust each funding type as appropriate for their situation. The Terms and Conditions disclaimer must be read and accepted prior to acceptance of any financial aid award. Students must submit their accepted award notification online to activate their aid for the academic year. Each student's financial aid funding will be released to TBCC's Business Office and posted to their respective student accounts term by term. The aid is then available for the student to use for educational expenses, i.e. tuition, fees and textbook charges. If a student is eligible for a refund of any unused aid, the Business Office releases those funds to the student by the end of the second week of classes.

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.

2020-2021 College Catalog - Student Processes & Resources - Satisfactory Academic Progress (SAP)

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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, and if a student fails to maintain any of the requirements listed above, the student will be placed on SAP Warning and in some cases, suspension.

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.

2020-2021 College Catalog - Student Processes & Resources - Policy on Return of Title IV Funds

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Policy on Return of Title IV Funds

Refunds

Federal regulations require TBCC to have a fair and equitable refund policy for students receiving financial aid who officially or unofficially withdraw from all classes. Withdrawing (or non-attendance) may result in financial debt for the student and may also make the student ineligible for future financial aid (including work study and loans). We strongly urge students to consult with a career education advisor and financial aid advisor to assist with decisions about withdrawing. TBCC's Refund policy is included in the Schedule of Classes in the section "Payment." The Schedule of Courses can be found at 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 students earn financial aid over the course of a term by attending and participating in classes. Students cannot earn all their funds unless they 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, which must be returned to the financial aid accounts, will be determined on the student's date of withdrawal as identified by the college based on one of the following:

- The date the student submits the completed Withdrawal form, or
- The midpoint of the term, if the student didn'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 of unearned aid. If withdrawal occurs after the 60 percent date, the student 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 the student will be responsible for repaying.

The student will be notified in writing identifying the portion of unearned aid the student is responsible to repay.

2020-2021 College Catalog - Student Processes & Resources - [Additional Financial Aid Information](#)

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Additional Financial Aid Information

Repeated Courses

A student may receive financial aid for a repeated course under these conditions:

- Once for a previously passed class (A, B, C, D or P)
- Until student receives a passing grade for a non-completed or non-passed class (F, NP)
- If allowed by the college as published in the current course catalog

Transfer Credits

Transfer credits and non-traditional credits (including AP, CLEP, IB and Military) taken at an accredited institution that are officially accepted towards a student's degree or certificate will not be used in calculating financial aid SAP, but will count towards the 150% timeframe credit limit.

Consortium Agreements

Students enrolled in more than one institution under consortium agreements are subject to the home institution's SAP policy. When TBCC is the home institution, credits earned at the host institution will be included in calculation of financial aid SAP and the 150% maximum time frame credit limit.

Maximum Time Frame Eligibility

Federal regulations require students to 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. Student records will be evaluated to determine if the student is 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.

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Financial Aid Eligibility Appeals

Reinstatement of Financial Aid Eligibility

Students who do not meet SAP while on probation will no longer be eligible for financial aid. Financial aid eligibility may be reinstated when the student has achieved Financial Aid Good Standing by raising their cumulative GPA to a 2.0, and has achieving a cumulative completion of two-thirds (66.67%) of all credit hours attempted.

Students who do not successfully complete credits may be required to return financial aid as stated in Federal requirements. Learn More about Repayment of Financial Aid Funds.

Appealing Maximum Time Frame Extension

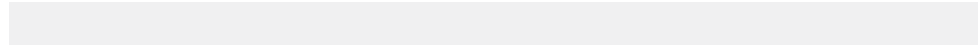
Students need to complete a program of study within 150% of the credits required. Students have the right to request an extension of their financial aid eligibility once per year.

Students must complete a Time Frame Extension Appeal form and include an academic plan. **Completion of the appeal form does not guarantee reinstatement of financial aid.**

While on a Time Frame Extension Appeal students must:

- Follow the academic plan taking only courses required for the degree or certificate
- Maintain a cumulative GPA of 2.0
- Successfully complete all courses listed on their academic plan.

Students must meet the requirements of the approved time frame appeal or they will no longer be financial aid eligible. 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.



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Financial Aid Programs Available to Students

Grants:

1. Federal Pell Grant

- Federal Pell Grants provide funding to students who meet certain eligibility criteria, according to federal guidelines. The amount awarded to students is determined by their Expected Family Contribution (EFC) and enrollment. Pell Grants are prorated based on a student's 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 Oregon residents enrolled at least half-time (6 credits or more). Grants are adjusted with level of enrollment.

Loans

Students not eligible for grants or scholarships and requiring additional funds to meet educational expenses, may request a direct student loan. Student loans are available to students and families to borrow money for assistance with funding educational needs.

William D. Ford Federal Direct Stafford Loan

- The most utilized loan program is the William D. Ford Federal Direct Student 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 Student Loan is a funding source for students enrolled at least half-time (6 credits) and is made available 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 students qualify for a subsidized loan, the federal government pays interest on the loan while the student continues to be enrolled in any accredited degree program at least half-time. An unsubsidized loan is an additional resource, not awarded on the basis of need. Once disbursed, students receiving an unsubsidized loan are responsible for the accruing interest from the time the loan is disbursed until it is paid in full. Borrowers may choose to pay the interest or allow it to accumulate. If allowed it to accrue, the interest will be capitalized--that is, the interest will be added to the principal amount of the unsubsidized loan and will increase the amount to be repaid. TBCC encourages students to pay the interest as it accumulates, thus reducing the student's long term debt.

How Much Can I Borrow?

- **Dependent undergraduate students enrolled at least a half-time may borrow up to:** \$5,500 if you are a first-year student (0 - 45 credits earned) or \$6,500 for second-year studenta (46+ credits earned).
- **Independent Undergraduate Students enrolled at least a half-time may borrow up to:** \$9,500 for first-year (0 - 45 credits earned) or \$10,500 second-year (46+ credits earned)

Note: Amounts noted above are maximum annual amounts available. Federal regulations prohibit students from borrowing more than the published cost of attendance minus any other financial aid the student is receiving. Thus, students may receive less than the annual maximum amounts.

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Veteran Services

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 -888-GI-Bill1 or www.ebenefits.va.gov

Section 301 of Public Law 115-251 Official School Catalog Addendum

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal

State of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E), who lives in the state in which the institution is located (regardless of his/her formal state of residence).

The policy shall be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

Section 702 of the Choice Act

(As Amended by Public Law 114-315 December 16, 2016) Effective July 1, 2017, Tillamook Bay Community College will uphold Public Law 114-315, as it amends 38 U.S.C. § 3679c (disapproval of courses), by charging the following individuals a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

VA regulations require the following:

- Veterans receiving VA educational benefits while attending TBCC are required to obtain official

transcripts from ALL previously attended schools and 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 grade point average 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.

The Tillamook Bay Community College (TBCC) Veterans Service Office is located in Student Services on the main campus. Students utilizing VA educational benefits for the first time or are Veteran transferring to TBCC from another college, are encouraged to 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 1145.

These new requirements will ensure our nation's recently discharged veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well-deserved education benefits.

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 of United States Coast Guard who:

- Died while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans Affairs.

Additionally, the student must be a resident of TBCC 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 degree program at TBCC.

Students receiving Veterans Educational Benefits must adhere to TBCC's Satisfactory Academic Progress policy.

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Students with Disabilities

Tillamook Bay Community College's student services staff collaborate 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 (video-remote interpreting services, classroom aide)
- Accessibility information, maps, and basic mobility orientation.

Application Process

The TBCC disability services advisor works closely with students to learn about their particular needs. TBCC's goal is to provide students with resources, accommodations, strategies and support to improve access to the learning environment.

Students requesting accommodations are required to submit an application and accompanying documentation which confirms the disability, and then schedule a student-intake appointment with the disability services advisor to discuss possible accommodations.

Use the following checklist to guide the process:

1. Complete a Disabilities Intake form **Disability Services Intake (pdf)**
2. Complete and save the form electronically or complete a hard copy of the form, and mail, fax or

submit it directly to the Student Services Office. If you would like assistance completing the form, come to Student Services for one-on-one help.

3. Submit appropriate disability documentation which describes how your disability affects you in the learning environment. This may include any of the following:
 - a. Copies of medical records
 - b. Evaluations or diagnostic reports by a qualified professional
 - c. A copy of a high school IEP document that includes assessments completed within the previous three years.
4. Make copies of all documents for your records. Submit all forms to Tillamook Bay Community College, Student Services, 4301 Third Street, Tillamook, OR 97141, fax to (503) 842-8334 or email to caraelder@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 Student Services Office at (503) 842-8222 ext. 1140.

Documentation Requirements

- All documentation must be administered within the last three years
- All documentation must be on file before services are provided
- Any statement(s) submitted from a qualified professional regarding the disability, must be typed on the professional's letterhead, identify the professional's title / credentials and signed accordingly
- All students must be registered for classes before services are provided
- All documentation requires the physician or other qualified professional to provide the following:
 - Clear statement of diagnosis;
 - Symptoms the student displays which meet criteria for the diagnosis; · Status of the student's condition (static or changing);
 - Summary of assessment procedures;
 - Academic impact of the disability on the student; and
 - Suggested reasonable accommodations which are supported by the diagnosis

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.

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, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or protected veterans in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission nor to 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, 97141 Room 116, Phone (503) 842- 8222, ext. 1110

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Communication Policy

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.

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Grade Guidelines

TBCC Policy No. 431

The traditional grading system uses “A,” “B,” “C,” “D,” “F,” “P,” “NP,” and “I” as defined under Grade Definitions. A change to the student’s enrollment option is available at any time before the published deadlines for the quarter by completing the approved process. The Faculty Curriculum Committee specifies grading options for courses, degrees and certificates. 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 weighing each “P” as if it were a “C” or “D,” and each “NP” as if it were an “F” from the traditional enrollment option.

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 Faculty in the course syllabus: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, and/or superior mastery of pertinent skills. Additional considerations include probable success in a field relating to the subject and/or probable continued success in subsequent 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 Faculty in the course syllabus: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills. Additional considerations include probable continued success in subsequent 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 Faculty in the course syllabus: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills. Additional considerations include sufficient evidence of ability to succeed in subsequent courses.

D Substandard but receiving credit. Substandard grade indicating the Student has met only minimum requirements as outlined by the Faculty in the course syllabus. Earned as a result of some or all of the following: low examination scores, generally inaccurate, incomplete or late assignments, inadequate grasp of abstract ideas, barely acceptable mastery of pertinent skills, insufficient evidence of ability to succeed in subsequent 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 Faculty in the course syllabus. Earned as a result of some or all of the following: non-passing examination scores, inaccurate, incomplete or late assignments, failure to cope with abstract ideas, inadequate mastery of pertinent skills. Does not satisfy requirements for entry into courses where prerequisites are specified. Faculty must record the last date attended for students who earn an “F.”

P Pass. Acceptable performance. A grade of “P” represents satisfactory achievement which would have been graded “C” or better on the traditional grading scale. The “P” grade is disregarded in the computation of Tillamook Bay Community College grade point average. This grade is available only when a student has selected the pass/no pass option prior to the published drop or withdrawal deadlines for the quarter.

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 who earn an “NP.” This grade is available only when a student has selected the pass/no pass option prior to the published drop or withdrawal deadlines for the quarter.

SC Satisfactory completion. Mark used when a student satisfactorily completes continuing education units (CEUs).

NSC Not satisfactory completion. Mark used when a student does not satisfactorily complete continuing education units (CEUs).

I Incomplete. At the time the final course grades are recorded, the Faculty 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. If no replacement grade for an “I” mark is provided within one calendar year, the “I” mark will automatically be changed to an “F” or “NP” (depending on the grade option chosen by the student). This mark does not entitle a student to repeat a course without paying tuition.

W Withdrawal. This mark is to be used only by Student Services when the student has completed the official withdraw process prior to the published drop or withdrawal deadlines for the quarter.

CIPR Course in Progress, Re-Register. A mark used only for designated classes. 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 the 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 was repeated and a grade earned.

CIP Course in Progress. A mark used only for designated classes in modular or 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” or “NP” (based on the student’s prior enrollment option choice) on the transcript unless the course was repeated and a grade earned. A student does not need to re-register for the course.

AUD Audit. This mark may be used only by Student Services. The “AUD” mark, when allowed, permits a student to attend a course without receiving a grade or credit for the course even though tuition and fees must be paid. To be assigned an “AUD” mark, a student must obtain permission from the Faculty and notify Student Services prior to the published drop deadlines. The Faculty Curriculum Committee may specify whether this mark is available for each course. The “AUD” mark does not satisfy requirements for entry into courses where prerequisites are specified.

NS No Show. This mark may be assigned by Faculty during the first week of the quarter 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, a grade of F or NP will be assigned according to the enrollment option they selected at registration.

R Repeated. This mark may only be used by Student Services. See “Repeated Courses.” All grades earned will appear on the transcript. The highest grade earned for a course will be calculated into the GPA; all other grades earned for that course will be excluded from the GPA. 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.

A student’s grade point average is calculated in the following way:

The point value for a grade is multiplied by the number of credit hours earned for that course. Total grade point values are divided by the total number of credit hours taken by the student.

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.



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Grade Policies

Repeated Courses

TBCC Policy No. 432

Faculty must specify in writing, as part of the syllabus, the specific grading policies for the class. Grading is the prerogative and responsibility of the faculty. Faculty are responsible for the assignment of the final course grade. The assigned grade must reflect the performance of the student in the course commensurate with the content and objectives of the course. If a student questions his or her grade, the faculty has a responsibility to discuss the matter with the student. If the faculty cannot satisfactorily resolve the matter, the student must be advised of the grievance procedures.

Should a grievance be filed, the faculty will provide assistance as necessary to process the grievance. Graded examinations, papers, and other sources of evaluation are to be available to the student for inspection and discussion. If the faculty chooses ultimately to retain these materials, they must be kept for a period of one year. If graded materials become the property of the student, then uncollected materials must be kept for one term. Adjunct faculty should arrange for storage with the department in their absence. The grade records will be retained for at least one year to provide the opportunity for review and resolution of grade disputes. In the event that through the student grievance procedure, a grade change is indicated, this change can be initiated only by the faculty, the Chief Academic Officer or College President as appropriate to the grievance procedure and organizational structure of the college. In the event the faculty is no longer employed by the college, grade changes can be made by the Chief Academic Officer providing there is sufficient evidence to make a change and that the faculty is not readily available for consultation.

Adding or Dropping a Course

TBCC Policy No. 436

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

Students shall be able to withdraw from any registered class by completing the official withdraw process before the published withdraw deadline. This action shall result in a mark of "W" appearing for the course or courses on the transcript. Students must withdraw before the published withdraw deadline or a grade will be assigned by the Faculty.

All students are encouraged to work with, and talk with, their faculty member prior to dropping and/or withdrawing. Students are required to submit the college withdraw form in order to be removed from the class roster.

Special Circumstances

TBCC Policy No. 437

Tillamook Bay Community College (TBCC) reserves the right to establish procedures for unusual circumstances. Such procedures may be, but not limited to, the following;

- 1. Experimental Courses
All programs are authorized to offer experimental Special Topics Courses for the purpose of introducing new materials on a trial basis. The following designations shall be used:
XX 199X or XX 299X, Course Title (e.g., ART 299B History of Photography)

Experimental courses shall be approved by the appropriate Faculty Curriculum Committee, and/or the Chief Academic Officer. A course outline, including the course description and learning outcomes, must be filed with the Office of Instruction, but no other approvals will be required.

Experimental Courses shall be offered a maximum of two terms, after which the course material must be offered in a conventionally numbered course having the normal course approval. Except as provided in the "Granting Degrees and Certificates Policy," degree and certificate candidates shall be limited to 9 credits of 199-299 Experimental Courses.
- 2. Student Enrollment in Concurrent and/or Overlapping Courses
Students may not enroll in concurrent or overlapping courses. Exceptions may be granted only after approval by the Chief Academic Officer.
- 3. Student Overload
Students are allowed to enroll in a maximum of 19 credits hours. Special permission must be obtained from the Chief Academic Officer to increase registration above 19 credit hours.
- 4. Course Substitutions
Students have the right to petition for the following:

- 1. Waiver of comprehensive degree and/or certificate requirements
- 2. Substitution of course work to meet the General Education requirements
- 3. Substitution of course work to meet degree and/or certificate requirements
- 4. Awarding of non-traditional credit

Substitution of course work to meet General Education requirements or waivers of comprehensive degree and/or certificate requirements shall be approved/disapproved by the Chief Academic Officer or a designee. For substitutions of course work to meet degree and/or certificate requirements, and/or for awarding of non-traditional credit, the campus designee shall approve/disapprove petitions in accordance with guidelines established by the Faculty Curriculum Committee. No student can graduate for less than the required number of credits. Credit can be given for equal course work, but it cannot be waived entirely.

- 5. Independent Study
Independent Studies are allowed in rare and unusual circumstances (e.g. a course is needed for graduation and/or the course is guaranteed on a student's degree map and there is insufficient enrollment to run the course as a normal section). In these circumstances an Independent Study Application will be completed and submitted for approval to the Chief Academic Officer. The course must run during a regularly scheduled term and include a written plan for course expectations and meeting the course learning outcomes.
- 6. Student Membership on College Committees
Student input on college committees is valuable for the student, staff and community. Committee work provides a learning experience for students as well as an opportunity to be an active participant in the policy-making and environment shaping of the college community. Policies have a major impact on Tillamook Bay Community College's mission to recruit and retain students, and student input provides staff with the viewpoint of the individuals we are hired to serve. It also provides employees the opportunity, as educators, to mentor and pass on "lab experience" in group process, communication, decision-making and other life-long skills. Committees are an integral part of the Tillamook Bay Community College's policy- making process; therefore, Tillamook Bay Community College committees that recommend, formulate, or review student affairs policy shall include student membership. College Council will always ask for a student member.
- 7. Student Identity
TBCC reserves, and exercises, the right to verify student identity, particularly students who enroll, register and complete courses at a distance.

Honors

TBCC Policy No. D 435

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 – 3.74
- Highest Honors 3.75-4.00

Graduation Honors

- Cum laude - 3.50 – 3.74
- Magna cum laude – 3.75 – 3.89
- Summa cum laude 3.90 – 4.0

Graduation honors are noted on the student transcript, and students will receive a gold honors cord to wear at graduation.

Satisfactory Academic Progress**TBCC Policy No. D 433**

Tillamook Bay Community College students who are not making satisfactory academic progress will be provided the opportunity to access services and resources designed to support learning and achievement of academic goals. Individuals not making satisfactory academic progress, as defined in this policy, may be denied early registration opportunities or continued admission. Students have the right to appeal these sanctions following the college procedure.

Currently enrolled students who have declared a major must maintain Satisfactory Academic Progress in the following two ways:

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

Students will be classified in one of four levels of academic standing, based on their academic progress:

1. Good standing
2. Academic probation or continued probation
3. Academic suspension

Students failing to achieve Satisfactory Academic Progress shall be alerted by the college and provided information regarding resources, as well as procedures designed to support improved academic performance.

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 director of student services. Suspension status is removed by approval by both the chief academic officer and director of student services. 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.

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Graduation

A complete listing of TBCC degree and certificate programs and transfer disciplines is found on the Degrees, Certificates & Apprenticeships page 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.

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.

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Transcripts

Official transcripts include the college seal and the signature of the Registrar. To be considered official most colleges, universities, and employers require transcripts to be submitted in the original sealed envelope or through secure electronic exchange.

An official transcript may be requested online at www.getmytranscript.com 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

TBCC Policy No. D 408

Experiential learning is the process where by a student receives credit for experience, or information, gained outside of the traditional academic setting. Tillamook Bay Community College awards experiential learning credit for;

- Cooperative Education and Experience courses within the college catalog (e.g. Internships, work experiences and clinical practices as defined in the college catalog for individual programs);
- Credit by Examination (AP, IB, Clep/DPTTS); and,
- Credit for Prior Learning (CPL) according to state guidelines

Credit for Prior Learning (CPL) is a process that students may use to demonstrate knowledge and/or skill to earn college credit for existing TBCC classes by submitting descriptions, documents, tests, and other evidence of learning to department heads and/or faculty for assessment. CPL is based only on

the assessment of documents; it is not a graded process. If students wish to receive a letter grade, they may apply for credit through the Credit by Examination process or register for the class. Credit for Prior Learning is documented, and noted, on the college transcript as such. Students who intend to transfer CPL credits to a four-year institution should check that institution's policies for acceptance of CPL credit.

All experiential learning;

1. Conforms to Standards of the Council for Adult and Experiential Learning (www.cael.org/), including:
 - a. Credit should be awarded only for learning, not for experience.
 - b. College credit should be awarded only for college-level learning.
 - c. Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
 - d. The determination of competence levels and of credit awards must be made by appropriate subject matter and academic experts.
 - e. Awards credit course-by-course, not in blocks.

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Student Rights and Responsibilities

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, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or protected veteran status. 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 director of development 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 store except when within college policy and approved by the chief finance officer and the director of development 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 director of development 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, leaflet 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.

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Code of Student Conduct

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	Formal Resolution	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	Faculty	Chief Academic Officer	College President
Academic Progress	Faculty	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.

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Academic Integrity Policy

Introduction

Students of Tillamook Bay Community College are expected to behave as responsible members of the college community, and to be honest and ethical in 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 7 days of the alleged act of academic dishonesty, which initiates the hearing process.

Within 7 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 7 days of the hearing, the CAO sends a written notification of the results to the student and faculty member.

Final 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 sends a final report to the college president. The chief academic officer may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- Disciplinary admonition and warning,
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college,
- Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College), 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 1: Communicate with college representative
			Step 2: File grievance with Director of Facilities, Safety, and Human Resources	Step 2: File grievance with Chief Academic Officer
			Step 3: Appeal to the College President	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 1: Communicate with college representative
			Step 2: File grievance with the Director of	Step 2: File grievance with Director of

			Facilities, Safety, and Human Resources	Student Services
			Step 3: Appeal to the College President	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 1: Communicate with college representative
			Step 2: File grievance with Director of Facilities, Safety, and Human Resources	Step 2: File grievance with Director of Student Services
			Step 3: Appeal to College President	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 1: Communicate with college representative
			Step 2: File grievance with Director of Facilities, Safety, and Human Resources	Step 2: File grievance with Director of Student Services
			Step 3: Appeal to College President	Step 3: Appeal to College President
Academic Grievance	Teresa Rivenes	teresarivenes@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	Teresa Rivenes	teresarivenes@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 1: Communicate with college representative
			Step 2: File grievance with Director of Facilities, Safety, and Human Resources	Step 2: File grievance with Director of Student Services
			Step 3: Appeal to College President	Step 3: Appeal to College President
Improper Academic Evaluation	Teresa Rivenes	teresarivenes@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	

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Grievance Procedure

Grievance Procedure

A. Introduction

Students enrolled at Tillamook Bay Community College may use the Grievance Procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the College Catalog. 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/Officer designated in the chart above.

Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with Tillamook Bay Community College's Grievance Procedure, the program's goals, and the principle of due process for all parties.

The student will be allowed to have an advocate of his/her choice (such as a Tillamook Bay Community College Advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the College and the student may seek legal advice at their own expense; however, neither the College nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the College and the student.

Concerns involving harassment or discrimination by a College staff member on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the College's Affirmative Action Officer. Concerns involving harassment or discrimination by a student on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, or veteran status should be directed to the Director of Student Services.

B. Grievance Procedure

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Tillamook Bay Community College - Grievance Procedure

Step 1: Communicate with the Faculty/Staff Member:

1. The student is encouraged to communicate with the faculty/staff member involved. They may communicate with any person with whom they feel most comfortable, based upon level of trust and relationship. The person may become their advocate. The advocate can support, though not communicate for, the student throughout the process. The issue must be brought to the initial review (see chart) within 30 calendar days of the event that is the subject of the grievance/complaint. Otherwise, the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the College Catalog, and a proposed remedy.

Step 2: Chief Student Services Officer or the Chief Academic Officer

1. In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a Grievance Form obtained from the Chief Academic Officer or the Chief Student Services Officer with supporting evidence, to the CAO or CSSO within 14 calendar days of the communication with the faculty/staff member. The CAO or CSSO will review the grievance.

2. Within 14 calendar days, the CAO or CSSO 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

1. The student may appeal the decision in Step 2 if (1) Tillamook Bay Community College procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the College President. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.

2. 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 within 10 business days of the appeal. The decision will be final and not subject to appeal.

3. 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.

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Type of Violation / Suspension	Student First Contact	Initial Review	Formal Resolution	Final Appeal
Student Conduct	A student, staff or faculty may report a violation of any type to anyone with whom they feel comfortable and have an established relationship. This person may serve as an advocate to support them through the grievance or complaint process, and will help them (though not speak for them) to the initial review and beyond if so desired.	Chief Student Services Officer	Chief Academic Officer	College President
Safety (e.g. sexual harassment, discrimination, physical safety infractions, etc.		Director of Facilities, Safety, and Human Resources	Chief Student Services Officer	College President
Academic Integrity		Faculty member	Chief Academic Officer	College President
Satisfactory Academic Progress		Chief Student Services Officer	Chief Academic Officer	College President
Faculty/Staff Disputes		Faculty/Staff member	Appropriate Officer	College President
Grade Disputes (see AR D432)		Faculty member	Chief Academic Officer	College President

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Alcohol and Controlled Substances

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 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.

Possible 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 U.S. Surgeon General's findings of exposure to second-hand tobacco smoke and use of tobacco pose significant health hazards, Tillamook Bay Community College has established a smokeless and tobacco-free environment. Consequently, in accordance with Board Policy 204, the use, distribution, or sale of tobacco, e-cigarettes, any smoking device, or carrying of any lighted smoking instrument, on college premises is prohibited. In addition, possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all Tillamook Bay Community College grounds and property. This includes, but is not limited to: in facility buildings, at facility-sponsored activities, in vehicles on facility grounds on all campuses, including satellite properties.

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 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, human resources and safety 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, human resources and safety 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, Human Resources and Safety 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

Offers information on tobacco, smoking, and quitting. Main site at www.cdc.gov has health information on many other wellness and prevention topics.

National Institute for Occupational Safety and Health

Toll-free number: 1-800-232-4636

Web site: www.cdc.gov/niosh

Offers information by phone and Web on workplace safety topics, and can look into potential hazards in workplaces if asked by employers or employees.

*Inclusion on this list does not imply endorsement by the American Cancer Society.

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Mandatory Reporting

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.

Multnomah County DHS: 1-877-302-0077 • Tillamook Police: 503-842-2522 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 have reason to 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 Clery 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

- 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 in 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 College 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 reviewed by the director of student services 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.

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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 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, Marijuana, and Controlled Substances

The manufacturing, 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, human resources and safety 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, human resources and safety 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 312 Drug Free Workplace/ School Policy. This information is also available in hard copy from Student Services.

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Library Copyright Guidelines

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TBCC Library supports compliance with Federal copyright law for the protection of the institution, copyright holders, students, and 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.

COPYRIGHT

A work is under copyright protection the moment it is created and fixed in a tangible form that it is perceptible either directly or with the aid of a machine or device. The grant of copyright is automatic and bestows several rights upon the creator/s of a work (or the individual having a legal interest in the work). Those rights permit the copyright holder to control the use of the protected material.

These rights are known as “exclusive rights.” This means that an individual or institution cannot intrude on those rights unless their use falls into one of the prescribed exceptions, or unless they receive permission from the copyright holder. The exclusive rights bestowed to the copyright holder are as follows.

1. The right to reproduce the copyrighted work.

2. The right to prepare derivatives or adaptations of the work.

3. The right to distribute copies of the work to the public by sale, rental, lease or lending.

4. If applicable, the right to perform the work publicly.

5. If applicable, the right to display the work publicly.

6. If applicable, the right to perform the work publicly by means of a digital audio transmission.

The unauthorized use of one of the exclusive rights of the copyright owner constitutes infringement.

COPYRIGHT PERMISSION EXEMPTIONS

Permission must be obtained from the copyright owner to copy, distribute, display or perform a copyrighted work unless its usage falls in one of the following exemptions. (note: the creator of a work is not always the copyright holder)

FAIR USE

To ensure a balance of the rights of copyright owners and the public interest, the law allows you to use copyrighted works without permission – regardless of medium – when evaluation of the circumstances suggests the use is fair.

This “fair use” provision of copyright law does not provide hard and fast rules to tell you whether a use qualifies as fair. Instead, the unique facts regarding a use lead you to a reasoned conclusion.

There are four fair use factors that need to be considered in any fair use assessment. Examining the four fair use factors in some detail is helpful in assessing whether a particular use would be considered fair use by a court.

FAIR USE FACTORS

1. **PURPOSE AND CHARACTER:** If your use is for teaching at a nonprofit educational institution, this is a factor favoring fair use. The scale tips further in favor of fair use if access is restricted to your students. However, nonprofit or noncommercial status does not guarantee application of fair use.
2. **NATURE OF COPYRIGHTED WORK:** Is the work fact-based, published or out-of-print? These factors weight in favor of fair use. The more creative the work, the stronger the copyright protection.
3. **AMOUNT USED:** Using a small portion of a whole work would weigh toward fairness. Sometimes it may be fair to use an entire work (such as an image) if it is needed for your instructional purpose.
4. **MARKET EFFECT:** A use is more likely to be fair if it does not harm the potential market for or value of the copyrighted work. Harm towards potential market for or value of can weigh more heavily against fair use than the other factors.

“To negate fair use,” the Supreme Court has said that one need only to show that if the challenged use “should become widespread, it would adversely affect the potential market for the copyrighted work.”

Consider each of these factors, but not all of them have to be favorable to make your use a fair one. When the factors taken together weigh toward fairness, your use is better justified. When the factors tip the scales in the other direction, your need to obtain permission from the copyright holder increases. If you are unsure about whether or not you have a case for fair use we strongly suggest filling out a Fair Use Checklist, so that if there is ever a copyright claim, you can document your reasoning behind using a work.

FACE-TO-FACE TEACHING EXEMPTION

The Copyright Act permits the performance or display of copyrighted materials during face-to-face teaching activities without getting the author’s permission. This exemption does not permit copying or distributing a work, only displaying or performing it within the confines of the face-to-face teaching environment.

TEACH ACT

The Technology, Education, and Copyright Harmonization (TEACH) Act amended the copyright law to extend the face-to-face teaching exemption to online if the following conditions are met:

1. An instructor mediates the online instruction.
2. The transmission of the material is intended only for receipt by students enrolled in the course.
3. Measures have been employed to prevent “retention of the work in accessible form by recipients of the transmission... for longer than the class session.”
4. Measures are in place that limit the transmissions of the material to students enrolled in the particular course and precludes unauthorized student retention and/or downstream redistribution “to the extent technologically feasible.”
5. These parameters do not allow for entire hard copy textbooks to be digitized or materials that are produced by the copyright owner for online instructional sales.
6. Digitizing of analog works is permitted only if the work is not already available in digital form.

LICENSING AND LINKING

In many cases, you can eliminate the need for permission or fee by providing a link to the work online instead of making copies of it. In some instances the library may have paid for a subscription license that entitles you and your students online access. If the library has not purchased access, the work may be available in an open archive, the author’s homepage or an open access journal. Providing a link to a legitimate website does not infringe on copyright. Linking is usually preferable to

OBTAINING PERMISSION TO USE COPYRIGHTED MATERIALS

When permission is required for use of copyrighted materials, it is necessary to seek permission from the copyright holder. The American Association of Publishers suggests that the following information be included in a permission request to expedite the procedure:

1. The title, author and/or editor, and edition of materials to be duplicated.
2. If a photocopy, the number of copies to be made.
3. A description of the exact material to be used, giving amount, page numbers or chapters.
4. The purpose of the use.

- 5. Whether or not the material is to be sold.
- 6. Type of reprint (ditto, photocopy, digital image, offset, typeset).

The request should be sent, together with a self-addressed stamped envelope, to the permissions department of the publisher, or where appropriate the copyright holder.

The process of granting permission requires time for the publisher to check the status of the copyright and evaluate the nature of the request. It is advisable to allow enough lead-time to obtain permission before the materials are needed. In some instances, the publishers may assess a fee for the permission.

There are also copyright clearinghouse companies out there such as Xanadu who will, for a fee, attempt to gain permissions to use copyrighted materials. The TBCC Library can also assist with gaining permissions if needed.

PUBLIC DOMAIN

Works in the public domain are not protected by copyright and can be used freely. Examples of works in the public domain include:

- 1. Works published by the Federal government or created by its employees as part of their job. This does not apply to most works by federal grant recipients or contractors or to works of state or local governments.
- 2. Databases of facts.
- 3. All works published in the US before 1924.

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Vaccination Policy

It is recommended that all students born on or after January 1, 1957 be appropriately immunized against measles, mumps, and rubella. It is recommended that all students be appropriately immunized against human papillomavirus, meningococcal disease, hepatitis B, tetanus, diphtheria, pertussis, influenza, varicella, polio, and hepatitis A in accordance with the recommendations of the Center for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). Students participating in practicum experiences in allied health, education, and early childhood education and intercollegiate sports are required to meet measles immunization requirements in community colleges.

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Communication Policy

TBCC will use electronic communication methods to conduct official and legal college business. Students, faculty and staff are responsible to check their TBCC email and the TBCC student portal (MyTBCC) for information from the college.

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Children on Campus

Children are defined as all persons under the age of 18 unless enrolled in a course.

A child on property owned or leased by the college must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or college staff at all times.

Children of an enrolled student may not attend a course without the advance permission of the course instructor.

Children may not be present independently on property owned or leased by the college. 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

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Animals on Campus

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. As defined by the ADA, animals whose function is to provide comfort or emotional support DO NOT qualify as service animals.
- 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

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General Disclosures

Affirmative Action

Tillamook Bay Community College 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 race, religion, color, national origin, disability, sex, sexual orientation, age, height/ weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or protected veterans status. 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.

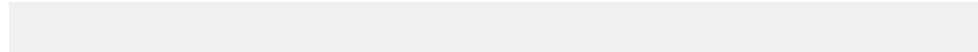
Provisions

The Board agrees that the provisions of this policy statement shall be applied equally to all employees without discrimination as to race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or protected veterans.

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.

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Disclosure of Information Contacts

The Higher Education Act of 1998, as amended, requires disclosure of campus contacts for specific kinds of information to which students, prospective students, and employees may be entitled. TBCC provides this list with its admission materials, electronically, and in the Student Services Office. In addition, basic answers and contacts for further inquiry can be found on our website or elsewhere in this catalog.

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Disclosure Statement

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.

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Confidentiality

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.

- a. 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.
 - a. 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 drectory information indicates individual approval of disclosure.

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Student Right-to-Know

Graduation and Transfer Rates

TBCC's graduation rate, as reported to US Department of Education (pursuant to 34CFR 668.45) in the Graduation Rate Survey 2016, was 18%. This is the percentage of first time, full-time students who started college at TBCC in fall of 2013 and completed an intended degree here within three years, or 150% of the standard time. The successful transfer rate was 24% (not counting completers). Similar 2016 statistics for Oregon community colleges for all students as a whole had a graduation rate of 20%, and a transfer rate of 21%. TBCC's four- year averages graduation rate is 25%, compared to an Oregon average of 24%.

Annual Security Report

TBCC reports annual crime statistics in compliance with Section 485(f) of the Higher Education Act of 1965, otherwise known as the Clery Act. The Annual Campus Safety and Security Survey may be found on the TBCC website. For further details you may contact the Director of Human Resources, Facilities, and Safety at (503) 842-8222, ext. 1020.

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SAVE Act Policies and Procedures

Campus Security Service

In accordance with its policy Tillamook Bay Community College and its Board prohibits discrimination, harassment, or acts of bodily injury to any person in which the victim is intentionally targeted because of the actual or perceived race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or veterans status. 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, human resources and safety 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:
 - a. the length of the relationship;
 - b. the type of relationship; and
 - c. 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 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
National Domestic Violence Hotline	1-800-799-7233
Health Care:	

Tillamook County Health Department	503-842-3922
Tillamook Regional Medical Center	503-842-4444
Mental Health:	
Tillamook Family Counseling Center	503-842-8201

It is a survivor's right to choose whether or not to notify and seek assistance from law enforcement or campus authorities as described above, but is highly encouraged to do so.

Students or employees who report they have suffered sexual assault, domestic violence, dating violence or stalking shall be provided with a written explanation of their rights and options at the time of an incident. They will receive written notification of available counseling, health, mental health, victim advocacy, and other services which may be available—whether they are part of the on-campus community or live in the community.

The college will change a survivor's academic situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available regardless of whether the survivor chooses to report the crime to Campus Safety or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations.

Bystander Assistance Guidelines

If you are a bystander to a domestic violence, dating violence, sexual assault or stalking incident, in order to try to prevent harm or intervene during such an incident, you should immediately call Tillamook Police at 911 or Campus Safety (Dial 1020 from any campus phone or 503-842-8222 ext.1020). If you witness something that does not look or sound right, don't hesitate to call. Even if the situation resolves before police or campus personnel arrive, it still needs to be documented. If, on the other hand the situation continues to escalate, police or Campus Safety needs to be notified as soon as possible. Do not get yourself involved in a suspicious or threatening situation; immediately call and indicate that it is an emergency.

Recognizing Abusive Behavior

Domestic violence and abuse can happen to anyone. If you or if you suspect someone you know suffers abuse, contact Tillamook Police, Campus Safety, or the director of student services.

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 director of student services. 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. In the event the accused or the survivor wants to appeal the results of a disciplinary proceeding, they may contact the chief academic officer.

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TBCC Faculty & Staff

TBCC Faculty & Staff

Atchison, Tom (2003)
Business Administration Faculty
Computer Applications & Office Systems Faculty
B.S. Secondary Education, University of Portland
M.B.A. Management, George Fox University
D.Mgt Doctorate of Management, George Fox University
(503) 842-8222, ext. 1815
tomatchison@tillamookbaycc.edu

Bennett, Brooke (2019)
Development Specialist
A.A. General Studies, Tillamook Bay Community College
503-842-8222, ext. 1026
brookebennett@tillamookbaycc.edu

Carlbom, Ron (2019)
Welding Faculty
BS Metals Technology, Montana State University
roncarlbom@tillamookbaycc.edu
503-842-8222, x 1845

Carlson, Christopher (2019)
Mathematics Faculty
PhD Mathematics,
BS Computer Science,
christophercarlson@tillamookbaycc.edu
503-842-8222, x 1835

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Case, Jenny (2018)
 SNAP & Career Education Adviser
 B.S. English, Portland State University
 503-842-8222, ext. 1160
jenevievecase@tillamookbaycc.edu

Clark, Suzie (2018)
 Business Training Coordinator
 503-842-8222, ext. 1430
suzieclark@tillamookbaycc.edu

Critelli, JoAnn (2019)
 Community & Continuing Education Coordinator
 A.A., Chemeketa Community College
 503-842-8222, ext. 1320
joanncritelli@tillamookbaycc.edu

Deane McKenna, Megan (2018)
 OSU - Open Campus Coordinator
 B.S. Natural Resources (Biology), University of Puget Sound
 M.S. Environmental Science and Policy, Northern Arizona University
 503-842-8222, ext. 1870
megandeanemckenna@tillamookbaycc.edu

DeGraffenreid, Michele (2016)
 English/Writing Faculty
 B.A. Literature, California State University-Northridge
 M.A. Rhetoric and Composition, California State University-Northridge
micheledegraffenreid@mail.tillamookbaycc.edu
 503-842-8222, x 1830

Elliott, Sydney (2003)
 English/Writing Faculty
 B.A. English, Portland State University
 M.A. English, Portland State University
 M.F.A. Creative Writing, Pacific Lutheran Univ.
 (503) 842-8222, ext. 1825
sydneylelliott@tillamookbaycc.edu

Hanson, Rhoda (2013)
 Vice President of Student Services
 B.S. Behavioral Science, Concordia University
 (503) 842-8222, ext. 1135
rhodahanson@tillamookbaycc.edu

Sara Hartford, (2019)

Career Education Advisor
 B.S. Psychology, Western Oregon University
 M.A.T. Elementary/Early Childhood Education, Concordia University
 (503) 842-8222 ext. 1165
sarahartford@tillamookbaycc.edu

Hastings, George (2013)
 Facilities Maintenance Specialist
 Builder Senior Chief, US Navy, Retired
 Master Training Specialist, CNTT Certification, US Navy
 Certification OSU School IPM Coordinator
 842-8222, ext. 1510
georgehastings@tillamookbaycc.edu

Jackson, Sally (2014)
 Financial Aid Advisor
 Cert. Accounting, Portland Community College
 Spokane Falls Community College
 (503) 842-8222, ext. 1130
sallyjackson@tillamookbaycc.edu

Jordan, Kelsey (2017)
 Financial Aid Advisor
 B.A. Anthropology/Sociology, Pacific University
 842-8222 ext. 1135
kelseyjordan@tillamookbaycc.edu

Kraus, Holly (2001)
 Instructional Assistant
 842-8222, ext. 1240
hollykraus@tillamookbaycc.edu

Laszlo, Geza (2003)
 Mathematics Faculty
 M.S. Mathematics, Eötvös Loránd University
 Ph.D. Mathematics, Oklahoma State University
 842-8222, ext. 1820
gezaslaszlo@tillamookbaycc.edu

Letersky, Paul (2019)
 Criminal Justice Program Coordination/ Adjunct Instructor
 PhJ, Law, Baltimore University
 B.A. Education, State University of New York at Fredonia
paulletersky@tillamookbaycc.edu

Luquette, Heidi (2014)

Director of Development & College Advancement
Masters, Communications
B.A. Communication, Washington State University
843-8222, ext. 1025
heidiluquette@tillamookbaycc.edu

McCarley, Erin (2017)
Institutional Planning and Research Analyst
B.A. Psychology, San Francisco State University
842-8222 ext. 1035
erinmccarley@tillamookbaycc.edu

Miller, Sarah (2011)
Online Instruction Specialist
B.S. Math, Pacific University
M.E.T. Educational Technology, Boise State University
842-8222, ext. 1080
sarahmiller@tillamookbaycc.edu

Neu, Sheryl (1993)
Information Technology Director
A.A.S., Administrative Assistant - TBCC/PCC
B.S. Information Technology – American Intercontinental University, Georgia
842-8222, ext. 1610
sherylneu@tillamookbaycc.edu

Phoenix, Masyn (2015)
Library Director
B.S. Philosophy, Oregon State University
M.L.S. Library Sciences, University of North Texas
503-842-8222, ext. 1710
masynphoenix@tillamookbaycc.edu

Phoenix, Rebecca (2018)
Human Resources Support Specialist
B.A. Inter-Cultural Religious Studies, Trinity Western University
M.A. Human Resources Development, Webster University
rebeccaphoenix@tillamookbaycc.edu
503-842-8222, ext. 1022

Pietruszka, Robert (1987)
Biological Sciences Faculty
General Studies, San Francisco City College
B.A. Biology, CSU, San Francisco
M.S. Zoology, Oregon State University
Ph.D. Biology, University of New Mexico

(503) 842-8222, ext. 1805
robertpietruszk@tillamookbaycc.edu

Rivenes, Teresa (2018)
Vice President of Instruction
EdD Higher Ed Leadership, Montana State University-Bozeman
PhD Psychology, Capella University
MS Psychology, Capella
BS Psychology/Sociology, Weber State University
842-8222, ext. 1030
teresarivenes@tillamookbaycc.edu

Ryan, Pat (2009)
Director of Facilities, Safety & Human Resources
B.A. Management and Organizational Leadership, George Fox University
842-8222, ext. 1020
patryan@tillamookbaycc.edu

Sandusky, John (2002)
History/Social Science Faculty
B.A. Social Science, Pacific Christian College
M.A. History, California State University, Fullerton
842-8222, ext. 1875
johnsandusky@tillamookbaycc.edu

Soto, Arlene (2017)
Director of Small Business Development Center
B.A. Accounting, Portland State University
M.S. Management, Marylhurst University
(503) 842-8222 ext. 1410
arlenesoto@tillamookbaycc.edu

Spitzer, Darryl (2015)
Dean of Career Technical Education
B.S. Business Management, University of Phoenix
B.S. Theology/Historical Studies, Multnomah University
M.B.A. Business Administration, Ashford University
(503) 842-8222 ext. 1310
darrylspitzer@tillamookbaycc.edu

Tomlin, Ross (2016)
President
B.S.F. Forestry, Stephen F. Austin University
M.S.F. Forestry, Stephen F. Austin University
Ed. D Educational Leadership, University of LaVerne
(503) 842-8222, ext. 1015

rosstomlin@tillamookbaycc.edu
Vanselow, Sheryl (2004) Business Office Specialist Phi Theta Kappa Advisor A.A. General Studies, Portland Community College A.S. Accounting, Portland Community College B.S. Liberal Studies, Eastern Oregon University (503) 842-8222, ext. 1220 sherylvanselow@tillamookbaycc.edu
Weissenfluh, Michael (1996) Business Administration Faculty Computer Applications & Office Systems Faculty B.S. Business Administration, Portland State University M.B.A. Technology Management, University of Phoenix (503) 842-8222, ext. 1810 michaelweissenfluh@tillamookbaycc.edu
Williams, Kyra (2004) – VP? Vice President of Finance B.S. Accounting, University of Oregon (503) 842-8222, ext. 1210 kyrawilliams@tillamookbaycc.edu
Woodke, Karey (2016) Business Office Specialist Phi Theta Kappa Advisor AAOT General Studies, TBCC (503) 842-8222, ext. 1230 kareywoodke@tillamookbaycc.edu
Woodke, Kelly Evening Facilities Specialist Welding Certification, Lane Community College 503-842-8222, ext. 1021 kellywoodke@tillamookbaycc.edu
ASTBCC & PTK Student Government Office 503-842-8222, ext. 2116 astbcc@mail.tillamookbaycc.edu ptk@mail.tillamookbaycc.edu

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Contents	
Adjunct Faculty	
Albright, Gary (2009) Political Science Adjunct Faculty A.A. Accounting, Robert Morris University B.S. Accounting, Robert Morris University garyalbright@mail.tillamookbaycc.edu	
Belanger, Karen (2016) Adjunct Art Faculty Master's Elementary Education, Southern Utah University (2000) B.S. Elementary Education, Southern Utah University (1989) karenbelanger@mail.tillamookbaycc.edu	
Binford, Paul (2016) Criminal Justice, Adjunct Faculty B.S. Political Science, Guilford College J.D. Law, Willamette University paulbinford@mail.tillamookbaycc.edu	
Carlson, Molly (2018) Physical Education Adjunct B.A. International Studies, Whitworth University mollycarlson@mail.tillamookbaycc.edu	
Clark, Heather Ann (2017) English/Writing Adjunct Faculty B.A. English, Boise State University M.A. English, University of Idaho	

heatheraclark@mail.tillamookbaycc.edu

Coulter, David (2012)
Psychology Adjunct Faculty
B.S. Applied Psychology, Oregon Institute of Technology
M.S. Applied Psychology, Southern Oregon University
davidcoulter@mail.tillamookbaycc.edu

Coulter, Heidi (2015)
Mathematics Adjunct Faculty
B.S. Applied Psychology, Oregon Institute of Technology
heidicoulter@tillamookbaycc.edu

De Quesada, Isa (2018)
Spanish GED/ESOL Adjunct Faculty
B.A. English, University of California, Irvine
M.A. English, National University
isabeldequesada@mail.tillamookbaycc.edu

Dietrich, Jeremy (2018)
Criminal Justice Adjunct Faculty
B.S. Criminal Justice, Utah Valley University
J.D. Law, Willamette University
jeremydietrich@mail.tillamookbaycc.edu

Downing, Troy (2016)
Ag/Natural Resources Adjunct Faculty
B.S. Animal Science, Cal State, Chico
M.S. Animal Science, University of Nevada, Reno
troydowning@mail.tillamookbaycc.edu

Drescher, Adelynn (2017)
Criminal Justice and Public Safety Adjunct Faculty
B.A. Criminal Justice, University of Illinois, Chicago
M.A. Law Enforcement, Michigan State University
adelynndrescher@mail.tillamookbaycc.edu

Dreyfuss, Simeon (2016)
Reading, Writing Adjunct Faculty
B.A. Interdisciplinary Liberal Art, Fairhaven College, Western Washington University
M.A. Creative Writing, New York University
simeondreyfuss@mail.tillamookbaycc.edu

Dutton, Steve (2012)
Communications Adjunct Faculty
E.S. Rhetoric and Media Studies, Willamette University

M.A.T. Teaching, Willamette University
stevedutton@mail.tillamookbaycc.edu

Farrier, Mark (2010)
MIT Adjunct Faculty Industrial Electrician License
markfarrier@mail.tillamookbaycc.edu

Hamilla, Zachary D. (2015)
History Adjunct Faculty
B.A. History, Vassar College
M.A. International Studies, University of Denver
zacharyhamilla@mail.tillamookbaycc.edu

Huffman, Joshua (2017)
MIT Adjunct Faculty
AGS Tillamook Bay Community College
joshuahuffman@mail.tillamookbaycc.edu

Jacob, Irvin (2016)
Adjunct Faculty
Certificate Secondary Teaching (Social Studies), Western Oregon University (2002)
Master's Agriculture Economics, Oregon State University (1974)
B.A. Economics, University of Oregon (1970)
irvinjacob@mail.tillamookbaycc.edu

Jenks, Richard (2018)
Communications Adjunct Faculty
B.Th. Christian Education, Northwest Christian University
M.R.E. Religious Education, Emmanuel Christian Seminary
Ph.D. Psychology, Southern California University for Professional Studies
richardjenks@mail.tillamookbaycc.edu

Josi, Todd (2018)
Ag/Natural Resources Adjunct Faculty
B.S. Forestry, Oregon State University
toddjosi@mail.tillamookbaycc.edu

Kleeman, Anna (2017)
Health Education Adjunct Faculty
B.S.N. Nursing, University of Phoenix
annakleeman@mail.tillamookbaycc.edu

Lara, Genifer (2017)
Physical Science Adjunct Faculty
B.A. Wildlife Biology, Prescott College
M.S. Geosciences, Mississippi State University

geniferlara@mail.tillamookbaycc.edu

Larson, Kaisa (2015)
Health Science Adjunct Faculty
A.A.S. Medical Assisting, Lower Columbia College
B.S. Health Science, University of South Dakota
kaisalarson@mail.tillamookbaycc.edu

Linnell, Jessica (2017)
Nutrition Adjunct Faculty
B.S. Nutrition, University of California Davis
PhD, Nutritional Biology, University of California Davis
jessicalinnell@mail.tillamookbaycc.edu

Long, Brent (2015)
Ag/Natural Resources Adjunct Faculty
B.S. Forest Management, Oregon State University
brentlong@mail.tillamookbaycc.edu

Maahs, Patrick (2018)
MIT Adjunct Faculty
A.A.S. Automotive Technology, Clackamas Community College
patrickmaahs@mail.tillamookbaycc.edu

Mata, Andrew, (2017)
MIT Adjunct Faculty
andrewmata@mail.tillamookbaycc.edu

McCall, David (2017)
Ag/Natural Resources Adjunct Faculty
B.S. Language and Linguistics, Georgetown University
davidmccall@mail.tillamookbaycc.edu

Meyer, Joseph, (2016)
Ag/Natural Resources Adjunct Faculty
B.S. Agricultural Sciences, Oregon State University
M.S. Agricultural Education, Oregon State University
josephmeyer@mail.tillamookbaycc.edu

Moore, Laura (2016)
Adjunct English Faculty
Master's of Liberal Arts – English Literature, Stanford University (2014)
B.A. English Literature and Language, Brigham Young University (2008)
lauramoore@mail.tillamookbaycc.edu

Murphy, Mike (2014)

MIT Adjunct Faculty
michaelmurphy@mail.tillamookbaycc.edu

Reed, Denise (2004)
Music Education Adjunct Faculty
B.M. Music Education, DePaul University
M.M. Music Education, DePaul University
Ph.D. Education, Nova Southeastern University
denisereed@mail.tillamookbaycc.edu

Richardson, Jodi (2016)
EMS/ Health Education Adjunct Faculty
jodirichardson@mail.tillamookbaycc.edu

Thompson, Phyllis, (2016)
Writing Adjunct Faculty
B.A. English, Marietta College
M.A. Medieval Language & Literature, Cornell University
PhD, Medieval Language & Literature, Cornell University
phyllisthompson@mail.tillamookbaycc.edu

Voss, Nicholas (2017)
MIT Adjunct Faculty
B.S. Forest Products, University of Idaho
nicholasvoss@mail.tillamookbaycc.edu

Shelby Owsley, (2020)
Tillamook Works Coordinator
B.S. Social Studies, University of Wyoming
(503) 842-8222
shelbyowsley@tillamookbaycc.edu

Brian Lehman, (2019)
Assistant Registrar
B.A. History, Oregon State University
(503) 842-8222 ext. 1321
brianlehman@tillamookbaycc.edu

Kellie McKeenan, (2019)
Americorp Connet2Complete Specialist
B.A. History, Colorado State University
B.S. Landscape Horticulture, Colorado State University
M.A. History, University of Nebraska at Kearney
(503) 842-8222 ext. 1155
kelliemckeenan@tillamookbaycc.edu

Dustin Young, (2020)
Psychology/Sociology Adjunct Faculty
B.S. Social Work, Southern Adventist University
M.A. Social Work, Walla Walla University
dustinyoung@mail.tillamookbaycc.edu

Jared Schmidt (2020)
Adjunct Faculty
B.A. Psychology, Northwestern College
M.S. Applied Anthropology, Minnesota State University-Mankato
Graduate Certificate, Museum Studies, Minnesota State University-Mankato
M.A. Folklore Studies, University of Wisconsin, Madison
jaredschmidt@mail.tillamookbaycc.edu

Theresa Harper, (2020)
Adjunct Faculty
theresaharper@mail.tillamookbaycc.edu

Ron Neu, (2016)
Tutor/Mathematics Adjunct Faculty
B.S. Physics, Pacific University
ronaldneu@mail.tillamookbaycc.edu

Addendum Course Descriptions

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Course Descriptions

TBCC offers a mix of lower division credit and career technical education courses. Course prefixes for LDC and CTE courses are listed below (for example, all courses in Biology start with the “BI” prefix, while all courses in Business Administration start with the “BA” prefix. Note that courses numbered below 100 are not usually transferable. Check with a career education advisor to determine what courses apply to your degree.

Lower Division Collegiate (LDC) Course Codes

AG:	Agriculture
ANS:	Animal Science
ART:	Art
BA:	Business Administration
BI:	Biology
CG:	Career Guidance & Student Success
CH:	Chemistry
CS:	Computer Science
COMM:	Communications
EC:	Economics
ED	Education
ENG:	English
ESR:	Environmental Studies
FN:	Foods & Nutrition (225)
FOR	Forestry
FW	Fish and Wildlife
G:	Geology
GEO:	Geography
GS:	General Science
HE:	Health
HORT	Horticulture
HST:	History
LEAD	Leadership
LIB:	Library
MTH:	Mathematics
MUS:	Music
NAT	Natural Resources
PE:	Physical Education
PHL:	Philosophy
PHY:	Physics
PS:	Political Science
PSY:	Psychology
SOC:	Sociology

SOIL:	Soil Science
SPA:	Spanish
WR:	Writing
(Only course numbers 100-299 are LDC at TBCC)	
Career and Technical Education Courses (CTE)*	
AH:	Allied Health
APR:	Apprenticeship
CAS:	Computer Applications
CJA:	Criminal Justice
DRF:	Drafting
ELT:	Electrical Trades
EMS:	Emergency Medical Technician
FN:	Foods and Nutrition
FST:	Food Science Technology
GT:	Green Technology
IMT:	Industrial Maintenance Technology
MCH:	Machine Manufacturing Technology
MP:	Medical Professions
WLD:	Welding Technology

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

AG - Agriculture

AG 101 - Orientation to Agricultural Careers (1)

This course provides an exploration of career opportunities in agriculture and natural resources. Students will have the opportunity to become aware of professional engagement opportunities within the fields and will begin developing an idea of what opportunities are available both on and off campus. Offered: As Announced Addendum: This course is intended to articulate with Oregon State University as AG 199 or AG LDT.

AG 200 - Agricultural and Food Management (4)

This course is focused on economic and business principles applied to the management of firms in agricultural and food industries, including farms, ranches and nurseries, agricultural input suppliers, packers, shippers, processors and food manufacturers and distributors; firm-level goal-setting, information management and financial analysis. Recommended: RDWR 115 and MTH 70, or placement above these levels, and EC 201 Offered: As Announced Addendum: This course is intended to articulate to Oregon State University (OSU) as AEC 211.

Prerequisite: Recommended: RDWR 115 and MTH 70, or placement above these levels, and EC 201.

AG 201 - Agricultural and Food Marketing (3)

Organization and functions of agricultural and food markets both domestic and international; market channels and supply chains for various agricultural commodities and food products; role of agribusiness, cooperatives, and government in marketing decisions. Recommended: RDWR 115 and MTH 70, or placement above these levels, and EC 201 Offered: As Announced Addendum: This course is intended to articulate to Oregon State University (OSU) as AEC 221.

AG 211 - Survey and Construction (3)

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. This course is intended to articulate with Oregon State University as AG 211, but also counts at TBCC as IMT 211. Offered: As Announced

AG 221 - Metals and Welding (3)

Practices of metalworking 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. Addendum: This course is intended to articulate with Oregon State University (OSU) as AG 221. The purpose of this course is to familiarize the student with metals and metal properties, as well as the welding, cutting, grinding and machining techniques appropriate in working with various metals. The emphasis in the course will be on repair of damaged metal systems or structures. Specific testing will be on student proficiency at repair welding given only one attempt.

AG 225 - Organic Waste Management (2)

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. Offered: As Announced Addendum: This course is intended to articulate to Oregon State University (OSU) as an AG elective.

AG 280 - Cooperative Education in Agriculture or Natural Resources (3)

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. Offered: As Announced Addendum: This course is intended to transfer to OSU as an AG LDT.

AH - Allied Health

AH 100 - Medical Terminology (4)

Explore and learn medical terminology through the teaching of each system. Body structure and function are explored through using and learning of medical terms. Systems explored include: digestive, urinary, male and female reproductive, nervous, cardiovascular, respiratory, blood, lymphatic, musculoskeletal, skin, and endocrine.

AH 101 - Phlebotomy I (4)

Introduces basic laboratory skills to collect and process high quality blood specimens for clinical laboratory analysis. Classroom instruction includes anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations related to safety, quality, control, etc. Course includes a skills component to prepare students for clinical experience in Phlebotomy II. Requires current HCP CPR card, criminal background check, 11 panel drug screen, and immunizations prior to enrollment. Prerequisites: RDWR115/MTH 20 (or placement above these levels). Associated program: AAS in Healthcare Administration.

AH 102 - Phlebotomy II (3)

Clinical practicum that includes 100 clock hours of clinical training and orientation in a CLIA-regulated, accredited laboratory with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures. Prerequisites: AH 101 Associated program: AAS in Healthcare Administration

AH 110 - Clinical & Administrative Procedure I (6)

Explore and learn with hands on practice in this introduction to the Medical Assisting field. Learning about provider-patient relationships, professional communication, Electronic Health Records, Healthcare Law, vital signs, patient prep, assisting a physician, diagnostic testing, and administering immunizations. Pre-req: MP 111. Pre-req or co-req: MTH 105 or 95

AH 112 - Clinical & Administrative Procedures II (6)

Continue to explore and learn with hands on practice in this second course in the Medical Assisting Sequence. Focus will be on; drug calculations, phlebotomy, EKG, additional diagnostic testing, professionalism, telephone communications, proper documentation, office procedures, health insurance, sterile procedures, and obtaining a patient history. Pre-req: AH 110

AH 130 - Today's Careers: Health (2)

Exposes a wide range of occupations including educational and skill requirements. Covers ways of gathering information about specific occupations. Includes guest speakers from a variety of careers to further illustrate the realities of the world of work. Audit available.

AH 280 - Medical Assisting Clinical Experience (3)

Continue to explore and learn with hands on practice in this second course in the Medical Assisting Sequence. Focus will be on; drug calculations, phlebotomy, EKG, additional diagnostic testing, professionalism, telephone communications, proper documentation, office procedures, health insurance, sterile procedures, and obtaining a patient history. Pre-req: AH 110

ANS - Animal Science

ANS 121 - Introduction to Animal Science (4)

This course includes the principles of breeding, physiology, nutrition, and management as they apply to modern livestock and poultry production Offered: Fall Addendum: This course is intended to articulate to Oregon State University (OSU) as ANS 121.

ANS 215 - Beef/Dairy Industries (3)

Introduction to beef and dairy industries; history, current industry status, and demonstration and practice of basic husbandry skills. Prerequisite: ANS 121 Offered: Winter Addendum: This course is intended to articulate with Oregon State University (OSU) as ANS 215. At the completion of this course, students should have a basic understanding of beef and dairy production. Students will be exposed to production methods and issues related to the beef and dairy industries in the US. Issues will relate to sustainability, economics, and product quality. An overview of major scientific disciplines that relate to production, including nutrition, genetics, reproduction, and animal welfare will be presented.

ANS 220 - Introductory Horse Science (3)

Provides a broad view equine science, including evolution, general health, behavior and nutrition, form to function, current industry information and general management. Recommended: RDWR 115 and MTH 70, or placement above these levels, and ANS 121. Offered: As Announced Addendum: This course is intended to articulate to Oregon State University (OSU) as ANS 220.

ANS 230 - Dairy Cattle Evaluation (3)

This course is intended to articulate with Oregon State University (OSU) as ANS 230. 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 the dairy breeds will be understood, and oral presentation skills honed. Offered: As Announced

ANS 231 - Livestock Evaluation (3)

This course is intended to articulate with Oregon State University (OSU) as ANS 231. ANS 231 is a course that focuses on an individual animal's economic merit as compared to a sample group. Visual appraisal, performance data, and carcass merit are stressed. This course will include the evaluation of both market and breeding animals. The livestock species of concentration include: beef cattle, swine, sheep, and meat goats. Offered: As Announced

APR - Apprenticeship

APR 100 - Introduction to Trades (1)

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 105 - Industrial Safety (OSHA) (4)

Provides an introduction to the essential skills needed to maintain safety in industrial workplaces. Includes information regarding general accident prevention. Applies OSHA and OR-OSHA rules and laws to develop safe operational processes and procedures for common situations that occur in manufacturing and construction industries. Course also is included within the MSSC framework of the Certified Production Technician Certification

APR 106 - Hand Tool Safety (1)

Develops understanding of the hand tools and power tools used in the industrial trades. Identifies commonly used hand/power tools, selecting the correct tool to complete assigned projects and working in a safe and competent manner. Emphasizing safety and care of tools.

APR 108 - Rigging (3)

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. Prerequisite MTH 20 or higher placement.

APR 109 - Industrial Hydraulics I (3)

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. Prerequisite MTH 20 or higher placement. Additional supply fee may be required.

APR 111 - Shielded Metal Arc Welding (E7024)& Oxy-acetylene Cutting (4)

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. Offered: As Announced

APR 118 - Bearings, Seals and Lubrication (3)

Provides an introduction to bearings, seals, and lubrication types and techniques used in industry to develop skills in diagnosis, inspection and repair of moving parts. Additional supply fee may be required.

APR 121 - Introduction to Electricity and Circuits (3)

Introduction to Electricity and Circuits Covers general atomic theory, electron flow in conductors, calculations 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. Audit available. Offered: As Announced

APR 122 - AC/DC Motor Principles (3)

AC/DC Motors Principles 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. Prerequisites: APR 121 or instructor approval. Audit available Offered: As Announced

APR 123 - AC Theory for Motors/Transformers (4)

Focuses on alternating current power distribution, transformers, motors, and storage cells, solid state semiconductor devices, and Delta/Wye three phase motor winding connections as applied to the heavy industrial environment. Prerequisite: APR 122 Audit available. Offered: As Announced

APR 124 - Electrical Systems Operations (3)

Electrical Systems Operations Covers alternating current measure instruments, test equipment, advanced motor theory, blueprint reading, electrical related materials, AC systems, advanced transformer theory, lighting, grounding and bonding, contactors, relays and general installation requirements to meet code specifications. Prerequisites: APR 123. Audit available. Offered: Fall

APR 125 - Electrical Circuits Wiring Methods (3)

Electrical Circuits and Wiring Methods 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, tag out, lockout and appliances. Covers series, branch, and parallel circuits in detail, and the basic use of a multi-meter to check for voltage, current, and resistance. Prerequisites: APR 124. Audit available Offered: As Announced

APR 126 - Electrical Systems Installation/NEC (3)

Electrical Systems Installation per NEC 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. Offered: Spring

APR 127 - Basic Programmable Controllers - (PC Based) (2)

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. Offered: As Announced

APR 128 - Intermediate Programmable Controlleres (PC Based) (2)

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: APR 127. Additional supply fee may be required. Offered: As Announced

APR 129 - Blueprint Reading (4)

Covers the language of blueprints including lines, views, dimensioning, print organization, welding symbols and structural shapes. Additional supply fee may be required. Offered: As Announced

APR 130 - Applied Industrial Technology Mathematics (4)

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. Prerequisites: MTH 20 or placement above this level.

APR 134 - Manufacturing Process I (4)

A technical elective course in the Associate of Applied Science Degree in the Machine Manufacturing 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. Addendum: MCH 121 consists of the following modules: Machine Tool Safety; Micrometer; Drilling on the Drill Press; Facing on the Lathe; Parallel Turning / Filing on the Lathe; Cutting External Radii & External Tapers on the Lathe; Knurling on the Lathe; Thread Forming on the Lathe; End Mill Square on the Milling Machine; Digital readout/ Drill", Tap," Ream on the Milling Machine.

APR 200 - Pumps and Valves (3)

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. Additional supply fee may be required. Prerequisite: IMT 105/APR 109

APR 201 - Electrical Motor Controls (2)

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. Prerequisite: APR 121 or instructor approval. Offered: As Announced Addendum: Students will be able to better understand electromagnetic controls, motors, and transformers. The student should be able to design, install, maintain, and troubleshoot such systems.

APR 205 - Introduction to Pneumatics (2)

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.

APR 209 - Pipefitting (3)

Examines the essential operations to assemble and maintain piping and other mechanical systems. Practical applications are stressed in this course.

APR 210 - Proportional Hydraulics (3)

Examines the industrial applications of proportional hydraulics theory, application, troubleshooting, and repair of these advanced hydraulic applications. Additional supply fee may be required.

APR 221 - Advanced AC Circuitry (3)

Advanced AC Circuitry Includes the theory of alternating current and power. Also includes alternating current, resistance in AC circuits, inductance and inductive reactance, capacitance and capacitive reactance, power factor correction, power in AC circuits, vector analysis and three phase connections and calculations. Prerequisites: APR 126. Offered: Fall

APR 222 - Hazardous Locations (3)

Hazardous Locations 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. Prerequisites: APR 221. Offered: As Announced

APR 223 - Motor Control Operationsincluding PLC's (3)

Motor Control Operations including PLC's: 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. Prerequisites: APR 222. Offered: Spring

APR 224 - Electrical Code - Level I (4)

Electrical Code - Level I emphasizes the use and understanding of the National Electrical Code Article 90 through Article 300. Assists apprentice electricians in preparing for the state electrical exam. Topics include Art.250 grounding, Art.300 wiring methods, Art.240 overcurrent protection, Art.210 branch circuits, Art.220 calculations, Art.215 feeders and Oregon Specialty Codes. Prerequisites: APR 223. Offered: Fall

APR 225 - Electrical Code - Level II (4)

Electrical Code - Level II emphasizes the use and understanding of the NEC Articles 310 through Article 450. Topics include wire, cable, raceway, busway, cable bus, switches, panel boards, lighting, heating equipment, Motors, transformers and the taking of practice exams. Prerequisites: APR 224. Offered: As Announced

APR 226 - Electrical Code - Level III (4)

Electrical Code - Level III emphasizes the use of understanding of the NEC Articles 460 through informative annex D. Topics includes code articles, OAR's, supplemental code reference materials, calculations and practice exams. Completion of the series prepares the student apprentice to become a licensed Electrician Journey person. Prerequisites: APR 225. Offered: Spring

APR 229 - Techniques of Preventive Maintenance (3)

Examines the development and implementation of a preventative maintenance program using proven actions and procedures and common computer software. This course is also part of the MSSC Certified Production Technician Certification.

APR 230 - National Electrical Code I (3)

Instructs the electrical professional where and how to find required information in the NEC book, demonstrating how the various articles work together to provide complete information on a subject. Most code articles (90 through 450) will be explained in detail. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. Additional supply fees may be required. Offered: As Announced

APR 231 - National Electrical Code II (3)

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. Additional supply fees may be required.

ART - Art

ART 103 - Understanding New Media Arts (4)

Introduces aesthetic, historical, and critical issues of new media arts and design. Presents aspects of printmaking, photography, graphic design, video, film, performance, installation, and other forms of time-based art in terms of experiencing, appreciating and understanding their roles in our lives. The series ART 101, 102, 103 may be taken in any order. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. Fulfills Arts and Letters requirements for General Education Offered: Fall

ART 115 - Basic Design - 2D Foundations (3)

Introduces two dimensional foundations, 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 design concepts with reference to historical and contemporary perspectives. Audit available. Fulfills Arts and Letters requirements for General Education Offered: Fall

ART 116 - Basic Design - Color Foundation

Introduces color foundations 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. Course may include demonstrations, slides, lectured, films and/or field trips. Basic Design series 115 and 116 may be taken in any sequence. Audit available.

ART 131 - Drawing I (3)

Explores basic perceptual drawing techniques and tools as well as the development of the language of drawing in historical and contemporary contexts. Introduces critical skills for sighting, measuring, designing and constructing in drawing. This course can be repeated three times for credit. Audit available. Fulfills Arts and Letters requirements for General Education Offered: Spring Addendum: A minimum 3 hours of homework per week in the form of private exploration of the concepts and processes introduced in class will be required. College level reading comprehension is necessary.

ART 140 - Digital Photography (3)

The course will provide a hands-on experience that approaches digital photography from an artistic, historic, and craft-oriented perspective. All aspects of digital photography will be considered, from exposure of images in the camera, to the presentation of the finished image. Special attention will be paid to self-expression, based on an understanding of aesthetic principles and graphic design. Historical approaches and contemporary issues concerning the art of photography will be discussed. Students' abilities will be developed through regular photographic assignments and critical evaluations. Includes critiques, discussions, and presentations to establish the basic skills necessary to evaluate prints and images, 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. Recommended: Basic computer skills. Audit available. Fulfills General Education requirements for Arts and Letters.

ART 181 - Painting I (3)

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. Additional supply fee may be required. Fulfills Arts and Letters requirements for General Education Offered: Spring

ART 198 - Special Topics in Art (1)

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. Offered: As Announced

ART 210 - Women in Art (4)

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 or equivalent. Audit available. Fulfills Arts and Letters requirements for General Education Offered: As Announced

ART ART 211 - History of Film (3)

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ART 212 - Modern Art History - Early 20thCentury (4)

Explores early 20th century revolutions in science and technology, psychology and philosophy. Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment, and to gain insight into our modern world. Focuses on viewing, analyzing, and comparing many art forms in a historical context. Prerequisites: RDWR 115 or placement above these levels. Offered: As Announced

ART 231 - Drawing II (3)

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 course can be repeated three times for credit. Audit available. Prerequisites: Three terms of ART 131 or instructor permission. Offered: Spring Addendum: • The course may include demonstrations, slides, lectures, video/films and field trips. • A minimum 3 hours of homework per week in the form of private exploration of the concepts and processes introduced in class will be required.

Prerequisite: Instructor permission or 3 terms of ART 131.

ART 270 - Printmaking (3)

Introduces basic printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Develops an introductory level of creative problem solving and terminology of screen printing, monoprints, relief and basic intaglio processes. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. May be taken 3 times for credit. Recommended: ART 115. Offered: Winter

Prerequisite: Recommended: ART 115.

ART 281 - Painting II (3)

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. Pre-requisites Art 181 or instructor permission. May be taken three times for credit. Recommended: ART 115 ART 131. Additional supply fee may be required. Fulfills Arts and Letters requirements for General Education Offered: Spring

Prerequisite: ART 181 or instructor permission.
Recommended: ART 115 & ART 131. .

ART 284 - Water Media II (3)

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. Recommended: ART 131. Audit available. Fulfills Arts and Letters requirements for General Education Additional Course Fees Offered: As Announced

Prerequisite: Recommended: ART 131.

ART 287 - Water Media II (3)

Explores intermediate and more advanced studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with advanced art theory. May be taken 3 times for credit. Prerequisites: ART 284 or instructor permission. Audit available. Fulfills Arts and Letters requirements for General Education Additional Course Fees Offered: As Announced

Prerequisite: Prerequisites: ART 284 or instructor permission.

ASL - American Sign Language

ASL ASL 101 - American Sign Language I (4)

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ASL ASL 102 - American Sign Language II (4)

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ASL ASL 103 - American Sign Language III (4)

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BA - Business Administration

BA 101 - Introduction to Business (4)

Surveys the field of business including topics such as management, finance, marketing, production, operations, global business, and small business. The course exposes students to how these areas occur in a changing society and the type of decisions made within a business. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores.

BA 120 - Project Management Fundamentals (3)

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. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101.

BA 131 - Introduction to Business Technology (4)

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 equivalent placement test scores.; BA 101.

BA 150 - Introduction to Entrepreneurship (3)

Introduces students to the process for launching a business by providing a learning combination of classroom sessions and real-world experiences. The ultimate goal is to prepare individuals to launch a real business. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101 Addendum: Through this course, students will learn the Lean Startup Methodology and the Business Model Generator.

BA 177 - Payroll Accounting (3)

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: RDWR 115 and MTH 20 or equivalent placement test scores.

BA 205 - Business Communication (4)

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 speeches. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101.

BA 206 - Management Fundamentals (3)

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 equivalent placement test scores; BA 101.

BA 211 - Principles of Accounting I (4)

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: RDWR 115 and MTH 20 or equivalent placement test scores; BA 111.

BA 212 - Principles of Accounting II (4)

Continues the presentation of accounting fundamentals introduced in BA 211. Introduces statement of cash flows and financial statement analysis. Prerequisite: BA 211. Addendum: This is the second term of the traditional accounting principles sequence. The course emphasis continues to be on the application of generally acceptable accounting principles to the recording and reporting of financial information, the underlying theoretical foundations of accounting, and the analytical skills needed by business and accounting students. An understanding of accounting is necessary to examine the performance and financial health of a business. For this reason, accounting is often referred to as the "language of business". This course is the ideal way for students to acquire a valuable skill as well as begin to develop an appreciation of the role of accounting in the evaluation and management of a business. Accordingly, it is recommended as a course both for students interested in business generally, and for those planning a career in accounting.

BA 213 - Managerial Accounting (4)

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

BA 214 - Lean Manufacturing and Process Control (3)

Provides instruction in concepts of quality, value, industrial standards, and lean manufacturing methods involving the improvement of industrial efficiency and production. The course also covers the use of statistical process control to improve maintenance and production processes. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101. Addendum: Studies Six Sigma techniques and strategies used to make data-based decisions within manufacturing or service environments to improve customer satisfaction, products, processes, and quality.

BA 218 - Personal Finance (3)

Explores the role of the consumer in our economy, problems of financing family, business and individual needs, including budgeting, banking relationships, borrowing, insurance, risk management, real estate, investing, portfolio management, retirement and personal taxes. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores Approved course substitution for BA 111.

BA 222 - Financial Management (3)

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: RDWR 115 and MTH 20 or equivalent placement test scores; BA 212. Addendum: Finance Management is designed to expose the student to the financial issues of determining the monetary resources needed by a business, the mix of these resources, the sources and uses of funds, the benefits, risks and costs associated with different types of resources and financing.

BA 223 - Principles of Marketing (4)

Explores 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 equivalent placement test scores; BA 101.

BA 224 - Human Resource Management (3)

Introduces how human resources management contributes to a business through recruitment; selection; training and development; compensation and benefits; performance appraisal; and departure. Includes wage and salary administration; employment and job rights; discipline and due process; and labor-management relations. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101.

BA 226 - Business Law I (4)

Explores 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. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101.

BA 228 - Computer Accounting Applications (4)

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: RDWR 115 and MTH 20 or equivalent placement test scores; BA 111, BA 211, and CAS 133.

Prerequisite: Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 111, BA 211, and CAS 133.

BA 250 - Small Business Management (3)

Provides the background concepts and practices necessary for a successful owner and/or operator. This course emphasizes the general functions, procedures, and specific subject areas related to initiating, organizing, and operating a successful small business. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101. Addendum: This course is intended for students and prospective small business owners or managers.

BA 256 - Income Tax (3)

Introduces preparation of federal individual and sole proprietorship income tax returns. Provides brief overview of partnership and corporate returns. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 111, BA 211 and BA 212 Addendum: This course is designed to introduce students to the Federal tax system for individuals and businesses. Students will learn how to complete basic schedules and forms, including the W-2, W-3, and W-4 forms.

BA 277 - Business Ethics (4)

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 equivalent placement test scores; BA 101.

BA 280 - Cooperative Education - Business Experience (3)

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. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101. Addendum: The department recommends students take it in one of the two terms prior to degree completion. BA 280 is a P/NP grade; BA 280 may be repeated up to 12 credits.

BA 285 - Human Relations in Organizations (3)

Explores interactions involving individual behavior, team dynamics, and organizational processes in organizations. This course explores dynamics examining human perceptions, communications, group interactions, leadership, change, cultural diversity, ethics, and diversity. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; BA 101.

BA 290A - Business Seminar - Accounting (3)

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. Offered: Spring

BA 290M - Business Seminar - Management (3)

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. Offered: Spring

BI - Biology

BI 100 - Biology of Human Body Systems (4)

Presents a rational and systematic observation of the human body and allows identification, description and discussion to create a basic understanding for students interested in healthcare, biological science, and/or anyone interested in a basic understanding of how the human body works. Topics include body organization, basic body chemistry, cell structure and function, tissues, and an overview of all major body systems.

BI 101 - Biology (4)

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. Prerequisites: WR 121 and MTH 70 or equivalent placement test scores. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

BI 102 - Biology (4)

Second of a three-term laboratory science course sequence designed for non-biology majors. Presents an overview of protein synthesis, cell division, genetics, animal reproduction and development, and evolution. Prerequisites: WR 121 and MTH 70 or equivalent placement test scores Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

BI 103 - Biology (4)

Third of a three-term laboratory science course sequence designed for non-biology majors. Presents overviews of taxonomy, organismic diversity, the evolutionary relationships among the kingdoms, ecology, population biology and the biosphere. Prerequisites: WR 121 and MTH 70 or equivalent placement test scores Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

BI 112 - Cell Biology for Health Occupations (5)

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: WR 121, and MTH 70 or equivalent placement test scores. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

BI 121 - Intro. to Human Anatomy and Physiology I (4)

Surveys anatomical terminology, basic chemistry, cell structure and function, tissues, and the following systems: integumentary, skeletal, muscular, and nervous. Involves lecture discussions complemented by physiological laboratory exercises, dissections, microscopy, and multimedia. Prerequisites: Placement into WR 121 and (MTH 70 or any math course for which this is a prerequisite). Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

Prerequisite: Prerequisites: Placement into WR 121 and (MTH 70 or any math course for which this is a prerequisite).

BI 122 - Intro. Human Anatomy and PhysiologyII (4)

Surveys the endocrine, lymphatic, cardiovascular, digestive, respiratory, reproductive and urinary systems with some coverage of human development, human genetics, and immunology. Includes lectures, discussions and laboratories. Prerequisites: BI 121. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

BI BI 220 - Human Genetics (3)

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BI BI 221 - Principles of Biology I (4)

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BI BI 222 - Principles of Biology II (4)

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BI BI 223 - Principles of Biology III (4)

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BI 231 - Human Anatomy and Physiology I (4)

Introduces chemistry, cell, tissues, 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 exercises and computer based exercises. Prerequisites: WR 121 and MTH 70 or equivalent placement test scores, and BI 112. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

BI 232 - Human Anatomy and Physiology II (4)

It is the second course of a three-course sequence. Covers the nervous, endocrine, and cardiovascular systems. Includes lecture discussions complemented by 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 and its prerequisite. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

BI 233 - Human Anatomy and Physiology III (4)

It is the third course of a three-course sequence. Covers the respiratory, digestive, urinary and reproductive systems, metabolism and fluid and electrolyte balances; embryology and genetics. Includes lecture discussions complemented by complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer work such as computer simulation exercises. Prerequisite: BI 232 with a "C" or better and its prerequisite. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

BI 234 - Microbiology (5)

Lecture, recitation, and laboratory cover: bacterial identification, morphology, metabolism and genetics; bacterial, viral, and parasitic relationships with human health and disease; and basic immunology. Laboratory stresses aseptic technique, bacterial identification and physiology using a variety of media, culturing techniques, and staining techniques. Recommend BI 231. Prerequisites: BI 112 or (BI 211 and BI 212) and their prerequisite requirements. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

CAS - Computer Applications

CAS 121 - Beginning Keyboarding (3)

Introduces the basic skills of touch keyboarding and techniques when using a computer keyboard. This class emphasizes the development of speed and accuracy. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores. Proficiency Exam is available. Addendum: Students can be awarded Credit for Prior Learning (CPL) by completing a proficiency assessment by typing over 40 WPM with less than three (3) errors for a three-minute timing

CAS 133 - Basic Computer Skills/Microsoft Office (4)

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 MTH 20 or equivalent placement test scores.

CAS 170 - Beginning Excel (3)

Introduces the basic features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry, and academic environments. Includes entering data; creating formulas; professional formatting; creating charts; creating, sorting, and filtering lists; creating and using templates; and working with functions. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; CAS 133. Pre-Requisite: CAS 121 or Pass the Proficiency Exam. Addendum: A major goal is to develop better computation skills. Improved critical thinking, decision-making, and problem-solving skills will also be emphasized. Students can be awarded Credit for Prior Learning (CPL) by completing a proficiency assessment by typing over 40 WPM with less than three (3) errors for a three-minute timing.

CAS 171 - Intermediate Excel (3)

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. Addendum: A major goal is to develop better computation skills. Improved critical thinking, decision-making, and problem-solving skills will also be emphasized.

CAS 216 - Beginning Word (3)

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 produce merged copy. Recommended: RDWR 115 and MTH 20 or equivalent placement test scores; CAS 133. Pre-Requisite: CAS 121 or Pass the Proficiency Exam. Addendum: Students can be awarded Credit for Prior Learning (CPL) by completing a proficiency assessment by typing over 40 WPM with less than three (3) errors for a three-minute timing.

CAS 217 - Intermediate Word (3)

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

Student Success

CG 100 - College Survival and Success (3)

Provides information and techniques for studying, campus connection, time management, financial management, and goal setting, including motivation, career exploration, and accepting personal responsibility for college success. Includes developing skills for navigating a culturally diverse learning environment and utilizing college resources and services. TBCC strongly recommends this course be taken in a student's first term at TBCC.

CG 105 - Finding the Money: ScholarshipEssay Writing (1)

Teaches students to write effective scholarship essays and develop their own personal essays from initial draft to final essay format. This class explores resources for funding college education, and strategies for effective research via the Internet. Pre-requisite: RDWR 115 (may be taken concurrently.)

Prerequisite: RDWR 115 (may be taken concurrently) .

CG 112 - Managing Test Anxiety (1)

Provides strategies to overcome barriers to effective test taking to improve overall test performance. Test preparation and test anxiety are examined.

CG 130H - Introduction to Today's Careers: Health (2)

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. Offered: Fall

CG 140C - Career and Life Planning (3)

Provides tools and resources for making informed career decisions. Covers assessing career confidence and readiness, skills, values, interests, personality, barriers, lifestyle, education and approaches to decision making. Covers how to research career information. Includes educational decision-making which covers determining a field or program of study, and college or training program. Audit available.

CG 280A - Cooperative Education: Career Exploration (1)

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)

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 221 - General Chemistry I (5)

Explores measurements, properties of matter, nomenclature, atomic theory, chemical periodicity, and chemical bonding. Recommended for the following majors and pre-professional degrees: chemistry, natural science, engineering, agriculture, animal science, forestry, natural science, medicine and dentistry. This is the first course in a three course sequence. Lecture time is used to provide the student with foundational chemical concepts and mathematical applications to chemistry. The laboratory re-enforces concepts presented in lecture and provides the student a hands-on opportunity to explore these concepts. Prerequisites: MTH 111, RDWR 115, or equivalent. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

CH 222 - General Chemistry II (5)

Explores stoichiometry; chemical reactions and equations; thermo chemistry; physical states of matter including properties of gases, liquids, solids and solutions; and chemical kinetics. Introduces organic chemistry. This is the second course in a three course sequence. Prerequisites: CH 221. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

CH 223 - General Chemistry III (5)

Explores acid-base chemistry, ionic equilibria; electrochemistry; nuclear chemistry; thermodynamics; and descriptive chemistry topics. Includes special topics as time and interest allow. This is the third course in a three course sequence. Prerequisites: CH 222. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

CJA - Criminal Justice

CJA 100 - Professions in Criminal Justice (1)

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. Offered: Fall

CJA 101 - Cultural Diversity in CJ Professions (2)

This course provides an overview of various careers and cultural diversity in the criminal justice and public safety professions, including: law enforcement, corrections, parole, probation, juvenile casework, adult casework, private security, loss prevention, and private investigation. Students will be introduced and become familiar with communication styles, customs, language, and behavior patterns of various cultures, ethnic groups, and non-traditional populations as employed and encountered by criminal justice professionals. Recommended: RDWR 115 or placement above this level. Addendum: Students participating in this course will study the history and impact of prejudice, discrimination and racism within the criminal justice system. Students will learn the importance of relating to all segments of the communities they serve.

CJA 102 - Oregon Physical Abilities Test (ORPAT) Preparation I (1)

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 - Introduction to Criminal Justice System: Police, Courts, Corrections (4)

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 police and authority. Also includes discussion of the roles and functions of those involved in the adjudication process and various court procedures. Recommended: RDWR 115

Prerequisite: Recommended: RDWR 115.

CJA 114 - Introduction to the Juvenile Process (3)

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

CJA 115 - Introduction to Jail Operations (3)

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)

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, and Seizure (3)

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 105 and WR 121 Addendum: This course is designed to give a broad overview of federal constitutional, statutory and case law regarding Fourth Amendment rights for individuals suspected or accused of committing crimes. Students will be given an opportunity to judge the effectiveness.

CJA 211 - Civil Liability and Ethics in Criminal Justice (3)

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 105 and RDWR 115 or placement above this level. Addendum: This course will offer students an opportunity to learn about the law of civil liability and its relevance to the Criminal Justice profession. The course will focus not only on the potential liability of police officers, corrections officers and other criminal justice professionals

CJA 212 - Criminal Law (3)

Criminal Law: 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 105; WR 121. Addendum: This course is designed to provide a broad overview of statutory (legislatively created), common (derived from England) and case (judicially interpreted) criminal law. Also reviewed is the United States Constitution; primarily Amendments I, II, III.

CJA 213 - Evidence (3)

Evidence: 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 105; RDWR 115 or placement above this level. Addendum: This course is designed to provide a broad overview of evidentiary rules and procedure, primarily related to the courtroom. Forensics, a separate course addresses analysis of crime scenes and laboratory analysis of evidence.

CJA 214 - Criminal Investigation (3)

Introduces modern investigative methods, the collection and preservation of physical evidence, forensics and DNA. The students learn verbal and non-verbal interviewing skills. Issues involving victim and witness sensitivity. Personality types/traits of cooperative and non-cooperative subjects (to include sociopaths/psychopaths. Emphasis on gaining community trust and techniques for extracting information from criminal informants. Prerequisites: CJA 105; WR 121. Audit available.

CJA 217 - Interviewing and Interrogation (3)

The course covers legal issues and a working knowledge of interview and interrogation techniques. Information not legally obtained cannot be used in a court of law. The students learn various forms of communications including verbal and non-verbal communication, as well as, written statement analysis. The course instructs the students in appropriate interview techniques, the interviewing of victims and witnesses and interrogation techniques. The class examines characteristics of the sociopath/psychopathic personality types. Student learns how to prepare for and testify in a court of law.

CJA 218 - Criminal Justice Perspectives of Violence and Aggression (3)

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 105 and WR 121. Addendum: This course is designed to give a broad overview of violence and aggression in American society. Students will examine the nature vs. nurture debate over the roots of violent tendencies.

CJA 225 - Constitutional Law (3)

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 105; WR 121. Addendum: This course is designed to provide a broad overview of Constitutional Law as it relates to criminal justice with a focus on the Bill of Rights. Most of the legal analysis will be done through the study of judicial opinions from case law interpreting the Constitution. Students will be provided with opportunities to evaluate the purpose, intent and effectiveness of the various amendments and US Supreme Court cases. This course is a requirement for completing an A.A.S. degree. Course work may include, but is not limited to, the use of texts, the US and Oregon Constitutions, journal articles, lecture, group discussions and activities, videos, guest speakers, field trips, community volunteer work and student presentations.

CJA 230 - Police Report Writing (4)

Course is designed to teach students police report writing skills. Emphasized are techniques appropriate to narrative structures necessary for operational police reports. Included are legal aspects, content, organization, and grammar. The focus is to produce a quality police report capable of withstanding courtroom scrutiny. Prerequisite: WR 227, CJA 210, and CJA 212. Addendum: Students will learn how to document an investigation in a manner communicating concise and factual information. Covered throughout the course are techniques and procedures for gathering information at certain stages during an investigation and documenting it in a logical and understandable format.

CJA 243 - Narcotics and Dangerous Drugs (3)

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 105 and RDWR 115. Addendum: This course is designed to emphasize the most important themes and concepts in the field of substance abuse and treatment. The course is designed to give students who plan to have a career in one of the fields of criminal justice a working knowledge of narcotics and dangerous drugs.

CJA 244 - Tactical Communication in Crisis Incidents (3)

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. Offered: As Announced

CJA 245 - Search Warrant Preparation (3)

Search Warrant Preparation: Covers legal concepts in search warrant preparation and focuses on learning to draft legal documents comprised of probable cause statements and judicial orders. Particular attention is paid to strengthening legal writing and evidence gathering in preparation for warrant application. Prerequisites: CJA 210 and WR 227. Addendum: Students will learn how to gather critical evidence in preparation for a search warrant application, and how to draft legal documents that will withstand defense attacks to suppress evidence. Emphasis will be placed on the actual application and execution process: the supervisors review, DAs review, the Courts expectations, affirmation under oath, signage of the documents, execution and service of the warrant, return of the warrant, and surviving defense attacks to the warrant.

CJA 246 - Fish and Wildlife Enforcement (3)

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 105 and RDWR 115 or placement in higher level. Addendum: This course presents philosophies and concepts behind fish and wildlife management through enforcement of federal and state laws. Students will learn variety of investigative techniques that will help lead to successful prosecutions.

CJA 254 - Leading Police Resilience (4)

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 105; WR 121 Addendum: Examines situations, issues and problems facing law enforcement ranging from traditional best practices and approaches to leadership, management and training of police officers. Covers organizational culture in American law enforcement.

CJA 199 - Special Topics in Criminal Justice (1)

This course will address non-traditional topic in Criminal Justice. These topics will relate to specific issues experienced in the field. Topics will change with each class. Prerequisite: CJA105; WR121

CJA 260 - Introduction to Correctional Institutions (3)

Introduction to Correctional Institutions: 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 105 and WR 121. Addendum: Students attending this course study the effects of incarceration on individuals and groups while discussing adaptive strategies employed by inmates. The role of programs within these facilities, to further various intervention and treatment modalities.

CJA 262 - Introduction to Correctional Treatment (3)

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 105, RDWR 115 or placement in a higher level. Addendum: Students attending this course study the proper use of correctional treatment programs and techniques. Included are various diagnostic methods and prescriptive treatment modalities.

CJA 263 - Introduction to Corrections Casework (3)

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. Prerequisite: CJA 105; WR 121 Addendum: Students participating in this course will study some of the more common techniques used in correctional casework settings including; reality therapy, confrontation therapy, social support, cognitive skills, behavior modification, substance abuse recovery.

CJA 280 - Cooperative Education: Criminal Justice (3)

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. Prerequisite: RDWR 115 or placement above this level. Recommended: CJA 105; WR 121 Addendum: The department recommends students take this course in one of the two terms prior to degree completion.

CJA 280A - Cooperative Education: Criminal Justice (3)

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. Students who have not successfully passed the criminal background check and drug test, may not be able to take this course. In this case, please see the instructor. Prerequisite: CJA 100 and CJA 105. Offered: Spring

COMM - Communications

COMM 111 - Public Speaking (4)

An introduction to speechmaking based on a traditional public speaking approach. Develops a theoretical understanding and practical application of oral and written communication skills with an emphasis on ethical responsibility. Students will complete a minimum of three formal speeches, including an informative speech and a persuasive speech. The speechmaking process will incorporate research, development, outlining, and speaker evaluation. Prerequisites: Placement into WR 121 or successful completion of RDWR 115. Audit available. Fulfills Arts & Letters or Oral Communication (AAOT\ASOT - Business) requirements for General Education

COMM 140 - Introduction to Intercultural Communication (4)

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. Prerequisite: RDWR 115 or placement above these levels. Fulfills Arts and Letters/Cultural Literacy requirements for General Education

COMM 214 - Interpersonal Communication: Process & Theory (4)

Introduces interpersonal communication in different contexts in order to build and manage relationships. Focuses on message exchange in person-to-person interactions; emphasizes theoretical principles and their application. Concentrates on the development of communication skills to build communication competence in interpersonal contexts. Audit available. Fulfills Arts and Letters requirements for General Education

COMM 215 - Small Group Communication: Process and Theory (4)

This course examines problem solving aspects of small group communication, processes and 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. Prerequisite: RDWR 115 or placement above these levels. Fulfills Arts and Letters requirements for General Education

COMM 227 - Non-Verbal Communication (4)

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. Prerequisites: RDWR 115 or equivalent placement test scores. Audit available.

Prerequisite: Prerequisites: RDWR 115 or equivalent placement test scores.

COMM 237 - Gender and Communication (4)

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. Audit available. Fulfills Arts and Letters requirements for General Education

CS - Computer Science**CS 161 - Computer Science I (4)**

Introduction to computer programming. Concepts including procedural programming (methods, parameters, and variables), control structures and logic (if/else, for and while loops), arrays, file input and output, and an introduction to object-oriented programming. Prior computer knowledge recommended. This class is intended to transfer to a 4 year computer science degree, and also as an single programming class for an associate degree.

CS 162 - Computer Science II (4)

Second course in the introduction to computer programming sequence. These topics include: abstract data structures, lists, stacks, queues, linked lists, maps, recursion, interfaces, encapsulation, serialization, file access, sorting and computational complexity. This class is intended to transfer to a 4 year computer science degree.

CWE - Cooperative Work Experience**CWE 280 - CWE (for OST and related programs) (3)**

Cooperative Work Experience is an educational program that enables students to receive academic credit for on-the-job, experiential learning based on skills acquired in their program. Together, the instructor, employer, and student establish learning objectives that specify the significant and appropriate learning which is expected to result from the work experience. This course offers a career-related experience for students working for an approved employer. As a capstone course, students should complete this course within the last 2 terms of their certificate or degree. PREREQUISITES: Permission of CWE Instructor or Faculty

DRF - Drafting**DRF 270 - 3-D Modeling (3)**

Introduces Fusion 360 software as a design tool. Includes instruction in the operation of both CPU hard drive and USB drive data storage, and plotting. Covers creation, retrieval and modification of drawings, slide files, block attributes, user coordinate systems, v-points, 3-D entity creation, external references, and paper/model space drawing manipulation.

EC - Economics**EC 201 - Principles of Economics: Microeconomics (4)**

A study of the market system, involving the essentials of demand and supply analysis; competition and monopoly; labor markets; public policy towards business; distribution of income; international trade and commercial policy; comparative advantage, tariffs and quotas. EC 201 and EC 202 together constitute the two-term transfer sequence. Recommended: MTH 95. Prerequisites: WR 115, RD 115 and MTH 60 or placement above these levels. Fulfills Social Science requirements for General Education

EC 202 - Principles of Economics: Macroeconomics (4)

A study of factors affecting the level of national income; the essentials of money and banking; the role of government expenditure and taxation in achieving economic stability, growth, and development; international monetary issues including exchange rates and the balance of payments. Recommended: MTH 95 and EC 201. Prerequisite(s): RDWR 115, and MTH 20 or equivalent placement test scores. Audit available Fulfills Social Science requirements for General Education

EC 215 - Economic Development in the U.S. (4)

The course will provide a historical study and understanding of the sources of economic growth and change in the United States. The discussion will center how changes in industry, agriculture, commerce, transportation, labor, and finance affected the development of modern Free Market Capitalism. Fulfills Social Science requirements for General Education

ED - Education**ED 131 - Applied Learning Theory I & II (3)**

This undergraduate course will provide an overview of children's cognitive, social, emotional, and language development as they relate to children's learning. Important influences in children's immediate environment such as family, peers and teacher will be discussed. Recommended RDWR115 and Math 20

Prerequisite: Recommended RDWR115 and Math 20.

ED 224 - Foundations of Education (3)

Provides an overview of the history and current issues in the field for K-12 education including the impact of philosophy on practice.

ED 251 - Overview of Exceptional Learners (3)

Introduction to diverse conditions of students with special needs in public schools. Identifies and defines the following disabilities: learning disabilities, emotional and behavior disorders, mental retardation, severe and multiple disabilities, autism, health impairments, physical disabilities, communication disorders, vision impairments, hearing loss, and traumatic brain injury. Audit available.

ELT - Electrical Trades**ELT 110 - Electricity for Non-Electricians (2)**

Electricity for Non-Electricians practical training. Hands-on application of electrical principles, practices, and codes to help non-electricians understand the basics of wiring that they encounter around the house. Safety practices will be emphasized as will basic electrical theory. 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.

ELT 111 - Electricity for Non-electricians II (2)

Electricity for Non-Electricians II is a second class in the Homeowners Electrical class. This class will move beyond the basic concepts of wiring plugs and switches and look at circuits, breakers, 220V wiring, and home circuit addition/modification.

ELT 125 - Basic Programmable Controllers - (PC Based) (2)

Basic Programmable Controllers Develops the student's understanding of the complete operation of a variety of programmable controllers. The applications, operations, and programming of PLC's are the areas of study with the main emphasis on programming (computers will be used as programmers). Additional supply fee may be required. Addendum: This course will be presented by means of lecture/discussion sessions, demonstrations, and heavy emphasis on the "Hands-On" laboratory exercises. Allen Bradley SLC500 and AB Micrologix 1000 Programmable Controllers will be used in conjunction with RS Logix 5000.

ELT 126 - Intermediate Programmable Controlleres (PC Based) (2)

Intermediate Programmable Controllers (PC Based) Presents advanced features of programmable controllers, including designing, monitoring, and editing programs with practical hands-on experience. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. Prerequisites: ELT 125. Additional supply fee may be required. Addendum: This course will be presented by means of lecture/discussion sessions, demonstrations, and heavy emphasis on the "Hands-On" laboratory exercises. *Allen Bradley SLC500 and AB Micrologix 1000 Programmable Controllers will be used in conjunction with RS Logix 500.

ELT 199 - HMI Troubleshooting (2)

This class is designed for advanced PLC users and maintenance technicians working in a PLC based system. This course uses Wonderware's HMI (Human Machine Interface) software to utilize system-wide visualization for system analysis and troubleshooting. Technicians will learn to view and diagnose system breakdowns and performance issues remotely. Additional supply fee may be required. Offered: As Announced

ELT 201 - Electrical Motor Control (2)

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 is the first class in the PLC sequence Recommended: MTH 105 Addendum: Students will be able to better understand electromagnetic controls, motors, and transformers. The student should be able to design, install, maintain, and troubleshoot such systems

ELT 225 - Advanced Programmable Controllers.(PC Based) (2)

Advanced Programmable Controllers PC Based. 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. Prerequisites: ELT 126. Additional supply fee may be required. Addendum: This course will be presented by means of lecture/discussion sessions, demonstrations, and heavy emphasis on the "Hands-On" laboratory exercises. *Allen Bradley SLC500 and AB Micrologix 1000 Programmable Controllers will be used in conjunction with RS Logix 500.

ELT 230 - Automation Control Visualization (2)

This class is designed for advanced PLC users and maintenance technicians working in a PLC based system. This is a technical course using HMI (Human Machine Interface) software to utilize system-wide visualization for system analysis and troubleshooting. Technicians will learn to view and diagnose system breakdowns and performance issues remotely. Prerequisite: ELT125

EMS - Emergency Medical Technician

EMS 100 - Introduction to Emergency Medical Services (3)

Covers the roles and responsibilities of the EMT: emergency medical services system, medical-legal considerations, major incident response, hazardous materials awareness, stress management, and blood-borne pathogens. Audit available.

EMS EMS 105 - EMT Part I (4)

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EMS EMS 105L - EMT Lab (1)

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EMS 106 - EMT Part II (4)

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EMS EMS 106C - EMT Part II Clinical (2)

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EMS EMS 106L - EMT Part II Lab (1)

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ENG - English

ENG 104 - Introduction to Fiction (4)

Explores 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: Placement into WR 121 Fulfills Arts and Letters requirements for General Education

ENG 105 - Introduction to Drama (4)

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: Placement into WR 121 Fulfills Arts and Letters requirements for General Education

ENG 106 - Introduction to Poetry (4)

Enhances enjoyment of poetry, increases understanding of poetic elements, conventions, and forms. Examines poems from diverse cultures and periods in history; explores poetry as an art form designed to provoke thought and challenge social norms; considers poetry as an expression of human experience Prerequisites: Placement into WR 121 Fulfills Arts and Letters requirements for General Education

ENG 216 - Introduction to Children's Literature (4)

Introduces children's literature, authors, and illustrators. Covers current and classic works, artistic and literary elements, various genres, and basic book discussion techniques. Emphasis is placed on being able to choose books for different age and grade levels to promote and integrate literature into the curriculum. Prerequisite: Placement into WR 121 Fulfills Arts and Letters requirements for General Education Addendum: Students will learn to analyze text using a culturally responsive lens exploring bias, stereotypes, and cultural messaging, and consider ways to frame and select content to meet the needs of a diverse classroom.

ENG 250 - Introduction to Mythology (4)

Develops a cross-cultural perspective on myths, mythologies, and folklore tales 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 as texts with oral origins. Prerequisite: WR 121 Fulfills Arts and Letters/Cultural Literacy requirements for General Education

ENG 253 - Survey of American Literature I (4)

Introduces the literature of the land which is now the United States from before European contact through the mid-nineteenth century. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse), and unpublished (Native American oratory, the slave narrative, diary). Prerequisite: WR 121 Fulfills Arts and Letters requirements for General Education

ENG 254 - Survey of American Literature (4)

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. Prerequisites: WR 121 Fulfills Arts and Letters requirements for General Education

ENG 260 - Introduction to Women Writers (4)

Students will read poetry, fiction, plays, diary and journal entries written by women from multiple cultures and time periods. Students will learn the elements and conventions of literature that will also encourage the exploration of diversity. Prerequisite: WR 121 Fulfills Arts and Letters/Cultural Literacy requirements for General Education

ESR - Environmental Studies

ESR 171 - Environmental Science: Biological Perspectives (4)

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. Fulfills Math, Science, Computer Science (with lab) requirements for General Education Addendum: This course is intended to articulate with Oregon State University (OSU) as an ENSC elective.

FN - Foods and Nutrition

FN 225 - Nutrition (4)

Introduces components of an adequate diet, nutrient availability, and utilization. Analyzes dietary intake compared to current scientific guidelines. Examines peripheral factors influencing diet such as global and local issues, cultural environment, and elements of food safety. Strong background in life sciences recommended. Prerequisite: WR 121, MTH 70 or higher; and BI 231.

FOR - Forestry

FOR 111 - Introduction to Forestry (3)

Forest resources in the world; forests and human well-being; where and how forests grow; environmental and human values; products, characteristics, and uses; basic elements of use, planning and management. Interpretation of forestry literature; professional origins in the U.S. Field trips required. Addendum: This course is intended to articulate to Oregon State University (OSU) as FOR 111. Introduction to forestry is designed to give students a broad overview of forests and the forestry profession. The course will attempt to provide broad exposure to a range of issues faced by forestry resource professionals, including the services and products from these forests, environmental and human values, and basic elements of use, planning and management. The course will provide an overview of forest attributes and issues worldwide with emphasis on the United States and particularly the Pacific Northwest.

FOR 112 - Computing Applications in Forestry (3)

This course provides students with the introductory computing skills such as word formatting, digital editing, essential and advanced excel skills, and powerpoint skills that will support their success in the Forestry program. Forestry specific applications will be used to teach these skills. Addendum: This course is intended to articulate to Oregon State University (OSU) as FOR 112

FOR 222 - Elementary Forest Survey (4)

Introduction to theory and practice of surveying methods and measurements as applied to the specifics of forestry problems and their solutions. Combined with other technical skills, this course is designed to assist in preparing students for the parts of the Fundamentals of Land Surveying exam, which is necessary to become a professional land surveyor. Recommended: RDWR 115 and MTH 70, or placement above these levels. Fulfills Math, Science, Computer Science (with lab) requirements for General Education Addendum: This course is intended to articulate to Oregon State University (OSU) as an FE LDT to satisfy the Forest Survey component of OSU's Forestry Management B.S. degree.

FOR 240 - Forest Biology (4)

Forest Biology is a basic course that provides a broad foundation in biology that is relevant to many natural resource issues. During this course we will examine biology at multiple levels of organization, from molecules to the biosphere. Fulfills Math, Science, Computer Science (with lab) requirements for General Education Addendum: This course is intended to articulate to Oregon State University (OSU) as a FOR 240, which is Baccalaureate Core Course that fulfills the requirement for study related to Biological Science (Lab). Labs will be conducted either in a classroom, the field, or a computer lab.

FOR 241 - Dendrology (3)

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. Fulfills Math, Science, Computer Science (with lab) requirements for General Education Addendum: This course will articulate to Oregon State University (OSU) as FOR 241 Dendrology In labs, students will learn to identify forest trees of North America (many of which are used as ornamentals in the PNW), and forest trees of the Pacific Northwest—from their leaves or needles, flowers or fruit (depending on season), and twigs and bark (to a limited extent). Students will also learn both their common (English) and scientific (Latin) names. As time permits, the course should include a few common PNW shrubs.

FOR 251 - Recreation Resource Management (4)

Overview of recreation resource management including study of land and water resources used for outdoor recreation. This course explores aspects of recreation management in terrestrial and marine settings including a historical overview, the role of various agencies and interest groups, issues currently confronting these stakeholders, ecological impacts of recreation, and contemporary management approaches for addressing topics such as satisfaction, crowding, and conflict. Recommended: RDWR 115 and MTH 70, or placement above these levels. Fulfills Math, Science, Computer Science (with lab) requirements for General Education Addendum: This course is intended to articulate to Oregon State University (OSU) as TRAL 251.

FST - Food Science Technology

FST 101 - Food Science Orientation (1)

For potential food science majors. Orientation and academic guidance toward career planning in food science and technology. Addendum: This course is intended to articulate to Oregon State University (OSU) as FST 101.

FST 212 - Dairy Processing (2)

Methods of processing and preserving milk and milk products and related unit operations. Addendum: This course is intended to articulate to Oregon State University (OSU) as FST 212. The focus of the class is to give students the tools needed to overcome everyday challenges encountered when working in the dairy industry. The emphasis is not on memorization but rather on applying knowledge through critical thinking. Classes will not always follow a typical lecture format. Students are expected to study the assigned material prior to class and class meetings then use the time period for mini lectures, problem solving, case studies, and discussions.

FST 213 - Cheese Making Laboratory (1)

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. Addendum: This course is intended to articulate to Oregon State University (OSU) as FST 213 Dairy Processing Laboratory (1 credit).

FST 251 - Introduction to Wines, Beers, and Spirits (3)

A descriptive introduction to the history, science, sensory, economics, and societal aspects of alcoholic beverages. Prerequisites: High school biology and chemistry; 21 years of age or older. Addendum: This course is intended to articulate to Oregon State University (OSU) as FST 251. This course is an educational class designed to increase students' product knowledge of wine, beer and spirits. The point of the class is not to consume alcohol per se. In order to receive the maximum educational benefit from the samples provided; students are to print, bring and complete each week's tasting sheet in class. The samples provided are for tasting purposes only and will be limited to a total of no more than two standard servings of beverage alcohol. Students are not required to swallow samples and may swirl, evaluate and spit in the cups provided for this purpose. All unconsumed samples are to be disposed of as directed and not shared with other students. Any student who would prefer not to taste or consume the samples provided may request an alternate assignment.

FW - Fish and Wildlife

FW 107 - Fisheries and Wildlife (1)

Information relevant to academic pathways and career planning in the fields of fisheries and wildlife. Graded P/N. Addendum: This course will articulate to Oregon State University (OSU) as FW 107.

FW 251 - Principles of Fish and Wildlife Conservation (3)

History of conservation and natural resource use; ecological principles, and social and economic limitations of conservation; principles and practices of wildlife and fisheries management; role of research in management. Recommend: one course in introductory biology. Addendum: This course is intended to articulate to Oregon State University (OSU) as FW 251.

GEO - Geography

GEO 106 - World Regional Geography (4)

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, population and migration, transportation, and cultural landscapes. Analyzes each region as part of the larger global community, with a specific emphasis on current issues and trends. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. Fulfills General Education requirements for Social Science\Cultural Literacy

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

GEO 265 - Introduction to GIS (3)

Introduction to the appropriate use and potential applications of geographic information systems (GIS) and related technologies (GPS and remote sensing) in forest management and operations planning and problem solving. Students are presented with lectures and exercises that cover a wide range of GIS and GIS-related topics and issues including spatial database creation, structure, analysis, and modeling. Recommended: RDWR 115 and MTH 70, or placement above these levels. Fulfills General Education requirements for Social Science Addendum: This course is intended to articulate to Oregon State University (OSU) as a GEOG LDT. This course should satisfy the GIS requirement for an OSU degree in forestry.

Prerequisite: Recommended: RDWR 115 and MTH 70, or placement above these levels.

G - Geology

G 201 - Introduction to Physical Geology (4)

Introduces physical geology which deals with minerals, rocks, internal structure of the earth and plate tectonics. Includes weekly lab. Prerequisite: RDWR 115 and MTH 70 or placement above these levels. Additional supply fee may be required. Fulfills Math, Science, Computer Science (with lab) requirements for General Education Addendum: This course is intended for both geology majors and non-majors, and is the first term of a year of beginning college geology. Physical geology is concerned with earth materials and geologic processes acting on the earth. G201 deals mainly with rocks and minerals, and introduces students to internally-driven geologic processes. This course can be used to partly fulfill graduation requirements for the Associate Degree, and has been approved for block transfer. The text and materials have been chosen by the faculty and the emphasis of the course will be the viewpoint of the author(s). This includes the concepts of geologic time and the evolution of the Earth.

G 202 - Physical Geology (4)

Focuses on geologic processes acting on creation of landforms, including mass wasting, streams, glaciers, deserts, beaches, groundwater, and use of topographic maps. Includes weekly lab. Prerequisite: RDWR 115 and MTH 70 or placement above these levels. Additional supply fee may be required. Fulfills Math, Science, Computer Science (with lab) requirements for General Education Addendum: This course is intended for both geology majors and non-majors, and is the second term of a year of beginning college geology. Physical geology is concerned with earth materials and geologic processes acting on the earth. G 202 deals mainly with surficial geologic processes. This course can be used to partly fulfill graduation requirements for the Associate Degree, and has been approved for block transfer. The text and materials have been chosen by the faculty and the emphasis of the course will be the viewpoint of the author(s). This includes the concepts of geologic time and the evolution of the Earth.

G 203 - Historical Geology (4)

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 70 or placement above these levels. Additional supply fee may be required. General Education: Math, Science, Computer Science (with Lab) Offered: As Announced

G 207 - Geology of the Pacific Northwest (3)

The purpose of this course is to acquaint the student with basic geologic principles and the regional geology of the Pacific Northwest emphasizing Oregon and Washington. This one-term course can be used to partly fulfill General Studies/Discipline Studies graduation requirements for the Associate Degrees, and has been approved for block transfer. Includes basic geologic principles, earth materials and geology of Pacific Northwest provinces. Recommendation: Prior geology experience. Prerequisites: RDWR 115. Audit available. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree)

G 208 - Volcanoes and Their Activity (3)

Volcanoes and Their Activity is a one-term introductory course in volcanology, which is a branch of the science of geology. The student will develop an understanding of the types, origin, activity, products, and hazards of volcanoes. This includes the geologic time scale and the evolution of the Earth. RDWR115 and MTH 20 or the equivalent is recommended. Audit available. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree)

Prerequisite: Recommended: RDWR115 and MTH 20 or the equivalent.

G 209 - Earthquakes (3)

This is a one-term introductory course in earthquakes/seismology, which is a branch of the science of geology. The student will develop an understanding of the causes, activity, effects, and hazards of earthquakes as well as an understanding of the various methods of measuring the size/energy of an earthquake. The course will use case studies of historical earthquakes to examine ways to minimize earthquake damage, with emphasis on earthquakes in the Pacific Northwest. This includes the geologic time scale and the evolution of the Earth. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree)

GS - General Science**GS 106 - Physical Science (Geology) (4)**

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 and MTH 20 or equivalent placement test scores. Audit available. Fulfills Math, Science, Computer Science (with lab) requirements for General Education

GS 108 - Physical Science (Oceanography) (4)

Covers the chemical, biological, physical, and geological nature of the oceans. Includes required lab activities. Prerequisites: WR 115, RD 115 and MTH 70 or placement above these levels. Additional supply fee may be required. Fulfills General Education requirements for Math, Science, Computer Science (with lab) Addendum: The purpose of this course is to develop an understanding of the chemical, biological, physical, and geological processes related to the ocean, and include historical perspectives. It is a one-term survey course that may be included as part of the years sequence in physical science for college transfer credit. The course will have as many of the following components as feasible: lectures, discussions, lab activities, videos, CDs, slides, and computer aided instruction. It is necessary to successfully complete the lab part of the course in order to pass the course.

GS 109 - Physical Science (Meteorology) (4)

The purpose of this course is to gain knowledge and appreciation of meteorology. The course covers characteristics of our atmosphere including air pressure and winds, atmospheric moisture, large air masses, violent storms, climates, and the effect of oceans on weather. Includes a weekly lab. This one-term survey course can be used to partly fulfill General Education/Discipline Studies graduation requirements for the Associate Degrees, and has been approved for block transfer. Prerequisites: RDWR 115, MTH 20 or MTH 99. Audit available.

GT - Green Technology**GT 106 - Introduction to Green Technologies (3)**

Students will be introduced to economic and environmental considerations for selecting appropriate green technologies and techniques to compare technology options. Technologies in the areas of energy production, transportation, electrical systems, building systems, and agriculture will be examined. Emphasis will be on identifying and selecting appropriate and cost-effective tools and technology solutions across multiple industries and sustainable decision making. Offered: Spring

HE - Health**HE 110 - CPR/AED for Professional Rescuers and Health Care Providers (1)**

This course 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 bloodborne pathogens. Upon successful completion of this course, students may earn an American Red Cross CPR/AED for professional rescuer and Health Care Provider certificate or equivalent American Heart Association certificate. Recommended: RD 115 or placement above this level. Addendum: The purpose of this course is to develop the knowledge and skills to provide emergency care to persons injured in an accident or stricken by sudden illness. This emergency care is given prior to care by qualified medical personnel. A student who completes the requirement of this course will earn a CPR/AED for the Professional Rescuer certificate.

HE 112 - Standard First Aid and Emergency Care (1)

This course introduces basic first aid knowledge in the home, work, and community environment. Upon successful completion of this course, students will receive an American Heart Association (AHA) Heartsaver First Aid card

HE 250 - Personal Health (3)

Breakdown of personal health concepts into a week by week walk through of emotional, physical, nutritional, social, sexual, and general health issues. Students will translate these educational concepts and theoretically adapt them into their personal healthy lifestyles. Fulfills General Education requirements for Health/Wellness/Fitness

HE 295 - Health and Fitness for Life (2)

Examines the basic principles of physical fitness, nutrition, weight maintenance, stress management, proper uses of drugs and alcohol, cardiovascular health, and activities to increase individual health and wellness. Co-requisite: PE 295. Fulfills General Education requirements for Health/Wellness/Fitness

HORT - Horticulture**HORT 111 - Introduction to Horticulture (3)**

Provides a broad view of the horticulture industry in Oregon. Introduces environmental factors important to plant growth. Covers basic principles of soils, media and plant nutrition. Discusses major components of horticulture industry including nursery and greenhouse, tree fruits, small fruits, vegetables and landscape. Presents scope of career opportunities in horticulture. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This course is intended to articulate to Oregon State University (OSU) as HORT 112.

HORT 120 - General Viticulture (3)

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. Addendum: This course is intended to articulate with Oregon State University (OSU) as a HORT elective.

HORT 260 - Low Input/Organic Farming and Gardening (3)

Organic farming and gardening methods will be discussed in class and practiced in the field. The philosophical background of organic farming as well as the biological, environmental and social factors involved in organic food production are also covered. Emphasis will be on hands-on application of scientific principles to create sustainable food production systems. Recommended: RDWR 115 and MTH 70, or placement above these levels. Addendum: This course is intended to transfer to OSU as HORT 260.

HST - History

HST 100 - Introduction to History (3)

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 115 or placement above this level.

HST 101 - Western Civilization: Ancient to Medieval (4)

Explores the ancient civilizations of Mesopotamia, Egypt, Greece, and Rome. Covers development of Judeo-Christian beliefs, early Islamic civilization, Byzantine civilization, and early Medieval Europe. Prerequisites: WR 115, RD 115 or placement above these levels. Fulfills General Education requirements for Social Science\Cultural Literacy

HST 102 - Western Civilization: Medieval to Early Modern (4)

Studies the High Middle Ages and early modern Europe, including the Renaissance, Reformation, Scientific Revolution, Enlightenment, and the French Revolution. Prerequisites: WR 115, RD 115 or placement above these levels. Fulfills General Education requirements for Social Science\Cultural Literacy

HST 103 - Western Civilization: Modern Europe (4)

Studies history of nineteenth and twentieth-century Europe, including the Industrial Revolution, nationalism, imperialism, socialism, the Russian Revolution, Nazism, world wars and their aftermath. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available. Fulfills General Education requirements for Social Science\Cultural Literacy

HST 201 - History of the United States to 1840 (4)

Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from Colonial times to 1840. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: WR 115, RD 115 or placement above these levels. Fulfills General Education requirements for Social Science\Cultural Literacy

HST 202 - History of the United States from 1840 to 1914 (4)

Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1840 to 1914. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: WR 115, RD 115 or placement above these levels. Fulfills General Education requirements for Social Science\Cultural Literacy

HST 203 - History of the United States from 1914 (4)

Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1914 to present. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: WR 115, RD 115 or placement above these levels. Fulfills General Education requirements for Social Science\Cultural Literacy

HST 246 - Religion in the United States to 1840 (4)

Covers the basic features and effects of Native American religions, 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 and the early United States. Prerequisites: WR 115, RD 115 or placement above these levels. Fulfills General Education requirements for Social Science\Cultural Literacy

HST 247 - Religion in the United States since 1840 (4)

Covers basic features of American religions as they developed from 1840 to the present. Explores beliefs and practices of different religious groups in the United States and their impact on American life. Prerequisite: RDWR 115 or equivalent placement test scores. Audit available. Fulfills General Education requirements for Social Science

HST 260 - History of Sexuality in America (4)

A historical approach to sexuality and gender relations in North America from the pre-colonial period to the present day. Key themes in the course will include the relationship between medical knowledge and sexual ethics; the evolution of social perceptions and communal regulation of normal and aberrant sexual behavior; and changing degrees of freedom and constraint in accepted sexual practice and gender roles. Prerequisite: WR 121 Fulfills General Education requirements for Social Science

HST 285 - The Holocaust (4)

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 or equivalent placement test scores. Audit available. Fulfills General Education requirements for Social Science\Cultural Literacy

IMT - Industrial Maintenance Technology

IMT 100 - Introduction to Trades (1)

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.

IMT 102 - Industrial Safety (OSHA) (4)

Provides an introduction to the essential skills needed to maintain safety in industrial workplaces. Includes information regarding general accident prevention. Applies OSHA and OR-OSHA rules and laws to develop safe operational processes and procedures for common situations that occur in manufacturing and construction industries. Course also is included within the MSSC framework of the Certified Production Technician Certification

IMT 103 - Applied Industrial Technology Mathematics (4)

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.

IMT 104 - Rigging (3)

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. Prerequisite MTH 20 or higher placement.

IMT 105 - Industrial Hydraulics I (3)

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. Prerequisite MTH 20 or higher placement. Additional supply fee may be required.

IMT 106 - Hand Tool Safety (1)

Develops understanding of the hand tools and power tools used in the industrial trades. Identifies commonly used hand/power tools, selecting the correct tool to complete assigned projects and working in a safe and competent manner. Emphasizing safety and care of tools.

IMT 118 - Bearings, Seals and Lubrication (3)

Provides an introduction to bearings, seals, and lubrication types and techniques used in industry to develop skills in diagnosis, inspection and repair of moving parts. Additional supply fee may be required.

IMT 200 - Pumps and Valves (3)

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. Additional supply fee may be required. Prerequisite: IMT 105

IMT 204 - Introduction to Pneumatics (2)

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)

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 211 - Structural Maintenance (3)

The course takes a look at the components of structural maintenance, including new construction and repair. Emphasis will be placed on safety, cost estimation, material lists, and building process. Additionally, principles of structural repair and maintenance will be covered. Recommended MTH 20/105, RD/WR 115.

Prerequisite: Recommended MTH 20/105, RDWR 115.

IMT 220 - Proportional Hydraulics (3)

Examines the industrial applications of proportional hydraulics theory, application, troubleshooting, and repair of these advanced hydraulic applications. Additional supply fee may be required.

IMT 222 - Lean Manufacturing and Process Control (3)

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. This class is part of the of the MSSC CPT Certification.

IMT 230 - Techniques of Preventive Maintenance (3)

Examines the development and implementation of a preventative maintenance program using proven actions and procedures and common computer software. This course is also part of the MSSC Certified Production Technician Certification.

IMT 280 - Cooperative Education (3)

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. Recommended: RDWR 115 and MTH 105 Or Department Approval. Addendum: The department recommends students take it in one of the two terms prior to degree completion. IMT 280 is a P/NP grade; IMT 280 may be repeated up to 12 credits.

Prerequisite: Recommended: RDWR 115 and MTH 105 or Department Approval.

LEAD - Leadership

LEAD 242 - Personal Leadership Development (3)

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. Addendum: This course is intended to articulate with Oregon State University (OSU) as LEAD 242.

LIB - Library

LIB 101 - Library Research and Beyond: Find, Select and Cite (1)

Introduces the research process and essential research skills to find, select and cite the best information. Teaches identification of research topics, planning and carrying out the research process, and how to identify and cite preferred sources of credible information. Prerequisite: Placement into WR 115.

LING - Linguistics

214 - Introduction to Linguistics

An introduction to the study of linguistic structure/function (phonetics, phonology, morphology, syntax, semantics and pragmatics) focused on educational contexts, including first and second language acquisition, phonological awareness, bilingualism, dialect diversity, literacy and classroom discourse. Fulfills Arts and Letters requirement for General Education.

Prerequisite: WR 121.

MCH - Machine Manufacturing Technology

MCH 102 - Introduction to Manufacturing (3)

This course includes an orientation to the process flow of manufacturing; introduction to problem solving and laboratory procedures, a survey of common manufacturing processes, including a history of manufacturing technology; economic considerations associated with manufacturing; 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.

MCH 121 - Machining I (3)

A technical elective course in the Associate of Applied Science Degree in the Machine Manufacturing Technology program. An introductory course in material removal operations emphasizing drilling, milling and lathe processes with emphasis on production speeds and feeds. Audit available. Addendum: MCH 121 consists of the following modules: Machine Tool Safety; Micrometer; Drilling on the Drill Press; Facing on the Lathe; Parallel Turning / Filing on the Lathe; Cutting External Radii & External Tapers on the Lathe; Knurling on the Lathe; Thread Forming on the Lathe; End Mill Square on the Milling Machine; Digital readout/ Drill", Tap," Ream on the Milling Machine.

MCH 135 - Measurement and Layout (3)

Covers use and applications associated with basic measuring tools used in the layout and production of manufactured goods. Introduces the proper techniques and applications of the basic transfer measurement and comparison tools in measuring holes accurately, scribing parallel lines, and finding the center of round stock. 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 basic mill operation. MCH 135 will be presented by means of audio-visual presentations, demonstrations, lab experiences, and research activities. The course activities and design emphasize the development of skills and knowledge outcomes prescribed by established industry standards. The identified outcomes will be achieved by means of individual and team activities.

MCH 220 - Machining II (3)

This course will provide the student with an introduction to the concepts and technologies from a designer's viewpoint of the principal manufacturing processes utilized by industry. Discussion subjects include the manufacturing system and its operating principles, casting, forming, material removal, welding, quality control, and advanced manufacturing processes, in a lecture/lab environment. Advanced Machining practices will be stressed. Prerequisite: MCH 121.

MP - Medical Professions

MP 111 - Medical Terminology (4)

Explore and learn medical terminology through the teaching of each system. Body structure and function are explored through using and learning of medical terms. Systems explored include: digestive, urinary, male and female reproductive, nervous, cardiovascular, respiratory, blood, lymphatic, musculoskeletal, skin, and endocrine.

MTH - Mathematics

MTH 020 - Basic Math (4)

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 070 - Introductory Algebra (4)

Introduces algebraic concepts and processes with a focus on linear and quadratic equations in one and two variables, and linear and quadratic inequalities. Graphs, formulas and proper mathematical language and notation are emphasized throughout the course. A scientific calculator is required. Prerequisites: MTH 20, RDWR115, or placement above these levels. Audit available.

MTH 095 - Intermediate Algebra (4)

Introduces algebraic concepts and processes with a focus on exponents, polynomials, rational expressions, radicals, and complex numbers. Real life application problems are solved using systems of equations. Graphs, formulas and proper mathematical language and notation are emphasized throughout the course. A scientific calculator is required. Prerequisites: MTH 060 and RDWR 115 or placement above these levels. Audit available.

MTH 099 - Math with ALEKS (4)

In this computer-based course students have the opportunity to move through more than one developmental math level in one term (saving time and money). It is designed for students who need to take several math courses before entering a program and who have seen the material before and need to "fill in the gaps." This class computer software covers material from MTH20 through MTH95. At the end of each level, an in-person proctored test will be administered and students can continue working on to the next level. At the end of the term, based on how many levels they have completed, they will be informed of which class they have successfully completed. Can be repeated up to three times for credit. Math 099 is non-graded, grade will be transcribed as MTH 20, MTH 70 and/or MTH 95 depending upon progress.

MTH 105 - Applied Math (4)

A transfer course not based on the algebra sequence that explores a variety of topics: Problem solving by various methods, mathematics of finance, geometry, and elements of statistics. Prerequisites: MTH 20 or placement into a course for which MTH 20 is a prerequisite. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree)

MTH 111 - College Algebra (4)

Explores relations and functions graphically, numerically, symbolically, and verbally. Examines polynomial, rational, inverse, exponential, and logarithmic functions. Investigates applications from a variety of perspectives. Prerequisite: MTH 95, RD 115, and WR 115, or placement above these levels. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree)

MTH 112 - Elementary Functions (4)

Investigates trigonometric functions, equations, and identities. Examines right and oblique triangles, vectors, polar coordinates, parametric equations, and complex numbers. Explores topics graphically, numerically, symbolically, and verbally. Prerequisite: MTH 111. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree)

MTH 211 - Foundations of Elementary Math I (4)

Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Topics emphasized are problem solving, patterns, sequences, set theory, logic, numeration systems, number bases, arithmetic operations, and number theory. Various manipulative and problem solving strategies are used. Prerequisite: MTH 95 or higher, and WR 115 and RD 115 or equivalent placement test scores. Audit available. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This is the first term of a three-term sequence (MTH 211, 212, and 213). Foundations of Elementary Math I is intended to examine the conceptual basis of elementary mathematics and to provide students with opportunities to experience using manipulatives to model problem solving, computational operations with whole numbers, topics in number theory and set theory. The content and pedagogy is based on the NCTM standards. Emphasis is on why mathematics works as it does rather than on memorization of algorithms.

Prerequisite: Prerequisite: MTH 95 or higher, and RDWR 115 or equivalent placement test scores.

MTH 212 - Foundations of Elementary Math II (4)

Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore rational numbers (fractions, decimals, percents), integers, the set of irrational numbers, the set of real numbers, and simple probability and statistics. Prerequisite: MTH 211 and its prerequisite requirements. Audit available. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This is the second term of a three-term sequence (MTH 211, 212, and 213). Foundations of Elementary Math II is intended to examine the conceptual meanings of elementary mathematics and to provide students with opportunities to experience use of manipulatives to model problem solving, computational operations with real numbers, and topics in probability and statistics. The content and pedagogy is based on NCTM standards. Emphasis is on why mathematics works as it does rather than on memorization of algorithms.

MTH 213 - Foundations of Elementary Math III (4)

Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore informal geometry, transformational geometry, and measurement systems. Prerequisite: MTH 211 and its prerequisite requirements. Audit available. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This is the third term of a three-term sequence (MTH 211, 212, and 213). Foundations of Elementary Math III is intended to examine geometric concepts and provide students with manipulatives to model problem solving, explore patterns and relationships among geometric figures, and develop spatial concepts. The content and pedagogy is based on the NCTM standards. Emphasis is on why mathematics works as it does rather than on memorization of algorithms.

MTH 243 - Statistics I (4)

Introduces displaying data with graphs, numerical descriptions of data, producing data, elementary probability, probability distributions, and confidence intervals. Investigates applications from science, business, and social science perspectives. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended. Prerequisite: MTH 95 or 105. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This is the first term of a two-term sequence (MTH 243 and 244). This course is intended to provide an introduction to statistics in a data-based setting.

MTH 251 - Calculus I (4)

Introduces limits, continuity, derivatives, and applications of derivatives. Graphing calculator required. Prerequisite: MTH 112. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This is the first course of four courses in the Calculus sequence.

MTH 252 - Calculus II (4)

Introduces antiderivatives, the definite integral, techniques of integration, improper integrals, and applications of integration. Graphing calculator required. Prerequisite: MTH 251. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This is the second course of four courses in the Calculus sequence.

MTH 253 - Calculus III (4)

Includes infinite sequences and series (emphasis on Taylor series), an introduction to differential equations, and vectors in two and three space. Prerequisites: MTH 252. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This is the third course of four courses in the Calculus sequence.

MTH 254 - Vector Calculus I (4)

Introduces differentiation and integration of multivariable and vector-valued functions, with applications to real world problems. Prerequisite: MTH 253. Fulfills General Education requirements for Math, Science, Computer Science (Non-lab; Excludes ASOT Business degree) Addendum: This is the fourth course of four courses in the Calculus sequence.

MUS - Music**MUS 105 - Music Appreciation (3)**

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 115 or placement above this level. Fulfills General Education requirements for Arts & Letters

MUS 108 - Music Cultures of the World (3)

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 115 or placement above this level. Fulfills General Education requirements for Arts & Letters\Cultural Literacy

MUS 205 - Introduction to Jazz History (3)

Covers the 90-year history of jazz, a truly American art form. Examines and analyzes eras, styles, and significant artists. Prerequisite: RDWR 115. Fulfills General Education requirements for Arts & Letters\Cultural Literacy

MUS 206 - Introduction to the History of RockMusic (3)

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 115 or placement above this level. Fulfills General Education requirements for Arts & Letters

NAT - Natural Resources**NAT 201 - Managing Natural Resources for theFuture (3)**

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. Addendum: This course is intended to articulate to Oregon State University (OSU) as NAT 201. This is an interdisciplinary course for first- and second-year students in any of the natural resource curricula (agriculture, environmental science, fisheries and wildlife, forestry, geography, natural resources, oceanography, and range), and for other students interested in learning more about how and why natural resources are managed in the Pacific Northwest. The intent is to model how resource specialists work together to solve real-world problems, to cause persons to express and examine the values they hold about natural resources, and to help them learn to work in an interdisciplinary team to examine current natural resource issues.

NUTR - Nutrition**NUTR 240 - Human Nutrition (4)**

An introductory nutrition course for nutrition, food science, exercise science, and health science majors. Concepts of nutrient metabolism and utilization, nutrient deficiencies and toxicities, and their relationship to disease prevention and treatment.

OST - Occupational Skills Training**OST 101 - Work Ethics (2)**

This is the first course in the work ethic series common to the Occupational Skills Training program. This course is recommended for all students hoping to quickly transition into the job force. It includes the basics of work ethics including reliability, productivity, problem solving, decision making, interpersonal teamwork, communication, maturity, commitment, and professionalism in the work force.

OST 103 - Ready, Set, Work! (1)

This job is designed to help students with job seeking skills including resume writing, interview techniques, and the ins and outs of obtaining employment and selling yourself.

OST 201 - Advanced Work Ethics (2)

This is the second course in the work ethic series common to the Occupational Skills Training program. This course is recommended for all students hoping to quickly transition into the job force. It includes advanced work ethics including big picture thinking, leaderships skills, initiative, problem solving, and an understanding of employer needs and how they fit into this vision.

PE - Physical Education**PE 142A - Zumba Fitness I (1)**

Introduces Zumba Fitness to improve health and overall wellness through structured group exercise. Promotes maintenance or improvement of fitness, health, and overall wellness through structured group fitness classes. Emphasizing improved cardiorespiratory conditioning, endurance, flexibility, body composition, and skill-related fitness (balance, speed, agility, reaction time, coordination). This course may be taken up to three times for credit. Audit available.

PE 142B - Zumba Fitness II (1)

Introduces Zumba Fitness to improve health and overall wellness through structured group exercise. Promotes maintenance or improvement of fitness, health, and overall wellness through structured group fitness classes. Emphasizing improved cardiorespiratory conditioning, endurance, flexibility, body composition, and skill-related fitness (balance, speed, agility, reaction time, coordination). This course may be taken up to three times for credit. Audit available.

PE 182A - Group Fitness (1)

Promotes maintenance or improvement of fitness, health, and overall wellness through structured group fitness classes. Covers knowledge and skills for performing more advanced group fitness exercises safely. The focus of the course and skills learned will vary by campus, term, and/or instructor. Emphasizing improved cardiorespiratory conditioning, muscle strength and endurance, flexibility, body composition, and skill-related fitness (balance, speed, agility, reaction time, coordination). This course may be taken up to three times for credit.

PE 182B - Group Fitness (1)

Promotes maintenance or improvement of fitness, health, and overall wellness through structured group fitness classes. Covers knowledge and skills for performing more advanced group fitness exercises safely. The focus of the course and skills learned will vary by campus, term, and/or instructor. Emphasizing improved cardiorespiratory conditioning, muscle strength and endurance, flexibility, body composition, and skill-related fitness (balance, speed, agility, reaction time, coordination). This course may be taken up to three times for credit.

PE 295 - Health and Fitness for Life Lab (1)

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. Corequisites: HE 295. Audit available. Fulfills General Education requirements for Health\Wellness\Fitness

PHL - Philosophy**PHL 201 - Being and Knowing (4)**

Introduces metaphysics and the theory of knowledge via the works of important figures in the history of philosophy. Prerequisites: RDWR 115 or placement above these levels. Fulfills General Education requirements for Arts & Letters

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

PHL 202 - Ethics (4)

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 or placement above these levels. Fulfills General Education requirements for Arts & Letters

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

PHY - Physics**PHY 201 - General Physics (4)**

Introductory physics (algebra based) for science majors, pre-medical, pre-dental, pre-chiropractic and pre-physical therapy students. Topics include mechanics including statics, forces and motion, energy, collisions, circular motion and rotational dynamics. Prerequisites/concurrent: MTH 111 and its prerequisite requirements. Audit available. Fulfills General Education requirements for Math, Science, Computer Science (with Lab)

Prerequisite: Prerequisites/concurrent: MTH 111 .

PHY 202 - General Physics (4)

Topics include mechanical properties of matter, heat, waves, sound and light. Algebra-based physics. Prerequisites: PHY 201 and its required prerequisites. Audit available. Fulfills General Education requirements for Math, Science, Computer Science (with Lab)

PS - Political Science**PS 201 - US Government: Foundations and Principles (4)**

An introduction to the institutions and processes of American national government, including the Constitution, civil liberties, elections, political parties, Congress and the legislative process, the presidency and modern bureaucracy, and the Supreme Court and judicial branch. Prerequisites: RDWR115 Fulfills General Education requirements for Social Science

PS 204 - Comparative Politics (4)

An introduction to regime types and the diverse domestic political systems around the world, including varieties of authoritarian and democratic systems, and different ways of arranging the institutions of government in different countries and cultures. Prerequisites: WR 121 and MTH 095. Fulfills General Education requirements for Social Science\Cultural Literacy

PS 205 - International Relations (4)

An introduction to the international system and world politics, including both relations between countries and transnational issues, as well as interstate processes such as international law, diplomacy, and war. Prerequisite: WR 121 Fulfills General Education requirements for Social Science\Cultural Literacy

PS 206 - Political Thought (4)

An introduction to global political philosophy through thinkers such as Plato, Locke, Rousseau, Mill, Confucius, Mencius, Zhu Xi, Wang Yangming, Mawardi, Ghazali, Qutb, Soroush, and others. Prerequisite: WR 121 Fulfills General Education requirements for Social Science Offered: As Announced

PS PS 244 - Global Health (4)

***WARNING*: Item PS-244 could not be inserted**

PSY - Psychology**PSY 101 - Psychology and Human Relations (4)**

Applies psychological principles to relationships in both personal and professional environments. Includes an overview of basic personality and social psychology concepts, as well as specific skill development in the areas of communication, listening, and conflict resolution. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available. Fulfills General Education requirements for Social Science

PSY 201 - Introduction to Psychology, Part I (4)

Surveys the major concepts, theoretical perspectives, empirical findings, and historical trends in scientific research, biological psychology, sensation and perception, learning theory, memory, language, cognition, consciousness, and human development. Provides an overview of popular trends, examines the overarching themes of heredity vs. environment, stability vs. change, and free will vs. determinism, and emphasizes the sociocultural approach, which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Prerequisite: RDWR 115 or equivalent placement test scores. Fulfills General Education requirements for Social Science\Cultural Literacy

PSY 202 - Introduction to Psychology, Part II (4)

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. General Education: Social Science\Cultural Literacy Offered: Winter

PSY 215 - Human Development (4)

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 A or 202A. Prerequisites: WR 115, RD 115 or equivalent placement test scores. Audit available. Fulfills General Education requirements for Social Science

PSY 239 - Introduction to Abnormal Psychology (4)

Surveys the history, theories, etiology, assessment, diagnosis, and treatment of the major mental disorders. Prerequisites: WR 115, RD115, and MTH 20 or equivalent test scores, and PSY 201 or 201A or 202 or 202A Fulfills General Education requirements for Social Science

RDWR - College Reading and Writing

RDWR 115 - College Reading & Writing (5)

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. Students will write a minimum of 2000 words of revised, final draft copy, including at least one essay that incorporates source materials and employs MLA citation and documentation

REL - Religion

REL 101 - World Religions (4)

An introduction to a variety of the religious traditions of the world, including but not limited to Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam, and Primal Traditions. Prerequisites: RDWR 115 or placement above these levels. Fulfills General Education requirements for Arts & Letters\Cultural Literacy

SOC - Sociology

SOC 204 - Sociology in Everyday Life (4)

Introduces the sociological perspective and the scientific study of human social behavior. Focuses on the core concepts, theories, and research on human interactions within social groups and how people are shaped by their social locations (status, roles, race, class, sex, age, etc.) within society's structures, stratification systems, and institutions, and by cultural processes such as socialization and group dynamics. Prerequisites: RDWR 115 or equivalent placement test scores. Audit available. Fulfills General Education requirements for Social Science\Cultural Literacy

Prerequisite: Prerequisites: RDWR 115 or equivalent placement test scores.

SOC 206 - Social Problems (4)

This course 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 or placement above this level. Fulfills General Education requirements for Social Science\Cultural Literacy

SOIL - Soil Science

SOIL 205 - Soil Science (4)

Introduction to the chemical, physical and biological nature of soils. Examines the functions of soil as a medium of plant growth, a recycling system for nutrients and wastes, a modifier of atmospheric chemistry, a habitat for soil organisms, a system for water purification, and an engineering medium. Field and laboratory projects provide an understanding of fundamental soil science principles and the impact of human activities on soil quality and sustainability. Field trips required. Fulfills General Education requirements for Math, Science, Computer Science (with Lab) Addendum: This course is intended to articulate to Oregon State University (OSU) as SOIL 205, which is part of the OSU Baccalaureate Core curriculum, under both the categories Biological Science Perspectives and Physical Science Perspectives. In this course students will learn about the chemical, physical, and biological nature of soils. Students will learn about the factors controlling soil development, what a soil name can tell a person about the environment, and how land management decisions affect soil quality and its sustainability. Topics will include: the importance of soils, what soil is, how soil forms, how soils are described, physical properties of soils, soil water, soil chemistry, soil biology, and soil sustainability.

SPA - Spanish

SPA 101 - First Year Spanish - First Term (4)

Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners. Prerequisites: RDWR 115 or placement above these levels. Audit Available. Fulfills General Education requirements for Arts & Letters (CTE only; Excludes AAOT & ASOT)

SPA 102 - First Year Spanish - Second Term (4)

Continues the work of SPA 101. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Prerequisites: RDWR 115 or equivalent placement test scores. Recommended: Completion of SPA 101 or instructor permission. Audit available. Fulfills General Education requirements for Arts & Letters (CTE only; Excludes AAOT & ASOT)

SPA 103 - First Year Spanish - Third Term (4)

Continues the work of SPA 102. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Prerequisites: RD WR 115 or equivalent placement test scores. Recommended: Completion of SPA 102 or instructor permission. Audit available. Fulfills General Education requirements for Arts & Letters (CTE only; Excludes AAOT & ASOT)

SPA 201 - Second Year Spanish - First Term (4)

Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisites: RD WR 115 or equivalent placement test scores. Recommended: Completion of first year Spanish at college level or instructor permission. Audit available. Fulfills General Education requirements for Arts & Letters Addendum: This course satisfies part of the foreign language requirement for the B.A. degree, counts towards Arts and Letters distribution requirements for the A.A. degree, and contributes to the General Education requirement for other Associate Degrees.

SPA 202 - Second Year Spanish - Second Term (4)

Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisites: RD WR 115 or equivalent placement test scores. Recommended: Completion of SPA 201 or instructor permission. Audit available. Fulfills General Education requirements for Arts & Letters Addendum: This course satisfies part of the foreign language requirement for the B.A. degree, counts towards Arts and Letters distribution requirements for the A.A. degree, and contributes to the General Education requirement for other Associate Degrees.

SPA 203 - Second Year Spanish - Third Term (4)

Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisites: RD WR 115 or equivalent placement test scores. Recommended: Completion of SPA 202 or instructor permission. Audit available. Fulfills General Education requirements for Arts & Letters Addendum: This course satisfies part of the foreign language requirement for the B.A. degree, counts towards Arts and Letters distribution requirements for the A.A. degree, and contributes to the General Education requirement for other Associate Degrees.

WLD - Welding Technology

WLD 102 - Blueprint Reading (4)

Covers the language of blueprints including lines, views, dimensioning, print organization, welding symbols and structural shapes. Additional supply fee may be required.

WLD 105 - Introduction to Welding Technologies (3)

This foundational class instructs students in the basic operating principles of a welding shop. Focus topics include basic welding techniques, safety, torch cutting, weld setup, and the principles of metallurgy.

WLD 111 - SMAW I (3)

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. Recommended Placement: RD/WR 115, MTH 105. Addendum: This course is the equivalent of AG 221 Metals and Welding

Prerequisite: Recommended Placement: RDWR 115, MTH 105.

WLD 112 - SMAW II (3)

Develops knowledge and manipulative skills in the use of mild steel electrodes when performing various welds in positions 3G and 3F. Advanced welding metals including sheet metal, pipe and nontraditional angles. Introduction to welding non-ferrous metals. Welding-applied math and science included. Additional supply fee may be required. Prerequisite WLD 111 or instructor approval.

Prerequisite: Prerequisite WLD 111 or instructor approval.

WLD 113 - SMAW III (3)

Advanced welding course covering the use of the 7018 and 6011 electrode in the 3G and 4G positions including backing. Fill and penetration will be stressed as related to structural strength and weld certification. SMAW of stainless steel will be emphasized including pipe. Prerequisite WLD 112 or instructor approval.

Prerequisite: Prerequisite WLD 112 or instructor approval.

WLD 120 - Welding Lab (2)

Welding lab is required component of the welding technologies program. Students will continue to work on welding techniques learned in current and past welding classes. The lab is open to students who have prior welding experience. Addendum: Students in the Welding Technologies program are required to take six credits of welding lab

WLD 170 - GMAW I (3)

Develops a foundation for Metal Inert Gas (MIG) welding. Course will include machine set up, use, and maintenance. Gas types, wire types, and welding techniques will be introduced. Welds will be performed in the flat, horizontal, and down positions using Standard and Short Arc techniques. Recommended Placement: RD/WR 115, MTH 105.

Prerequisite: Recommended Placement: RDWR 115, MTH 105.

WLD 171 - GMAW II (3)

Develops skills learned in GMAW I with the addition of Vertical and Overhead MIG welding. Expanded wire use to include Flux, Inner and Dual Shield. The course will introduce the student to the Spray Arc welding technique. Welding of non-ferrous metals will be introduced. Prerequisite WLD 170 or instructor approval

Prerequisite: Prerequisite WLD 170 or instructor approval.

WLD 172 - GMAW III (3)

GMAWIII expands on the wire Welding classes adding additional metals and positions. Students will weld in 1, 2, 3 and 4 G and 1, 2, 3 and 4 F positions with both Inner and Dual Shielded Wire. Non-ferrous metals including Stainless Steel welding will be added. Welding precision and standards will be emphasized for consideration of certification. Prerequisite WLD 171 or instructor approval.

Prerequisite: Prerequisite WLD 171 or instructor approval.

WLD 201 - GTAW I (3)

Students will be introduced to equipment and techniques of Gas Tungsten Arc Welding/Tungsten Inert Gas (GTAW/TIG) welding process. Aluminum and stainless steel metals will be the primary focus including preparation, welder settings, and welding of various base metals. The course will follow AWS specifications. Recommended Placement: RD/WR 115, MTH 105

Prerequisite: Recommended Placement: RDWR 115, MTH 105.

WLD 202 - GTAW II (3)

This class will develop existing skills in TIG welding. The focus will be on weld preparation and techniques. In addition to flat surfaces, horizontal, and vertical will be added. The course curriculum follows the AWS specifications for qualification and certification. Prerequisites: completion of WLD 201 or instructor approval.

Prerequisite: Completion of WLD 201 or instructor approval.

WLD 203 - GTAW III (3)

Course will focus on stainless steel TIG welding including Pipe Purge Welding. Emphasis will be on industrial standards including corrosion abatement. Coursework will work on prepping the student for employment.

WLD 261 - Fabrication I (4)

Develops fabrication knowledge and skills in selection and use of layout tools and equipment, to assemble a fabrication project from given specifications. The fabrication class gives the student the opportunity to design and fabricate a structure in a timely and efficient manner. This course allows the student to experience challenges that arise during the fabrication process, and develop necessary fabricating techniques that can be applied to multiple fabrication applications. Students follow detailed written & oral instructions, and use theoretical concepts. Layout and fabrication will also be covered with emphasis on, welding and Oxy-acetylene cutting, safety and environmental awareness, tool & equipment maintenance and communication. Department permission required.

Prerequisite: Department Permission Required.

WLD 262 - Fabrication II (4)

Second in a series of Fabrication Classes to develop complete projects external stakeholders. Students will design, develop and build a product. Product will use all the available equipment and may require advanced welding techniques. Design and Quality and Budget will be stressed. Prerequisite: WLD 261 or instructor permission required.

Prerequisite: Prerequisite: WLD 261 or instructor permission required.

WLD 275 - Welding for Certification (4)

Class provides an opportunity to practice welding in preparation for AWS Certification Tests. Certification testing fee will apply and will vary depending on the type of test. Instructor approval required.

Prerequisite: Instructor approval required.

WLD 280 - Cooperative Education (3)

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. Recommended: RDWR 115 and MTH 105 Or Department Approval. Addendum: The department recommends students take it in one of the two terms prior to degree completion. WLD 280 is a P/NP grade; WLD 280 may be repeated up to 12 credits.

Prerequisite: Recommended: RDWR 115 and MTH 105 or Department Approval.

WR - Writing

WR 121 - English Composition I (4)

Focuses on academic reading, thinking, and writing as a means of inquiry. Students will gain fluency with key rhetorical concepts and utilize these in a flexible and collaborative writing process, while reflecting on their writing process. They will employ conventions, including formal citations, appropriate for a given writing task, attending to the constraints of audience, purpose, genre, and discourse community. They will produce a minimum of 4000 words of revised, final draft copy. Students will produce at least one research paper that integrates research and demonstrates an understanding of the role of an assertive thesis. Prerequisites: Placement into WR 121 or successful completion of RDWR 115. Audit available. Fulfills General Education requirements for Writing

WR 122 - English Composition II (4)

WR 122 continues the focus of WR 121 in its review of rhetorical concepts and vocabulary, in the development of reading, thinking, and writing skills, along with metacognitive competencies understood through the lens of a rhetorical vocabulary. Specifically, students will identify, evaluate, and construct chains of reasoning, a process that includes an ability to distinguish assertion from evidence, recognize and evaluate assumptions, and select sources appropriate for a rhetorical task. Students will employ a flexible, collaborative, and appropriate composing process, working in multiple genres, and utilizing at least two modalities. They will produce a minimum of 4500 words of revised, final draft copy. Prerequisite: Successfully complete WR 121 Fulfills General Education requirements for Writing

WR 127 - Introduction to Professional Writing (3)

This course emphasizes forms of writing demanded in the workplace. Students will practice professional correspondence, informal reports, instructions, and proposals. Students will also analyze audience and purpose to make decisions about writing form, style, ethics, and content. Prerequisite: WR 115

WR 227 - Technical & Profession Writing (4)

This course emphasizes forms of writing demanded in the workplace rather than academic writing. While addressing issues like evaluation of materials and audiences, sources of information, organization and design, ethics, and visual communication, the writings include professional correspondence, informal reports, instructions, job search materials, and proposals. Prerequisite: WR 121
Recommended: WR 122 Fulfills General Education requirements for Writing

WR 252 - Imaginative Writing I (Introduction to Creative Writing) (4)

This course is designed to introduce students to the art and craft of writing as an artistic medium. By studying the basic elements of craft in fiction, reading and analyzing the work of professional writers, and completing your own creative projects, you will explore the fundamentals of creative writing, from character and setting to narrative voice and structure. Prerequisite: WR 121 Fulfills General Education requirements for Arts & Letters Addendum: One focus of this course is learning how to read from a writer's perspective—reading to understand how a writer has structured a story, how she has created tension or evoked emotion, how she makes characters come alive and resonate with complex themes or uses the music of language to evoke a sensory experience. Using professional writers as your models, you will write stories that show an understanding of what choices are available to you as writers and what effect those choices have on a piece of work in process.

WR 253 - Imaginative Writing II (Creative Nonfiction) (4)

This course is designed to introduce students to the genre of Creative Nonfiction. They will learn the conventions and techniques of the genre through guided creative writing projects. Students will learn how to implement narrative, backstory, pacing, and characterization by reading the work of other students and published authors, whose work will serve as models for the students. The readings will include the various modes of the genre, such as autobiography/memoir, personal essay, nature and/or science writing, and literary journalism. Students will produce, workshop, and present their own works of creative nonfiction in class. Prerequisite: WR 121 Fulfills General Education requirements for Arts & Letters

WR 254 - Imaginative Writing III (Poetry) (4)

This course is designed to introduce students to the genre of poetry. They will learn the conventions and techniques of the genre through guided creative writing projects. Reading professional poets, students will write poems that show an understanding of what choices are available to writers while exploring the fundamentals of craft such as meter, rhyme, conceit, and metaphor. Prerequisite: WR 121 Fulfills General Education requirements for Arts & Letters Addendum: One focus of this course is learning how to read from a writer's perspective—reading to understand how a writer has structured a poem, how one has created tension or evoked emotion, how they make characters come alive and uses the music of language to evoke a sensory experience.