



TREASURE VALLEY  
COMMUNITY COLLEGE

# 2012-2014 COLLEGE CATALOG



[www.tvcc.cc](http://www.tvcc.cc)

# TREASURE VALLEY COMMUNITY COLLEGE

## A MESSAGE FROM THE PRESIDENT

On behalf of the entire faculty and staff, I would like to welcome you to Treasure Valley Community College. I hope your decision to join the students who take classes will provide you with opportunities for academic and personal growth. As a student on our main campus in Ontario, one of our off-campus sites in Caldwell, Burns, Lakeview or Nyssa, or a distance student who participates via the internet from home, we hope you'll discover just what a great choice you've made!

Whether your educational goals include earning your associate's degree and then transferring to a four-year college; completing a technical certificate; taking courses for personal or professional enrichment; or completing your GED, you will find our dedicated faculty and staff eager to serve you and to share in your excitement.

Alumni and current students regularly tell us that some of the things they like best at TVCC are the small class size, friendly and supportive faculty and staff, and the personal attention they receive during their studies here.

TVCC is also engaged with the communities we serve, and with businesses and industry to promote economic and workforce development. Developing a highly skilled workforce is a critical component of ensuring vitality for our local communities and our nation. Our job is to ensure all Treasure Valley Community College students have every opportunity to acquire the skills and knowledge necessary to achieve their dreams and career goals.

This catalog not only provides information about our extensive program offerings to help you plan your goals, it also includes information about student services and other opportunities.

We understand that individual needs vary when planning career schedules, and an education at Treasure Valley Community College has never been more convenient with day, evening, and online classes.

Choosing to attend TVCC is a great first-step for improving your future. Part of that success, though, depends on your willingness to take advantage of the programs and services your community college has to offer. Please feel free to contact us and let us know how we can help make your experience at Treasure Valley Community College all that you want it to be!

Best wishes to you for a successful academic year!

Sincerely,

Dana Young,  
President

Welcome (English) • Bienvenidos (Spanish) • Ongi Eturri (Basque) • Ahlan Wa Sahlan (Arabic) • Cead Mile Failte (Irish Gaelic)  
Yookoso (Japanese) • Velkommen (Norwegian) • Huan Ying (Chinese) • Hush Kelibsiz (Uzbekistan) • Laskavo Prosymo (Ukrainian)  
Mukelwa (Zulu) • E Como Mai (Hawaiian) • Haere Mai (Maori) • Selmat Datang (Indonesian) • Witaj (Polish) • Hos Geldniniz (Turkish)

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# ACADEMIC CALENDARS

2012-2013 and 2013-2014

Academic Year 2012-2013				
	Summer	Fall	Winter	Spring
Priority Status Due Date for Financial Aid		May 18	Nov 2	Feb 1
Payment Due	Jun 4	Aug 1	Dec 3	Mar 4
TVCC Foundation Scholarship Priority Deadline				Mar 15
Classes Begin	Jun 25	Sep 17	Jan 7	April 1
Last Day to Register Without Instructor Approval	Jun 29	Sep 18	Jan 8	Apr 2
Last Day to Receive a Refund (must officially withdraw)	Jun 29	Sep 28	Jan 18	Apr 12
Last Day to Drop Without "W", Declare Audit, request "S" or "U"	Jul 11	Oct 12	Feb 1	Apr 26
Last Day to Withdraw from Classes Without Responsibility for Grades		Nov 9	Mar 1	May 24
First 4-Week Session Ends	Jul 20			
Second 4-Week Session Begins	Jul 23			
Petitions for Graduation Due			Jan 31	
Advising Day for Next Term		Nov 6	Feb 26	May 14
Registration for Next Term	May 14	Nov 13	Mar 4	May 20
Final Exam Week		Dec 3-7	Mar 18-22	Jun 10-14
End of Term	Aug 14	Dec 7	Mar 22	Jun 14
Commencement				Jun 14

Holidays 2012-2013 (Campus Closed): Independence Day (7/4), Labor Day (9/3), Veterans Day (11/12), Thanksgiving (11/22 & 23), Winter Vacation-Includes Christmas and New Years (12/14-1/1), Martin Luther King Day (1/14), Presidents Day (2/18), Memorial Day (5/27)

Academic Year 2013-2014				
	Summer	Fall	Winter	Spring
Priority Status Due Date for Financial Aid		May 17	Nov 1	Jan 31
Payment Due	Jun 3	Aug 2	Dec 2	Mar 3
TVCC Foundation Scholarship Priority Deadline				Mar 14
Classes Begin	Jun 24	Sep 23	Jan 6	Mar 31
Last Day to Register Without Instructor Approval	Jun 25	Sep 24	Jan 7	Apr 1
Last Day to Receive a Refund (must officially withdraw)	Jun 28	Oct 4	Jan 17	Apr 11
Last Day to Drop Without "W", Declare Audit, request "S" or "U"	Jul 10	Oct 18	Jan 31	Apr 25
Last Day to Withdraw from Classes Without Responsibility for Grades		Nov 15	Feb 28	May 23
First 4-Week Session Ends	Jul 19			
Second 4-Week Session Begins	Jul 22			
Petitions for Graduation Due			Jan 30	
Advising Day for Next Term		Nov 5	Feb 25	May 13
Registration for Next Term	May 13	Nov 12	Mar 3	May 19
Final Exam Week		Dec 9-13	Mar 17-21	Jun 9-13
End of Term	Aug 16	Dec 13	Mar 21	Jun 13
Commencement				Jun 13

Holidays 2013-2014 (Campus Closed): Independence Day (7/4), Labor Day (9/2), Veterans Day (11/11), Thanksgiving (11/28 & 29), Winter Vacation-Includes Christmas and New Years (12/23-12/27), Martin Luther King Day (1/20), Presidents Day (2/17), Memorial Day (5/26)

ALL DATES ARE SUBJECT TO CHANGE

## Ontario, Oregon Campus

- APPLY FOR ADMISSION ONLINE**  
Stop by the Student Services Center, or fill out an application online at [www.tvcc.cc](http://www.tvcc.cc) and click on the Prospective Students link. If you wish to have an application mailed to you, call (541) 881-5822
- APPLY FOR FINANCIAL AID**  
Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call (541) 881-5833.
- TAKE THE COMPASS PLACEMENT TEST**  
Call (541) 881-5798 for hours of operation, or go online at [www.tvcc.cc/testing](http://www.tvcc.cc/testing) to view and print current testing schedule and information. No appointment necessary.
- ATTEND AN ADVISING AND REGISTRATION SESSION**  
Call (541) 881-5822 or (541) 881-5815 to make an appointment.
- SUBMIT OFFICIAL TRANSCRIPTS**  
If you have previously attended other schools, colleges, or universities, submit an official transcript from each institution to: TVCC Admissions, 650 College Blvd, Ontario, OR 97914.
- PAY TUITION AND FEES**  
Check for tuition due dates at [www.tvcc.cc](http://www.tvcc.cc) or call (541) 881-5815 for payment options.
- BUY BOOKS AT THE TVCC BOOKSTORE**  
Call (541) 881-5509 for more information, phone orders, and hours of operation.
- APPLY FOR HOUSING**  
Visit <http://studentlife.tvcc.cc>, or call (541) 881-5782 for more information.
- GET YOUR FREE PHOTO STUDENT ID**  
ID cards are issued at the Library. For library hours, visit <http://www.tvcc.cc/Library/>.

## Caldwell, Idaho Center

- Stop by the Caldwell Center, or fill out an application online at [www.tvcc.cc](http://www.tvcc.cc) and click on the Prospective Students link. If you wish to have an application mailed to you, call (541) 881-5822.
- APPLY FOR FINANCIAL AID**  
Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or call (541) 881-5833.
- TAKE THE COMPASS PLACEMENT TEST**  
Call (208) 455-6835 for testing times. No appointment necessary. Monday through Friday.
- ATTEND AN ADVISING AND REGISTRATION SESSION**  
Call (208) 454-9911 for an appointment.
- SUBMIT OFFICIAL TRANSCRIPTS**  
If you have previously attended other schools, colleges or universities, submit official transcript for each institution to: TVCC Admissions, 650 College Blvd, Ontario, OR 97914.
- PAY TUITION AND FEES**  
Check for tuition due dates at [www.tvcc.cc](http://www.tvcc.cc), or call (541) 881-5815 for payment options.
- BUY BOOKS AT THE TVCC CALDWELL BOOKSTORE**  
Call (208) 454-9911 for more information and hours of operation.
- GET YOUR FREE PHOTO STUDENT ID CARD**  
ID cards are issued at the Caldwell Center. Call the Caldwell Center at (208) 454-9911 for days and times ID cards are issued.

### Notice of Nondiscrimination

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment.

Lack of English language skills will not be a barrier to admission and participation in career and technical education programs.

Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5835 or TDD (541) 881-5839.

Section 504 coordinator: Jessica Breidinger, 541-881-5812. Student Intervention Specialist, Disability Services Coordinator. TVCC Barber Hall, 650 College Blvd., Ontario OR 97914

Title II coordinator: John Michaelson, 541-881-5590. Interim Dean of Instruction. TVCC Barber Hall, 650 College Blvd., Ontario OR 97914

Title IX coordinator: Ed Aronson, 541-881-5875. Director of Athletics. TVCC, Easley Gymnasium, 650 College Blvd., Ontario OR 97914

This catalog is published for informational purposes, and every effort is made to ensure accuracy at the time of printing. However, the provisions in this catalog are not to be regarded as an irrevocable contract between the student and the college. Treasure Valley Community College reserves the right to change any provision or requirement at anytime. Students are advised to study the class schedule and to work closely with a counselor or advisor.

This document is also available at [www.tvcc.cc](http://www.tvcc.cc)

### About TVCC

#### WHO WE ARE

Treasure Valley Community College - operating under the authority of Chapter 341 of the Oregon Revised Statutes, is committed to serving all constituents within its district and service area. The College opened in the fall of 1962. Classes were originally scheduled at Ontario High School during the late afternoon and early evening. The first TVCC commencement was held the following spring when students enrolled in the Licensed Practical Nursing program graduated.

Beginning with a solitary building, TVCC moved to its present location in 1965. Several buildings were added over the years and today there are 13 major buildings on campus. The enrollment has increased significantly since the early days, and the college now serves 9,000 students annually. Growth has not altered the TVCC approach to education. Caring, competent instructors and staff welcome all students to excellent, affordable educational opportunities in a pleasant rural setting. The College continues to grow and flourish, always seeking to meet the needs of its community.

#### THE ONTARIO CAMPUS

The 90 acre campus sits near the center of Ontario, Oregon, providing easy access for city residents. Major campus attractions include residence halls, a professional-technical complex, a gymnasium/athletic complex and opening January 2013 a state of the art science center. The College is also the site of the Malheur County/Oregon State University Extension Service and the Eastern Oregon University Outreach Center.

Students at TVCC have easy access to shopping areas, movie theaters, restaurants, and a number of cultural and recreational facilities. Ontario maintains a small-town atmosphere while serving as a commercial, recreational, medical, and industrial center for Malheur County and the surrounding area. The city is located in the Treasure Valley, near the Snake River and little more than a mile from the Idaho border. Boise is 55 miles away and brings a cosmopolitan flavor to the valley. The area is well known for outdoor activities. Students can quickly drive to excellent skiing, hunting, fishing and hiking sites.

The Heinz Ore-Ida Sports Complex, located at TVCC, is a top local venue for team sports such as baseball, softball, tennis, and soccer. Many regional school and community athletic events are held at the complex.

The Four Rivers Cultural Center (FRCC) and museum opened its doors on the TVCC Campus in 1997. This first-class facility also houses the Student Services Center, the Testing Center, the Performing Arts department, and the College Bookstore. The performing arts center, with a seating capacity of more than 600, is a major part of the complex.

The FRCC can host large conferences and community events. It is dedicated to enhancing the appreciation and respect for all cultures. The contributions of early settlers to the region are featured, including those from ethnic groups such as the Basques, Japanese Americans, Northern Paiutes, and Hispanics. The Horace and Roa Arment Indian Artifact Collection is maintained and displayed at the Four Rivers Cultural Center. The display features a variety of arrowheads, stone tools, and other artifacts of native american culture.

#### CALDWELL CENTER

The Caldwell Center is a satellite of TVCC and has provided a progressively diverse range of courses to southwest Idaho residents since 2003. Courses offered through the Caldwell Center include college preparation, college transfer and professional-technical classes. Students at the Caldwell Center are typically enrolled in courses leading to a degree, with the majority of students planning to transfer to a four-year college or university in

Idaho or Oregon.

The Caldwell Center offers a broad menu of student services which include academic advising, placement testing, class registration, financial aid assistance, and career planning. In addition, students have free access to tutorial support as well as student activities. The relatively small size of the Caldwell Center allows students to experience a personal, supportive learning environment. Classes are scheduled throughout the day between 8:00 a.m. and 9:00 p.m. Classes are offered in traditional classrooms, via an interactive classroom connected with the Ontario campus, and over the web. Students may take classes at both the Caldwell Center and the Ontario campus.

TVCC's new Caldwell Center is located on the banks of Indian Creek in downtown Caldwell, at 205 S. 6th Ave - at the intersection of Blaine and 6th.

#### COMMUNITY OUTREACH CENTERS

The college provides outreach services throughout the region. Outreach centers are located in Harney County at the Burns Outreach Center, Lake County at the Lakeview Outreach Center and Warner Creek Correctional Institution (WCCI), and at the Snake River Correctional Institution (SRCI) located in Ontario.

Outreach centers or sites provide services and classes in a variety of ways:

- Traditional classes are presented at specifically scheduled times and locations with an approved instructor.
- Non-traditional open entry/open exit classes or flexible schedules allow students to work at home or at a designated outreach center at their convenience.
- Distance Learning classes utilize computer or video technologies. A wide range of courses are offered in a variety of formats.

### TVCC is About Learning...

#### GENERAL EDUCATION LEARNING OUTCOMES

As the heart of a whole education, General Education learning outcomes are integrated into all degree programs. It is the part of the college's program that serves as the common core of each student's education, providing aspects of the college's program that are aimed at helping each graduate enjoy a lifelong process of inquiry and decision-making as a citizen of many complex and diverse communities. Students will be continually assessed during their academic career at TVCC. The General Education core curriculum is designed to help students develop and improve in the following ways:

#### COMMUNICATION

Students will communicate effectively orally and in writing, using appropriate language and modality.

#### CRITICAL THINKING

Students will explore, reach, and support appropriate conclusions through the analysis, synthesis and evaluation of information and varying opinions.

#### QUANTITATIVE REASONING

Students will problem solve with appropriate technology, using data, graphs and symbols.

#### ATTITUDES AND VALUES

Students will demonstrate personal responsibility for their learning and will respect the influences of diverse cultural perspectives.

## MISSION STATEMENT

TVCC is a comprehensive community college providing quality educational opportunities and cultural enhancement in a financially responsible manner throughout our service area.

## VISION STATEMENT

TVCC will be an excellence-driven institution with a global perspective that continues to offer quality programs as an evolving model rural comprehensive college.

## GOALS

Looking to its community as both a resource for and a beneficiary of its programs, TVCC seeks to fulfill its mission by:

- providing college-university lower division courses for students to obtain an Associate's Degree, or transfer to a four year institution;
- providing professional-technical courses and programs designed to:
  - prepare students for immediate employment
  - update and/or retrain for the changing workforce
  - prepare for career advancement
- providing developmental education courses necessary to acquire basic skills needed for personal success, high school completion, or entry into academic or professional-technical programs;
- reaching out to the communities by responding to their needs for lifelong learning, continuing and community education;
- facilitating growth and development of students by providing personal and support services to meet individual needs to maximize student success;
- developing and supporting activities and facilities for the civic, cultural, social, and recreational interests of the students and the community.

## ACCREDITATION

The College is accredited by the Northwest Commission on Colleges and Universities. This institutional accrediting body is recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The seven elected members of the TVCC Board of Education serve staggered four-year terms. The Board sets policy that governs all activities and programs of the college; including property, personnel and finances. The Board approves the annual budget, staff and curriculum.

## FACULTY

Faculty is composed of approximately 49 full-time instructors and numerous part-time instructors. Instructors of transfer courses have a scholarly background in their major field and have earned a Master's degree or higher. Faculty in professional-technical programs have a rich background which combines education with practical, on-the-job experience. All faculty and staff are encouraged to continue professional development. Faculty members also advise students and help them develop educational plans. Many faculty members donate several hours a week to assist in student activities, clubs, and special events. Part-time instructors serve in nearly every instructional program and are an integral part of the TVCC success story.

## STUDENTS

TVCC serves over 9,000 students annually. Most of the students are from Oregon or the neighboring Idaho communities. The largest group of students is 18-23 years old but many older returning adults are also served. About 40% of the students take courses for academic transfer. More than 25% enroll in one of the many professional-technical programs offered. Other students enroll for personal enrichment, professional development, or the skill preparation necessary to enter an academic or professional-technical program. More than 55% of the students attending TVCC are



women.

Because TVCC is a small college, the emphasis is on individual learning. Faculty involvement, small classes, student activities, and individualized attention contribute to an appealing academic and social atmosphere where students succeed.

## FOUNDATION

Founded in 1963, the TVCC Foundation is a charitable nonprofit organization that supports TVCC by generating private funds for college programs. Managed by a board of directors comprised of community and business leaders, the Foundation secures and manages funds for scholarships, equipment, facilities, and programs.

For information on the TVCC Foundation, contact the Executive Director at 541-881-5585.

Scholarships for varying amounts based on a variety of criteria are provided by the Foundation. For a complete list of scholarship opportunities, please contact the TVCC Foundation at the number listed above.

## Step 1 Apply for Admission

ADMISSIONS OFFICE  
STUDENT SERVICES CENTER • 541-881-5822

## GENERAL ADMISSION

The college has an open door admission policy and welcomes all students who can benefit from the instruction offered, regardless of educational background. Any student wishing to enroll in classes should complete an application for admission found online at [www.tvcc.cc/admissions/app.cfm](http://www.tvcc.cc/admissions/app.cfm) or at the Student Services Center. See page 5 of this catalog for the admission process checklist.

## DEGREE SEEKING STUDENTS

Unrestricted admission is open to adults who have a high school diploma (or equivalent) or whose high school class has graduated. Other applicants may have to meet special requirements and should contact Admissions for more information.



# GETTING STARTED

## Apply for Admission



### RESTRICTED ADMISSIONS

The following instructional programs have special application procedures and requirements that must be met prior to enrollment:

- Emergency Medical Technician
- Nursing

Contact the Student Services Center or the appropriate instructional department for further information on programs with special application procedures.

### IMMUNIZATIONS

Oregon law requires all community college students enrolled in allied health programs, early childhood education, or intercollegiate sports to show proof of measles, mumps, and rubella vaccination. A select number of courses and programs at TVCC have the potential to expose students to Tuberculosis, Hepatitis-B Virus and Human Immunodeficiency Virus. Therefore, these courses will require students to provide proof of HBV and/or TB inoculation.

### STUDENTS NOT SEEKING A DEGREE OR CERTIFICATE

Students not seeking a degree or certificate may register during open registration periods and do not need to submit official transcripts from other institutions attended. See the quarterly schedule for information about registration dates.

### ADMISSION FOR HIGH SCHOOL STUDENTS

The College values partnerships with local high schools to provide students with a seamless education. Specific information on high school relations and enrollment procedures is available in Admissions or on the TVCC website.

## Admission FAQs

#### WHEN SHOULD I APPLY FOR ADMISSION?

Apply at least one quarter before attending, and we will send you information about upcoming advising and registration sessions and other information you request. You may apply and register right up to the beginning of the quarter.

#### IS THERE AN ADMISSION FEE? No.

#### CAN I GET A TOUR? Yes. Call 541-881-5822

### COL-CRED

TVCC participates in a dual-credit program with local high schools in Oregon and Idaho. Classes are taught on the high school campus by qualified high school instructors. Students earn college credits at a reduced cost without leaving their high school. Interested students should contact the Col-Cred coordinator at (541) 881-5806 or check with their local high school counselor for further information about this program.

### COLLEGE CHOICE

High school juniors or seniors with a cumulative GPA of 3.0 or higher are eligible for this program. Qualifying students may take one class per quarter without paying tuition. Contact a local high school counselor or the TVCC program coordinator at (541) 881-5806, for further information.

### TECH-PREP 2 + 2

Students earn college credits at a reduced cost without leaving their high school. For more information call (541) 881-5594, or check with their local high school counselor for further information about this program.

### STUDENTS YOUNGER THAN 18

Students under the age of 18 who have not graduated from high school or have a GED need to complete an underage enrollment application, available at the Student Services Center. Underage students must obtain permission from their high school or Educational Service District, or show proof of release from compulsory education. Students and their parents must meet with the Dean of Student Services and complete the admissions process before registering for classes.

### ADMISSION FOR INTERNATIONAL STUDENTS

TVCC welcomes international students and offers a personal, supportive learning environment. International students seeking admission must provide the following:

- Proof of completing a high school diploma or equivalent
  - Proof of age - International students must be at least 18 years of age
  - A completed TVCC Application form
  - Official transcripts from all previous high schools, colleges, or universities
  - An original, current bank statement with a balance equal to the cost of one year of tuition, fees, and living expenses
  - Proof of health insurance
  - Evidence of English language proficiency. This should be furnished by all applicants whose native language is not English
- \*\*Examples of methods for demonstrating English proficiency are shown below:
- An official TOEFL score of at least 173 on the computer version or at least 500 on the written version
  - Graduation from a U.S. high school
  - Completion of an ESL (English as a Second Language) Program
  - Other

An international student who is transferring from another college must also submit:

- Photocopy of all previously issued I-20's
- Photocopy of the I-94 card and picture page from passport
- Completed transfer eligibility form from the previous school
- Mail or fax (541) 881-5520 all international admissions documents to:  
International Admissions Coordinator  
Treasure Valley Community College  
650 College Boulevard  
Ontario, Oregon, US 97914

**Step 2**  
**Arrange for Financial  
Aid if Needed**

**TVCC FINANCIAL AID**  
**STUDENT SERVICES CENTER • (541) 881-5833**

**HOW TO APPLY FOR FINANCIAL AID**

**Federal Aid** – All students may complete the Free Application for Federal Student Aid (FAFSA) on paper or online. TVCC’s federal Title IV school code is 003221. The FAFSA application can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Continuing students must reapply each academic year by completing a FAFSA or Renewal FAFSA.

**State Aid** – Residents of the State of Oregon may also be eligible for a variety of scholarships or grants offered by the Oregon Student Assistance Commission. All Oregon residents should complete the federal FAFSA application and apply for Oregon scholarships through the Oregon Student Assistance Commission at [www.getcollegefunds.org](http://www.getcollegefunds.org). TVCC Financial Aid distributes grants and scholarships to students deemed eligible by the Oregon Student Assistance Commission.

**Institutional Aid** – The college offers a variety of tuition waivers and scholarships to students participating in school clubs, organizations, athletic teams, and performing arts programs. Tuition waivers and scholarships are offered by individual departments and interested students should contact each department for application instructions or information concerning the availability of aid.

**College Scholarships** – Each academic year, the TVCC Foundation awards scholarship aid to students completing a TVCC Foundation Scholarship application. Eligibility for TVCC Foundation scholarship aid is competitive and awards are determined by a committee based upon students’ application materials, academic history, community involvement, and financial need. (Note: not all applicants are awarded scholarships.) TVCC Foundation Scholarship applications are available at the Ontario main campus, at any of the TVCC extension centers, or online at [www.tvcc.cc/foundation](http://www.tvcc.cc/foundation). Applications are reviewed each spring for the upcoming academic year and are published with an application deadline. Refer to the TVCC Foundation Scholarship Application for the current application deadline.

**“Outside” Scholarships** - There are many other sources of student financial aid available through private foundations, companies, service clubs, or other organizations that are not directly managed by TVCC Financial Aid. Many scholarships require separate applications. TVCC Financial Aid maintains several outside scholarship informational resources online at <http://financialaid.tvcc.cc>.

Important details relevant to financial aid information and regulations may be found on page 13.



**Financial Aid FAQs**

**CAN I RECEIVE FINANCIAL AID IF I’M NOT A FULL-TIME STUDENT?**

Yes. Student loans are available to students registered for six or more credits. Students qualifying for a Pell grant may receive aid as a part-time student. Scholarships, tuition waivers, and eligibility requirements vary, and students should check with specific funding sources for requirements and regulations.

**WHEN DO I APPLY FOR FINANCIAL AID?**

Apply early: state aid and work study funding are available on a first-come, first-served basis. Fill out the FAFSA and complete all the required documents by the priority date published in the quarterly schedule.

**IS THERE FINANCIAL AID AVAILABLE OTHER THAN FEDERAL FINANCIAL AID?**

Yes. Check online at <http://financialaid.tvcc.cc> for a listing of various sources of funding, including scholarships, tuition assistance, talent grants, loans, and scholarship searches.

**WHEN DO I RECEIVE MY FUNDING?**

Financial aid is dispersed the 3rd Tuesday of each quarter.

# GETTING STARTED

## Advising



### Step 3

## Determine Placement in Reading, Math, and Writing

TESTING CENTER  
FOUR RIVERS CULTURAL CENTER • (541) 881-5798

### PLACEMENT TESTING

Students must take the COMPASS exam if they are seeking a college degree or certificate, or are planning to take a math or English course in college for the first time. Students who have taken math and/or writing courses at another college will not be required to take the placement exam if they provide a transcript showing successful completion.

COMPASS measures reading, math, and language-usage skills. This computer-adapted assessment program was developed specifically for community college students and is used nationwide. Scores will determine placement in English and math classes. Students who use COMPASS results when selecting classes are more likely to succeed.

The cost of assessment is included in the universal fee. Students are encouraged to take COMPASS as soon as possible. There is a \$10 fee to re-take COMPASS.

### Step 4

## Talk with an Advisor and Register for Classes

ADVISING  
STUDENT SERVICES CENTER • (541) 881-5815

### PROVIDE COLLEGE TRANSCRIPTS

Submitting any previous college transcripts to admissions and requesting they be evaluated is the first step in effective advising. Any previous grade point average will not become part of TVCC's GPA, but the classes will be listed on the student's advising transcript.

### ATTEND AN ADVISING AND REGISTRATION SESSION

Students meet with a general advisor at new student orientations, held before each quarter begins. Students are given general information about the college and the registration process. Students bring a copy of their placement test and college transcripts. Advisors help create a class schedule, answer questions, and clarify degree requirements.

Following the advising session, students can register for classes at the Student Service Center. Reservations for orientation can be made online at [www.tvcc.cc](http://www.tvcc.cc) and click on Prospective Student. Students unable to attend a group session can schedule an advising appointment.

## Advising FAQs

### HOW DO I FIGURE OUT WHAT COURSES TO TAKE AND WHEN?

Meet with your faculty advisor to plan your degree and schedule classes each quarter. Degree programs and suggested courses of study begin on page 29 of this catalog.

### HOW DO I FIND WHO MY FACULTY ADVISOR IS?

Your advisor is assigned by your program of study. You'll find your assigned advisor listed on your quarterly bill, in the personal information section of your CampusWeb account, on your advising transcript, and on the college website at <http://www.tvcc.cc/Admissions/advisorlist.cfm>.

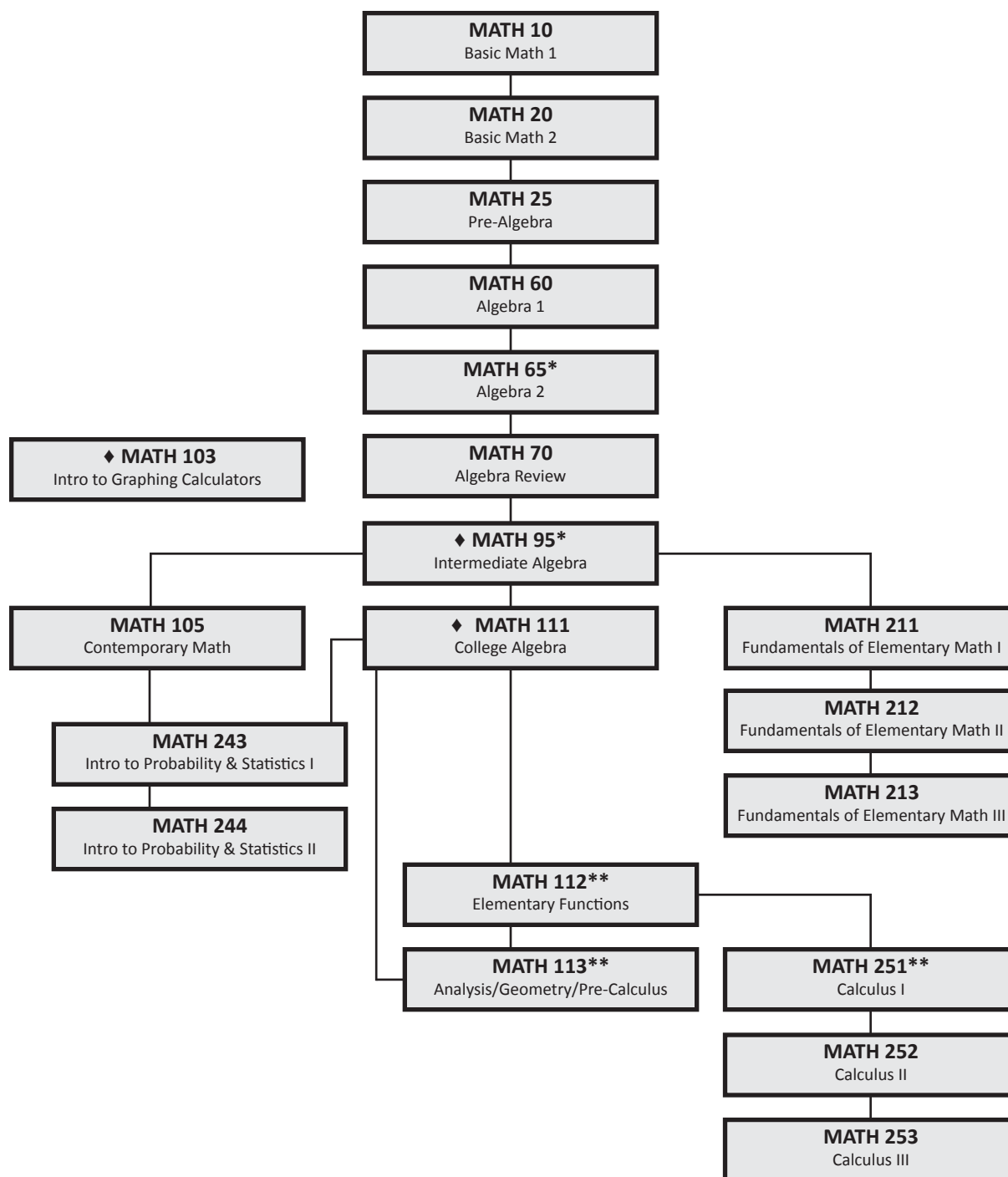
### WHO CAN HELP ME CHOOSE A PROGRAM OF STUDY AND A CAREER?

Career counseling is available by making an appointment at (541) 881-5815. Career planning classes are also available.

### WHAT IS THE BEST WAY TO GET STARTED?

Come to a Fall Quarter Advising & Registration session. You can register for a session at [http://www.tvcc.cc/advise\\_reg.cfm](http://www.tvcc.cc/advise_reg.cfm) or call (541) 881-5822 to make an appointment with an advisor.

**MOVING THROUGH MATH**



\* Must complete MATH 60 and MATH 65 with "A-" to skip MATH 70.

\*\* Completion of MATH 112 with at least a "C-" is a prerequisite for MATH 251. MATH 113 is strongly recommended before MATH 251.

◆ Math 103 is a corequisite for MATH 95 and MATH 111 if MATH 70 was not completed at TVCC.

# GETTING STARTED

## Pay for Classes

### Step 5 Pay for Classes

**BUSINESS OFFICE**  
**STUDENT SERVICES CENTER • (541) 881-5815**

#### **PAYMENT AND PAYMENT ARRANGEMENTS**

Payment and payment arrangements must be made by the payment due date. Tuition rates and payment due dates are published in the quarterly schedule. Students may pay with cash or by check, Visa, or Mastercard, and may arrange for a deferred payment plan by visiting or contacting the Business Office.

The amount of tuition students pay is determined by number of credits taken and residency. There are additional fees attached to tuition. A detailed description of tuition and fee rates is found in the quarterly schedule.

Students should not assume they will not be charged for classes if they do not attend - it is solely the student's responsibility to withdraw from classes. There is a 100% refund available for the first two weeks of the term (excluding summer), and any student may take advantage of the refund period by completing a withdrawal form. More information about money matters may be found in "Money Matters".

### Step 6 Plan for Success

**ADVISING**  
**STUDENT SERVICES CENTER • (541) 881-5815**

#### **FRESHMAN ORIENTATION**

HDEV 112, Freshman Orientation, or HDEV 120, College Survival and Success, is a class strongly recommended for all first-time freshmen seeking a certificate or degree to take. Both these courses are designed to examine individual student needs, create long term academic plans, teach college success skills, introduce college resources and expectations, and explore career opportunities.

Faculty advisors are assigned to students by their intended field of study. Students meet with their faculty advisor to create educational plans, schedule classes, and explore opportunities for employment and transfer.

Advising and counseling is available to help with career planning and choosing a program of study. Having a focused goal increases student "staying power".

Tutoring and tutoring labs are available for students who need additional assistance to be successful in math, writing, and other subjects.

### Money Matters

**BUSINESS OFFICE**  
**STUDENTS SERVICES CENTER • (541) 881-5815**

#### **TUITION AND FEES**

Please contact the Student Service Center for the most up to date tuition



rates and fees.

Tuition for Oregon campus-class is the same between 18-20 credits (no change for tuition credit courses between 18-20 credits, with tuition increasing again at the 21st credit). Idaho Centers and Online/Video courses are excluded from this credit range.

#### **REQUIRED FEES:**

- Universal Fee: A non-refundable fee that covers the cost of admission, registration, placement testing, and most class or lab fees. Some classes may have additional fees.
- Student Activity Fee: A non-refundable fee that supports student activity programs and student government.

#### **RESIDENCY REQUIREMENTS**

Students qualifying as an Oregon resident for tuition purposes must meet one of the following conditions:

- Establish Oregon as a permanent home for purposes other than attending school 12 months before starting college. The 12 month residency period must be completed before the first day of the first term of enrollment.
- Be claimed as a dependent of a person having maintained residency status in Oregon for 1 year. The 12-month residency period must be completed before the first day of the first term of enrollment.
- Be the spouse or dependent of an active-duty military person stationed in Oregon.

Proof of residency is a student responsibility. Residency for each applicant is determined from information provided at the time of application. The college staff may require additional information to verify residency. Acceptable evidence of residency can be any of the following items:

- A valid Oregon driver's license.
- An Oregon voter registration card.
- Oregon registration of motor vehicles.
- Record of purchase of property in Oregon.
- Rent receipts (college residence hall receipts not applicable).
- Utility billing statements in the student's name.

#### **DEFERRED PAYMENT**

Students may be allowed to pay tuition and related costs in installments rather than in one lump-sum payment. The College's credit policy is as follows:

- Students who defer payment will be charged a deferment fee of up

to \$25.

- All payment extensions must be approved through the Business Office.

A student who defaults on a note will not be able to defer payment in future terms. Defaulted notes will result in a late charge of \$25 and all collection costs and attorney fees incurred.

### GENERAL REFUND/REPAYMENT POLICY

A refund of tuition and fees will be made in accordance with the following policy. Specific refund deadlines for each quarter are published in the academic calendar and the quarterly class schedule.

For classes that begin the first week of the quarter:

- 100% refund is granted upon withdrawal before the end of the 10th business day of the Fall, Winter, and Spring quarters.
- 100% refund is granted upon withdrawal before the end of the 5th business day of the Summer quarter.
- NO REFUND is granted after the 10th business day of the quarter, or after the 5th business day of the summer quarter.
- A full refund for non-credit classes will be granted if a withdrawal request is made at least five working days prior to the first day of class. Withdrawal requests must be made by calling 541-881-5755. Appeals to this policy may be made in writing to the Center for



Business, Workforce and Community Learning (CBWCL).

For classes that begin after the first week of the quarter:

- Refunds are calculated as above, based upon the published starting date of the quarter.

## Money FAQs

### WHAT IF I CAN'T PAY MY WHOLE BILL BY THE PAYMENT DUE DATE?

You may arrange a three payment plan. Contact the Business Office for details.

### CAN I GET MY MONEY BACK IF I DECIDE NOT TO ATTEND?

Yes. Students are entitled to a 100% refund of regularly scheduled classes (excluding summer) during the first two weeks of the term.

### WILL MY SCHOLARSHIP BE USED FOR TUITION AUTOMATICALLY?

Not necessarily. Different organizations have specific steps to follow to access awarded scholarship monies. Check with your funding sources to make sure your monies are available at the beginning of the term.

### FULL-TIME STUDENT COSTS

Full-time student eligibility varies according to student status (e.g. student-athlete, financial aid recipient, or international student). Students should consult the appropriate college official to determine student status. In most cases, students who enroll in 12 or more credits are considered full time. Most degree programs, however, require at least 90 credits to complete. Many students strive to complete a degree in six quarters and must average 15 credits a quarter to do so.

### STUDENT INSURANCE

Coverage is included in the bill paid by full-time students and may be waived at registration. Part-time students (3-11 credits) may acquire coverage by submitting a completed enrollment form and making payment directly to the carrier. For additional information about student insurance, contact the Business Office at (541) 881-5815.

## Success FAQs

### DO CLASSES TRANSFER TO OTHER COLLEGES?

Yes. Lower Division transfer courses are accepted at other universities and colleges. The receiving institution decides how individual classes transfer - as electives or meeting general education requirements. Professional-technical courses may also transfer, but that is at the discretion of the receiving institution.

### CAN TVCC HELP ME EARN MY GED?

TVCC offers GED preparation classes and is an official test center for the GED examination. Information is available at (541) 881-5846.

### WHAT'S THE DIFFERENCE BETWEEN AN AAS AND AN AAOT?

An Associate of Applied Science degree (AAS) offers specialized training for direct entry into the workforce, although some professional-technical courses transfer to other colleges. An Associate of Arts Oregon Transfer degree (AAOT) is designed to transfer into a bachelor's degree program and meets the freshman and sophomore general education requirements at Oregon and Idaho universities and colleges.

# FINANCIAL AID

## Types of Financial Aid

### RESIDENCY HALL FEES

Students living in the residence halls are required to purchase a meal plan. Meal plans may also be purchased separately. For additional information, contact Student Housing at (541) 881-5782.

### SENIOR CITIZEN DISCOUNT

Any Oregon resident, aged 60 or older, may enroll in a TVCC tuition-based class for 50% of the applicable tuition rate. Enrollment in most classes is on a space-available basis. The tuition reduction does not apply to classes such as video or web-based classes, CBWCL Courses or contract out-of-district programs.

### GED TRANSITION WAIVERS

Upon completion of the TVCC GED program, students are eligible for a tuition waiver for one or two college classes, depending upon their GED scores. All TVCC GED graduates will receive a tuition waiver for one class, while students who pass the GED exams with a score of 500 or higher will receive a waiver for an additional class. This program covers tuition and fees associated with the class. Students must satisfy other normal admission criteria, maintain satisfactory academic progress, and arrange for financial aid for additional classes, if needed. Interested students should see their GED department for details.

## Financial Aid

STUDENT SERVICES CENTER • (541) 881-5833

A variety of services and resources are offered through the TVCC Financial Aid department designed to help students locate and secure funding for college. TVCC Financial Aid administers student aid from three major sources – federal aid, state aid, and institutional aid. TVCC Financial Aid also coordinates the receipt and distribution of a variety of outside sources of student financial aid.

### TYPES OF STUDENT AID AVAILABLE

Grants, scholarships, tuition waivers, work programs, and student loans are the most common types of financial aid awarded to students. Grants are awards that are usually based on need and do not have to be repaid upon completion of a degree.

Scholarships are gift aid which may be based on academic achievement, particular skills, talents, abilities or interests, and may or may not be based on financial need. Most scholarships do not have to be repaid.

Tuition waivers are similar to scholarships but do not represent actual cash. Rather, tuition waivers are a cancellation of part or all of the quarterly tuition charges.

Work programs such as Federal Work Study are need-based awards and are designed to provide students with employment opportunities to help meet the cost of education.

Loans are borrowed funds used to help pay educational expenses. Loans must be paid back. A variety of loans, both need-based and non-need based, are available to students and their parents.

### ELIGIBILITY FOR STUDENT AID

Three components are used to determine financial need and eligibility for financial aid: Cost of Attendance, Expected Family Contribution (EFC), and enrollment status. Each college or university in the U.S. develops its own Cost of Attendance budget(s) with consideration for tuition, fees, books and supplies, room and board, transportation, dependent care expenses, loan origination fees, and personal allowance (or miscellaneous expenses).

A cost of attendance budget will depend on a student's permanent address (state of residency), housing plans while in school, the number of dependents a student has (if any), and enrollment status (the number of credits enrolled in each term.) TVCC financial aid uses standardized amounts or calculations for each of these budget items and customizes a budget according to the individual's situation as described above.

Expected Family Contribution (EFC) is computed by the U.S. Department of Education's processing center using the information provided on the FAFSA application. The EFC will usually appear on the Student Aid Report (SAR) in the upper right hand corner of the first page. The student's EFC is subtracted from their personalized Cost of Attendance budget to determine original Financial Need.

NOTE: The EFC does not necessarily indicate actual out-of-pocket expenses; it is merely a tool based on a standardized national formula used to calculate financial aid eligibility.

If Cost of Attendance (COA), and..... = \$10,185  
Expected Family Contribution (EFC), then..... = \$1,000  
Financial Need ..... = \$9,185

From these elements, TVCC will first determine the student's eligibility for a Federal Pell Grant and then attempt to meet the remaining unmet need with other funds as available and according to the school's awarding policies.

Students will receive notification of their Cost of Attendance budget, their EFC, their financial need, and the financial aid funds they are eligible for in an award notification from TVCC Financial Aid after completing the FAFSA and all application requirements.

Eligibility for certain awards and award amounts are determined, in part, by enrollment status. Awards are adjusted or prorated according to the program rules for each award. Student financial aid recipients should maintain a close relationship with their academic advisor and register for classes early in order to allow TVCC Financial Aid adequate time to make quarterly adjustments if necessary. For more information regarding





enrollment status requirements for each award program, contact TVCC Financial Aid.

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID ELIGIBILITY

Federal regulations require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid.

Students applying for or receiving financial aid assistance at TVCC must meet the following standards in all periods of enrollment to establish and maintain eligibility for financial aid and/or veteran's benefits.

NOTE: The office of the Dean of Students monitors and enforces Academic Standards independently of the Financial Aid and Veteran's Affairs Standards of Academic Progress.

The Financial Aid and Veteran's Affairs Standards of Academic Financial Aid Progress are monitored and enforced for all aid applicants and aid recipients in all periods of enrollment without regard to an actual offer of or receipt of financial aid monies. Students must meet all general requirements and all three standards of academic progress in order to establish and maintain eligibility for federal, state, and institutional financial aid.

### GENERAL REQUIREMENTS

Students must complete TVCC admission requirements.

Students must have a high school diploma, GED or Home School Certificate. Students cannot be simultaneously enrolled in an elementary or secondary education program. Students must be enrolled in an Associate of Arts, Associate of Science, Associate of Applied Science, or an eligible one or two year certificate program.

### 1) GPA REQUIREMENT

Students must maintain a 2.00 quarterly GPA. (As computed using a 4.00 scale.) Students who have attempted 90 college & remedial credits or more must maintain a 2.00 cumulative GPA.

NOTE: Some awards have higher GPA requirements depending on their source. Please contact the awarding organization for additional information.

### 2) COMPLETION RATE REQUIREMENT

Each quarter, students must complete a minimum number of credits attempted according to their enrollment status at the end of the full refund period as published in the quarterly class schedule. Students who enroll:

- Full-time ..... Must complete: 12 credits (12 or more credits)
- 3/4 time ..... Must complete: 9 credits (9 to 11 credits)
- 1/2 time ..... Must complete: 6 credits (6 to 8 credits)
- Less than 6 credits ..... ALL credits attempted

### 3) MAXIMUM CREDIT HOUR REQUIREMENT

Students must complete their degree or certificate program within the equivalent of 150% of the published number of credits required to complete the program. For example, the published length of an Associate of Arts degree is 90 credits; 135 attempted credits is the maximum allowed. The 150% credit evaluation is calculated as follows:

All TVCC credits attempted	-plus-	
All repeated credits attempted	-plus-	
All credits transferred from other colleges/universities	-minus-	
All remedial credits attempted (course numbers less than 100, 45 credits max)		= TOTAL

If, at any time, it is determined that a student has reached, exceeded, or cannot complete their degree requirements within the 150% limit, the student is ineligible for further aid. An appeals process exists for students who wish to exceed the limit; see the Financial Aid department for more information on this process.

Students who wish to use financial aid funds to complete a second degree or certificate at TVCC must submit an appeal to TVCC Financial Aid along with a graduation plan for the second certificate/degree.

- All attempted credits from a prior certificate degree that can apply to a second certificate degree must be counted. Other non-remedial attempted credits that apply only to the prior degree program will be excluded from the 150% calculation for the second certificate/degree program.
- Students who appeal to complete a second degree successfully must continue to meet all financial aid standards of academic progress including the maximum credit hour requirement as calculated for the new degree program.

### NOTIFICATIONS

Satisfactory Progress Evaluations are made when a student initially applies for financial aid and at the conclusion of each quarter in which a student



# GENERAL REQUIREMENTS

enrolls. (Students are considered enrolled if they are registered for classes at the conclusion of the full-refund period as published in the quarterly class schedule.)

## FINANCIAL AID “WARNING”

Students in good standing who do not meet the standards of academic progress will be placed on financial aid “Warning” and encouraged to meet with an academic advisor to develop a plan for academic success. A financial aid “Warning” does not affect receipt of aid for subsequent quarters.

## FINANCIAL AID “PROBATION”

Students who do not meet the standards of academic progress while on “Warning” will be placed on financial aid “Probation”. A financial aid “Probation” prevents a student from receiving further financial aid at TVCC without additional corrective action.

Students (in good standing or otherwise) who have attempted 90 credits and have less than a 2.00 cumulative GPA are immediately placed on financial aid “Probation” and referred to an academic advisor.

## APPEALS AND REINSTATEMENT

A student on “Warning” or “Probation”, who meets all standards of academic progress in a subsequent quarter will be removed from financial aid Warning or Probation and placed in good standing.

Students who are placed on financial aid “Probation” may appeal. Forms are available at <http://financialaid.tvcc.cc/Forms.cfm> or in the Financial Aid Office.

## GRADING SYMBOLS

The following are credits successfully completed: “A”, “A-”, “B+”, “B”, “B-”, “C+”, “C”, “C-”, “D”, “S” The following are NOT credits successfully completed: “F” = Failing, “U” = Unsatisfactory, “I” = Incomplete, “W” = Withdrawal, “AU” = Audit, “NG” = No grade, “WIP” = Work In Progress.

## REPEAT, INCOMPLETE, OPEN-ENDED AND AUDIT COURSES

Courses may be repeated. Please consult with your faculty or academic advisor. “Incompletes” must be arranged with instructors and must be completed as indicated by the instructor. For financial aid purposes, courses extended beyond a single term of enrollment are NOT credits successfully completed. Audits must be arranged in advance with the instructor, are not eligible for financial aid, and do not count as classes completed for financial aid purposes.

## NON-CREDIT AND REMEDIAL COURSES

Non-credit, community education, developmental education, adult basic education, and ESL courses which do not apply toward an eligible degree or certificate program, are not eligible for financial aid. Financial Aid funding for remedial courses (numbered below 100) is limited to 45 total credits.

## VETERANS SERVICES

TVCC’s Veteran’s Services Coordinating

Official acts as a liaison with the U.S. Department of Veterans Affairs. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student’s approved program. Each educational program must be approved by the State of Oregon’s Department of Education/Veterans’ Services. Students applying for veteran’s educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the U.S. Department of Veterans Affairs and is based on the number of credit hours or clock hours for which a student is enrolled and the length of enrollment period for each course.

Veteran’s benefits available:

- Chapter 30 Montgomery GI Bill – Active Duty
- Chapter 31 Vocational Rehabilitation (available through your local VA office)
- Chapter 32 Veteran’s Education Assistance Program (VEAP)
- Chapter 33 Post 9/11 GI Bill
- Chapter 34/30 Grandfathered Vietnam Era GI Bill
- Chapter 35 Survivors/Dependents of Deceased or 100% Disabled Veterans
- Chapter 1606 Montgomery GI Bill - Selected Reserve
- Chapter 1607 Reserve Educational Assistance Program (REAP)

It is the student’s responsibility to notify the TVCC coordinating official of any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran’s educational benefits. Those students receiving benefits must follow the Financial Aid and Veteran’s Affairs standards of satisfactory academic progress to maintain eligibility for VA benefits.

U.S. Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study).

For additional details and information regarding veteran’s educational benefits, contact the TVCC Veteran’s affairs coordinating official at (541) 881-5805 or [www.va.gov/education](http://www.va.gov/education).

## CONSORTIUM AGREEMENT

TVCC participates with Blue Mountain Community College and Eastern Oregon University in the Eastern Oregon Collaborative Colleges Center (EOCCC) consortium. The consortium agreement allows students to be co-enrolled at participating institutions and receive financial aid at the “home” institution according to the student’s combined enrollment at all participating institutions. Information regarding the consortium agreement is available online at <http://financialaid.tvcc.cc>.

In order to receive federal or state financial aid from TVCC as a student who is concurrently enrolled at Eastern Oregon University or Blue Mountain Community College, the student must:



- complete the FAFSA application process at TVCC.
- be an admitted, degree-seeking student at TVCC.
- be enrolled in at least 1 class that satisfies degree completion requirements at TVCC during each quarter of concurrent enrollment.
- be enrolled in class(es) at the other institution that satisfy degree completion requirements at TVCC during each quarter of concurrent enrollment.
- meet with TVCC's Financial Aid and Veteran's Affairs, if applicable.
- maintain Standards of Satisfactory Academic Progress during each quarter of concurrent enrollment for all classes (both TVCC and host institution classes).

TVCC does not participate with other colleges and universities outside of the EOCCC consortium as the "home" institution but will certify enrollment or individual consortium agreements for students as the "host" institution.

## WITHDRAWAL, REFUNDS, AND REPAYMENTS OF FINANCIAL AID

In accordance with federal regulations, students may be required to repay federal financial aid funds if they drop, completely withdraw, are administratively withdrawn, or fail to earn a passing grade from all classes during any quarter. If a student finds that at any point during a term he/she must drop a class, he/she must consult with their academic advisor first. If the student agrees that it is in his/her best interest to drop a class, an official add/drop form or withdrawal must be completed (either on paper or in the CampusWeb system). A student can drop classes any time during the first two weeks of the quarter (one week in the summer term) and receive a full refund of tuition and fees. Financial aid will be adjusted automatically. If the student must drop a class after the second week of the quarter (or first week in the Summer term) he/she will receive a warning or probation letter (please see the Financial Aid and Veteran's Affairs Standards of Satisfactory Academic Progress) from TVCC Financial Aid at the end of the term. Students should read this letter carefully. It will contain important information about what to do next.



If a student withdraws completely from any term, some of the financial aid received may have to be repaid to TVCC, the U.S. Department of Education, or both. The student will also receive written notification concerning the options once the official withdrawal process is completed. If the student fails to officially withdraw, it is assumed that he/she attended no more than 50% of the term. If the student attends beyond the 60% point of the term he/she are considered to have earned 100% of their financial aid and will not have to repay unearned funds. Students should read carefully any correspondence received in reference to a complete withdrawal. TVCC Financial Aid is required to report overpayments of federal grants to the U.S. Department of Education's Collection unit if no repayment arrangements are made within 45 days of being notified.

A class drop, withdrawal, or administrative withdrawal may affect a student's ability to receive financial aid in the future at any college or university. Further information is available from TVCC Financial Aid.

## Academic Policies and Requirements

Consulting academic calendars and being knowledgeable about academic requirements and policies is a crucial part of being a self-advocate and experiencing student success. Following are the academic policies students most often need to know during their college career.

### CLASS CHANGES (ADD/DROP)

It is the student's responsibility to withdraw from classes. Here are important points to be aware of before dropping classes:

- Students are responsible for the grades received and all tuition and fees if they merely stop attending.
- Adding or dropping a class may change eligibility or financial aid status.
- Courses which are dropped before the end of the 4th week of the quarter will not appear on a transcript. Courses dropped during weeks five through eight of the quarter will be recorded with a "W" for withdrawal on a transcript.
- Withdrawal deadlines are in the academic calendar and the quarterly class schedule.

- Course withdrawal deadlines are different for summer quarter because the quarter is shorter.
- After the first two days of the quarter, the instructor's written approval is required for admission to a class.

The Student Service Center provides ADD/DROP forms and accepts the forms when completed. All changes in class schedules should be approved by an advisor.

### AUDITING CLASSES

Students may choose to audit a class. An audit exempts students from examinations, but the instructor may require class attendance and participation. No college credit is received for audited courses, regular tuition charges apply, and audits are not eligible for Financial Aid. Signing up to audit or reversing audit status is permitted only through the 4th week of the quarter. Students are responsible for withdrawing from class if they are unable to attend.

### LEAVE OF ABSENCE

An approved leave of absence may be granted to students facing a temporary interruption in their college enrollment if the following criteria apply:

# ACADEMIC POLICIES AND REQUIREMENTS

- The student is unable to continue in any of his or her classes.
- The college can reasonably expect the student will return to complete the classes.
- The leave of absence will not exceed 180 days in a calendar year.
- The student submits a written and dated request to the Dean of Student Services detailing the reason for the request and the expected date of return.
- The student is responsible for all charges associated with failure to return within the leave of absence period.
- Detailed information is available from the Office of the Dean of Student Services.

## WITHDRAWING FROM COLLEGE

It is a student's responsibility to know policies and deadlines for withdrawing from college. Students wishing to withdraw from a current quarter must fill out and submit a Complete Withdrawal form. Students may withdraw until the end of the 8th week of instruction during the regular school year, until the end of the 3rd week in a four week summer session, and until the end of the 7th week in an eight week summer session. Students withdrawing from Continuing Education and seeking a refund should contact the Continuing Education office for more information.

## ADMINISTRATIVE WITHDRAWALS

Administrative withdrawals, which are initiated by the instructor, are rare and may take place only under these circumstances:

- The course is full and there are students on the wait list, AND
- A student is absent for at least 2 class sessions or 50% of the scheduled class time during the first week of the quarter, AND
- The absent student has made no prior arrangements with the instructor for missing class.

Administrative withdrawals occur only during the first week of the quarter. Students should never assume they will be administratively withdrawn from class. Non-attending students must submit a completed withdrawal form to the Student Services Center. Students not completing the formal withdrawal process will receive failing grades and are responsible for all tuition and fees.

## CLASS ATTENDANCE

Students must be registered in classes in order to attend. Students are expected to attend class each time the class meets. Excused student absences may be permitted by the instructor, but all class work must be completed. Students need to make arrangements with instructors for completion of missed work. Certain programs may require attendance and participation in clinicals, practicums, conferences and conventions. Transportation to and from these activities is the responsibility of the student. Absences due to participation in field trips, inter-collegiate games and other trips arranged by the college may be excused with advance notice to the instructor. In such cases the student is still required and responsible to make up the content and assignments missed during the absence as determined by the faculty.

## GRADUATION

Degrees, diplomas and certificates are not presented at formal commencement ceremonies held each year in June. It is the student's responsibility to request a graduation evaluation to ensure that all requirements are completed. A graduation petition, available from the Student Services Center (fee: \$25), should be completed and submitted by the end of the first week of February.

## Transcripts

STUDENT SERVICES CENTER • (541) 881-5804

### TRANSCRIPT REQUESTS

An official transcript is a copy of the student's permanent academic record. To obtain or send a transcript, contact the Student Services Center. The following information pertains to transcript requests:

- Transcripts will be released only upon written request (include name, student ID number, period of enrollment, date of birth, signature, payment, and where the transcript is to be sent).
- Transcripts will be withheld for unpaid transcript requests or any other financial obligation to the college.
- Transcripts may be ordered by mail, by fax at (541) 881-5520, or in person at the Student Services Center. The fee for an official transcript is \$5. There is a \$1 fee for unofficial transcripts. (Visa or MasterCard accepted).
- A signed release is required before any other person may receive a copy of a student's transcript.
- Students may obtain an unofficial advising transcript by accessing their student account on Campus Web.

### TRANSFERRING CREDITS TO AND FROM TVCC

The college generally accepts lower division, college-level credit earned at fully accredited colleges and universities. Transfer students should immediately consult with an advisor to see how their credits are accepted and applied. Students wishing to graduate from TVCC must provide official transcripts from all colleges previously attended if they wish those credits to be included. To formally request an evaluation of outside transcripts for graduation, students should contact the Student Services Center as soon as possible and at least two quarters prior to graduation.

Each higher education institution develops policies and procedures related to its transcript. TVCC students who transfer will see their TVCC transcript interpreted according to the policies of their destination institution.

### GRADING

Grades used in computing grade point average are:

Grade	Points	Explanation
A	4.0	Outstanding Performance
A-	3.7	Superior
B+	3.3	Excellent
B	3.0	Very Good
B-	2.7	Good
C+	2.3	Better than Satisfactory
C	2.0	Satisfactory
C-	1.7	Unsatisfactory
D	1.0	Low Passing
F	0.0	Below minimum standard, no credit earned
AU	0.0	Audit (No credit earned and instructor permission is required)
I	0.0	Incomplete (No credit is earned and instructor permission is required)
S	0.0	Satisfactory (Pass/fail grading option must be requested)
U	0.0	Unsatisfactory (Pass/fail grading option must be requested)
[D]	0.0	A low grade in brackets is not calculated in the TVCC GPA
R	0.0	Repeat grade. Calculated in the GPA
*	0.0	An asterisk (*) designates a repeat grade and is not calculated in the GPA
NG	0.0	Non-graded
WIP	0.0	Work in Progress (generally indicates current quarter grades)

### EXAMPLE OF GRADE POINT AVERAGE CALCULATION

The grade point average is a weighted average of the grades received by students, calculated by dividing the number of grade points earned by the number of credit hours attempted. For example:

Course	Hours	Grade	Grade Points
Psychology 203	3	C	(3x2.0) = 6
Math 111	4	A-	(4x3.7) = 14.8
HPE 120	2	A	(2x4.0) = 8
English 121	3	B+	(3x3.3) = 9.9
<b>Total</b>	<b>12 credits</b>		<b>38.7 grade points</b>

Dividing 38.7 grade points by 12 credits gives a grade point average of 3.23.

### ACADEMIC HONORS

The academic standing of all honors students is based on the following grade point averages:

President's List	4.0
Dean's List	3.75-3.99
Honor Roll	3.50-3.74

Quarterly grade point averages are used to determine Academic honors each term. Twelve or more credits must be earned in graded (4.0 scale) courses numbered above 100.

### PASS/FAIL GRADE

Students may enroll in classes on a pass/fail basis by written arrangement with the instructor before the end of the 4th week of the quarter. Forms are available at the Student Service Center. Students earning a "C-" grade or higher receive an "S" (satisfactory) grade on their transcripts. Students earning a "D" grade or lower receive a "U" (unsatisfactory) grade. These grades are not computed in the grade point average.

Students are cautioned against taking courses on a pass/fail basis because transferability of this type of credit is limited. Students should consult with their advisors and with their intended four-year institutions before requesting an S/U grade.

### WITHDRAWAL GRADE

A "W" grade indicates that a student has dropped a class. The last day of each quarter to withdraw from classes is specified on the academic calendar and is published in the quarterly schedule. Complete information on withdrawing from a class is available in the Student Services Center.

### AUDIT GRADE

No credit is earned for auditing a class and receiving an "AU". Registration as an audit must be completed no later than the fourth week of the quarter, or equivalent period of the summer quarter. Required forms are available from instructors or the Student Services Center. Instructor permission is required. The cost of auditing a class is the same as taking the course for credit.

### INCOMPLETE GRADE

The "I" designation indicates that a student has been granted extra time by the instructor to complete required course work. Terms of completion are specified in a contract signed by the instructor. It is the student's responsibility to initiate this contract. All work must be completed by the final day of the next academic quarter, excluding summer quarter. Not all contracts will extend a full additional quarter to complete the coursework; this is solely at the discretion of the instructor. In special circumstances, the deadline for completion may be extended with approval from the instructor and the Dean of Instruction. An "I" grade is changed to an "F" if the

terms of the contract are not met within the time specified.

### REPEATING A COURSE

Students may repeat any course to improve a grade. Only the credit and grade earned in the last attempt are calculated in the GPA. Repeating courses can affect financial aid and VA benefits.

### GRADE FORGIVENESS

Low grades (D, F) earned at TVCC may be removed from calculation of the grade point average at TVCC, if the student:

- submits a written appeal to the Dean of Student Services,
- meets the TVCC standard for satisfactory academic progress in the most recent term of enrollment at the college,
- is currently enrolled, and
- two years have passed since the low grades were earned.

Low grades previously earned will be marked in brackets [D] on the transcript but will not be included in grade point calculations. Acceptance of a grade in brackets at any other college or university is determined by that institution. Grade forgiveness can affect VA benefits

### STANDARDS OF ACADEMIC PROGRESS POLICY

This policy applies if the student is enrolled for six or more credits and generates a transcript entry. Entries generate at the end of the fourth instructional week during fall, winter, and spring quarters, or after the equivalent time period during summer quarter.

- Academic Alert: Earning a GPA below 2.0 for one quarter places a student on Academic Alert status. The student should meet with a faculty advisor or an academic advisor in Student Services to develop an academic success plan.
- Academic Probation: Earning a GPA below 2.0 for a second consecutive quarter places a student on Academic Probation. The student will be required to meet with an advisor to develop an academic success plan.
- Academic Dismissal: Earning a GPA below 2.0 while on probation places a student on academic dismissal status. Completing less than 50% of the enrollment status for three consecutive terms will also result in academic dismissal. Students are generally dismissed for one academic year unless they appeal the decision to the Dean of Student Services. Students on academic alert or probation, who meet all standards of academic progress in a subsequent quarter taking at least 6 credits will be removed from academic alert or probation and placed in good standing.



# TRANSCRIPTS

## Non-Traditional Credit

Students who enroll must Complete:

- Full-time ..... Must complete: 12 credits (12 or more credits)
- 3/4 time ..... Must complete: 9 credits (9 to 11 credits)
- 1/2 time ..... Must complete: 6 credits (6 to 8 credits)
- Less than 6 credits ..... ALL credits attempted

Appeal for Readmission: Students dismissed for academic reasons may petition the Dean of Student Services for readmission. Readmitted students are placed on academic probation.

NOTE: A student who has also been placed on financial aid suspension must submit a financial aid suspension appeal in order to have their eligibility for financial aid reinstated. See page 14 for information about the financial aid suspension appeal process.

### NON-TRADITIONAL CREDIT

The College encourages flexibility, innovation and independent study in the educational process. Nontraditional credit programs allow students to earn credit outside the classroom setting. The following programs are accepted at TVCC. Check with an advisor or the Student Services Center for additional information.

### CREDIT BY CHALLENGING A COURSE

Challenge credit is earned by demonstrating proficiency in course requirements. Students who wish to challenge a class should submit a written request form, available at the Student Services Center, to the appropriate department chair to determine if a challenge exam is allowed. Not every class is subject to challenge. The method of demonstrating proficiency, usually a comprehensive exam, is determined by the appropriate department.

The following guidelines apply to challenge exams:

- The student must be currently enrolled at TVCC.
- Challenge exams may not be repeated.
- Challenge credit is not granted if credit has been earned for a more advanced course.
- A maximum of 12 challenge credits may be earned in a specific subject area.
- A maximum of 24 credits of challenge work may be applied to a TVCC certificate.
- A maximum of 45 challenge credits can be applied to a TVCC degree.
- Challenge credit is normally assigned an "S" (satisfactory grade) and will not affect the GPA. No academic record is kept for unsuccessful challenge exams.
- Challenge credit will not affect a financial aid award.
- Students must register with instructor permission and pay a \$15 fee before taking the challenge exam. In addition, a \$10 fee is charged for each credit awarded.

### COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Students may earn credit by demonstrating competency in a broad subject area or a specific course through a nationally standardized exam. TVCC is a national testing center for CLEP Exams. Credits earned through CLEP exams are generally accepted in colleges and universities throughout the country, but students should check with their receiving institutions to verify acceptance.

Two types of examination will be offered through CLEP: general examinations and subject area examinations. General examinations measure learning in broad areas such as science, humanities, or math. The subject area examinations are designed to test achievement in specific college subjects. Credit is awarded according to the following guidelines:

- Examinations are each 90 minutes and the cost is \$72.00 per exam.
- CLEP score must be at the 50th percentile or above in either general or subject area examinations.
- A maximum of 12 CLEP credits may be earned in a specific subject area.
- A maximum of 45 CLEP credits may be applied toward an associate degree at TVCC.
- Credit at TVCC is NOT awarded for the CLEP English Composition exam with no writing component.
- CLEP does not affect your financial aid award.
- CLEP credit is not allowed if credit has been received for a more advanced class.
- CLEP exams may not be repeated for credit.
- CLEP credit is not graded and will not affect the GPA.
- A student must earn credit at TVCC before CLEP credit is awarded.

Following are all of the CLEP exams and the score needed to earn credit at TVCC. Exams that earn elective credit should not be taken by students enrolled at TVCC. The elective credit is awarded because it appears on transcripts from other institutions. Please remember that **this chart reflects credit awards at TVCC only**. Other institutions will accept credit according to the policy at that institution.

EXAM	TYPE	SCORE/CREDITS	ACCEPTED AS:
<u>Composition and Literature</u>			
Ana. & Int. Literature	Subject		Not Accepted
Eng. Literature	General		Not accepted
Col Comp. Modular	Subject		Not accepted
Com, Fr. Col.	General		Not accepted
College Comp.	Subject	50/6	WR 121, 122



### Foreign Languages

French 1st Yr	Subject	50/9	Elective credit
French 2nd Yr	Subject	59/9	Max. 12 credits
German 1st Yr	Subject	50/9	Elective credit
German 2nd Yr	Subject	60/9	Max. 12 credits
Spanish 1st Yr	Subject	50/12	SPAN 101, 102, 103
Spanish 2nd Yr	Subject	63/12	SPAN, 201, 202, 203

### Social Sciences and History

Am. Gov.	Subject	50/6	POSC 201, 202
Ed. Psych.	Subject		Not Accepted
US Hist <1877	Subject	50/3	HIST 201
US Hist >1877	Subject	50/6	HIST 202, 203
Hum. Grth/Dev.	Subject	50/3	PSYC 235
Humanities	General		Not Accepted
Macroeconomics	Subject	50/3	Course eq.
MicroEconomics	Subject	50/3	Course eq.
Psych. Intro.	Subject	50/9	PSYC 201, 202, 203
Soc. Intro.	Subject	50/9	SOC 204, 205, 206
Soc. Sci./Hist.	General		Not Accepted
West. Civilizations. <1648	Subject	50/3	HIST 101
West. Civilizations <1648	Subject	50/3	HIST 102, 103

### Science and Mathematics

Col. Algebra	Subject	50/4	MATH 111
Algebra, Trig.	Subject		Not accepted
Biology	Subject	50/15	BIOL 211, 212, 213
Calculus	Subject		Not accepted
Chemistry	Subject	50/15	CHEM 221, 222, 223
College Math.	General		Not accepted
Natural Sci.	General		Not Accepted
Pre-Calculus	General	50/4	MATH 113

### Business

Acctg., Principles	Subject	50/9	Course eq.
Business Law	Subject	50/3	Course eq.
Info. Sys./Comp.	Subject	50/4	Course eq.
Mgmt., Principles of	Subject	50/3	Course eq.
Mktg., Principles of	Subject	50/3	Course eq.

\*The American Council on Education recommends that the minimum score for awarding credit be the mean score of students who earned a grade of "C" in the applicable course. For more information regarding CLEP examinations, call (541) 881-5809.

### COLLEGE BOARD ADVANCED PLACEMENT (AP)

The College Entrance Examination Board Advanced Placement Program allows high school students to earn college credit for high school work. Students usually take a high school honors course to prepare for the national AP exams each May. Advanced placement exams are offered in a number of academic disciplines. Credit for these exams is granted under the following conditions:



- A maximum of 12 AP credits may be earned in a specific subject area.
- A maximum of 24 AP credits may be applied toward a TVCC certificate.
- A maximum of 45 AP credits may be applied toward a TVCC degree.
- AP credit is awarded as recommended by the American Council of Education (ACE) guidelines.
- AP credit is not graded and will not affect the GPA.
- A student must earn credit at TVCC before AP credit will be awarded.
- For additional information, contact the Registrar's office at (541) 881-5805.

### CREDIT FOR MILITARY EXPERIENCE

Credit for military experience at TVCC is awarded according to the following guidelines:

- Military credit is awarded as recommended by the American Council of Education (ACE) guidelines.
- A maximum of 12 credits for military experience may be earned in a specific subject area.
- A maximum of 24 credits for military experience may be applied toward a TVCC certificate.
- A maximum of 45 credits for military experience may be applied toward a TVCC degree.
- Military credit is not graded and will not affect the GPA.
- Military exams may not be repeated for additional credit.
- Military credit is often not applicable to an academic transfer degree.
- A student must be enrolled at TVCC before military credit will be awarded.
- For additional information, contact the Registrar's office at (541) 881-5805.

## Distance Education

### "TVCC @ A DISTANCE"

Distance education is a method for delivering classes to students who are separated from an instructor by time and/or place. Distance education is a convenient option for all students and particularly benefits those whose work or life schedules prevent them from regularly attending classes on campus, who live outside commuting distance, or are home bound.

### WEB-BASED CLASSES AND DEGREE PROGRAMS

Online education makes it possible to attend class at any time of day, in any place students choose as long as they are connected to the World Wide Web. Because students communicate with their class online, they can complete most classes for an AAOT transfer degree without setting foot in a classroom, with the exception of a few on-campus science and speech lab meetings, scheduled to meet the needs of distant students. Alternatives to the on-campus labs may be possible with instructor permission. A variety of degree and certificate programs are available or currently being developed for online delivery. Students outside the TVCC service areas need to set up proctors the first week of the quarter by calling (541) 881-5799.

Students who have the best success in Web-based classes are self-regulated learners with good time management skills.

In order to provide committed online student services support for distant learners, the college provides students the opportunity to:

- Apply to TVCC and register for classes electronically, eliminating the need to take time from busy schedules to come to campus.
- Purchase textbooks and supplies via telephone at (541) 881-5509 and have them shipped directly. Shipping and a small handling fee will be added to the cost of the order.
- Utilize the college's password protected electronic library services system, providing quality resources, independent of time and place.
- Speak with an admissions or student services advisor via telephone,

# DISTANCE EDUCATION

## Web-Based Classes

or contact by email, to discuss educational planning and academic issues.

- Access limited technical assistance at (541) 881-5777 during regular business hours to support students who have difficulty logging into online courses.

Technical requirements for online courses include:

- A computer running a compatible Web browser
- Connection to the Internet
- Virus protection software (updated regularly)

Some online courses have additional technical or software requirements. Students should consult the class syllabus of the course they are considering. Minimum technical requirements are subject to change.

Classes are available to enrolled students approximately three days prior to the beginning of a term. This is to allow for student technical assistance prior to the first day of class by TVCC Help Desk assistants.

### SMART CLASSROOM

**Interactive video conferencing classes (IPV)** - A variety of classes, primarily originating with faculty on the Ontario Campus, are delivered to the Caldwell campus in real time. Students interact with faculty and fellow students via two-way video and audio communication.

## Student Rights and Responsibilities

The Associated Students of Treasure Valley Community College have prepared a document outlining student rights and responsibilities.

### STUDENT EDUCATIONAL RECORDS STUDENT RIGHT TO PRIVACY (FERPA)

TVCC abides by the Family Education Rights and Privacy Act of 1974 (Pell - Buckley Amendment). This act was designated to protect the privacy of education records. It also establishes the right of students to inspect their educational records and provides guidelines for correcting inaccurate or misleading data. The policy is available in the Student Services Center.

The College reserves the right to withhold transcripts from students who are in debt to the institution. Students have the right to discuss the matter with a representative empowered to resolve such disputes.



## Registered for Your First Web class ?

Follow these steps to a successful start.

- 1** Check with the bookstore for textbook information. Order the books you need and arrange for shipping if you can't get to campus. You can call them at 541-881-5509.
- 2** Activate your TVCC student email if this is your first term at the college, or if you have been away for more than one term. Setup instructions can be found at [www.tvcc.cc/email/emaillogin](http://www.tvcc.cc/email/emaillogin).
- 3** Self-enroll in the online Blackboard tutorial to make sure you and your computer are ready for class. Instructions for enrolling will be sent via your TVCC student email account.
- 4** Attend a "New Online Student" orientation if this is your first web class. Check your TVCC student email for details. The orientation is offered online and on-campus (Caldwell/Ontario) at the beginning of each term.
- 5** Log into Blackboard the first day of class. <http://bb.tvcc.cc>. Verify that each of your web-based courses appear on the right side of your screen.

### NEED HELP?

The TVCC Help Desk can be reached at 541-881-5777 or [helpdesk@tvcc.cc](mailto:helpdesk@tvcc.cc)

### PARENTAL ACCESS TO EDUCATION RECORDS

Educational records may be released to parents under the following circumstances: (1) through written consent of the student, and/or (2) in compliance with a subpoena.

### STUDENT DIRECTORY INFORMATION

The College considers the following to be public information and will release it upon request without the student's written permission ORS 341.290 and OAR 581-041- 0480.

- Name
- Hometown
- Enrollment status (full or part-time)
- Major field of study
- Dates of enrollment
- Degree(s) earned and honors posted and received
- Participation in recognized activities and sports
- Weight and height of members of athletic teams
- For military purposes only, age and address

Note: Students who do not wish the information listed above to be released by the college must submit a signed statement each term requesting that this information be withheld. Once such a request is received from a student, it will be honored until a written statement directing otherwise is received. Contact the Student Services Center for the necessary form and additional information.

## Student Resources

### ACADEMIC ADVISING

#### STUDENT SERVICES CENTER • (541) 881-5815

Students are assigned an advisor in their program of study. New or prospective students should contact the Student Service Center for assistance with scheduling classes or beginning their educational planning.

### BOOKSTORE

#### STUDENT SERVICES CENTER • (541) 881-5509

Students can find all required texts and class materials at the bookstore at a competitive price. Items such as campus pride products, pens, paper, batteries, art supplies, backpacks, computer discs, electronic products, postage stamps, greeting cards, gifts, candy, and gum are available.

Students at the Caldwell Center have the option of coming to Ontario to buy their books, or buying them in Caldwell. Harney County students may order their books by phone and will receive them in the mail.

The bookstore also provides a text buyback service (available at both Ontario and Caldwell campuses). More information on the buyback program and other services is available at [www.tvcc.cc/bookstore](http://www.tvcc.cc/bookstore). The Bookstore is open Monday through Friday.

### BOOK RETURNS

Textbook publishers have strict return policies which affect the bookstore's return policy shown below.

All textbook sales are final unless each of the following conditions are met. There is only one exception to this policy: If a student drops a class within the first two weeks of class and has purchased a textbook, a full refund will be given only if the books have no names or marks in them, and are accompanied by the cash register receipt, PLUS an "Add & Drop" slip. All sales of workbooks, study aids, lab manuals, consumable books and key notes are final. Any defective book will be replaced free of charge. Students should return the book as soon as possible.

### USED BOOK POLICY

The bookstore will pay up to 50% of the purchase price for used books that are current. Buyback occurs 9 a.m. to 4 p.m. Tuesday through Friday during finals week of each term. Books no longer in use may be purchased at the same time by a used book company. Prices paid will vary.

### COOPERATIVE WORK EXPERIENCE

#### ALBERTSON CENTER • (541) 881-5761

Cooperative Work Experience (CWE) enables students to put into practice the skills that they learn in the classroom. This "hands-on" experience improves skills and creates new and exciting employment opportunities.

Students work in positions that apply to their chosen career fields. Assistance is available through the CWE department to find an appropriate work site. Types of work experience include job shadowing, mentoring and experimental internships. Students may earn up to twelve CWE credits toward their degree. For each credit earned, they must document 36 hours at the job site. Contact an advisor and the CWE Coordinator for information.

### ACADEMIC COUNSELING SERVICES

#### STUDENT SERVICES CENTER • (541) 881-5815

The College provides counseling services to assist in academic planning, offering individual help with program and course planning, career decision making, and personal adjustment to college life.

### COUNSELING AND DISABILITY SERVICES

#### BARBER HALL • (541) 881-5812

TVCC supports students with disabilities through a barrier-free campus. Accommodation services provided by the college include in-class and academic services, advising, resource/referral information, adaptive equipment, and assistive technology. Students with disabilities should contact the DS office before the beginning of the quarter in order to receive appropriate accommodations in a timely manner. Disability services are available to permanently and temporarily disabled students in all programs and locations. Ontario bus transportation is available (881-0000), and can transport wheelchairs. TVCC provides disabled parking areas.

The "Students with Disabilities Handbook" is available in the Student Services Center or through the disability services link at [http://www.tvcc.cc/Disability\\_Services](http://www.tvcc.cc/Disability_Services)

Career counseling includes assessment using Discover, a computer-based career information resource. It provides an in-depth assessment of a student's interests, abilities, and values. This system provides detailed information on more than 500 job titles, educational institutions and programs, financial aid, and military training.

### FOOD AND HOUSING

#### WEESE BUILDING • (541) 881-5782

The Chukar Grill serves a variety of meals and entrees seven days a week.





# STUDENT RESOURCES

## Counseling Services

It is open to the community as well as resident students. In addition, the Barber Bistro serves "light fare and lattes" until early afternoons five days a week, making the Bistro a favorite place for students to gather.

The College also offers affordable and convenient living on campus. The Residence Life Program is central to the College mission of providing the best comprehensive educational experience. Students living in the residence hall are within close walking distance to classrooms, the library, faculty offices, recreational facilities, and the Weese building. Residents purchase a meal plan so they do not have to prepare their own meals or shop for food. The residence hall has an on-site laundry facility, and convenient access to a fitness center and athletic complex.

Living and participating in the residence hall environment can have a positive effect upon self-image. Residence hall experiences can enhance self-confidence, self-esteem, and self-reliance. Students will learn to become independent and enjoy living within a thriving learning community.

- A completed application, signed contract, and deposit are required to reserve a room in the residence hall. More information is available online at [www.tvcc.cc](http://www.tvcc.cc) or by contacting the Residence Life Office at (541) 881-5782.
- Housing applications and contracts are available at the Residence Life Office, Student Services Center, Student Activities Office, and online.
- Forfeiture of the deposit results from damage or failure to follow proper check out procedures.
- The housing deposit may be applied to other charges owed to the college.
- Additional charges will be assessed if the room deposit is insufficient to pay for assessed charges.
- All students living in the residence hall are required to purchase a meal plan. Descriptions of the meal plans and prices can be found online at [www.tvcc.cc](http://www.tvcc.cc).
- A meal plan may be purchased by students not living in the residence hall.

### RESIDENCE HALL REFUND RATES

Formal withdrawal from the residence hall by the deadlines shown is required to qualify for a refund. In all cases, there is a cancellation fee and the deposit is non-refundable.

- 100% refund before the first day of class
- 90% refund after the first day of class
- 50% refund after the seventh day of class
- 25% refund after the sixteenth day of class
- No refund after the thirtieth day of class

### GED TESTING

#### STUDENT SERVICES CENTER • (541) 881-5507

TVCC is an official testing center for the General Educational Development Testing Program (GED). This test provides the opportunity for adults who have not graduated from high school to obtain a High School Equivalency Certificate. Tests may be arranged through the Student Service Center.

### INTERNATIONAL STUDENT SERVICES

#### STUDENT SERVICES CENTER • (541) 881-5807

The International Student Services Office provides assistance in all matters of concern to international students. This includes admissions, academic advising, immigration advising, and help adjusting to living in a new cultural environment. Information is available at (541) 881-5807 and in the admissions section of this catalog.

### LIBRARY

#### WEESE BUILDING • (541) 881-5929

The TVCC Library, located on the second floor of the Weese Building, maintains a collection of books, periodicals, news-

papers, videos, compact discs, videotaped courses, and microfiches. Also in the library is a student computer lab, with access to word processing, the Internet, full-text periodical databases, and the campus network.

The library staff supports the curriculum, provides instruction and assistance to students, aids the professional development of the College staff, and serves the cultural and recreational interests of area citizens. The public is welcome. Whenever possible, the TVCC Library serves as a backup resource for other libraries and their patrons. Requests for materials not owned by the library will be made through an international computerized inter-library loan system.

The TVCC library is a member of the Sage Library System, a combined catalog of 76 school, public and academic libraries in 10 eastern Oregon counties. This consortium has a state-of-the-art automation system that allows patrons of each library to search the holdings of the others simultaneously. Patrons may request their own material from other consortium members. Requested materials from consortium partners can be acquired quickly and easily.

Library patrons have access to GALE and SIRS, full text databases for quick and easy research. Mini classes are held four times per week to provide instruction for use of the Sage System, Gale, and SIRS. These databases may be accessed from computers anywhere on campus or from home.

The library currently houses about 33,000 books and 125 periodicals, including college catalogs and information materials from other higher education institutions. Patrons also have access to a copy machine, computers, printers, video cassette players, and a microfiche reader/printer. The library is devoted to the successful pursuit of learning and suggestions for improvement, including purchasing requests, are always welcome.

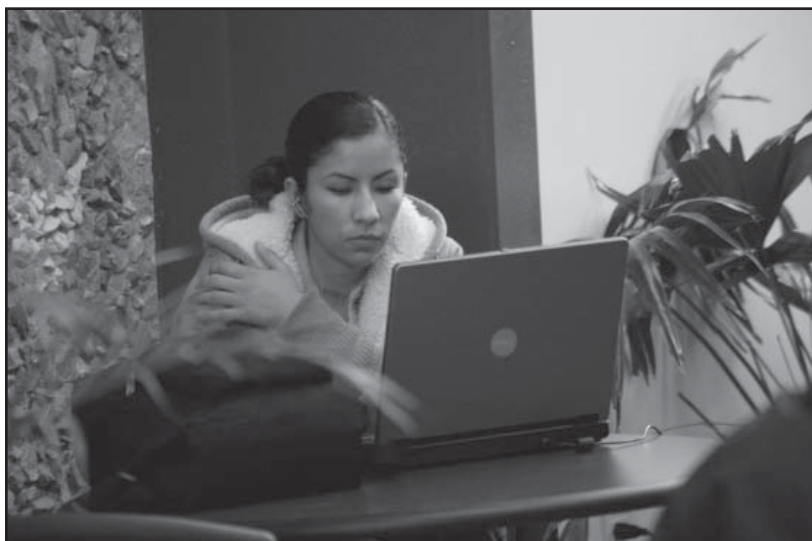
### PARKING

Free parking is available for students and visitors in designated campus locations. Tickets will be issued to anyone parking in restricted areas. ADA designated parking is available.

### TESTING CENTER

#### STUDENT SERVICES CENTER • (541) 881-5798

The Testing Center offers testing at regularly scheduled hours, for distance delivery courses, the COMPASS placement exam, CLEP testing, and contracted testing for industry. Information about testing center hours and policies can be found online at <http://www.tvcc.cc/Testing>.



## TUTORING

Tutoring is available in a variety of subjects. TVCC operates math and writing labs and provides individual tutoring. If students need academic assistance, they should check first with their instructor and call (541) 881-5812.

## Student Life

**WEESE BUILDING • (541) 881-5781**

## ASSOCIATED STUDENT GOVERNMENT

**WEESE BUILDING • (541) 881-5781**

The Associated Student Government represents students to the TVCC administration. ASG officers participate on various governance committees, work with special projects, and address student needs on campus. In addition to helping set campus policies, ASG manages funds for campus activities and programs, and assists with the development of student leadership. Information is available by calling the Student Programs Office.

## ATHLETICS

**GYM • (541) 881-5890**

Athletics are an important part of the college experience. Students are invited to try out for any of the athletic teams. The College is dedicated to providing an equitable balance of athletic opportunities for both men and women. Intercollegiate opportunities for women include: soccer, volleyball, cross-country, basketball, tennis, track, softball, and rodeo. Men may participate in soccer, cross-country, basketball, baseball, tennis, track, and rodeo.

TVCC is a member of the Northwest Athletic Association of Community Colleges (NWAACC) and subject to its rules of eligibility. The TVCC Chukars compete against teams from Oregon and Washington. Highly successful teams and individuals earn the right to compete regionally and sometimes nationally.

## CLUBS/ORGANIZATIONS

**WEESE BUILDING • (541) 881-5781**

Clubs and organizations exist as an opportunity for students to participate in an environment of fellowship, leadership, and service within a group of their peers. There are many clubs and organizations at the College including Phi Theta Kappa Honor Society, Agricultural Ambassadors, Entrepreneurship Club, Campus Christian Fellowship, Student Education Association, Latter Day Saints Student Association, and the Outdoor Club.

## MUSIC

**PERFORMING ARTS CENTER • (541) 881-5960**

The Music Program at TVCC makes available to students many performing groups in vocal and instrumental music. Recognized for superior quality, the TVCC Concert Choir, Vocal Jazz Ensemble, Treasure Valley Chorale, Prime Time Jazz Band, Treasure Valley Symphony, Brass Choir, and Treasure Valley Community Band perform regularly, and one or more groups tour annually in the U.S. or abroad.

## PHI THETA KAPPA

**BARBER HALL • (541) 881-5981**

Phi Theta Kappa is the national honor society for junior and community colleges. TVCC's chapter, Omicron Phi, recognizes and promotes academic excellence. Membership is open to men and women who possess the recognized qualities of citizenship and scholarship. Omicron Phi is an active organization and has received regional awards at the PTK regional conference for their achievements.



## RODEO

**VO-TECH BUILDING • (541) 881-5592**

The College has an active rodeo program which includes both instruction and practice using livestock. The program is co-educational with opportunities to learn and/or sharpen skills in both timed and rough-stock events, with qualified coaches in both areas. Intercollegiate rodeo competition is part of the program, with the college team participating in 10 to 12 NIRA (National Intercollegiate Rodeo Association) sanctioned rodeos per year. TVCC is a member of the Northwest Region, National Intercollegiate Rodeo Association and is subject to its rules regarding eligibility and academic standing. The college Rodeo Club sponsors an official NIRA rodeo in the community each year. The Rodeo Club is open to anyone who wishes to promote the sport of rodeo.

## STUDENT ACTIVITIES AND EVENTS

**WEESE BUILDING • (541) 881-5781**

The Student Activities Board is responsible for providing a comprehensive program of student-initiated activities and events designed to meet the cultural, educational, social, and recreational needs of students. During the year, students will have the opportunity to attend educational lectures, concerts, comedy shows, special events, recreational activities, and intramurals.

## Adult Education

**OREGON TRAIL BUILDING • (541) 881-5846**

The Adult Education Department provides services and courses tailored to meet the needs of students who need to prepare for college-level coursework, adults who have not completed high school, community members interested in improving English language skills, and adults seeking to improve employability. The Adult Education Department consists of College Preparation, General Education Development (GED; in English and Spanish), English for Speakers of other Languages (ESL).

## CLASS SITES

All Adult Education programs are offered on the Ontario campus. College Prep is also offered at the Caldwell Center, and adult basic skills development, GED and ESL are offered at outreach sites at Nyssa and Burns. ESL/Family literacy evening classes are currently offered at Vale Elementary School and Annex Elementary during the winter quarter. See the college quarterly schedule for classes and times.



## LEARNING CENTER AND COMPUTER LAB

The Learning Center is located in the Oregon Trail Building on the Ontario campus. The Learning Center has scheduled hours for individual study. A computer lab is open to all students in the Adult Education Department thirty-three hours per week. Projects requiring computer use are assigned in all classes and special computer programs are available to help students with the English language, GED, math, writing, reading and computer skills. In addition students may enroll in an individualized computer comfort class which gives students practice in such basic computer skills as creating, saving, revising a document and basic keyboarding.

## STUDENT ORIENTATIONS

All new students who take classes through the Adult Education Department, with the exception of College Prep, attend an initial 2 day orientation, and all students must register for classes. Orientation includes an overview of classes, testing to determine academic level, career pathways presentations and identification of any special needs or goals. From this assessment, students are placed into appropriate classes. Those who need special tutoring are referred to the tutoring coordinator.

Orientation sessions for prospective students in the GED and Adult Basic Education programs are held once a month, and orientation for prospective ESL students is held once a month. Times and places can be found by calling (541) 881-5846 or in the quarterly schedule.

## COLLEGE PREP (TUITION-BASED CLASSES)

College Prep courses in reading, math and writing prepare students to enter college-level academic and professional-technical programs. Classes include READ 11, READ 12, MATH 10, MATH 20, and WR 80. See specific course descriptions for more detail. Students place into these classes through the college placement exam. College Prep students may access the Learning Center during open hours for additional assistance, including use of the computer lab for assignments or skill practice and access to teacher arranged open/guided study.

## ADULT BASIC SKILLS/GED PREP (FREE)

(541) 881-5846

This program provides classes for adults with a variety of goals. Students may wish to improve reading, improve employment opportunities, learn basic computer skills, prepare for entrance into academic and/or professional technical programs, or pursue personal growth by upgrading their basic skills.

Adults who have not received a high school diploma may enroll in the General Education Development (GED) program. This program is designed to prepare students to pass the GED test, which is composed of five

subject areas: reading, writing, mathematics, science, and social studies. Students must be at least 16 years of age to enroll in the program, and students under the age of 18 need special permission from their parents and/or educational facilities.

Students working on their GED on the Ontario campus are assigned to cohorts or other class schedules based on needs and skill levels. The same students are also assigned times to work in the Learning Center for individualized study, either during daytime hours or two evenings per week. See quarterly college schedules for information on classes at Nyssa and Burns.

At the Nyssa center ESOC and GED classes are offered on Tuesdays and Thursdays from 6-9pm. GED Preparation study times are held Mondays - Thursdays 10am - 3pm and Fridays 10am - 2pm.

## GED IN SPANISH (THESE CLASSES ARE FREE, HOWEVER THERE WILL BE A CHARGE FOR THE TEST)

(541) 881-5846

This program is for students whose first language is Spanish and who have not completed high school, or who want a valid U.S. GED to enter the workforce. Instruction is available in Spanish for GED preparation and for pre-GED literacy in the five areas of reading, writing, math, science, and social science. There is an orientation in Spanish each month; please call for a reservation. Special tutors and materials are available.

## GED EN ESPAÑOL (GRATIS)

(541) 881-5846

Este programa es para estudiantes que el español es su lengua madre y no han terminado la secundaria y que quieren un GED valido en los estados unidos para el empleo. Hay instrucción en español para la preparación del GED en las cinco materias: en de literatura, escritura, matemáticas, ciencias, y ciencias sociales. No hay costo por la instrucción, el único costo cera los \$115 del examen oficial del estado. Hay una orientación cada mes, para empezar el programa, llame al (541) 881-5846, para apuntarse o si tiene preguntas.

También hay tutores y materiales para el examen de manejar disponible.

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

(541) 881-5849

This program assists adults who speak a language other than English to acquire skills in reading and speaking English. Although other language groups are represented, Spanish-speakers compose more than 90% of the ESL classes. Bilingual Spanish/English speaking staff are available for Spanish speakers. Resource people from the community are available for non-Spanish speaking English language learners.

In order to meet the work and family schedules of ESL students, classes are offered mornings and evenings. The morning class is typically multi-level. The evening classes, which are larger, are divided into beginning and advanced levels. Students typically attend two, 3-hour classes per week. Additional classes are offered during the winter months when more students are available to attend.

## Serving Business, Workforce and the Community

CENTER FOR BUSINESS, WORKFORCE  
AND COMMUNITY LEARNING (CBWCL) •  
(541) 881-5755

Treasure Valley Community College's Center for Business, Workforce and Community Learning (CBWCL) is your training partner in the design and delivery of innovative solutions to enhance the performance levels of individuals and organizations. Whether you are a business committed to taking your company to the next level or an individual ready to advance in your career, CBWCL can assist you with your goals.

The primary objective of CBWCL is to plan and promote full use of college resources to assist individual, business, industry, and community growth through training and education. All programs are intended to enrich, strengthen, and support those who are not served by the traditional instructional activities of the College. Based upon community interest and need, these programs help our customers upgrade their skills, increase their knowledge, learn a new hobby, advance their careers, solve problems and stimulate their minds. Courses are informal, relaxed and noncompetitive. Most courses will not be graded, nor will the student receive formal college credit, unless respective classes meet certain educational prerequisites. Professional continuing education credit certificates are available. Courses can be offered at TVCC or onsite at your organization.

We offer courses that cover the complete spectrum of interests including academic, cultural, business related, occupational licensing, regulatory requirements, art, music, physical fitness, travel, gardening, and local history.

- Training - We develop training in customer specific areas for individuals or groups to help businesses/industries maximize their productivity and profit. We offer courses which can lead toward the completion of a degree, certificate, or license.
- Workforce Development - We provide training to individuals and companies to improve their general skills, technical skills, and professional knowledge. Not sure exactly which program is right for you? Let us work with you to perform a needs assessment and tailor a program for your company. We are committed to maintaining and growing a quality workforce in our region.
- Personal Enrichment- We provide entry level, customized training, and continuing education in the areas of emergency medical services, healthcare personnel, wildland and fire safety, and flagging. We are a designated American Heart Association Training Center.

For information please contact the Center for Business, Workforce and Community Learning at (541) 881-5755. We are located on the TVCC campus in the Albertson Center. We look forward to working with you to fulfill your lifelong educational pursuits.

## Serving Small Business -The Small Business Development Center- BizCenter

SMALL BUSINESS DEVELOPMENT CENTER  
• (541) 881-5762

The TVCC BizCenter (part of the Oregon Small Business Development Center Network) offers complete, one-stop business assistance and advising services to new and existing businesses in eastern Oregon and western Idaho. The following are the primary services offered through the BizCenter.

### BUSINESS ADVISING

The BizCenter employs a professional and knowledgeable team of advisors who can help business owners set and reach their goals. Advisors offer free, confidential, one-on-one business advising to clients. Advisors provide in-depth assistance on a variety of topics, including how to start, business planning, financial management, loan packaging, marketing and more.

### TRAINING

The BizCenter offers a wide variety of workshops designed to enhance the skills and knowledge of business owners and employees. Topics include sales and marketing, human resources, financial management, business planning, and more.

Reasonably priced classes are offered throughout the day and evening as well as online, 24/7. In addition to regular class offerings, the BizCenter offers several specialized curricula.

ED2GO—Powerful Employee Development Tool for Busy People. ED2GO is the BizCenter's online provider of over 300 instructor-facilitated, online courses. The Ed2Go curriculum offers convenient, affordable and accessible employee and personal training programs. Courses are comprehensive and self-contained. Expert instructors interact with students during the 6 weeks of instruction, and students have 24 hour access.

Oregon Construction Contractors Board (CCB) Certified Curriculum and CCB License Application Assistance. The BizCenter offers a CCB-approved 16-hour training program through a self-paced, instructor-supported, interactive CD curriculum. In addition, the BizCenter offers comprehensive CCB license application and business advisory assistance as part of this curriculum package.

To find out more about business services, to schedule an individualized business advisory appointment or to find out about affordable workshops and to get added to the BizCenter Monthly ENews, highlighting upcoming workshops and relevant business articles, contact the BizCenter at (541) 881-5762 or email [bizcenter@tvcc.cc](mailto:bizcenter@tvcc.cc).

# Degrees and Certificates



# DEGREES & CERTIFICATES

## Associate of Arts Oregon Transfer Degree (AAOT)

### Overview

The College offers four degrees, the Oregon Transfer Module and a variety of certificate programs of study. Students are encouraged to review and carefully consider which degree or certificate will help them reach their educational goals. The following degrees, based on a prescribed program of study, are awarded by the college:

- Associate of Arts – Oregon Transfer (AAOT)
- Associate of Science (AS)
- Associate of General Studies (AGS)
- Associate of Applied Science (AAS)

Degrees generally may be completed within a two-year period, provided that the student enters with college-level skills in writing, reading and mathematics. Classes are available for students who need additional preparation.

Students wishing to transfer are encouraged to follow these steps: Contact the four-year college or university selected for transfer to check current entrance requirements and suggested freshman and sophomore courses in the chosen major field.

Make an educational plan with the help of a TVCC advisor, matching coursework at TVCC with coursework required at the transfer institution. Check with the transfer institution early in the second year to make sure all requirements are being met. Check deadlines for admission, and complete admission within those deadlines.

Degree and certificate requirements listed in this catalog are valid for five years. Students who do not complete their declared program within five years will be required to complete the requirements of the degree/certificates of the catalog currently in force.

Transfer students and students returning to TVCC after a five year absence may be required to complete the requirements of the programs listed in the current catalog in the year they transfer/return to TVCC.

### Foreign Language Requirement

*TVCC does not have a foreign language requirement, however, the four-year public universities in Oregon require two years of study of the same foreign language in high school or two terms of study at the college level for admittance (exceptions may be made by the four-year university). This applies to students graduating high school after June, 1997.*

*The four-year public Oregon universities also require proficiency in one foreign language in order for students to graduate with a Bachelor of Arts degree. See the four-year university for specific requirements and ways to meet them. Students who wish to transfer are encouraged to meet their foreign language requirement at TVCC.*

## Associate of Arts Oregon Transfer Degree (AAOT)

**NOTE: The AAOT is in the process of revision. The revised AAOT will go into effect for new students Fall 2010.**

The Associate of Arts Oregon Transfer Degree (AAOT) is designed for students who want to earn a two-year degree in order to transfer to a four-year college or university. The first two years of college work are accomplished at the community college level, transfer as a block, and are accepted as meeting the freshman and sophomore requirements at all public Oregon universities. This degree enables the student to meet all lower division general education requirements and attain junior standing for registration purposes. It does not guarantee that the student will gain entrance with junior standing into the student's desired major area. Class



standing, GPA requirements, or required courses for specific majors are not necessarily satisfied by the AAOT degree. If a student transfers before completing the AAOT degree, coursework will be evaluated by the four-year school on a course-by-course basis.

This degree has also been approved for transfer by the Idaho Board of Education to all public Idaho colleges and universities. This degree is also excellent preparation for transfer to many private and out-of-state colleges and universities.

Students are advised to plan well in advance of transfer for specific prerequisite and pre-major course requirements. Students should develop an educational plan, working closely with their TVCC advisor as well as an advisor at the four-year college or university selected for transfer.

### AAOT DEGREE REQUIREMENTS

Students must complete a minimum of 90 quarter credits in courses numbered 100 or above with a grade point average of at least 2.0 in order to graduate with an AAOT degree. Students must also earn a grade of "C-" or better in each foundation skills course. At least 24 credits must be earned at TVCC. Credits must satisfy requirements listed below.

### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must earn a grade of "C-" or better in each foundation skills

course.

- Writing Skills (8 Credits)
  - WR 121, WR 122
  - WR 123 or WR 227
- Oral Communications (1 course)
  - SP 111 or SP 112 or SP 219
- Mathematics (1 course)
 

Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite
- Health/Wellness/Fitness (3 credits)
 

HPE 295 or three PE Activity courses

- GSCI 104\*, 105\*, 106\*, 107\*, 108\*, 109\*, 110\*
- MATH 105, 111, 112, 113, 211, 212, 213, 243, 244, 251, 252, 253
- PHYS 201\*, 202\*, 203\*, 211\*, 212\*, 213\*

### DISTRIBUTION REQUIREMENTS (45 CREDITS)

Students will select credits from three areas of study:

- Arts and Letters.....15 Credits
- Social Science ..... 15 Credits
- Science/Math/Computer Science..... 15 Credits

Eligible courses for distribution requirements are listed below. These courses may also be used to satisfy requirements for a discipline emphasis, where applicable. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

### ARTS & LETTERS (3 COURSES)

A minimum of three courses, chosen from two or more disciplines

- ART 116, 117, 131, 132, 133, 204, 205, 206, 253, 254, 255, 261, 262, 265, 266
- ENG 104, 105, 106, 107, 108, 109, 195, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260
- HUMN 148, 149, 150
- MUS 101, 111, 112, 113, 201, 202, 203, 205, 211, 212, 213
- PHIL 101
- R 201
- SP 111, 112, 219
- SPAN 201, 202, 203
- TA 100, 111, 112, 113, 141, 142, 143
- WR 241, 242, 243

### SOCIAL SCIENCES (4 COURSES)

A minimum of four courses, chosen from two or more disciplines.

- ANTH 110
- CJ 100, 120, 201, 220, 222, 223
- ECON 201, 202, 203
- ETHN 101, 102, 103
- GEOG 105
- HIST 101, 102, 103, 201, 202, 203
- POSC 201, 202, 203
- PSYC 201, 202, 203, 235, 236, 237
- R 201
- SOC 204, 205, 206

### SCIENCE/MATH/COMPUTER SCIENCE (4 COURSES)

A minimum of four courses chosen from at least two disciplines including at least three laboratory courses in biological and/or physical science. *Lab sciences are indicated by an asterisk (\*).*

- BIOL 101\*, 102\*, 103\*, 107\*, 211\*, 212\*, 213\*, 231\*, 232\*, 233\*, 234\*
- CHEM 104\*, 105\*, 106\*, 121\*, 122\*, 123\*, 221\*, 222\*, 223\*
- FNUT 225
- GEOG 101
- GEOL 201\*, 202\*, 203\*



# DEGREES & CERTIFICATES

## Associate of General Studies Degree (AGS)

### DIVERSITY REQUIREMENT (1 COURSE)

One course, selected from the following list, meets the diversity requirement. The course selected for the diversity requirement may also be used to full distribution requirements, where applicable.

- ANTH 110
- BA 203 (P/T)
- ENG 107, 108, 109, 260
- ETHN 101, 102, 103
- HUMN 148, 149, 150
- GEOG 105
- R 201
- SOC 205
- SPAN 201, 202, 203

\*Additions to the Cultural Literacy list of courses is a on-going process.

### AAOT ELECTIVE COURSES (TO TOTAL 90 CREDITS)

Any college level course that would bring total credits to 90 quarter hours including up to 12 credits of Career and Technical Education courses, designated by the college as acceptable. Note: Courses used to fulfill Foundation Skills requirements may not be used as electives.

## Oregon Transfer Module (OTM)

The Oregon Transfer Module comprises the first year of general education coursework leading directly to an AAOT degree or into a baccalaureate degree from any public Oregon college or university. Students will advance to sophomore standing upon completion of the OTM.

A minimum of 45 credits in classes numbered 100 or above with a grade point average of at least 2.0 are required to earn the OTM. Credits must be selected from the requirements listed below

### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must earn a grade of "C-" or better in each foundation skills course.

- Writing Skills (6 Credits)
  - WR 121, WR 122
- Oral Communications (3 credits)
  - SP 111 or SP 112 or SP 219
- Mathematics (4 credits)
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

### DISTRIBUTION REQUIREMENTS (30 CREDITS)

Students will select three courses from each of three areas of study: Arts and Letters, Social Science, and Science/Math/Computer Science. Eligible courses are listed on page 30 & 31. These courses may also be used to satisfy requirements for a discipline emphasis, where applicable. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

### ELECTIVES (TO BRING TOTAL TO 45 CREDITS)

Courses must be selected from Arts and Letters, Social Science, and Science/Math/Computer Science distribution courses.

## Associate of Science Degree (AS)

This degree is a planned sequence of courses designed to meet lower division requirements in specific programs at receiving institutions in Oregon and Idaho. Completion of this degree does not guarantee that all lower division requirements have been met. Students are advised to plan well in advance of transfer for specific prerequisite and pre-major course requirements. Students should develop an educational plan, working closely with their TVCC advisor as well as an advisor at the four-year university selected for transfer.

This degree is also excellent preparation for transfer to many private and





out-of-state colleges and universities.

### AS DEGREE REQUIREMENTS

Students must complete a minimum of 90 quarter credits in courses numbered 100 or above with a grade point average of at least 2.0 in order to graduate with an AS degree. Students must also earn a grade of "C-" or better in each foundation skills course. At least 24 credits must be earned at TVCC. Credits must satisfy requirements listed below;

### FOUNDATION SKILLS REQUIREMENTS

NOTE: See specific Associate of Science degrees for exact course requirements.

Students must earn a grade of "C-" or better in each foundation skills course.

- Writing Skills (6 Credits)
  - WR 121, WR 122
- Oral Communications (3 credits)
  - SP 111 or SP 112 or SP 219
- Mathematics (4 credits)
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

### DISTRIBUTION REQUIREMENTS

NOTE: See specific Associate of Science degrees for exact course requirements.

Students will select credits from three areas of study Arts and Letters, Social Science, and Science/Math/Computer Science. Eligible courses are listed below. These courses may also be used to satisfy requirements for a major emphasis, where applicable.

- Arts and Letters (9 credits, must be a sequence)
  - Any Literature (ENG prefix)
  - Music and Its Literature
  - History of Western Art
  - Introduction to Humanities
  - Survey of Theatre Arts
- Social Science (9 credits, minimum of two subject areas)
  - History
  - General Psychology
  - Principles of Economics
  - General Sociology
  - American Government
  - Ethnic Studies
- Science (12 credits, must be a sequence)
  - Any Life or Physical Science with a Lab
  - Check with an advisor for options

### DIVERSITY REQUIREMENT

One course, selected from the following list, meets the diversity requirement. The course selected for the diversity requirement may also be used to full distribution requirements, where applicable.

- ANTH 110
- BA 203 (P/T)
- ENG 107, 108, 109, 260
- ETHN 101, 102, 103
- HUMN 148, 149, 150
- GEOG 105
- R 201
- SOC 205
- SPAN 201, 202, 203

\*Additions to the Cultural Literacy list of courses is an on-going process.

### DEPARTMENT REQUIREMENTS

Students are referred to their chosen program of study, where specific courses that fulfill departmental requirements are identified.

### ELECTIVE COURSES

Electives may be selected from the distribution list or other academic courses. Note: Courses used to fulfill foundation skills requirements may not be used as electives. Special Studies or independent studies numbered 198,199, 298, or 299 may be taken as electives but will not satisfy foundation skills or distribution requirements.

## Associate of General Studies Degree (AGS)

The Associate of General Studies degree allows students to tailor a degree program to their own academic, professional or personal goals. This degree, which may include lower division college-level and professional-technical courses, is not designed specifically for transfer, although a number of courses may transfer depending on evaluation by the receiving four year college. With careful planning, students may also use this degree as a basis for tailoring transfer coursework to a program at a specific out-of-state or private four-year college,. If students wish to transfer with this degree, they are advised to plan well in advance. Students should develop an educational plan, working closely with their TVCC advisor as well as an advisor at the four-year college or university selected for transfer.

### AGS DEGREE REQUIREMENTS

Students must complete a minimum of 90 quarter credits in courses numbered 100 or above with a grade point average of at least 2.0 in order to graduate with an Associate of General Studies degree. Students must also earn a grade of "C-" or better in each foundation skills course. At least 24 credits must be earned at TVCC. Credits must satisfy requirements listed below.

### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must earn a grade of "C-" or better in each foundation skills course.

- Writing Skills (9 Credits)
  - WR 121, WR 122, WR 123 or 227
- Oral Communications (3 credits)
  - SP 111 or SP 112 or SP 219
- Mathematics (4 credits)
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

# DEGREES & CERTIFICATES

## Articulation Agreements

### DISTRIBUTION REQUIREMENTS (36 CREDITS)

Students will select credits from three areas of study Arts and Letters, Social Science, and Science/Math/Computer Science. Eligible course areas are listed below. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- Arts and Letters (12 credits)
  - Fine Arts
  - Language
  - Literature
  - Music
  - Theatre or Humanities (not studio classes)
- Social Science (12 credits)
  - History
  - General Psychology
  - Principles of Economics
  - General Sociology
  - American Government
  - Ethnic Studies
- Science/Math/Computer Science (12 credits, maximum of two courses can be completed in each area.)
  - Any lower division math course above MATH 60
  - Any lower division science course
  - Any lower division computer science course

### DIVERSITY REQUIREMENT

One course, selected from the following list, meets the diversity requirement. The course selected for the diversity requirement may also be used to full distribution requirements, where applicable.

- ANTH 110
- BA 203 (P/T)
- ENG 107, 108, 109, 260
- ETHN 101, 102, 103
- HUMN 148, 149, 150
- GEOG 105
- R 201
- SOC 205
- SPAN 201, 202, 203

\*Additions to the Cultural Literacy list of courses is an on-going process.

### ELECTIVES (TO TOTAL 90 CREDITS)

Electives may be selected from any lower division college-level or professional-technical course.

## Associate of Applied Science



## Degree (AAS)

The Associate of Applied Science degree is designed to prepare students for direct entry into the workforce. The degree also provides a foundation for career advancement, and may, depending on the program of study, prepare students for certification or licensure in their chosen field. This degree combines professional-technical courses with related education in communication, computation and human relations. While this degree is not intended for transfer, some four-year colleges may accept all or part of the courses in the degree. If students wish to transfer with this degree they should develop an educational plan, working closely with their TVCC advisor as well as an advisor at the four-year college or university selected for transfer.

### AAS DEGREE REQUIREMENTS

Students must complete a minimum of 90 quarter credits with a grade point average of at least 2.0 in order to graduate with an AAS degree. Exception: Students may include courses numbered less than 100 if those courses are identified by the department as required under related education. Students must also complete all departmental and related education requirements. At least 24 credits must be earned at TVCC. Credits must satisfy requirements listed below.

### RELATED EDUCATION REQUIREMENTS

#### (credits vary by program)

All programs require specific related education courses from the coursework listed below. Students must complete the specific courses identified in their chosen AAS degree.

- Communication
  - WR 101, WR 121, WR 227, BA 214
- Computation
  - AET 211, BA 104, MATH 60, MATH 70
- Human Relation skills
  - PSYC 101, BA 204, EDUC 246 with EDUC 247, CJ 200 (INED 156 is recommended)

### PROFESSIONAL-TECHNICAL PROGRAM REQUIREMENTS

Credits and requirements for each professional-technical program of study are listed by department.

## Professional-Technical Certificates

### CERTIFICATES OF COMPLETION

Professional Technical Certificates of Completion are designed to prepare students for relatively quick and direct entry into the workforce. A certificate is awarded for a prescribed professional technical program of study and may be from 12 to 90 credits in length. Most certificates offered by TVCC are three quarters in length or less and may include related instruction in communication, computation and human relations skills. Most certificates are also part of a career pathway that can lead to an Associates of Applied degree.

Students must complete certificate requirements with at least a 2.0 grade



average. Practical Nursing graduates must also have a “C” or better in each required class.

### CAREER PATHWAYS

Pathways assist students interested in transitioning from school to the workforce and back to school, as they continue their education. Career Pathways provide students a track to higher learning through professional and technical certificate, degrees, and skills in high-demand occupations.

Career Pathways offers short-term certificates (12-44 credits) and technical training designed to upgrade skills and increase earning potential. Certificates are designed and developed in partnership with industry and allow students to “step in and out” of their education with no loss of earned credits.

### OREGON CAREER READINESS CERTIFICATE (CRC)

The Oregon Career Readiness Certificate is an employment credential. The college, in partnership with the Training and Employment Consortium, offers individuals the opportunity to test for the Career Readiness Certificate. This certificate is based on the results of testing for foundational skills in reading for information, applied mathematics and locating information, and it verifies three different skill levels: basic (bronze), proficient (silver), and advanced (gold). For more information call 541-881-8822 ext. 304.

### INDUSTRY CERTIFICATIONS

A number of the professional technical programs prepare students to test for various industry certifications. Industry certification is recognized by employers as evidence that an individual has demonstrated a skill level that is required or recommended by the industry.

## Articulation Agreements

### PROGRAM ARTICULATION AGREEMENTS WITH OTHER

#### COMMUNITY COLLEGES

The following certificates and degrees allow students at TVCC to take Pre-requisite and general course requirements at TVCC to prepare for on-line enrollment in specialized program courses at our partner community college. Internships for Pharmacy Technician and Diagnostic Imaging Tech-

nician will be arranged at local internship sites. See Student Services for further information.

- Pharmacy Technician Certificate—Central Oregon Community College
- Diagnostic Imaging Technician Associate of Applied Science Degree—Linn Benton Community College
- Wine making Associate of Applied Science Degree—Chemeketa Community College (Pending approval)
- Wine Marketing Associate of Applied Science Degree—Chemeketa Community College (Pending approval)

### TRANSFER ARTICULATION AGREEMENTS WITH UNIVERSITIES

TVCC has written articulation agreements with a number of universities in order to assist students with seamless transfer. Students may transfer where no written articulation agreement exists between the university and TVCC, but where articulation agreements do exist, ease of transfer and acceptance of credits by the university is significantly increased. TVCC has agreements with the following universities:

- Associate of Arts Oregon Transfer degree (AAOT)—all Oregon and Idaho universities
- Associate of Science Oregon Transfer in Business Administration—all Oregon universities
- Agriculture Associate of Science degrees-Oregon State University
  - Animal Science
  - Agriculture Business
  - Agriculture Resource Economics
  - Crop Science
  - General Agriculture
  - General Agriculture (Teacher Preparation)
  - Soil Science
- Agriculture Associate of Science Degree-University of Idaho
  - Animal Science
  - Agricultural Economics
  - Agriculture Education
  - Agriculture Science and Technology
- Elementary Education—Eastern Oregon University
- Natural Resources Associate of Science Degree—Oregon State University
- Natural Resources Associate of Science Degree—University of Idaho
- Natural Resources Wildlife and Fishery Science Associate of Science Degree—University of Idaho
- Structural Fire Technology—transfer with Associate of Applied Science degree plus specific courses—Eastern Oregon University (pending final approval)

### OTHER ARTICULATION AGREEMENTS

- Heavy Equipment Operator/Truck Driving training—Heavy Equipment Operator School of Idaho.

### PROGRAM ARTICULATION AGREEMENTS WITH HIGH SCHOOLS (2+2 AGREEMENTS)

TVCC has written agreements with specific Oregon and Idaho high schools to assist high school students with transition to the community college. High School students may take certain classes, specified in the articulation agreement, at their local high school, and those courses will be transcripted as equivalent to a parallel community college course.

- Oregon – Agriculture, Viticulture, Welding
  - Adrian
  - Baker City
  - Burns

# DEGREES & CERTIFICATES

## Short-Term Training

- Burnt River (Unity)
- Crane
- Cove
- Elgin
- Enterprise
- Grant Union (John Day)
- Imbler
- Jordan Valley
- Joseph
- LaGrande
- Long Creek
- Monument
- Nyssa
- Ontario
- Pine Eagle (Halfway)
- Powder Valley
- Prairie City
- Union
- Vale
- Idaho – Agriculture & Welding
  - Cambridge
  - Declo
  - Fruitland
  - Meridian
  - Payette
  - Rexburg
  - Twin Falls
  - Weiser

- HSER 280 Practicum Work Experience.....1-3

Students may earn an Associate of General Studies (AGS) degree with an emphasis on Addiction Studies (see page 30 for AGS requirements). This option is designed for students who wish to sit for the Certified Alcohol and Counselor state entry level exams in either Idaho or Oregon, **but are not pursuing a transfer degree.**

### BASIC OFFICE SKILLS AND COMPUTER TRAINING

This short, intense course prepares students for entry-level employment in an office environment as receptionists, file clerks, inventory clerks, office assistants, customer service representative, data-entry clerks and other general clerical jobs. Students will complete 140 hours of training in basic clerical and computer skills.

### CAREER READINESS CERTIFICATE (CRC)

The Oregon Career Readiness Certificate is an employment credential. The college, in partnership with the Training and Employment Consortium, offers individuals the opportunity to test for the Career Readiness Certificate. This certificate is based on the results of testing for foundational skills in reading for information, applied mathematics and locating information, and it verifies three different skill levels: basic (bronze), proficient (silver), and advanced (gold).

### ELECTRICAL APPRENTICESHIP

Students registered as Licensed Electrical Apprentices with the State of Oregon or State of Idaho, are eligible for electrical apprenticeship classes.

## Short-Term Training

CONTINUING EDUCATION • EXT. 281/358

The College offers a variety of short-term training programs that prepare students to rapidly gain skills for entry-level employment or acquire upgrade skills. Many of these short-term options also prepare students to pass certifying exams in specific occupational fields.

### ADDICTION STUDIES

This series of nine Human Services classes prepares students for entry-level employment as para-professional counselors in the field of chemical dependency. Students successfully completing these classes are eligible to take a national certifying exam to become a Certified Alcohol and Drug Counselor I (CADC I) in Oregon and ISAS (Idaho Student of Addiction Studies) certified in Idaho. In addition to taking classes and passing the certifying exam, students must complete a supervised practicum. Additional education and supervised internship leads to CADC II. All courses, with the exception of Group Counseling Skills may be taken online.

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- HSER 101	Pharmacology .....	3
- HSER 102	Drug Use, Misuse/Addiction .....	3
<b>• Winter Quarter</b>		
- HSER 202	Counseling Techniques I .....	4
- HSER 228	Screening/Assessing Skills.....	4
<b>• Spring Quarter</b>		
- HSER 224	Group Counseling Skills .....	3
- HSER 226	Ethics for Addictions Counselors. ....	3
<b>• Summer Quarter</b>		
- HSER 248	Infectious Diseases .....	2
- HSER 219	Case Management.....	3



# Programs of Study



# PROGRAMS OF STUDY

## Agriculture to Education

Associate of Arts Oregon Transfer Degree (A.A.O.T.) with discipline emphasis • Associate of Science Degree (A.S.)  
Associate of Applied Science Degree (A.A.S.) • Certificate (Cert.) • Industry Certifications (I.C.)

PROGRAM	A.A.O.T	A.S.	A.A.S.	CERT.	I.C.	PAGE
AGRICULTURE - AT A GLANCE / CAREER PATHWAYS						41-42
Agriculture Business Technician				X		43
Agriculture Business (OSU)		X				44
Agriculture Economics (Uofl)		X				45
Agriculture Education (Uofl)		X				46
Agriculture Science and Technology (Uofl)		X				47
Animal Science (Uofl)		X				48
Animal Science (OSU)		X				49
Crop Science (OSU)		X				50
General Agriculture (OSU)		X				51
General Agriculture (Teacher Prep) (OSU)		X				52
Ranch Animal Technician				X	X	53
Ranch Management			X			54
Soil Science (OSU)		X			X	55
Viticulture			X			135
ARCHITECTURE (First Year Transfer Coursework)						56
ART	X					57
BIOLOGICAL SCIENCE	X					58
BUSINESS ADMINISTRATION - AT A GLANCE / CAREER PATHWAYS						59-60
Applied Accounting Specialist				X		61
Business Administration		X				62
Business Administration	X					63
Business Administration-Accounting	X					64
Business Management			X			65
Business Management-Accounting			X			66
Retail Management				X		67
CHEMISTRY	X					68
CHIROPRACTIC (PRE)	X					69
COMPUTER INFORMATION SYSTEMS - CAREER PATHWAYS						70
Computer Information Systems				X	X	71
Computer Information Systems			x		X	72
COMPUTER SCIENCE	X					73
CRIMINAL JUSTICE - CAREER PATHWAYS						74
Criminal Justice-Corrections				X		75
Criminal Justice			X			76
Criminal Justice	X					77
DENTAL HYGIENE (PRE)	X					78
ECONOMICS	X					80
EDUCATION- AT A GLANCE / CAREER PATHWAYS						81-82
Early Childhood Education				X	X	83
Early Childhood Education			X		X	84
Therapeutic Intervention			X	X		

# PROGRAMS OF STUDY

## *Education to Political Science*

Associate of Arts Oregon Transfer Degree (A.A.O.T.) with discipline emphasis • Associate of Science Degree (A.S.)  
Associate of Applied Science Degree (A.A.S.) • Certificate (Cert.) • Industry Certifications (I.C.)

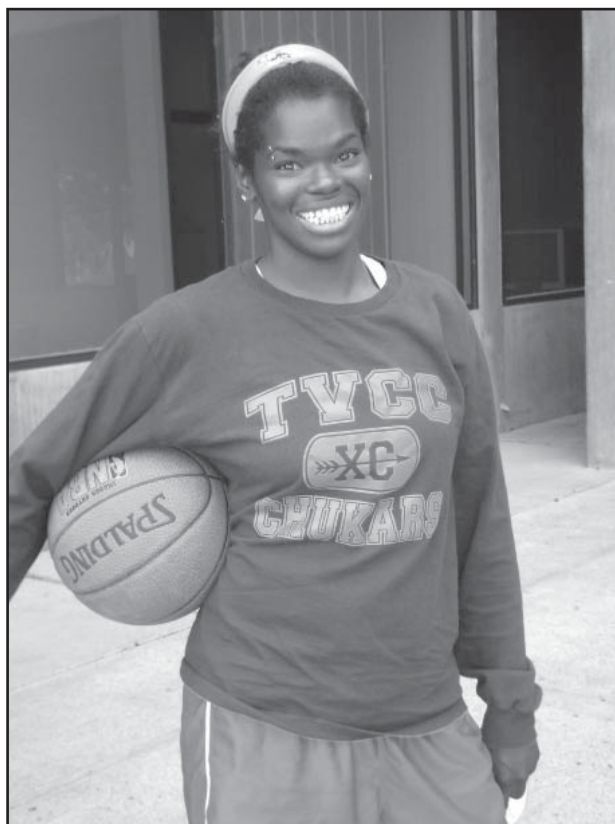
PROGRAM	A.A.O.T	A.S.	A.A.S.	CERT.	I.C.	PAGE
Elementary Education	X					85-86
Instructional/Bilingual Classroom Assistant			X	X		87
EMERGENCY MEDICAL TECHNICIAN (EMT)				X	X	88
ENGINEERING (PRE)	X					89
ENGLISH	X					90
GEOLOGY	X					91
GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY APPLICATIONS			X			92
HEAVY EQUIPMENT OPERATOR				X	X	92
HISTORY	X					93
HORSE PRODUCTION AND TRAINING			X			94
LAW (PRE - Advising Information)	X					95
MATHEMATICS	X					96
MEDICINE (PRE)	X					97
MUSIC	X					98
NATURAL RESOURCES - AT A GLANCE / CAREER PATHWAYS						99-100
Cartography and Field Mapping Technician				X		101
Natural Resources			X			102
Natural Resources (OSU)	X					103
Natural Resources (Uofl)	X					104
Natural Resources Conservation				X		105
Natural Resources Environmental Technician				X		106
Natural Resources Wildland Fire				X	X	107
Natural Resources Wildland Fire			X		X	108
Natural Resources Wildlife and Fisheries (Uofl)	X					109
HEALTH OCCUPATIONS - CAREER PATHWAYS						110
NURSING - AT A GLANCE / CAREER PATHWAYS						111-112
Practical Nurse				X	X	113
Registered Nurse			X		X	113
Nursing	X					114
OFFICE ADMINISTRATION - AT A GLANCE / CAREER PATHWAYS						115-116
Legal Office			X			117
Medical Office Administration			X			118
Medical Transcription			X			119
Office Administration			X			120
Office Specialist				X		121
Office Assistant				X		
PHARMACY						
Pharmacy Technician (Partner with Central Oregon CC)				X		122
Pharmacy (PRE)	X					123
PHYSICAL EDUCATION	X					124
PHYSICAL THERAPY (PRE)	X					125
PHYSICS	X					126

# PROGRAMS OF STUDY

## Veterinary Medicine to Welding Technology

Associate of Arts Oregon Transfer Degree (A.A.O.T.) with discipline emphasis • Associate of Science Degree (A.S.)  
 Associate of Applied Science Degree (A.A.S.) • Certificate (Cert.) • Industry Certifications (I.C.)

PROGRAM	A.A.O.T	A.S.	A.A.S.	CERT.	I.C.	PAGE
POLITICAL SCIENCE	X					127
PSYCHOLOGY	X					128
RADIOLOGICAL SCIENCE (First Year Transfer Coursework)						129
SOCIAL WORK	X					130
SOCIOLOGY	X					131
STUCTURAL FIRE SCIENCE - CAREER PATHWAYS						132
Structural Fire Science			X		X	133
VETERINARY MEDICINE (PRE)	X					135
VITICULTURE						
Viticulture and Enology			X			136
Vineyard Technician				X		137
WELDING TECHNOLOGY - CAREER PATHWAYS						138
Welding Technology				X	X	139
Production Welding Specialist				X	X	
Welding Technology			X		X	140





## Agriculture At A Glance

Students interested in careers in agriculture can pursue several different educational options, depending on their career goals. Students may see an agriculture program advisor for assistance in determining the option that best meets the student's needs.

**Advising:** Sandra Porter (541) 881-5969

### ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

Students wishing to directly enter the workforce after their educational experience at TVCC should consider either a two year Associate of Applied Science Degree or a one year certificate program. These options are not designed to transfer to a four year institution, although some individual courses are transferable. Students wishing to transfer coursework should work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

*Ranch Management*  
*Viticulture*

#### CERTIFICATES

*Agriculture Business Technician*

*Ranch Animal Technician*

(All courses in the certificate apply to the Associate of Applied Science Degree in Ranch Management)

### ASSOCIATE OF SCIENCE DEGREES

Students planning to transfer to a four-year college or university in agriculture are advised to complete one of the Associate of Science Degrees in various areas of agricultural emphasis. Each Associate of Science Degree is closely articulated with schools of agriculture at Oregon State University and/or University of Idaho. Students transferring to Oregon State University may be able to transfer to either the Oregon State University at Corvallis or their center at La Grande on the campus of Eastern State University.

Associate of Science degrees include specified general education courses, core agriculture courses and recommended electives, depending on the discipline emphasis. Students planning to transfer should follow the specified degree plan for the Associate of Science Degree they wish to pursue.

TVCC offers the following Associate of Science Degrees articulated with:

#### OREGON STATE UNIVERSITY

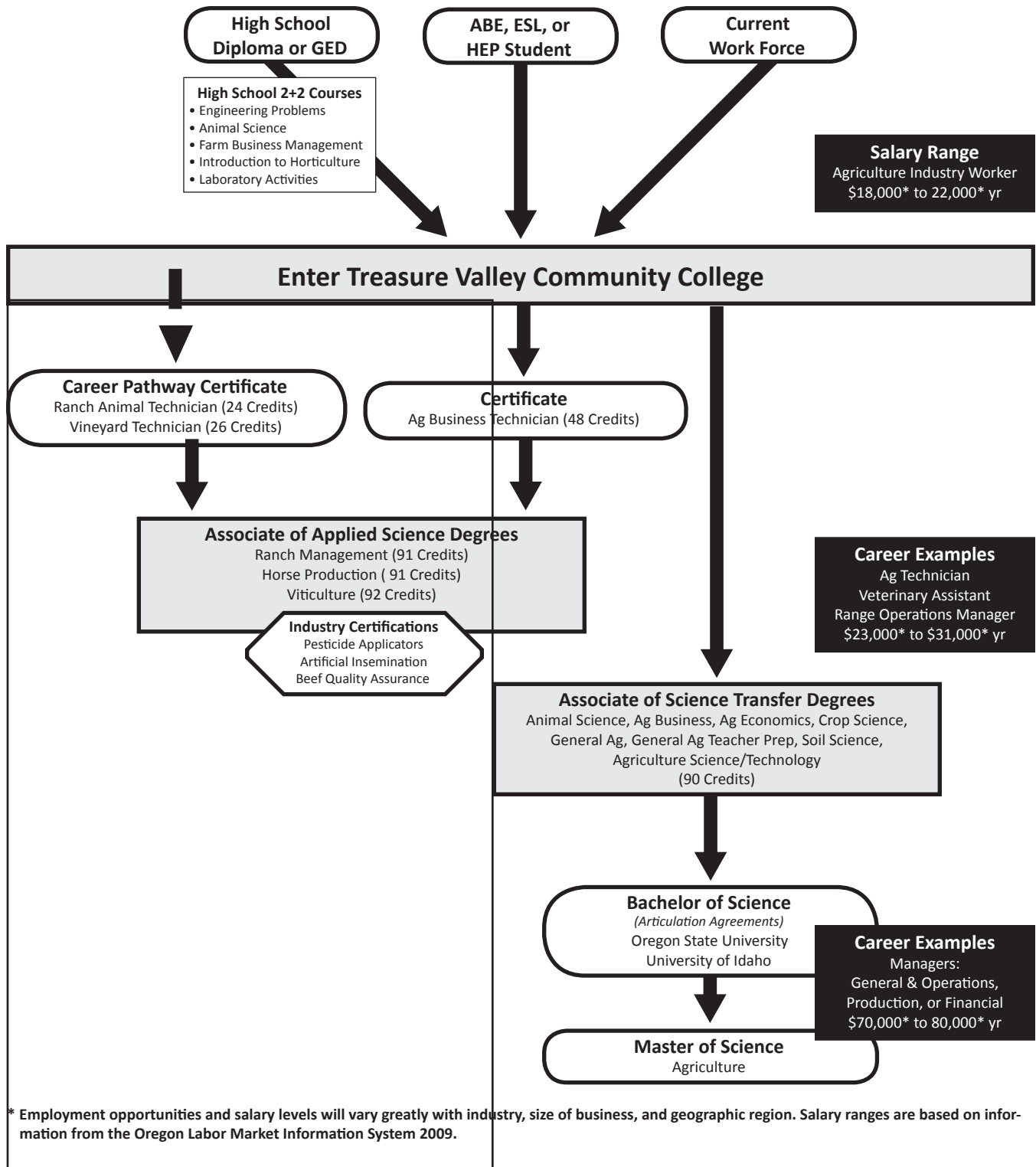
<i>Agriculture Business</i>	<i>General Agriculture (Teacher Prep)</i>
<i>Animal Science</i>	<i>Crop Science</i>
<i>General Agriculture</i>	<i>Soil Science</i>

#### UNIVERSITY OF IDAHO

<i>Agriculture Business</i>	<i>Agriculture Education</i>
<i>Agriculture Science/Technology</i>	<i>Animal Science</i>
<i>Agriculture Economics</i>	

## Agriculture Career Pathway Options

Department: Agriculture  
Advising: Sandra Porter (541) 881-5969



# AGRICULTURE BUSINESS TECHNICIAN

## *Certificate of Completion*

### Agriculture Business Technician CERTIFICATE

**Department:** Agriculture  
**Advising:** Sandra Porter (541) 881-5969

The one-year Agriculture Business Technician Certificate prepares students to enter or advance in the agricultural field as a customer service/sales representative, field technician, or field scout with a focus on the crop and seed industry.

This certificate is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.** A minimum **grade point average of 2.0** is required to obtain the certificate.

#### DUAL CREDIT (2+2)

Students will receive credit for agriculture classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### LEARNING OUTCOMES

Students who complete the Agriculture Business Technician Certificate of Completion will be prepared to:

- Select and implement an appropriate record keeping system that satisfies state and federal requirements.
- Keep and analyze a record keeping systems to make sound management decisions.
- Identify and use 5 marketing systems for farm and ranch products.
- Develop and implement a ranch or farm conservation plan based on soil series, grazing management and irrigation methods.

#### RELATED EDUCATION REQUIREMENTS (7 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 101 Workplace Communications
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (1 credit)**
  - INED 156 Employment Strategies

#### REQUIRED COURSES FOR AGRICULTURE BUSINESS TECHNICIAN (44 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- AREC 211	Management in Agriculture.....	4
- CSS 205	General Soils .....	3
- HPE 120	First Aid.....	2
- HORT 111	Introduction to Plant Growth .....	3
- AG 111	Agriculture Computers .....	3
<b>• Winter Quarter</b>		
- AREC 210	Farm Business Management .....	3
- AG 215	Irrigation and Drainage .....	4
- CSS 210	Forage Production .....	3
- CSS 215	Soil Nutrients and Fertilizer .....	3
- CSS 217	Pesticide Safety and Use .....	1
<b>• Spring Quarter</b>		
- AREC 221	Marketing in Agriculture.....	3
- CSS 240	Intro to Noxious Weeds .....	3
- CSS 200	Principles of Crop Science.....	4
- AG 201	Current Issues in Agriculture .....	1
- AREC 281	Global Agricultural Markets.....	3

**Total Number of Credits in Certificate .....51**

# AGRICULTURE BUSINESS

Associate of Science Transfer Degree to Oregon State University

## Agriculture Business

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO OREGON STATE UNIVERSITY

Department: Agriculture

Advising: Sandra Porter (541) 881-5969

This degree fulfills the general education block transfer to Oregon State University. A minimum of 96 transfer credits and a minimum **grade point average of 2.0** are needed to graduate. Oregon universities require students graduating high school after 1997 to have either two years high school or two terms college second language at entry.

The following courses are recommended for students interested in pursuing a degree in Agriculture Business at Oregon State University and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at Oregon State University.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses. Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (23 CREDITS)

- **Arts and Letters - Choose one class from each of the following two areas:**
  - **Literature and Arts:**
    - ART 101 Intro to Art
    - ENG 104, 105, 106 Intro to Literature
    - ENG 253, 254, 255 Survey of American Literature
    - MUS 201, 202, 203 Intro to Music & Its Literature
  - **Western Culture:**
    - ENG 253, 254, 255 Survey of American Literature
    - HIST 101, 102, 103 History of Western Civilizations
- **Social Science:**
  - **Social Process: All classes listed are required**
    - ECON 201, 202 Principles of Economics: Micro/Macro
  - **Social Science: Choose one class from this area:**
    - HIST 201, 202, 203 History of the United States
- **Science/Math/Physical Science: All classes listed are required**
  - MATH 243 Intro to Probability & Stats I
  - CHEM 121, 122 General Chemistry

#### RECOMMENDED COURSES FOR AGRICULTURE BUSINESS EMPHASIS (57 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- AG 111	Agriculture Computers .....	3
- ANS 121	Intro to Animal Science .....	3
- ANS 122	Intro to Animal Science Operations .....	1
- AREC 210	Farm Business Management .....	3
• <b>Winter Quarter</b>		
- AREC 211	Management in Agriculture .....	4
- ANS 211	Applied Animal Nutrition .....	3
• <b>Spring Quarter</b>		
- AREC 221	Marketing in Agriculture .....	3
- ANS 210	Feed and Ration Formulation .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 211	Principles of Accounting .....	4
- ANS 216	Beef Pregnancy Testing .....	3
- ANS 278	Principles of Animal Breeding .....	3
- CSS 205	General Soils .....	3
• <b>Winter Quarter</b>		
- BA 212	Principles of Accounting .....	4
- BA 226	Business Law I .....	3
- ANS 215	Beef/Dairy Cattle Production .....	3
• <b>Spring Quarter</b>		
- AREC 201	Agriculture Accounting .....	3
- HPE 295	Health & Fitness for Life .....	3
- AG 201	Current Issues in Agriculture .....	1
- ANS 217	Artificial Insemination .....	3

## Agriculture Economics

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO UNIVERSITY OF IDAHO

**Department:** Agriculture  
**Advising:** Sandra Porter (541) 881-5969

This degree fulfills the general education block transfer to University of Idaho. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Agricultural Economics at University of Idaho and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at University of Idaho.

#### FOUNDATION SKILLS REQUIREMENTS (14 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122, English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 95 Intermediate Algebra

#### DISTRIBUTION REQUIREMENTS (37 CREDITS)

- **Arts and Letters - Choose any three classes:**
  - ART 101 Intro to Art
  - MUS 201, 202, 203 Intro to Music & Its Literature
  - ENG 104, 105, 106 Intro to Literature
  - ENG 201, 202, 203 Shakespeare
  - ENG 253, 254, 255 Survey of American Literature
  - HUMN 148, 149, 150 Intro to Humanities
- **Social Science - Choose four classes from:**
  - Economics
  - History
  - Political Science
  - Psychology
  - Sociology
- **Science/Math/Computer Science -All classes listed are required:**
  - BIOL 101, 102 General Biology
  - CHEM 121, 122 General Chemistry

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR AGRICULTURE ECONOMICS EMPHASIS (40 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- AG 111	Agriculture Computers .....	3
- AREC 210	Farm Business Management .....	3
• <b>Winter Quarter</b>		
- AREC 211	Management in Agriculture .....	4
- AG	Any Agriculture Electives .....	3
• <b>Spring Quarter</b>		
- AREC 221	Marketing in Agriculture .....	3
- AG	Any Agriculture Elective .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 211	Principles of Accounting .....	3
- AG	Agriculture Electives .....	3
• <b>Winter Quarter</b>		
- BA 212	Principles of Accounting .....	3
- AG	Any Agriculture Electives .....	4
• <b>Spring Quarter</b>		
- AREC 201	Agriculture Accounting .....	3
- BA 213	Principles of Accounting .....	3
- AG 201	Current Issues in Agriculture .....	1

# AGRICULTURE EDUCATION

Associate of Science Transfer Degree to University of Idaho

## Agriculture Education

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO UNIVERSITY OF IDAHO

**Department:** Agriculture

**Advising:** Sandra Porter (541) 881-5969

This degree fulfills the general education block transfer to University of Idaho. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Agricultural Education at University of Idaho and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at University of Idaho.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122 English Composition; WR 227 Technical Writing
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (37 CREDITS)

- **Arts and Letters - Choose any three classes:**
  - ART 101 Intro to Art
  - MUS 201, 202, 203 Intro to Music & Its Literature
  - ENG 104, 105, 106 Intro to Literature
  - ENG 201, 202, 203 Shakespeare
  - ENG 253, 254, 255 Survey of American Literature
  - HUMN 148, 149, 150 Intro to Humanities
- **Social Science -**
  - ECON 201: Micro Economics
  - PSYCH 201 & 202 General Psychology
  - EDUC 200 Intro to Education
- **Science - All classes listed are required:**
  - BIOL 211 College Biology
  - CHEM 101

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR AGRICULTURAL EDUCATION EMPHASIS (44 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- AET 221	Shop Skills .....	3
- ANS	Any Animal Science .....	3
• <b>Winter Quarter</b>		
- AG 212	Engine Theory Operations .....	3
- ANS	Any Animal Science .....	3
• <b>Spring Quarter</b>		
- AG 221	Metals and Welding .....	3
- ANS	Any Animal Science .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG 111	Agriculture Computers .....	3
- AREC	Any Agriculture Economics .....	3
- CSS 205	General Soils .....	3
• <b>Winter Quarter</b>		
- AREC	Any Agriculture Economics .....	3
- CSS	Any Crop Science .....	3
- ANS	Any Animal Science .....	3
• <b>Spring Quarter</b>		
- CSS	Any Crops Elective .....	3
- AREC	Any Agricultural Economics .....	3
- AG 201	Current Issues in Agriculture .....	1

# AGRICULTURE SCIENCE , COMMUNICATION , & LEADERSHIP

*Associate of Science Transfer Degree to University of Idaho*

## Agriculture Science, Communication & Leadership

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO UNIVERSITY OF IDAHO

**Department:** Agriculture  
**Advising:** Sandra Porter (541) 881-5969

This degree fulfills the general education block transfer to University of Idaho. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Agricultural Science and Technology at University of Idaho and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at University of Idaho.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 95 Intermediate Algebra

#### DISTRIBUTION REQUIREMENTS (33-36 CREDITS)

- **Arts and Letters - Choose any three classes:**
  - ART 101 Intro to Art
  - MUS 201, 202, 203 Intro to Music & Its Literature
  - ENG 104, 105, 106 Intro to Literature
  - ENG 201, 202, 203 Shakespeare
  - ENG 253, 254, 255 Survey of American Literature
  - HUMN 148, 149, 150 Intro to Humanities
- **Social Science - Choose four classes from:**
  - Economics
  - History
  - Political Science
  - Psychology
  - Sociology
- **Science - Complete one series:**
  - BIOL 211, 212, 213 College Biology or
  - CHEM 121, 122, 123 General Chemistry

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR AGRICULTURE SCIENCE AND TECHNOLOGY EMPHASIS (47 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- AG 111	Agriculture Computers .....	3
- ANS 121	Intro to Animal Science.....	3
- ANS 122	Intro to Animal Science Operations.....	1
<b>• Winter Quarter</b>		
- AREC 211	Management in Agriculture.....	4
- AG	Any Agriculture Elective .....	3
<b>• Spring Quarter</b>		
- AREC 221	Marketing in Agriculture .....	3
- ANS 217	Artificial Insemination .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- AREC 210	Farm Business Management .....	3
- CSS 205	General Soils .....	3
- ANS 216	Beef Pregnancy Testing .....	3
- ANS 278	Principles of Animal Breeding .....	3
<b>• Winter Quarter</b>		
- ANS 211	Applied Animal Nutrition .....	3
- AG	Any Agriculture Elective.....	3
<b>• Spring Quarter</b>		
- ANS 210	Feed & Ration Formulation .....	3
- CSS 200	Principles of Crop Science .....	4
- AG 201	Current Issues in Agriculture .....	1

# ANIMAL SCIENCE

Associate of Science Transfer Degree to University of Idaho

## Animal Science

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO UNIVERSITY OF IDAHO

**Department:** Agriculture  
**Advising:** Sandra Porter (541) 881-5969

This degree fulfills the general education block transfer to University of Idaho. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Animal Science at University of Idaho and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at University of Idaho.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (34 CREDITS)

- **Arts and Letters - Choose any three classes:**
  - ART 101 Intro to Art
  - MUS 201, 202, 203 Intro to Music & Its Literature
  - ENG 104, 105, 106 Intro to Literature
  - ENG 253, 254, 255 Survey of American Literature
  - HUMN 148, 149, 150 Intro to Humanities
- **Social Science -**
  - ECON 201, 202, 203 Economics
- **Science - All classes listed are required:**
  - BIOL 211 Biology
  - CHEM 121, 122 General Chemistry

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR ANIMAL SCIENCE EMPHASIS (48 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- ANS 121	Intro to Animal Science .....	3
- ANS 122	Intro to Animal Science Operations .....	1
- ANS 216	Beef Pregnancy Testing .....	3
• <b>Winter Quarter</b>		
- ANS 211	Animal Nutrition .....	3
- ANS 215	Beef/Dairy Cattle Production .....	3
- AG 111	Agriculture Computers .....	3
• <b>Spring Quarter</b>		
- ANS 210	Feeds & Ration Formulation .....	3
- ANS 217	Artificial Insemination .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- ANS 231	Intro to Livestock Evaluation .....	2
- ANS 220	Intro to Horse Production .....	3
- ANS 278	Principles of Animal Breeding .....	3
• <b>Winter Quarter</b>		
- AREC 211	Management in Agriculture .....	4
- ANS 201	Beef Quality Assurance .....	2
- ANS 250	Intro to Meat Science .....	3
- ANS 240	Intro to Ultrasound Technology .....	2
• <b>Spring Quarter</b>		
- AREC 221	Marketing in Agriculture .....	3
- AG 201	Current Issues in Agriculture .....	1
- ANS 224	Purebred Herd Improvement .....	2



### Animal Science

#### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO OREGON STATE UNIVERSITY

**Department:** Agriculture

**Advising:** Sandra Porter (541) 881-5969

This degree fulfills many of the general education requirements for transfer to Oregon State University. A minimum of 96 transfer credits and a minimum **grade point average of 2.0** are needed to graduate. Oregon universities require students graduating high school after 1997 to have either two years high school or two terms college second language at entry.

The following courses are recommended for students interested in pursuing a degree in Animal Science at Oregon State University and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at Oregon State University.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (39 CREDITS)

- **Arts and Letters - Choose one class from each of the following two areas:**
  - **Literature and Arts:**
    - ART 101 Intro to Art
    - ENG 104, 105, 106 Intro to Literature
    - ENG 253, 254, 255 Survey of American Literature
    - MUS 201, 202, 203 Intro to Music & Its Literature
  - **Western Culture:**
    - ENG 253, 254, 255 Survey of American Literature
    - HIST 101, 102, 103 History of Western Civilization
    - HIST 201, 202, 203 History of the United States
- **Social Sciences:**
  - **Social Process - All classes listed are required:**
    - ECON 201, 202 Principles of Economics: Micro/Macro
  - **Social Science: Choose one class from this area:**
    - PSYC 201, 202 General Psychology
    - SOC 204, 206 General Sociology
  - **Science/Math/Physical Science - Choose one sequence:**
    - BIOL 211, 212, 213 College Biology or
    - CHEM 121, 122, 123 General Chemistry
    - and
    - HPE 295 Health and Fitness for Life

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR ANIMAL SCIENCE EMPHASIS (44 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- AG 111	Agriculture Computers .....	3
- ANS 121	Intro to Animal Science .....	3
- ANS 231	Intro to Livestock Evaluation .....	2
- ANS 122	Intro to Animal Science Operations .....	1
• <b>Winter Quarter</b>		
- ANS 211	Applied Animal Nutrition .....	3
- ANS 215	Beef/Dairy Cattle Production .....	3
- ANS 240	Intro to Ultrasound Technology .....	2
• <b>Spring Quarter</b>		
- ANS 210	Feed & Ration Formulation .....	3
- AG	Any Agriculture Elective .....	2

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- ANS 216	Beef Pregnancy Testing .....	3
- ANS 278	Principles of Animal Breeding .....	3
• <b>Winter Quarter</b>		
- ANS 250	Intro to Meat Science .....	3
- ANS 201	Beef Quality Assurance .....	2
• <b>Spring Quarter</b>		
- ANS 217	Artificial Insemination .....	3
- CSS 200	Principles of Crop Science .....	4
- AG 201	Current Issues in Agriculture .....	1
- ANS 224	Purebred Herd Improvement .....	2

### Crop Science

#### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO OREGON STATE UNIVERSITY

**Department:** Agriculture

**Advising:** Sandra Porter (541) 881-5969

This degree fulfills the general education block transfer to Oregon State University. A minimum of 96 transfer credits and a minimum **grade point average of 2.0** are needed to graduate. Oregon universities require students graduating high school after 1997 to have either two years high school or two terms college second language at entry.

The following courses are recommended for students interested in pursuing a degree in Crop Science at Oregon State University and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at Oregon State University.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (3 credits)**
  - WR 121 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (36 CREDITS)

- **Arts and Letters - Choose one class from each of the following two areas:**
  - **Literature and Arts:**
    - ART 101 Intro to Art
    - ENG 104,105,106 Intro to Literature
    - ENG 253,254,255 Survey of American Literature
    - MUS 201, 202, 203 Music & Its Literature
  - **Western Culture:**
    - ENG 253,254,255 Survey of American Literature
    - HIST 101,102,103 History of Western Civilization
    - HIST 201,202,203 History of the United States
- **Social Sciences - All classes listed are required:**
  - ECON 201,202 Principles of Economics: Micro/Macro
  - PSYC 201, 202 General Psychology
  - SOC 204, 205 General Sociology
- **Science/Math/Physical Science - Choose one sequence:**
  - BIOL 211, 212, 213 College Biology or
  - CHEM 121,122,123 General Chemistry
  - AND
  - HPE 295 Health & Fitness for Life

## DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

## REQUIRED COURSES FOR CROP SCIENCE EMPHASIS (44 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- AG 111	Agriculture Computers .....	3
- AG	Any Agriculture Elective .....	3
<b>• Winter Quarter</b>		
- ANS 211	Applied Animal Nutrition .....	3
- AREC 211	Management in Agriculture .....	4
<b>• Spring Quarter</b>		
- CSS 200	Principles of Crop Science .....	4
- AG	Any Agriculture Elective .....	3

### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- CSS 205	General Soils .....	3
- AG	Any Agriculture Elective .....	3
<b>• Winter Quarter</b>		
- CSS 240	Intro to Noxious Weeds .....	3
- CSS 217	Pesticide Safety and Use .....	1
- CSS 210	Forage Production .....	3
- HPE 120	First Aid & CPR .....	2
<b>• Spring Quarter</b>		
- AG 201	Current Issues in Agriculture .....	1
- HPE 295	Health & Fitness for Life .....	3
- AG	Any Agriculture Elective .....	4

## General Agriculture

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO OREGON STATE UNIVERSITY

**Department:** Agriculture

**Advising:** Sandra Porter (541) 5969

This degree fulfills the general education block transfer to Oregon State University. A minimum of 96 transfer credits and a minimum **grade point average of 2.0** are needed to graduate. Oregon universities require students graduating high school after 1997 to have either two years high school or two terms college second language at entry.

The following courses are recommended for students interested in pursuing a degree in General Agriculture at Oregon State University and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at Oregon State University.

### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 105 Contemporary Mathematics

### DISTRIBUTION REQUIREMENTS (27 CREDITS)

- **Arts and Letters - Choose one class from each of the following two areas:**
  - **Literature and Arts:**
    - ART 101 Intro to Art
    - ENG 104, 105, 106 Intro to Literature
    - ENG 253, 254, 255 Survey of American Literature
    - MUS 201, 202, 203 Intro to Music & Its Literature
  - **Western Culture:**
    - ENG 253, 254, 255 Survey of American Literature
    - HIST 101, 102, 103 History of Western Civilization
    - HIST 201, 202, 203 History of the United States
- **Social Sciences:**
  - **Social Process - All classes listed are required:**
    - ECON 201, 202 Principles of Economics: Micro/Macro
  - **Social Science: Choose one class from this area:**
    - PSYC 201, 202 General Psychology
    - SOC 204, 206 General Sociology
- **Science/Math/Physical Science - Choose three classes with at least one class from each area:**
  - **Biological Science:**
    - BIOL 101, 102, 103 General Biology
  - **Physical Science:**
    - CHEM 121, 122, 123 General Chemistry
    - GEOL 201, 202 Physical Geology

# GENERAL AGRICULTURE (TEACHER PREP)

## Associate of Science Transfer Degree to Oregon State University

- PHYS 201, 202, 203 General Physics
- AND
- HPE 295 Health & Fitness for Life

### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

### COURSES FOR GENERAL AGRICULTURE EMPHASIS (57 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- AG 207	Agriculture Seminar .....	1
- AG 111	Agriculture Computers .....	3
- AG	Any Agriculture Electives .....	6
- ANS 121	Intro to Animal Science.....	3
- ANS 122	Intro to Animal Science Operations.....	1
<b>• Winter Quarter</b>		
- AREC 211	Management in Agriculture .....	3
- AG	Any Agriculture Electives .....	6
<b>• Spring Quarter</b>		
- AG	Any Agriculture Electives .....	9

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- AG	Any Agriculture Electives .....	9
<b>• Winter Quarter</b>		
- BA 226	Business Law I .....	3
- HPE 120	First Aid & CPR.....	2
- CSS 217	Pesticide Safety and Use .....	1
- AG	Any Agriculture Elective .....	2
<b>• Spring Quarter</b>		
- HPE 295	Health & Fitness for Life .....	3
- AG 201	Current Issues in Agriculture .....	1
- AG	Any Agriculture Electives .....	4

## General Agriculture (Teacher Prep)

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO OREGON STATE UNIVERSITY

**Department:** Agriculture

**Advising:** Sandra Porter (541) 881-5969

This degree fulfills the general education block transfer to Oregon State University. A minimum of 96 transfer credits and a minimum **grade point average of 2.0** are needed to graduate. Oregon universities require students graduating high school after 1997 to have either two years high school or two terms college second language at entry.

The following courses are recommended for students interested in pursuing a degree in General Agriculture (Teacher Prep) at Oregon State University and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at Oregon State University.

### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS):

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 105 Contemporary Mathematics

### DISTRIBUTION REQUIREMENTS (27 CREDITS)

- **Arts and Letters - Choose one class from each of the following two areas:**
  - **Literature and Arts:**
    - ART 101 Intro to Art
    - ENG 104, 105, 106 Intro to Literature
    - ENG 253, 254, 255 Survey of American Literature
    - MUS 201, 202, 203 Intro to Music & Its Literature
  - **Western Culture:**
    - ENG 253, 254, 255 Survey of American Literature
    - HIST 101, 102, 103 History of Western Civilization
    - HIST 201, 202, 203 History of the United States
- **Social Sciences:**
  - **Social Process - All classes listed are required:**
    - ECON 201, 202 Principles of Economics: Micro/Macro
  - **Social Science: Choose one class from this area:**
    - PSYC 201, 202 General Psychology
    - SOC 204, 206 General Sociology

- **Science/Math/Physical Science - Choose three classes with at least one class from each area:**
  - **Biological Science:**
    - BIOL 101, 102, 103 General Biology
  - **Physical Science:**
    - CHEM 121, 122, 123 General Chemistry
    - GEOL 201, 202 Physical Geology
    - PHYS 201, 202, 203 General Physics
    - AND
    - HPE 295 Health & Fitness for Life

### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

### RECOMMENDED COURSES FOR GENERAL AGRICULTURE-TEACHER PREP EMPHASIS (56 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG 111	Agriculture Computers .....	3
- AG 207	Agriculture Seminar .....	1
- ANS 216	Beef Pregnancy Testing .....	3
- ANS 121	Intro to Animal Science.....	3
- ANS 122	Intro to Animal Science Operations.....	1
• <b>Winter Quarter</b>		
- ANS 211	Applied Animal Nutrition .....	3
- AREC 211	Management in Agriculture .....	4
- AG	Any Agriculture Elective .....	3
• <b>Spring Quarter</b>		
- AREC 221	Marketing in Agriculture .....	3
- AG	Any Agriculture Electives .....	6

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- ANS 200	Livestock Skills .....	3
- CSS 205	General Soils .....	3
- AG	Any Agriculture Elective .....	3
• <b>Winter Quarter</b>		
- AG 212	Engine Theory Operations .....	3
- BA 226	Business Law I .....	3
- AET 211	Engineering Problems.....	3
• <b>Spring Quarter</b>		
- CSS 200	Principles of Crop Science .....	4
- AG 221	Metals and Welding .....	3
- AG 201	Current Issues in Agriculture .....	1

## Ranch Animal Technician

### CAREER PATHWAY CERTIFICATE

**Department:** Agriculture

**Advising:** Sandra Porter (541) 881-5969

This career pathway certificate prepares students for entry level work as a customer service/sales representative or general ranch worker with focus on the animal science and ranching industry.

All courses in this certificate may be applied to the Ranch Management Associate of Applied Science Degree. A minimum **grade point average of 2.0** is needed to obtain the certificate.

### DUAL CREDIT (2+2)

Students will receive credit for agriculture classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

### LEARNING OUTCOMES

Students who complete the certificate will be prepared to:

- Demonstrate proper use of ten common pieces of livestock handling/care equipment.
- Keep and analyze record keeping system to make sound management decisions.
- Identify and use five successful marketing systems for farm and ranch products.
- Identify and implement livestock breeding program using genetic improvement principles, artificial insemination, and pregnancy testing.
- Develop a feeding program for specific species of livestock satisfying nutrition requirements for appropriate growth phase.

### REQUIRED COURSES FOR RANCH ANIMAL TECHNICIAN (24 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- ANS 121	Intro to Animal Science.....	3
- ANS 122	Intro to Animal Science Operations.....	1
- ANS 216	Beef Pregnancy Testing .....	3
• <b>Winter Quarter</b>		
- ANS 201	Beef Quality Assurance .....	2
- ANS 211	Applied Animal Nutrition .....	3
- ANS 215	Beef/Dairy Cattle Production .....	3
- AG 111	Agriculture Computers .....	3
• <b>Spring Quarter</b>		
- ANS 210	Feed and Ration Formulation .....	3
- ANS 217	Artificial Insemination .....	3

**Total Number of Credits in Certificate .....24**

# RANCH MANAGEMENT

## Associate of Applied Science Degree

### Ranch Management

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Agriculture  
**Advising:** Sandra Porter (541) 881-5969

#### PROGRAM OVERVIEW

This program prepares students for a wide variety of careers in Ranch Management, including manager of a small ranch, ranch hand, feedlot operator, brand inspector, and artificial inseminator. The program combines theory with practical skills needed for daily cattle operations. Students will learn the foundations of farm business and animal science as well as have hands-on experience working with ranch livestock.

**This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution. A minimum of 90 credits and a minimum grade point average of 2.0 are needed to graduate.**

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, AG 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for agriculture classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### LEARNING OUTCOMES

Students who complete the two-year Associate of Applied Science degree program will be prepared to:

- Demonstrate proper use of ten common pieces of livestock handling/care equipment.
- Keep and analyze record keeping system to make sound management decisions.
- Identify and use five successful marketing systems for farm and ranch products.
- Identify and implement livestock breeding program using genetic improvement principles, artificial insemination, and pregnancy testing.
- Develop a feeding program for specific species of livestock satisfying nutrition requirements for appropriate growth phase.
- Select and implement an appropriate record keeping system that satisfies state and federal requirements.
- Develop and implement ranch or farm conservation plan based on soil series, grazing management and irrigation methods.

#### RELATED EDUCATION REQUIREMENTS (10 credits)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 101 Technical Writing
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (4 credits)**
  - PSYCH 101 Psychology of Human Relationships
  - INED 156 Employment Strategies

#### ELECTIVES (9 CREDITS)

Students should meet with their advisor for a list of suggested electives.

#### REQUIRED COURSES FOR RANCH MANAGEMENT (71 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- ANS 231	Intro to Livestock Evaluation .....	2
- ANS 200	Livestock Skills .....	3
- AET 221	Shop Skills .....	3
- AG 207	Agriculture Seminar .....	1
- ANS 121	Intro to Animal Science .....	3
- ANS 122	Intro to Animal Science Operations .....	1
- ANS 216	Beef Pregnancy Testing .....	3
<b>• Winter Quarter</b>		
- ANS 211	Applied Animal Nutrition .....	3
- ANS 215	Beef/Dairy Cattle Production .....	3
- AG 111	Agriculture Computers .....	3
- ANS 240	Intro to Ultrasound Technology .....	2
- HPE 120	First Aid & CPR .....	2
<b>• Spring Quarter</b>		
- ANS 210	Feed and Ration Formulation .....	3
- ANS 217	Artificial Insemination .....	3
- AREC 221	Marketing in Agriculture .....	3
- AG 280	Work Experience .....	1

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- AREC 210	Farm Business Management .....	3
- ANS 278	Principles of Animal Breeding .....	3
- CSS 205	General Soils .....	3
- AG 280	Work Experience .....	1
<b>• Winter Quarter</b>		
- ANS 250	Intro to Meat Science .....	3
- ANS 201	Beef Quality Assurance .....	2
- AREC 211	Management in Agriculture .....	4
- CSS 210	Forage Production .....	3
- CSS 240	Intro to Noxious Weeds .....	3
<b>• Spring Quarter</b>		
- AG 201	Current Issues in Agriculture .....	1
- AREC 201	Agriculture Accounting .....	3
- AG 280	Work Experience .....	1
- ANS 224	Purebred Herd Improvement .....	2

**Total Number of Credits in Degree .....90**

## Soil Science

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO OREGON STATE UNIVERSITY

**Department:** Agriculture  
**Advising:** Sandra Porter (541) 881-5969

This degree fulfills the general education block transfer to Oregon State University. A minimum of 96 transfer credits and a minimum **grade point average of 2.0** are needed to graduate. Oregon universities require students graduating high school after 1997 to have either two years high school or two terms college second language at entry.

The following courses are recommended for students interested in pursuing a degree in Soil Science at Oregon State University and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at Oregon State University.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (3 credits)**
  - WR 121 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (39 CREDITS)

- **Arts and Letters/Social Sciences - Choose one class from each area and two additional classes from different areas for a total of five classes:**
  - **Literature and Arts:**
    - ART 101 Introduction to Visual Arts
    - ENG 104, 105, 106 Intro to Literature
    - ENG 253, 254, 255 Survey of American Literature
    - MUS 201, 202, 203 Intro to Music & Its Literature
  - **Western Culture:**
    - ENG 253, 254, 255 Survey of American Literature
    - HIST 101, 102, 103 History of Western Civilization
    - HIST 201, 202, 203 History of the United States
  - **Social Processes:**
    - ECON 201, 202 Principles of Economics: Micro/Macro
    - PSYC 201, 202 General Psychology
    - SOC 204, 205 General Sociology
- **Science/Math/Computer Science - All classes listed are required:**
  - BIOL 211, 212, 213 College Biology
  - CHEM 121, 122, 123 General Chemistry
  - AND
  - HPE 295 Health & Fitness for Life

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR SOIL SCIENCE EMPHASIS (44 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG 111	Agriculture Computers .....	3
- AG 207	Agriculture Seminar .....	1
- CSS 205	General Soils .....	3
• <b>Winter Quarter</b>		
- CSS 210	Forage Production .....	3
- AG	Any Agriculture Elective .....	3
• <b>Spring Quarter</b>		
- CSS 200	Principles of Crop Science .....	4
- AG	Any Agriculture Elective .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- AG	Any Agriculture Electives .....	6
- NATR 241	Intro to Range Management.....	4
• <b>Winter Quarter</b>		
- CSS 217	Pesticide Safety and Use .....	1
- ANS 211	Applied Animal Nutrition .....	3
- AG	Any Agriculture Elective .....	3
• <b>Spring Quarter</b>		
- AG 201	Current Issues in Agriculture .....	1
- AG	Any Agriculture Electives .....	6

# PRE-ARCHITECTURE

## Recommended First Year College Transfer Coursework

### Pre-Architecture Emphasis

#### RECOMMENDED FIRST YEAR

#### COLLEGE TRANSFER COURSEWORK

**Department:** Fine and Performing Arts

**Department Chair:** Robin Jackson (ext. 270)

**Advising:** Robin Jackson (ext. 270)

The following courses are recommended for students interested in pursuing an Architecture degree at a four-year college or university.

**Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** to identify and contact an advisor at their chosen transfer institution. Computer aided design and drafting courses may also be helpful for the architecture student.

The architecture major requires specialized courses. Students wishing to pursue a degree in architecture should plan on transferring after their freshman year to a four-year institution that has an architecture program.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### RECOMMENDED COURSES FOR PRE-ARCHITECTURE EMPHASIS

The following courses may be used to complete some distribution requirements.

- ART 115 Basic Design
- ART 131, 132, 133 Beginning and Intermediate. Drawing
- HIST 101, 102, 103 History of Western Civilization
- MATH 112 Elementary Functions
- MATH 113 Analytic Geometry/Pre-Calculus
- PHYS 201, 202 General Physics

Students who are calculus-ready are encouraged to take MATH 251, 252, and 253 and calculus-based physics.



## Art Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Fine and Performing Arts

**Department Chair:** Ted Fink (ext. 5872)

**Advising:** Robin Jackson (ext. 5871); Ted Fink (ext. 5872)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Art at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- Writing Skills (6 credits)
  - WR 121, 122 English Composition
- Oral Communications (3 credits)
  - SP 111 Fundamentals of Speech **or**
  - SP 219 Small Group Discussion
- Mathematics (4 credits)
  - MATH 105 Contemporary Mathematics **or**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some of the recommended Art emphasis courses fulfill a portion of the distribution requirements.

#### RECOMMENDED ELECTIVE FOR ART (3 CREDITS)

- ART 199 Special Studies, selected topics in Ceramics, Photography, Drawing, or Design.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

### RECOMMENDED COURSES FOR ART EMPHASIS

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- ART 115 *	Basic Design .....	3
- ART 116*	Basic Design .....	3
- ART 117*	Basic Design .....	3
- ART 101*	Intro to Art .....	3
- ART 131*	Beginning Drawing .....	3
- ART 132*	Intermediate Drawing .....	3
- ART 133*	Advanced Drawing .....	3
- ART 261*	Beginning Photography.....	3
- ART 265*	Beginning Digital Photography .....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
- ART 181*	Beginning Painting .....	3
- ART 199	Special Studies .....	3
- ART 204*	History of Western Art /Ancient .....	3
- ART 205*	History of Western Art /Renaissance.....	3
- ART 206*	History of Western Art /Modern .....	3
- ART 253*	Ceramics I .....	3
- ART 254*	Ceramics II .....	3
- ART 255*	Ceramics III .....	3
- ART 256*	Ceramics IV (Raku).....	3
- ART 266*	Inter. Digital Photography .....	3

\* Indicates course is on the distribution list . See page 31 for guidelines.

# BIOLOGICAL SCIENCE

## Associate of Arts Transfer Degree

### Biological Science Emphasis

**BIOLOGY, BOTANY, ZOOLOGY,  
OR MICROBIOLOGY EMPHASIS  
ASSOCIATE OF ARTS TRANSFER DEGREE**

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Dr. Marie Strunk (ext. 5984); Kerby Winters (ext. 5985); Arwyn Larson (ext. 5981); Cindy Feibert (ext. 5986)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Biology, Botany, Zoology or Microbiology at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Sciences, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some of the recommended Biology emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

### RECOMMENDED COURSES FOR BIOLOGY, BOTANY, ZOOLOGY, MICROBIOLOGY EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BIOL 211*	Biology.....	5
- CHEM 221*	College Chemistry.....	5
- MATH 111	College Algebra.....	4
• <b>Winter Quarter</b>		
- BIOL 212*	Biology.....	5
- CHEM 222*	College Chemistry.....	5
- MATH 112*	Elementary Functions.....	4
• <b>Spring Quarter</b>		
- BIOL 213*	Biology.....	5
- CHEM 223*	College Chemistry.....	5
- MATH 113*	Pre-Calculus.....	4

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 251*	Calculus I.....	5
- PHYS 201*	General Physics.....	4
• <b>Winter Quarter</b>		
- BIOL 234*	Microbiology.....	4
- PHYS 202*	General Physics.....	4
- MATH 252*	Calculus II.....	5
• <b>Spring Quarter</b>		
- PHYS 203*	General Physics.....	4
- MATH 253*	Calculus III.....	5

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Business Administration At A Glance

Students interested in careers in business, management, or accounting can pursue several different educational options, depending on the student's career goals. Students may see a business administration program advisor for assistance in determining the option that best meets the student's needs.

**Advising:** Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5895

### ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

Students wishing to directly enter the workforce after their educational experience at TVCC should consider either a two year Associate of Applied Science Degree or a one year certificate program. These options are not designed to transfer to four year institution, although some individual courses are transferable. Students wishing to transfer coursework should work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

*Business Management*

#### CERTIFICATES

*Applied Accounting Specialist*

(All courses apply to the Business Management Accounting Option Associate of Applied Science Degree)

*Retail Management*

(All courses apply to the Business Management Associate of Applied Science Degree)

### TRANSFER DEGREES

#### ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree is a block-transfer intended to prepare students for transfer to a baccalaureate business program at an institution in the Oregon University System. On completion students will have met all general education requirements and will have completed core lower-division business courses. The degree guarantees junior standing for registration purposes, but it does not guarantee admittance to a business/school/ program major. Students who transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.

#### ASSOCIATE OF ARTS OREGON TRANSFER DEGREE

Students interested in pursuing an Associate of Arts degree in Business Administration or Accounting at a four-year college or university are encouraged to complete the requirements for the Associate of Arts Oregon Transfer (AAOT) degree. Upon completion students will have met all lower-division general education requirements and have completed core lower-division business courses at public universities in Oregon and Idaho. The degree guarantees junior standing for registration purposes, but it does not guarantee admission to the business school/program major. Students who wish to transfer are encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.

#### ASSOCIATE OF ARTS OREGON TRANSFER DEGREES

*Business Administration*

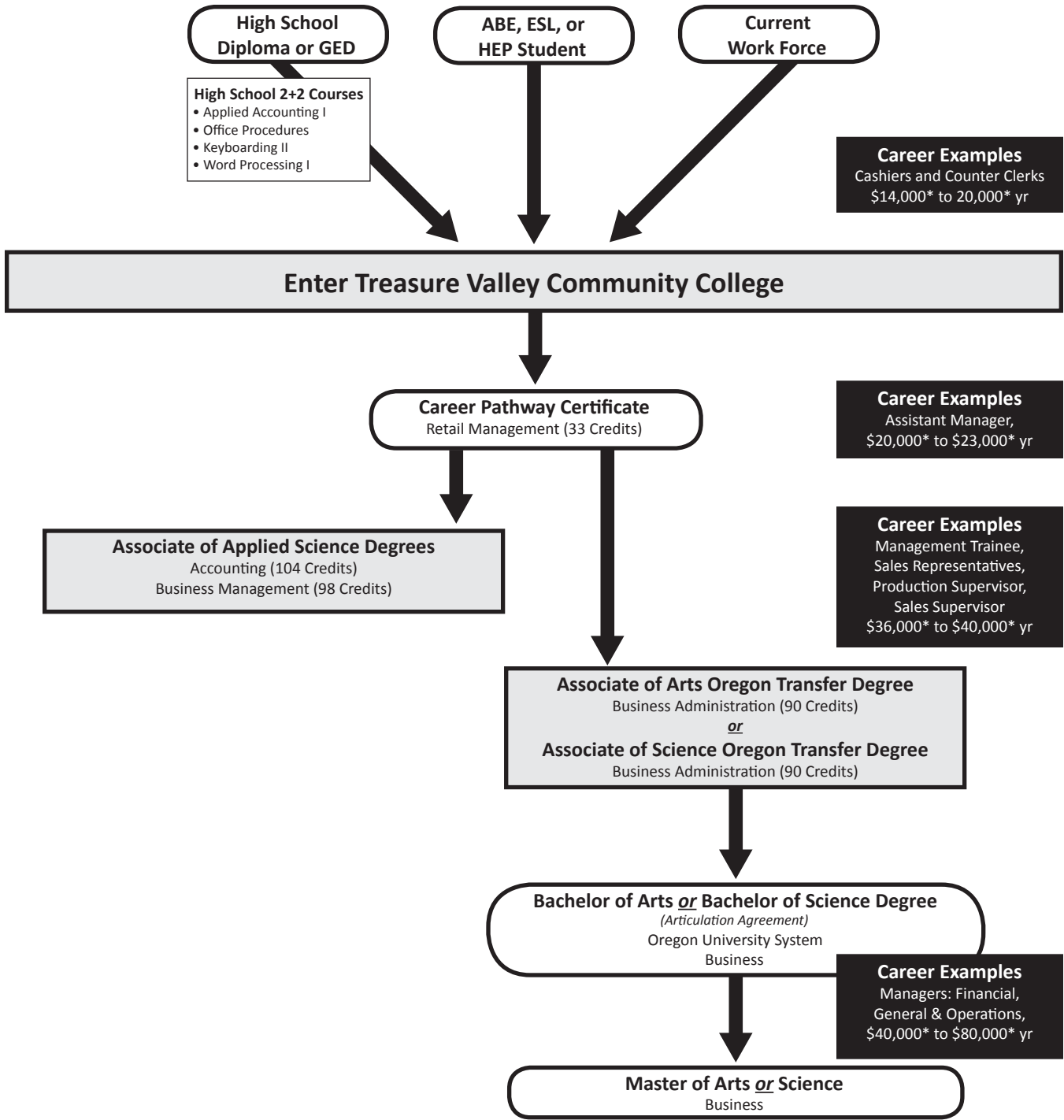
*Business Administration Accounting Emphasis*

## Business Pathway Options

Department: Business

Department Chair: Dr. Wes Tucker (541) 881-5897

Advising: Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5895



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

# APPLIED ACCOUNTING SPECIALIST

## *Certificate of Completion*

## Applied Accounting Specialist CERTIFICATE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5894

The Applied Accounting Specialist certificate prepares students for a variety of entry-level positions in the accounting field. All courses in this certificate may be applied to the Business Management-Accounting Option Associate of Applied Science degree. A minimum **grade point average of 2.0** is required to obtain the certificate.

### DUAL CREDIT (2+2)

Students will receive credit for business classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

### LEARNING OUTCOMES

Students who complete certificate will be prepared to:

- Compose grammatically correct, well-organized written and oral business presentations.
- Apply appropriate mathematical skills for business problem solving.
- Utilize applied technology to support business functions.
- Listen to and accurately assess responses of customers and coworkers within diverse cultural contexts.
- Apply ethical and legal laws and regulations in solving business problems.

### RELATED EDUCATION REQUIREMENTS (16 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (9 credits)**
  - WR 121 English Composition
  - BA 214 Business Communications
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Computation Skills (4 credits)**
  - BA 104 Business Math
- **Human Relations Skills (3 credit)**
  - BA 204 Teamwork Dynamics

### REQUIRED COURSES FOR APPLIED ACCOUNTING SPECIALIST CERTIFICATE (42 CREDITS\*)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BA 131	Intro to Business Computing .....	4
- BA 200	Applied Accounting I <u>or</u>	
- BA 211	Principles of Accounting I .....	4
- BA 104	Business Math .....	4
- BA 215	Cost Accounting .....	3
- BA 204	Teamwork Dynamics.....	3
<b>• Winter Quarter</b>		
- CS 125 SS	Spreadsheet Applications .....	4
- BA 201	Applied Accounting II <u>or</u>	
- BA 212	Principles of Accounting II .....	4
- BA 256	Income Tax Procedures .....	3
- BA 228	Computer-Assisted Accounting.....	3
<b>• Spring Quarter</b>		
- BA 214	Business Communications .....	3
- BA 202	Applied Accounting III <u>or</u>	
- BA 213	Principles of Accounting III .....	4
- BA 240	Fund Accounting .....	3
- OA 201	Word Processing I .....	3
<b>• Summer Quarter</b>		
- BA 230	Payroll Accounting .....	3
- BA 236	Computer Accounting II .....	3

\* Does not include Related Education Requirements BA 104, 204, and 214

**Total Number of Credits in Certificate .....58**

# BUSINESS ADMINISTRATION

## Associate of Science Transfer Degree

### Business Administration

#### ASSOCIATE OF SCIENCE TRANSFER DEGREE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5895

This is a statewide block-transfer degree intended to prepare students for transfer into a baccalaureate business program at an Oregon University System (OUS) institution. On completion, students will have met all lower-division general education requirements and will have completed core lower-division business courses. The degree guarantees junior standing for registration purposes, but it does not guarantee admission to a business school/program at an OUS campus. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

Oregon universities require students seeking an Associate of Science degree have the equivalent of one year of college-level work in mathematics and each course must be passed with a P (pass) or a C- or better.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses. Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 112 Persuasive Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (36 CREDITS)

Students are referred to page 32 for a list of courses and guidelines that fulfill distribution requirements.

- **Arts and Letters (12 credits)**
  - Choose four classes from at least two disciplines.
- **Social Science (12 credits)**
  - ECON 201\*, 202\*, 203\* Principles of Economics
- **Science/Math/Computer Science (12 credits)**
  - Biological or Physical Science with labs

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### AS/OT REQUIREMENTS FOR SPECIFIC COLLEGES

Each OUS school has different requirements for their Business program. Students are **strongly advised to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution early in their program.

#### REQUIRED COURSES FOR BUSINESS ADMINISTRATION

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 101*	Intro to Business .....	4
- BA 131	Intro to Business Computing .....	4
- MATH 111	College Algebra .....	4
• <b>Winter Quarter</b>		
- BA 214	Business Communications .....	3
- BA 226*	Business Law I .....	3
- MATH 243	Probability and Statistics.....	4
• <b>Spring Quarter</b>		
- BA 227	Business Law II.....	3
- CS 125 SS	Spreadsheet Applications .....	4
- MATH 244	Probability and Statistics.....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 211*	Principles of Accounting I .....	4
• <b>Winter Quarter</b>		
- BA 212*	Principles of Accounting II .....	4
• <b>Spring Quarter</b>		
- BA 213*	Principles of Accounting III .....	4

\*BA 101, 211, 212, 213, 226 and ECON 201, 202, 203 must be completed with a "C" grade or better.

## Business Administration Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5895

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Business Administration at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

Oregon universities require students seeking an Associate of Arts degree to have either two years high school or two terms college second language.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Business Administration and Accounting emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### ELECTIVES (TO TOTAL 90 CREDITS)

Note: Courses used to fulfill foundation skills requirements may not be used as electives.

#### RECOMMENDED COURSES FOR BUSINESS ADMINISTRATION EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BA 101*	Intro to Business .....	4
- BA 131	Intro to Business Computing .....	4
- MATH 111	College Algebra .....	4
<b>• Winter Quarter</b>		
- BA 214	Business Communications .....	3
- BA 226*	Business Law I .....	3
- MATH 243	Intro to Probability and Statistics .....	4
<b>• Spring Quarter</b>		
- BA 227	Business Law II .....	3
- CS 125 SS	Spreadsheet Applications .....	4
- MATH 244	Intro to Probability and Statistics .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BA 211*	Principles of Accounting I .....	4
- ECON 201	Principles of Economics: Micro. ....	3
<b>• Winter Quarter</b>		
- BA 212*	Principles of Accounting II .....	4
- ECON 202	Principles of Economics: Macro. ....	3
<b>• Spring Quarter</b>		
- BA 213*	Principles of Accounting III .....	4
- ECON 203	Principles of Economics: Economics Issues .....	3

\* BA 101, 211, 212, 213, 226 must be completed with a grade of "C" or better.

# BUSINESS ADMINISTRATION ACCOUNTING EMPHASIS

## Associate of Arts Transfer Degree

### Business Administration

### Accounting Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5895

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Business Administration or Accounting at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

Oregon universities require students seeking an Associate of Arts degree to have either two years high school or two terms college second language.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Business Administration and Accounting emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### ELECTIVES (TO TOTAL 90 CREDITS)

Note: Courses used to fulfill foundation skills requirements may not be used as electives.

#### RECOMMENDED COURSES FOR BUSINESS ADMINISTRATION ACCOUNTING EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 101*	Intro to Business .....	4
- BA 131	Intro to Business Computing .....	4
- MATH 111	College Algebra .....	4
• <b>Winter Quarter</b>		
- BA 214	Business Communications .....	3
- BA 226*	Business Law I .....	3
- MATH 243	Intro to Probability and Statistics .....	4
• <b>Spring Quarter</b>		
- BA 227	Business Law II .....	3
- CS 125 SS	Spreadsheet Applications .....	4
- MATH 244	Intro to Probability and Statistics .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 211*	Principles of Accounting I .....	4
- ECON 201	Principles of Economics: Micro. ....	3
• <b>Winter Quarter</b>		
- BA 212*	Principles of Accounting II .....	4
- ECON 202	Principles of Economics: Macro. ....	3
• <b>Spring Quarter</b>		
- BA 213*	Principles of Accounting III .....	4
- ECON 203	Principles of Economics: Economics Issues .....	3

\*BA 101, 211, 212, 213, 226 must be completed with a grade of "C" or better.



## Business Management

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5895

#### PROGRAM OVERVIEW

This degree prepares students for a wide variety of careers in business management. Entry level positions include management trainee, customer service, retail/wholesale/manufacturing sales representative, and positions in general business.

**This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.** A minimum of **90 credits** and a minimum **grade point average of 2.0** are needed to graduate with a degree.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, BA 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for business classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### LEARNING OUTCOMES

Students who complete the Associate of Applied Science degree program will be prepared to:

- Compose grammatically correct, well-organized written and oral business presentations.
- Apply appropriate mathematical skills for business problem solving.
- Analyze business information presented in a variety of formats such as tables, lists, and figures.
- Listen to and accurately assess responses of customers and coworkers within diverse cultural contexts.
- Utilize applied technology to support business functions.
- Use critical and creative thinking skills to solve business problems.
- Apply ethical and legal business laws and regulations in solving business problems.
- Appraise differences among global economic systems.

#### RELATED EDUCATION REQUIREMENTS (16 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (9 credits)**
  - WR 121 English Composition

- BA 214 Business Communications
- SP 111 Fundamentals of Speech or
- SP 219 Small Group Discussion
- **Computation Skills (4 credits)**
  - BA 104 Business Math
- **Human Relations Skills (3 credit)**
  - BA 204 Teamwork Dynamics

#### ELECTIVES (5 CREDITS)

Students should meet with their advisor for a list of suggested electives.

#### REQUIRED COURSES FOR BUSINESS MANAGEMENT (69 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 101	Intro to Business .....	4
- BA 131	Intro to Business Computing .....	4
- BA 200	Applied Accounting I <u>or</u>	
- BA 211	Principles of Accounting I .....	4
- BA 104	Business Math .....	4
• <b>Winter Quarter</b>		
- BA 223	Principles of Marketing.....	3
- CS 125 SS	Spreadsheet Applications .....	4
- BA 201	Applied Accounting II <u>or</u>	
- BA 212	Principles of Accounting II .....	4
- BA 255	Personnel Supervision .....	3
• <b>Spring Quarter</b>		
- BA 206	Principles of Management.....	3
- BA 214	Business Communications .....	3
- BA 202	Applied Accounting III <u>or</u>	
- BA 213	Principles of Accounting III .....	4
- BA 203	International Business .....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 204	Teamwork Dynamics .....	3
- BA 153	Critical/Creative Thinking .....	3
- BA 249	Retail Management .....	3
- ECON 201	Principles of Economics/Micro <u>or</u>	
- ECON 202	Principles of Economics/Macro .....	3
• <b>Winter Quarter</b>		
- BA 226	Business Law I .....	3
- BA 280	Cooperative Work Experience .....	2
- OA 201	Word Processing I .....	3
- CS 125 A	Database Applications .....	4
- BA 239	Principles of Advertising .....	3
• <b>Spring Quarter</b>		
- BA 227	Business Law II .....	3
- BA 250	Small Business Management.....	3
- BA 243	Consumer Behavior .....	3

**Total Number of Credits in Degree .....90**

# BUSINESS MANAGEMENT ACCOUNTING OPTION

## Associate of Applied Science Degree

### Business Management Accounting Option

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

Department: Business

Department Chair: Dr. Wes Tucker (541) 881-5897

Advising: Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5895

#### PROGRAM OVERVIEW

This program prepares students for a variety of careers in accounting. Successful graduates of this program may secure entry level positions as bookkeepers or accounting clerks in payroll or accounts payable and accounts receivable.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution. A minimum of 90 credits and a minimum grade point average of 2.0 are needed to graduate with a degree.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, BA 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for business classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### LEARNING OUTCOMES

Students who complete the Business Management Accounting Option Associate of Applied Science degree program will be prepared to:

- Compose grammatically correct, well-organized written and oral business presentations.
- Apply appropriate mathematical skills for business problem solving.
- Analyze business information presented in a variety of formats such as tables, lists, and figures.
- Listen to and accurately assess responses of customers and coworkers within diverse cultural contexts.
- Utilize applied technology to support business functions.
- Use critical and creative thinking skills to solve business problems.
- Apply ethical and legal business laws and regulations in solving business problems.
- Appraise differences among global economic systems.

#### RELATED EDUCATION REQUIREMENTS (16 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (9 credits)**
  - WR 121 English Composition
  - BA 214 Business Communications
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Computation Skills (4 credits)**
  - BA 104 Business Math
- **Human Relations Skills (3 credit)**
  - BA 204 Teamwork Dynamics

#### ACCOUNTING ELECTIVES (6 CREDITS)

- BA 230 Payroll Accounting ..... 3
- BA 236 Computer Assisted Accounting II ..... 3

#### REQUIRED COURSES FOR BUSINESS MANAGEMENT ACCOUNTING OPTION (72 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 101	Intro to Business .....	4
- BA 131	Intro to Business Computing .....	4
- BA 200	Applied Accounting I <u>or</u>	
- BA 211	Principles of Accounting I .....	4
• <b>Winter Quarter</b>		
- BA 223	Principles of Marketing.....	3
- CS 125 SS	Spreadsheet Applications .....	4
- BA 201	Applied Accounting II <u>or</u>	
- BA 212	Principles of Accounting II .....	4
- BA 256	Income Tax Procedures .....	3
• <b>Spring Quarter</b>		
- BA 202	Applied Accounting III <u>or</u>	
- BA 213	Principles of Accounting III .....	4
- BA 228	Computer-Assisted Accounting.....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 153	Critical/Creative Thinking .....	3
- BA 215	Cost Accounting .....	3
- OA 201	Word Processing I .....	3
- ECON 201	Principles of Economics/Micro <u>or</u>	
- ECON 202	Principles of Economics/Macro .....	3
• <b>Winter Quarter</b>		
- BA 226	Business Law I .....	3
- BA 203	International Business .....	3
- BA 280	Cooperative Work Experience .....	2
- CS 125A	Database Applications .....	4
- BA 255	Personnel Supervision .....	3
• <b>Spring Quarter</b>		
- BA 227	Business Law II .....	3
- BA 206	Principles of Management .....	3
- BA 250	Small Business Management .....	3
- BA 240	Fund Accounting .....	3

**Total Number of Credits in Degree .....94**

## Retail Management CAREER PATHWAY CERTIFICATE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Dr. Wes Tucker (541) 881-5897; Kent Banner (541) 881-5895

The Retail Management certificate prepares students for leadership responsibilities in a retail organization. Students may own and/or operate small retail firms or work for larger retail firms. Duties may include marketing, managing finances, supervising employees, purchasing goods and services, and monitoring sales transactions.

The Retail Management Certificate is endorsed by the Western Association of Food Chains (WAFC).

All courses in this certificate may be applied to the Business Management Associate of Applied Science degree. A minimum **grade point average of 2.0** is required to obtain the certificate.

### LEARNING OUTCOMES

Students who complete the less-than-one-year certificate will be prepared to:

- Demonstrate effective oral and written skills appropriate in retail management environment.
- Utilize critical thinking skills to solve retail business problems
- Perform essential retail sales computations, using appropriate technology and applications.
- Demonstrate the ability to assess and develop business strategies in response to consumer needs and market changes.

### REQUIRED COURSES FOR THE RETAIL MANAGEMENT CERTIFICATE OF COMPLETION (33 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence. (All courses are offered Online.)

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BA 249	Retail Management .....	3
- BA 104	Business Math .....	4
- BA 206	Principles of Management.....	3
<b>• Winter Quarter</b>		
- BA 223	Principles of Marketing.....	3
- BA 255	Personnel Supervision .....	3
- BA 131	Intro to Business Computing .....	4
- BA 211	Principles of Accounting I <b>OR</b>	
- BA 200	Applied Accounting I.....	4
<b>• Spring Quarter</b>		
- BA 214	Business Communications .....	3
- BA 204	Teamwork Dynamics.....	3
- SP 111	Fundamentals of Speech .....	3

**Total Number of Credits in Certificate .....33**

### Chemistry Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Dr. Marie Strunk (ext 5984); Rick Reynolds (ext. 5982)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Chemistry at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Chemistry emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR CHEMISTRY EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CHEM 221*	College Chemistry .....	5
- MATH 111	College Algebra .....	4
- BIOL 211*	Biology .....	5
• <b>Winter Quarter</b>		
- CHEM 222*	College Chemistry .....	5
- MATH 112*	Elementary Functions .....	4
• <b>Spring Quarter</b>		
- CHEM 223*	College Chemistry .....	5
- MATH 113*	Pre-Calculus .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 251*	Calculus I.....	5
- PHYS 211*	Classical Physics I .....	5
• <b>Winter Quarter</b>		
- MATH 252*	Calculus II.....	5
- PHYS 212*	Classical Physics II .....	5
• <b>Spring Quarter</b>		
- MATH 253*	Calculus III.....	5
- PHYS 213*	Classical Physics III .....	5

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Pre-Chiropractic Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Dr. Marie Strunk (ext. 5984); Kerby Winters (ext. 5985);  
Arwyn Larson (ext. 5981)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a Chiropractic degree at a four-year college or university and include all requirements for the Associate of Arts (AOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Pre-Chiropractic emphasis course fulfill a portion of the distribution requirements.

#### RECOMMENDED DISTRIBUTION LIST ELECTIVES FOR PRE-CHIROPRACTIC (9 CREDITS)

- PSYC 201, 202, 203 General Psychology

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR PRE-CHIROPRACTIC EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BIOL 211*	Biology .....	5
- CHEM 221*	College Chemistry .....	5
- MATH 111	College Algebra .....	4
<b>• Winter Quarter</b>		
- BIOL 212*	Biology .....	5
- CHEM 222*	College Chemistry .....	5
- MATH 112*	Elementary Functions .....	4
<b>• Spring Quarter</b>		
- BIOL 213*	Biology .....	5
- CHEM 223*	College Chemistry .....	5
- FNUT 225*	Nutrition .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- CHEM 227	Organic Chemistry .....	5
- PHYS 201*	General Physics I .....	4
<b>• Winter Quarter</b>		
- CHEM 228	Organic Chemistry .....	5
- PHYS 202*	General Physics II .....	4
<b>• Spring Quarter</b>		
- CHEM 229	Organic Chemistry .....	5
- PHYS 203*	General Physics III .....	4

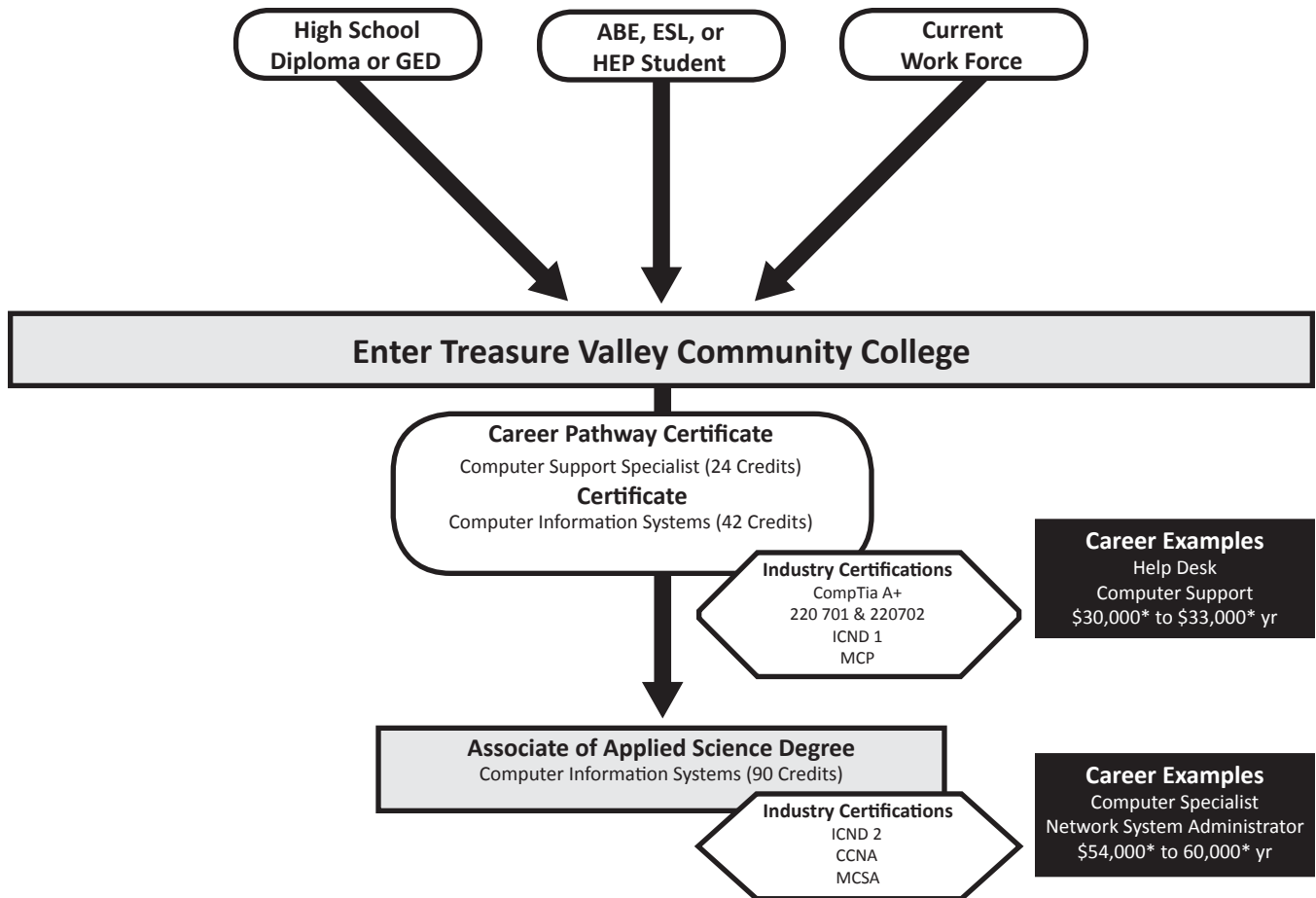
\* Indicates course is on the distribution list. See page 31 for guidelines.

### Computer Information Systems Career Pathway Options

Department: Business

Department Chair: Dr. Wes Tucker (541) 881-5897

Advising: Dustin Mason (541) 881-5898



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

## Computer Information Systems CERTIFICATE

**Department:** Business  
**Department Chair:** Dr. Wes Tucker (541) 881-5897  
**Advising:** Dustin Mason (541) 881-5898

The Computer Information Systems certificate prepares students for a variety of entry-level positions in the computer field including call center technician or desktop technician. The program combines hands-on learning and campus labs and dynamic web-based instruction. Students completing the certificate are prepared to sit for the COMP TIA A+ certification exam.

All courses in this certificate may be transferred into the Computer Information Systems Associate of Applied Science degree. A minimum **grade point average of 2.0** is required to obtain the certificate.

### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, CIS 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

### LEARNING OUTCOMES

Students who complete the certificate will be prepared to:

- Demonstrate the ability to analyze an existing network configuration and implement a new configuration to improve network performance.
- Interact professionally with end users, including assessing and prioritizing end user requests, writing clear, succinct directions for end user training, and writing end user documentation.
- As a technician, demonstrate the ability to work effectively in a team environment.
- Pass CompTia A+ industry standardized test
- Pass ICND1 Cisco industry standardized test #640-280.
- Pass MCDST Microsoft industry standardized test #70-271.

### RELATED EDUCATION REQUIREMENTS (12 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 115 Intro to College Writing
- **Computation Skills (5 credits)**
  - MATH 70 (or above) Algebra Review
- **Human Relations Skills (4 credits)**
  - BA 204 Teamwork Dynamics
  - INED 156 Employment Strategies

### REQUIRED COURSES FOR COMPUTER INFORMATION SYSTEMS CERTIFICATE (30 CREDITS\*)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- CS 120	Computer Concepts.....	4
- CIS 140	Introduction to Operating Systems.....	4
- CIS 110	Information Technology Essentials .....	3
<b>• Winter Quarter</b>		
- CIS 101	Networking I: Home/Small Office.....	4
- CIS 195	Website Fundamentals .....	4
- CIS 111	Information Technology Essentials II .....	3
<b>• Spring Quarter</b>		
- CIS 225	End User Support.....	3
- CIS 102	Networking 2: Small/Medium Business.....	4
- CIS 280	Work Experience.....	1

\* Does not include Related Education Requirement BA 204

**Total Number of Credits in Certificate .....42**

# COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Degree

## Computer Information Systems ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Dustin Mason (541) 881-5898

### PROGRAM OVERVIEW

This program prepares students for work in a variety of computer related careers as desktop administrator, network analyst, network administrator, network engineer, WAN administrator, Server administrator, or SQL support specialist. TVCC is a registered academy for VMware, Cisco, and Microsoft, the leading technologies in the world of Information Systems. The program combines hands-on learning and campus labs and dynamic web-based instruction.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer course-work are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A minimum of **90 credits** and a minimum **grade point average of 2.0** are needed to graduate.

### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, CIS 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

### LEARNING OUTCOMES

Students who complete the degree will be prepared to:

- Demonstrate the ability to analyze an existing network configuration and implement a new configuration to improve network performance.
- Interact professionally with end users, including assessing and prioritizing end user requests, writing clear, succinct directions for end user training, and writing end user documentation.
- As a technician, demonstrate the ability to work effectively in a team environment.
- Pass ICNDI Cisco industry standardized test #640-280.
- Pass MCDST Microsoft industry standardized test #70-271.
- Design and configure a CISCO information structure with documentation to support the net work structure.
- Pass all the CCNA industry standardized tests.
- Pass all MCSA industry standardized tests.
- Pass all the A+ CompTia standardized tests.

### RELATED EDUCATION REQUIREMENTS (12 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 115 Intro to College Writing
- **Computation Skills (5 credits)**
  - MATH 95 (or above) Intermediate Algebra

- **Human Relations Skills (4 credits)**
  - BA 204 Teamwork Dynamics
  - INED 156 Employment Strategies

### REQUIRED COURSES FOR COMPUTER INFORMATION SYSTEMS (78 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CS 120	Computer Concepts .....	4
- CIS 140	Introduction to Operating Systems.....	4
- CIS 110	Information Technology Essentials .....	3
• <b>Winter Quarter</b>		
- CIS 101	Networking I: Home/Small Business.....	4
- CIS 195	Website Fundamentals .....	4
- CIS 111	Information Technology Essentials II .....	3
• <b>Spring Quarter</b>		
- CIS 225	End User Support.....	3
- CIS 280	Work Experience.....	2
- CIS 102	Networking 2: Small/Medium Business.....	4

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CIS 133 CS	C# Programming I .....	4
- CIS 240 W	Windows Server Operations.....	4
- CIS 103	Networking 3: Routing & Switching.....	4
- CS 125 A	Database Applications .....	4
- CIS 280	Work Experience.....	1
• <b>Winter Quarter</b>		
- CIS 234 N	Advanced C# Programming II.....	4
- CIS 240	Server Operating Systems.....	4
- CIS 104	Networking 4: Designing & Supporting. ....	4
- CIS 280	Work Experience.....	1
• <b>Spring Quarter</b>		
- CIS 276	Advance SQL .....	4
- CIS 241w	Server Administration.....	4
- CIS 244	Project Management: Analysis and Design .....	4
- CIS 284	Network Security .....	4
- CIS 280	Work Experience.....	1

**Total Number of Credits in Degree .....90**



## Computer Science

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science  
**Department Chair:** Dr. Marie Strunk (ext. 347)  
**Advising:** Dr. Marie Strunk (ext. 347); Dr. Rick Reynolds (ext. 325)

#### PROGRAM OVERVIEW

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Computer Science at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122 English Composition
  - WR 123 English composition **or**
  - WR 127 Technical Report Writing
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
 Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Pre-Chiropractic emphasis course fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED ELECTIVES

For students who are not ready for calculus:  
 MATH 112\* Elementary Functions  
 MATH 113\* Pre-Calculus

#### RECOMMENDED COURSES FOR COMPUTER SCIENCE EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CS 100	Orientation to Programming.....	4
• <b>Winter Quarter</b>		
- CS 161	Computer Science I.....	4
• <b>Spring Quarter</b>		
- CS 162	Computer Science II.....	4

#### YEAR 2

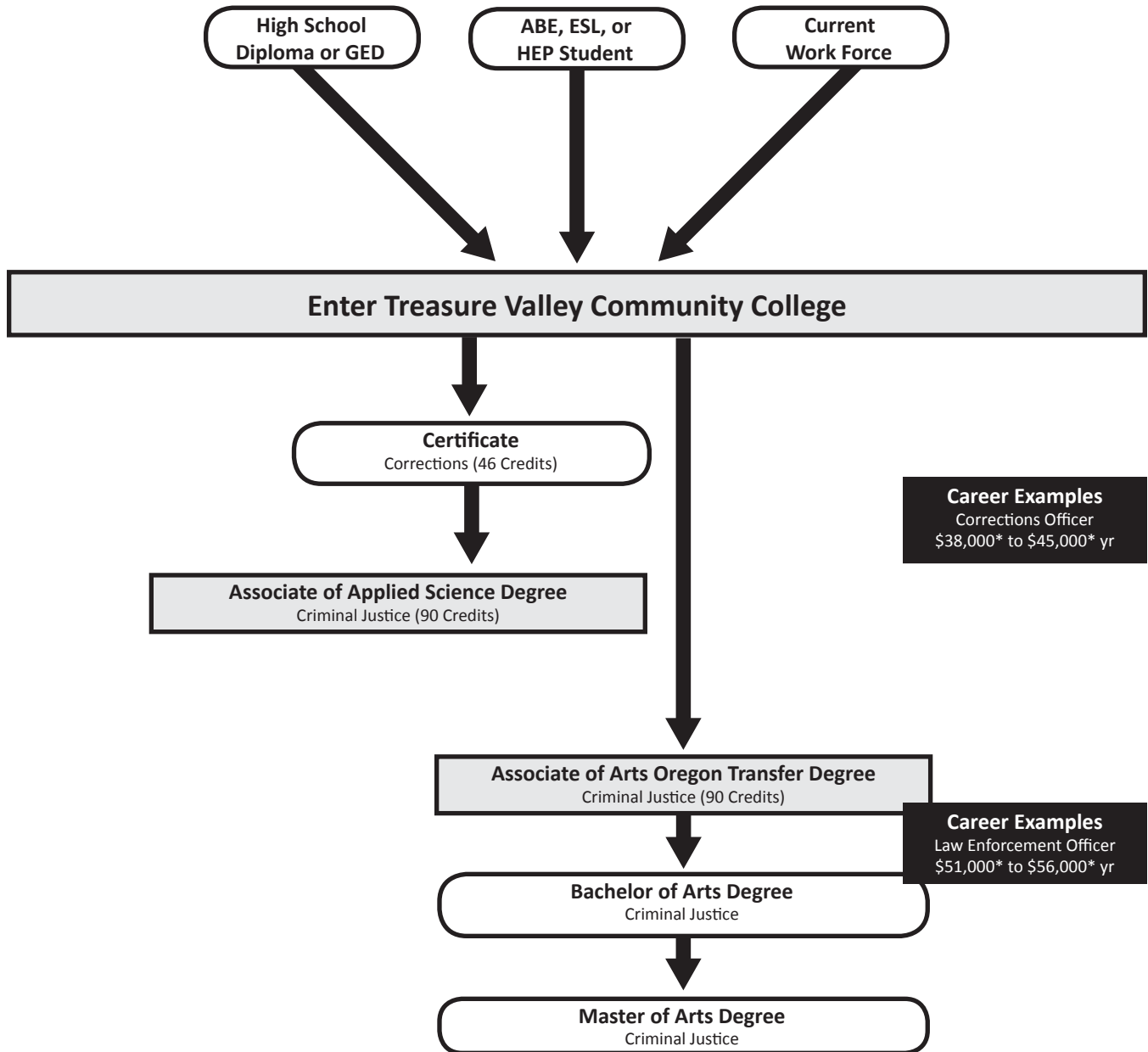
<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 251*	Calculus I.....	5
- PHYS 211*	Classical Physics I <b>or</b>	
- CHEM 221*	College Chemistry.....	5
• <b>Winter Quarter</b>		
- MATH 252*	Calculus II.....	5
- PHYS 212*	Classical Physics II <b>or</b>	
- CHEM 222*	College Chemistry.....	5
• <b>Spring Quarter</b>		
- MATH 253*	Calculus III.....	5
- PHYS 213*	Classical Physics III <b>or</b>	
- CHEM 223*	College Chemistry.....	5

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Criminal Justice Career Pathway Options

Department: Social Science

Department Chair and Advising: Debbie Skousen (541) 881-5992



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

## Criminal Justice: Corrections CERTIFICATE

**Department:** Social Science

**Department Chair:** Debbie Skousen (ext. 5992)

**Advising:** Scott Davis (ext. 5996)

This certificate prepares students for entry level positions in the corrections field.

**Most** courses in this certificate may be applied to the Criminal Justice degree. A minimum **grade point average of 2.0** is required to obtain the certificate.

### LEARNING OUTCOMES

Students who complete the certificate will be prepared to:

- Identify historical and philosophical evolution of criminal justice sanctions and punishment
- Describe the constitutional and statutory foundation for offender treatment within correctional facilities

### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 101 Workplace Communication
- **Computation Skills (4 credits)**
  - MATH 60 Beginning Algebra I (or above)
- **Human Relations Skills (3 credits)**
  - CJ 200 Community Relations

### REQUIRED COURSES FOR CRIMINAL JUSTICE CERTIFICATE (39 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CJ 100	Intro to Criminal Justice .....	3
- CJ 130	Intro to Corrections .....	3
- CJ 132	Intro to Parole & Probation .....	3
- CJ 120	Intro to Judicial Process .....	3
- HPE 295	Health and Fitness for Life .....	3
• <b>Winter Quarter</b>		
- CJ 201	Intro to the Juvenile Justice .....	3
- CJ 220	Criminal Law .....	3
- CJ 225	Corrections Law .....	3
- CJ	Any CJ Elective .....	3
• <b>Spring Quarter</b>		
- CJ 222	Procedural Law .....	3
- HPE 120	First Aid & CPR .....	2
- HPE 185	Physical Education Activity .....	1
- CJ 202	Violence and Aggression .....	3
- CJ 205	Victims of Crime .....	3

**Total Number of Credits in Certificate .....49**

# CRIMINAL JUSTICE

## Associate of Applied Science Degree

### Criminal Justice

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Social Science

**Department Chair:** Debbie Skousen (ext. 5992)

**Advising:** Scott Davis (ext. 5996)

#### PROGRAM OVERVIEW

This program prepares students to enter a career in criminal justice. Graduates are prepared to work as law enforcement or correctional officers. They may also find employment in insurance adjustment, dispatch, court hearings, public or private security, license inspection with Department of Motor Vehicles, or as technicians in a number of other criminal agencies.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution. A minimum of 90 credits and a minimum grade point average of 2.0** are needed to graduate.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, CJ 280) at a supervised work site. Department Chair or Criminal Justice Advisor approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### LEARNING OUTCOMES

Students who complete the degree will be prepared to:

- Identify historical and philosophical evolution of criminal justice sanctions and punishment.
- Describe the constitutional and statutory foundation for offender treatment within correctional facilities.
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals.
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws.
- Describe and apply the process and technology used to gather, investigate, manage and report information in the criminal justice field.
- Identify the legal responsibilities of criminal justice professionals as they relate to cultural diversity and establishing positive community relationships.

#### RELATED EDUCATION REQUIREMENTS (19 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (12 credits)**
  - WR 121, 122 English Composition
  - WR 227 Technical Report Writing
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion

- **Computation Skills (4 credits)**
  - MATH 60 Beginning Algebra I (or above)
- **Human Relations Skills (3 credits)**
  - CJ 200\* Community Relations

#### ELECTIVES (10 CREDITS)

Students should meet with their advisor for a list of suggested electives.

#### REQUIRED COURSES FOR CRIMINAL JUSTICE PROGRAM (61 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CJ 100	Intro to Criminal Justice .....	3
- CJ 111	Concepts of Enforcement Service.....	3
- CJ 130	Intro to Corrections .....	3
- HPE 295	Health and Fitness for Life .....	3
• <b>Winter Quarter</b>		
- CJ 201	Intro to the Juvenile Justice .....	3
- CJ 225	Corrections Law .....	3
- CJ 112	Patrol Procedures .....	3
- SOC 205	General Sociology .....	3
• <b>Spring Quarter</b>		
- CJ 222	Procedural Law .....	3
- CJ 113	Accident Investigation/Traffic Laws .....	3
- CJ	Any CJ Elective .....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CJ 132	Intro to Parole & Probation .....	3
- CJ 120	Intro to Judicial Process .....	3
- CJ 210	Criminal Investigation I .....	3
- CJ 216	Crime Scene Technician I .....	1
• <b>Winter Quarter</b>		
- CJ 220	Criminal Law .....	3
- CJ 211	Criminal Investigation II .....	3
- CJ 226	Crime Scene Technician II .....	1
- CJ 232	Corrections Casework .....	3
• <b>Spring Quarter</b>		
- CJ 223	Rules of Evidence .....	3
- CJ 212	Criminal Investigation III .....	3
- CJ 236	Crime Scene Technician III .....	1
- CJ 280***	Cooperative Work Experience .....	1

\*\*\*CWE requires a successful LEDS background check, and some may require current First Aid Certification. CWE opportunities must be arranged with the CWE coordinator prior to the beginning of the quarter.

Note: Students completing the degree program who do not wish to earn the Corrections Certificate may take other criminal justice electives instead of CJ 225.

**Total Number of Credits in Degree .....90**

## Criminal Justice Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Social Science  
**Department Chair:** Debbie Skousen (ext. 5992)  
**Advising:** Scott Davis (ext. 5996)

This degree fulfills the general education block transfer in Idaho and Oregon. At least 90 transferable credits and a minimum **grade point average of 2.0** are needed for graduation.

The following courses are recommended for students interested in pursuing a degree in Criminal Justice at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121 Intro to College Writing
  - WR 122, WR 123 College Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 105 Contemporary Mathematics

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
 Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some courses recommended for Criminal Justice emphasis fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR CRIMINAL JUSTICE EMPHASIS (36 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- CJ 209	Intro to Careers in Criminal Justice .....	3
- CJ 100*	Intro to Criminal Justice .....	3
- CJ 130	Intro to Corrections .....	3
<b>• Winter Quarter</b>		
- CJ 201*	Intro to Juvenile Justice .....	3
- CJ 260	Intro to Corrections II.....	3
- CJ 140	US Criminal Justice System .....	3
<b>• Spring Quarter</b>		
- CJ 222*	Procedural Law .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- CJ 120*	Intro to Judicial Process .....	3
- CJ 111	Concepts of Enforcement Services .....	3
- CJ 132	Intro to Parole and Probation .....	3
<b>• Winter Quarter</b>		
- CJ 200	Community Relations .....	3
- CJ 220*	Criminal Law .....	3

\* Indicates course is on the distribution list. See page 31 for guidelines.

# PRE-DENTAL HYGIENE

## Associate of Arts Transfer Degree

### Pre-Dental Hygiene Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Dr. Marie Strunk (ext. 5984); Cindy Feibert (ext. 5986)

The following courses are recommended for students interested in pursuing a degree in Dental Hygiene at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. Students should carefully check the prerequisites at their intended institution for differing requirements in math, biology and chemistry. Some schools require statistics and one year of organic chemistry.

This degree fulfills the general education block transfer in Idaho and Oregon. At least **90 transferable credits** and a minimum **grade point average of 2.0** are needed for graduation.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting appropriate preparatory courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science) Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Pre-Dental Hygiene emphasis courses fulfill a portion of the distribution requirements.

#### SUGGESTED ELECTIVES (10 CREDITS)

- PSYC 201\* General Psychology
- SOC 204\* General Sociology
- BA 131 Intro to Business Computing or
- CS 120 Computer Concepts

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR PRE-DENTAL HYGIENE EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BIOL 101*	General Biology <u>or</u>	
- BIOL 211*	Biology .....	4-5
- CHEM 104*	Survey of Chemistry .....	4
• <b>Winter Quarter</b>		
- CHEM 105*	Survey of Chemistry .....	4
- MATH 243*	Statistics.....	4
• <b>Spring Quarter</b>		
- CHEM 106*	Survey of Chemistry .....	4
- FNUT 225*	Nutrition .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BIOL 231*	Anatomy and Physiology .....	4
• <b>Winter Quarter</b>		
- BIOL 232*	Anatomy and Physiology .....	4
- BIOL 234*	Microbiology .....	4
• <b>Spring Quarter</b>		
- BIOL 233*	Anatomy and Physiology .....	4

\* Indicates course is on the distribution list. See page 31 for guidelines.

#### COLLEGE TRANSFER - RECOMMENDED FIRST YEAR COURSEWORK

Students transferring to a **two-year dental hygiene program** may fulfill general education requirements at TVCC. Students should cross-check the following recommended courses with an advisor at their two-year dental hygiene transfer institution. WR 121, WR 122, WR 123, SP 111, MATH 111, BIOL 101, CHEM 104, BA 131, BIOL 231, PSYC 201, BIOL 232, CHEM 105, FNUT 225, BIOL 233, BIOL 234, CHEM 106.

## Economics Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (ext. 5897)

**Advising:** Gerry Hampshire (ext. 5994)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Economics at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. Students will need to pre-determine whether they are pursuing a Bachelor of Arts or a Bachelor of Science degree. Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 13 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended courses for economics emphasis fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR ECONOMICS EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- HIST 101*	History of Western Civilization.....	3
• <b>Winter Quarter</b>		
- MATH 243*	Probability and Statistics I.....	4
- HIST 102*	History of Western Civilization.....	3
• <b>Spring Quarter</b>		
- MATH 244*	Probability and Statistics II.....	4
- HIST 103*	History of Western Civilization.....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- ECON 201*	Principles of Economics: Micro. ....	3
- MATH 251*	Calculus I <u>or</u>	
- MATH 241*	Calculus for Business/Social Science I.....	4-5
• <b>Winter Quarter</b>		
- MATH 252*	Calculus II <u>or</u>	
- MATH 242*	Calculus for Business/Social Science II .....	4-5
- ECON 202*	Principles of Economics: Macro. ....	3
• <b>Spring Quarter</b>		
- ECON 203*	Principles of Economics: Economic Issues .....	3

\* Indicates course is on the distribution list. See page 31 for guidelines.

## EDUCATION AT A GLANCE

### SO YOU WANT TO TEACH....

If you are planning to teach in Oregon, you are encouraged to read the "How to Become an Oregon Teacher" advising guide from the Teacher Standards and Practices Commission website: <http://www.tspc.state.or.us/links.asp?op=2&id=0>

If you are planning to teach in Idaho, you are encouraged to visit Idaho's Teacher Certification area at the Idaho State Department of Education website: [http://www.sde.idaho.gov/site/teacher\\_certification](http://www.sde.idaho.gov/site/teacher_certification)

#### IF YOU WANT TO BE AN ELEMENTARY EDUCATION TEACHER (GENERALLY GRADES K-8)

- Select the teacher education program at the university to which you plan to transfer; each university teacher education program has its own requirements for elementary education.
- You are advised to choose an Oregon university if you choose to teach in Oregon, and be certified by the Oregon Teacher Standards and Practices Commission; if you choose to teach in Idaho, you may choose to transfer to a university in either Oregon or Idaho. All states have different teacher certification processes.
- Meet with your TVCC advisor and make a two-year plan. Be sure to read **ALL** application information from the university you plan to attend. You may find entrance testing requirements, GPA requirements, and other special requirements depending upon the university.
- Complete your Associate of Arts Oregon Transfer Degree (AAOT) with TVCC; students transferring with this degree will have met all lower-division general education requirements and core education course requirements. They will be admitted at the junior level for registration purposes. Universities usually have additional requirements for admittance into teacher education programs.
  - FOR EXAMPLE: Students must take and satisfactorily pass the CBEST test to enter the CUESTE (elementary education) program at Eastern Oregon University or the Praxis 1 Math and Writing tests for Boise State University. Most universities have an elementary education entrance test. Students are advised to keep current in their math as preparation for these tests.

**Advisor for Elementary Education transfer to Oregon universities:** Renae Weber (ext 212); Lori Eyler (ext. 419) Joyce Davis (ext. 408). **Advisor for Elementary Education transfer to Idaho universities:** Joyce Davis (ext. 408); Lori Eyler (ext. 419); All general advisors (Caldwell).

#### IF YOU WANT TO TEACH BE A SECONDARY TEACHER (GENERALLY GRADES 9-12)

- Select the university to which you plan to transfer.
- You are advised to choose an Oregon university program if you choose to teach in Oregon and be certified by the Oregon Teacher Standards and Practices Commission. If you choose to teach in Idaho, you may choose to transfer to a university either in Oregon or Idaho. The states have different certification processes.
- Meet with your TVCC advisor and make a two-year plan.
- Complete an Associate of Arts Oregon Transfer Degree (AAOT) with TVCC with an emphasis in the subject area you wish to teach, such as Social Science, Science, Math, English, Biology, etc. Consider your interests as well as future job opportunities when selecting your area of emphasis. students transferring with this degree will have met all lower-division general education requirements and will be admitted at the junior level for registration purposes.
- Prior to entry pass the CBEST (Eastern Oregon University) or PRAXIS 1 Writing (Boise State University) exams for admittance to the teacher education program at the university. Most universities have similar admittance exams.

**Advisor:** College advisor in your subject area of emphasis or Lori Eyler (ext. 419)

#### IF YOU WANT TO BE AN EARLY CHILDHOOD EDUCATION TEACHER (GENERALLY PRE-KINDERGARTEN)

- Complete the Early Childhood Associate of Applied Science degree.
- Many students in this program wish to transfer. While this degree is designed for direct entry into the workforce, some courses, and at times the entire program, is transferable. Students wishing to transfer should work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.

**Advisor:** Korey Mereness (541) 881-5845

#### IF YOU WANT TO BE AN INSTRUCTIONAL/BILINGUAL ASSISTANT

- Complete the Instructional/Bilingual Associate of Applied Science Degree.

**Advisor:** Korey Mereness (541) 881-5845

#### IF YOU WANT TO BE TEACHING ASSISTANT IN PRIVATE DAY CARE FACILITIES

- Complete the Early Childhood Education Certificate. All courses in the certificate apply.
- to the Early Childhood Associate of Applied Science Degree.

**Advisor:** Korey Mereness (541) 881-5845

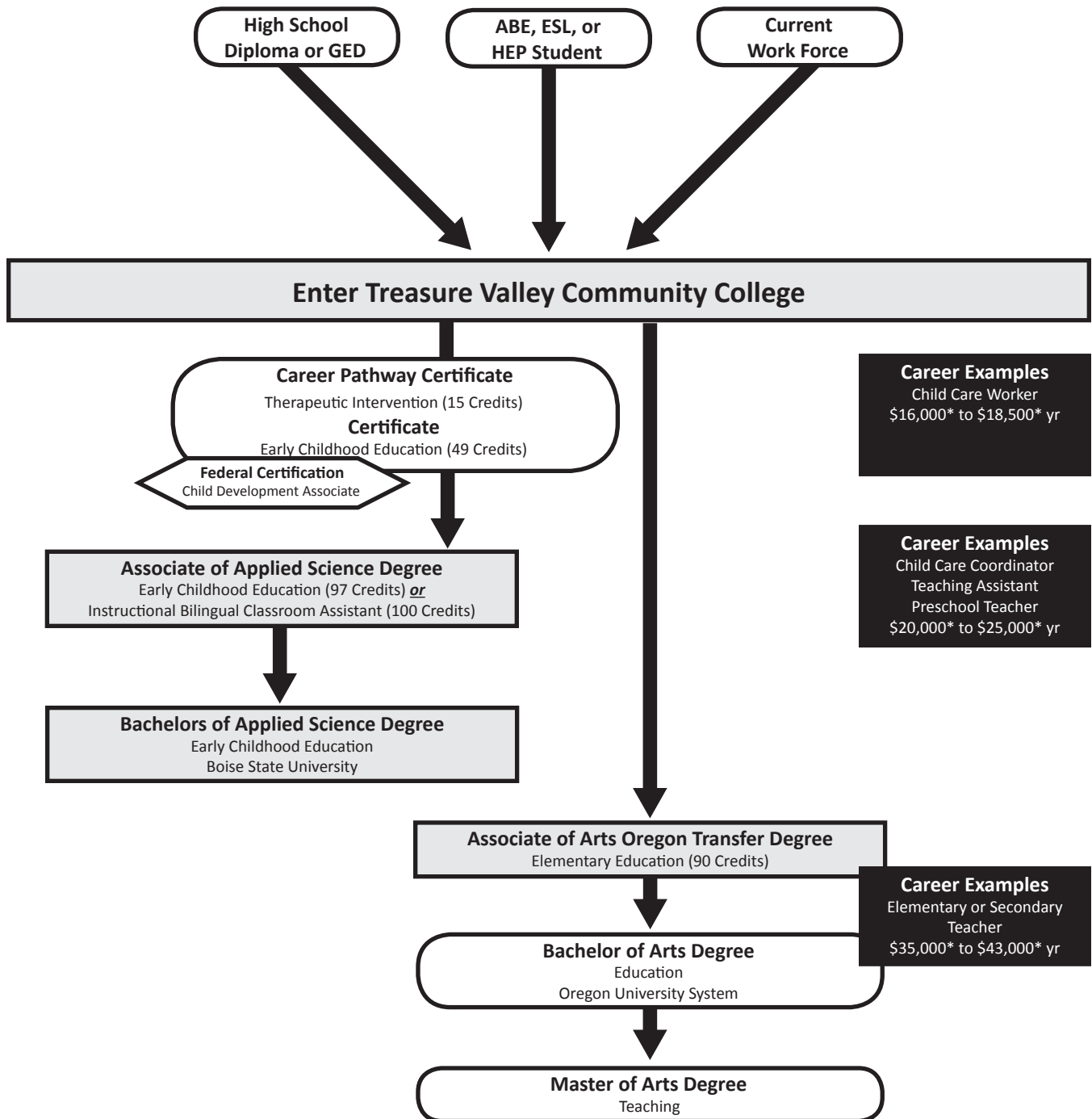


## Education Career Pathway Options

**Department:** Education

**Department Chair:** Korey Mereness (541) 881-5845

**Advising:** Renae Weber (541) 881-5932, Korey Mereness (541) 881-5845, Lori Eylar (541) 881-5809



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

# EARLY CHILDHOOD EDUCATION

## *Certificate of Completion*

### Early Childhood Education CERTIFICATE

**Department:** Education

**Department Chair & Advising:** Korey Mereness (541) 881-5845

Students successfully completing the certificate are prepared to work in private daycare facilities as teaching assistants.

All courses in this certificate may be applied to the Early Childhood Education Associate of Applied Science degree. A minimum **grade point average of 2.0** is required to obtain the certificate.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (EDUC 281 - EDUC 283) at a supervised work site. Department Chair approval is required. Credits and grades are based on hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### LEARNING OUTCOMES

Students who complete the certificate will be prepared to:

- Apply principles and skills in observing children birth to age 8 in order to select guidance techniques to promote autonomy.
- Plan and implement nutrition plans.
- Practice appropriate communications skills—written and verbal—with supervisors, colleagues, parents and children.
- Plan and implement activities to work with children of diverse ages, backgrounds and abilities based on developmentally appropriate theories and observations.

#### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 121 College Writing
- **Computation Skills (4 credits)**
  - MATH 60 Beginning Algebra (or above)
- **Human Relations Skills (3 credits)**
  - EDUC 246 Family/Community Relations-ECE

### REQUIRED COURSES FOR EARLY CHILDHOOD EDUCATION PROGRAM (39 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- EDUC 140	Intro to Early Childhood Education .....	3
- EDUC 106	Childhood Development II .....	3
- EDUC 156	Cooperative Plan Seminar I .....	1
- EDUC 281	Cooperative EC Internship I .....	3
- HPE 120	First Aid & CPR .....	2
<b>• Winter Quarter</b>		
- EDUC 247	Classroom Management .....	3
- EDUC 144	Observation I .....	3
- EDUC 145	Guidance I - Early Childhood Education.....	3
- EDUC 150	Curriculum I - Early Childhood Education .....	3
<b>• Spring Quarter</b>		
- EDUC 149	Infant/Toddler Caregiving .....	3
- EDUC 159	Music Development for ECE .....	3
- EDUC 158	Bilingual Language Development .....	3
- EDUC 161	Nutrition & Health for EC.....	3
<b>• Summer Quarter</b>		
- EDUC 157	Math Development for ECE .....	3
<b>Total Number of Credits in Certificate .....</b>		<b>49</b>

## Early Childhood Education

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Education  
**Department Chair & Advising:** Korey Mereness (541) 881-5845

#### PROGRAM OVERVIEW

The Early Childhood Education program prepares students to teach and care for young children from birth to age eight with regard for children's social, physical, emotional development, and safety. Graduates are prepared to work in both public and private sectors, and in a variety of educational and child-care settings. Potential employment opportunities include nursery schools, pre-schools, day care businesses, government agencies, private kindergartens, and para-professionals in the public schools.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a **minimum grade point average of 2.0** are needed to graduate.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (EDUC 281, 282, and 283) at a supervised work site. Department Chair approval is required. Credits and grades are based on hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### LEARNING OUTCOMES

Students who complete the degree will be prepared to:

- Develop, implement and manage developmentally appropriate curriculum that supports physical, social, emotional, and cognitive development for children ages infant through 8 years.
- Demonstrate the use of effective communication strategies to build collaborative relationships with families to assist them with skill-building in guidance, nutrition, self-esteem, cognitive skills and appropriate activity choices for their child.
- Practice standards for professional ethics as applied in the early childhood environment including confidentiality and the use of communication skills in collaborative relationships with administration and coworkers.
- Master application skills appropriate for infant to 8 years in mathematics, science and language arts, including letter and number recognition, measurement, graphs, tables, colors, reading and writing.
- Master classroom management skills to facilitate schedule and use of environment to maximize children's abilities to make choices, explore personal power, develop empathy and caring behaviors, learn responsible roles for classroom and appropriate relationships.

#### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 121 College Writing
- **Computation Skills (4 credits)**
  - MATH 60 Beginning Algebra (or above)
- **Human Relations Skills (3 credits)**
  - EDUC 246 Family and Community Relations

#### REQUIRED COURSES FOR EARLY CHILDHOOD EDUCATION PROGRAM (85 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- EDUC 200	Intro to Education .....	4
- EDUC 140	Intro to Early Childhood Education .....	3
- HPE 120	First Aid & CPR .....	2
- EDUC 161	Nutrition & Health for ECE .....	3
- EDUC 230	Intro to Child Abuse & Neglect .....	3
<b>• Winter Quarter</b>		
- EDUC 144	Observation I .....	3
- EDUC 145	Guidance I - Early Childhood Education .....	3
- EDUC 150	Curriculum I - Early Childhood Education .....	3
- EDUC 106	Child Development II .....	3
- EDUC 231	Children of Incarcerated Parents .....	3
<b>• Spring Quarter</b>		
- EDUC 143	Child Development III .....	3
- EDUC 149	Infant/Toddler Caregiving .....	3
- EDUC 159	Music Development for ECE .....	3
- EDUC 240	Curriculum II - Early Childhood Education .....	3
- EDUC 258	Ethnic Studies for ECE Educators .....	3
- EDUC 232	Therapeutic Intervention .....	3
<b>• Summer Quarter</b>		
- EDUC 157	Math Development - EC .....	3
- EDUC 245	Guidance II - Early Childhood Education .....	3
- EDUC 213	School Law .....	3
- EDUC 233	Understanding Critical Factors .....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- EDUC 244	Observation II - Early Childhood Education .....	3
- EDUC 241	Curriculum III - Early Childhood Education .....	3
- EDUC 247	Classroom Management .....	3
<b>• Winter Quarter</b>		
- EDUC 153	Early Childhood Environments OR .....	3
- EDUC 250	Exceptionalities .....	3
- EDUC 248	Special Needs & Mainstreaming .....	3
<b>• Spring Quarter</b>		
- EDUC 154	Literature & Literacy for ECE .....	3
- EDUC 158	Bilingual/Language Development .....	3
- EDUC 202	Educational Technology .....	4

**Total Number of Credits in Degree .....95**

# ELEMENTARY EDUCATION

## Associate of Arts Transfer Degree

### Elementary Education Emphasis ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Education

**Department Chair & Advising:** Korey Mereness (541) 881-5845

**Advising:** Renae Weber (541) 881-5932, Lori Eyster (541) 881-5809

This degree fulfills the general education block transfer in Idaho and Oregon. At least 90 transferable credits and a minimum **grade point average of 2.0** are needed for graduation.

The following courses are recommended for students interested in pursuing a degree in Elementary Education at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 Credits)**
  - WR 121, WR 122, WR 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 211 Elementary Mathematics

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students transferring to Eastern Oregon University are referred to page 86 for a list of courses and guidelines that fulfill distribution requirements. Some courses recommended for Elementary Education emphasis fulfill a portion of the distribution requirements.

NOTE: Students transferring to other four year colleges need to consult their departmental advisor when selecting distribution courses. Elementary Education programs are highly prescriptive, and requirements vary by university.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED ELECTIVES

- EDUC 158 Bilingual Language Development
- EDUC 213 School Law
- EDUC 258 Ethnic Studies for ECE Educators
- EDUC 143 Child Development III
- EDUC 144 Observation I
- EDUC 145 Guidance I - Early Childhood Education
- EDUC 245 Guidance II - Early Childhood Education

### RECOMMENDED COURSES FOR ELEMENTARY EDUCATION EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- EDUC 200	Intro to Education .....	4
• <b>Winter Quarter</b>		
- EDUC 250	Exceptionality in the Schools .....	4
- EDUC 246	Family/Community Relations - ECE.....	3
• <b>Spring Quarter</b>		
- EDUC 210	Theory and Practicum .....	1-3
- HPE 120	First Aid & CPR.....	2

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 211	Fundamentals of Elementary Math .....	4
- EDUC 247	Classroom Management.....	3
• <b>Winter Quarter</b>		
- EDUC 202	Educational Technology.....	4
- MATH 212	Fundamentals of Elementary Math .....	4
• <b>Spring Quarter</b>		
- EDUC 210	Theory and Practicum .....	1-3
- MATH 213	Fundamentals of Elementary Math .....	4

**SEE PAGE 86 FOR ADDITIONAL COURSES REQUIRED FOR TRANSFER TO EASTERN OREGON UNIVERSITY'S MULTIDISCIPLINARY STUDIES DEGREE PROGRAM.**

# ADDITIONAL REQUIREMENTS FOR ELEMENTARY EDUCATION

## *Eastern Oregon University Course Requirements*

### EASTERN OREGON UNIVERSITY COURSE REQUIREMENTS

Students are strongly encouraged to meet with an advisor from EOU early in their TVCC career, as there are other requirements to be met before students are admitted to the Multidisciplinary Studies Degree program for elementary teacher licensure.

Students must have enough elective credits to total at least 90 college-level credits. All courses must have a C- or better to meet program requirements.

### DISTRIBUTION REQUIREMENTS

#### • Arts and Letters: 15 Credits

- ART 101 Intro to Visual Arts (3 Credits)
- MUS 101 Music Fundamentals (3 Credits)
- PHIL 101 Philosophical Problems (3 Credits)
- Any Literature Course (3 Credits)
- ART or WR (3 Credits) Choose from the following:
  - ART 115 Basic Design
  - ART 131, 132, or 133 Drawing
  - ART 253, 254, or 255 Ceramics
  - ART 261 or 262 Photography
  - WR 241, 242, or 243 Intro to Imaginative Writing

#### • Social Sciences: 15 Credits

- PSYC 201, 202, or 203 Intro to Psychology (3 Credits) or
- PSYC 237 Seasons of Life (4 Credits)
- GEOG 105 Intro to Cultural Geography (3 Credits)
- HIST 201, 202, or 203 US History (3 Credits)
- HIST 101, 102, or 103 Western Civilization (3 Credits)
- ETHN 101, 102, or 103 Ethnic Studies (3 Credits)

#### • Science (Choose one sequence): 15 Credits

- BIOL 101, 102, 103 General Biology (12 Credits) or
- BIOL 211, 212, 213 Biology (15 Credits) or
- GEOL 201, 202, 203 Geology (12 Credits)
- AND (Choose one sequence)
- CHEM 121, 122, 123 General Chemistry (12 Credits) or
- CHEM 221, 222, 223 College Chemistry (15 Credits) or
- PHYS 201, 202, 203 General Physics (12 Credits) or
- Any Three of the Following: (4 Credits Each):
- GSCI 104, 105, 106 Physical Science: Physics, Chemistry, Geology
- GSCI 107, 108 Astronomy, Oceanography
- (\* Two full sequences are needed, so the credit total will be more than 15)

### ALSO REQUIRED

- HPE 295 Health and Fitness for Life (3 Credits)

# INSTRUCTIONAL/BILINGUAL CLASSROOM ASSISTANT

Associate of Applied Science Degree

## Instructional/Bilingual

### Classroom Assistant

ASSOCIATE OF APPLIED SCIENCE DEGREE

Department: Education

Department Chair & Advising: Korey Mereness (541) 881-5845

#### PROGRAM OVERVIEW

This program prepares students to assist classroom educators in helping students to achieve and succeed effectively in the classroom environment. Graduates are prepared to work in both public and private sectors. The program combines theory of child development and education with observation and supervised work experience.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A minimum of 90 credits and a minimum grade point average of 2.0 are needed to graduate.

#### LEARNING OUTCOMES

Students who complete the degree will be prepared to:

- Demonstrate skills for maintaining professional and cooperative relationships with classroom teacher, administration, communities, students and families.
- Research career opportunities and programs for para-to-teacher progression through print, computer and expert resources.
- Develop and implement instructional responsibilities that increase effectiveness and interaction time between students and the classroom teacher including working with individual students, small student groups, and observing and reporting of student behaviors.
- Demonstrate mastery of clerical skills such as making copies, administering classroom inventories, maintaining files, collecting materials, making phone calls, checking out media equipment and assisting with school registration.
- Meet external and internal school district requirements through successful interviewing and passing tests for skill competencies and background checks.
- Demonstrate professional on the job behaviors including working effectively with others, being flexible, accepting constructive criticism, and speaking clearly using appropriate English.

#### RELATED EDUCATION REQUIREMENTS (17 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (6 credits)**
  - WR 121 English Composition
  - SP 111 Fundamentals of Speech
- **Computation Skills (5 credits)**
  - MATH 70 Algebra Review (or above)
- **Human Relations Skills (6 credits)**
  - EDUC 246 Family and Community Relations
  - EDUC 247 Classroom Management

#### ADDITIONAL PROGRAM REQUIREMENTS (16 CREDITS)

- PSYC 201 General Psychology
- ART 101 Intro to Art
- MUS 101 Music Fundamentals
- BIOL 101 General Biology
- SOC 204 or 205 General Sociology

#### REQUIRED COURSES FOR INSTRUCTIONAL/BILINGUAL CLASSROOM ASSISTANT PROGRAM (68 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- EDUC 200	Intro to Education .....	4
- EDUC 230	Intro to Child Abuse & Neglect .....	3
- EDUC 101	Intro to Paraeducator .....	3
• <b>Winter Quarter</b>		
- EDUC 106	Child Development II .....	3
- EDUC 144	Observation I .....	3
- EDUC 145	Guidance I - Early Childhood Education.....	3
- EDUC 250	Exceptionality in the Schools .....	4
- EDUC 231	Children of Incarcerated Parents .....	3
• <b>Spring Quarter</b>		
- EDUC 232	Therapeutic Intervention .....	3
- EDUC 103	Instructional Support .....	3
- EDUC 213	School Law .....	3
- EDUC 258	Ethnic Studies for ECE Educators .....	3
- EDUC 143	Child Development III .....	3
• <b>Summer Quarter</b>		
- EDUC 245	Guidance II - Early Childhood Education.....	3
- HSER 248	Infectious Dis.: Addict. Risk Assess & Red.....	2
- EDUC 160	Curriculum Studies/Math .....	3
- EDUC 233	Understanding Critical Factors.....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- EDUC 244	Observation II - Early Childhood Education .....	3
• <b>Winter Quarter</b>		
- EDUC 202	Educational Technology .....	4
- EDUC 270	Paraeducator Curriculum Studies/LA .....	3
• <b>Spring Quarter</b>		
- EDUC 158	Bilingual Language Development .....	3
- EDUC 210	Theory & Practicum .....	3

**Total Number of Credits in Degree .....101**

# EMERGENCY MEDICAL TECHNICIAN (EMT) *Certificate of Completion*

## Emergency Medical Technician CERTIFICATE

**Department:** Center for Business, Workforce, & Community Learning  
**Program Administrator:** Sheryl Romans (541) 881-5757

This one-year Emergency Medical Technician Certificate prepares students to enter or advance in the emergency and medical fields as ambulance personnel, first responders, emergency fire personnel, and safety responders in manufacturing plants and businesses. This certificate is designed to meet the requirements of the NREMT Certification and provides the first year of a two-year Associate of Applied Science Emergency Medical Technician degree (which requires transfer to another college). **Students who wish to transfer coursework are strongly encouraged to work with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.** The EMT courses also fulfill some of the core requirements for a Structural Fire AAS at Treasure Valley. A minimum **grade point average of 2.0** is required to obtain the certificate.

### LEARNING OUTCOMES

Students who complete the certificate will be prepared to:

- Assess patients and apply treatment protocols in emergency medical situations, in a professional and ethical manner.
- Demonstrate the ability to effectively and appropriately use oral and written communication techniques with patients, families, and members of the health care team.
- Perform all basic and advanced life support skills in a safe and timely manner.

### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 101 Workplace Communications  
(Students going on to a 2-year degree need WR 121)
- **Computation Skills (4 credits)**
  - MATH 60 Beginning Algebra I (or above, if transferring)
- **Human Relations Skills (3 credits)**
  - EMS 170 Emergency Comm & Patient Trans

## REQUIRED COURSES EMERGENCY MEDICAL TECHNICIAN CERTIFICATE (37 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BIOL 231*	Anatomy and Physiology .....	4
- EMT 151	EMT Basic I.....	5
- EMT 175	Intro to Emergency Medical Services .....	3
<b>• Winter Quarter</b>		
- BIOL 232*	Anatomy and Physiology .....	4
- SOC 205	General Sociology .....	3
- GSCI 161	Medical Terminology I .....	3
- EMT 152	EMT Basic 2.....	5
- EMT 169	EMT Rescue .....	3
<b>- Spring Quarter</b>		
- BIOL 233*	Anatomy and Physiology .....	4
- CJ 203	Crisis Intervention.....	3

\*These courses have prerequisites.

**Total Number of Credits in Certificate .....47**

# ENGINEERING (PRE)

## Associate of Arts Transfer Degree

### Engineering (Pre) Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Dr. Rick Reynolds (ext. 5982)

This degree fulfills the general education block transfer in Idaho and Oregon. At least 90 transferable credits and a minimum **grade point average of 2.0** are needed for graduation.

The following courses are recommended for students interested in pursuing a degree in Engineering at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 Credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science) Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Pre-Engineering emphasis courses fulfill a portion of the distribution requirements.

#### RECOMMENDED ELECTIVES

- DRFT 167 Computer Aided Drafting I
- DRFT 112 General Drafting
- CS 161, 162 Intro to Computer Science I & II

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR PRE-ENGINEERING EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CHEM 221*	College Chemistry .....	5
- MATH 111	College Algebra .....	4
• <b>Winter Quarter</b>		
- CHEM 222*	College Chemistry .....	5
- MATH 112*	Elementary Functions .....	4
• <b>Spring Quarter</b>		
- CHEM 223*	College Chemistry .....	5
- MATH 113*	Pre-Calculus .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 251*	Calculus I.....	5
- PHYS 211*	Classical Physics I .....	5
• <b>Winter Quarter</b>		
- MATH 252*	Calculus II.....	5
- PHYS 212*	Classical Physics II .....	5
• <b>Spring Quarter</b>		
- MATH 253*	Calculus III.....	5
- PHYS 213*	Classical Physics III .....	5

NOTE: If students are Calculus ready, they should take Calculus the first year.

\* Indicates course is on the distribution list. See page 31 for guidelines.



## English Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** English  
**Department Chair:** Dennis Gill (ext. 5915)  
**Advising:** Dennis Gill (ext. 5915)

This degree fulfills the general education block transfer in Idaho and Oregon. At least 90 transferable credits and a minimum **grade point average of 2.0** are needed for graduation.

The following courses are recommended for students interested in pursuing a degree in English at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 Credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech **or**
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
 Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended English emphasis courses fulfill a portion of the distribution requirements.

#### RECOMMENDED ELECTIVES

- R 201 World Religions
- WR 241\*, 242\*, 243\* Intro to Imaginative Writing
- HIST 101\*, 102\*, 103\* History of World Civilization

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR ENGLISH EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- ENG 107*	Intro to World Literature <b>or</b>	
- ENG 201*	Intro to Shakespeare.....	3
• <b>Winter Quarter</b>		
- ENG 108*	Intro to World Literature <b>or</b>	
- ENG 202*	Intro to Shakespeare.....	3
• <b>Spring Quarter</b>		
- ENG 109*	Intro to World Literature <b>or</b>	
- ENG 203*	Intro to Shakespeare.....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- ENG 253*	Survey of American Literature.....	3
- HUM 148*	Intro to Humanities.....	3
- PHIL 101	Philosophical Problems.....	3
• <b>Winter Quarter</b>		
- ENG 195*	Film Studies.....	3
- ENG 254*	Survey of American Literature.....	3
- HUM 149*	Intro to Humanities.....	3
• <b>Spring Quarter</b>		
- ENG 255*	Survey of American Literature.....	3
- HUM 150*	Intro to Humanities.....	3
- ENG 260*	Intro to Women Writers.....	3

\* Indicates course is on the distribution list. See page 31 for guidelines.

### Geology Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Bill Strowd (ext. 5983)

This degree fulfills the general education block transfer in Idaho and Oregon. At least 90 transferable credits and a minimum **grade point average of 2.0** are needed for graduation.

The following courses are recommended for students interested in pursuing a degree in Geology at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 Credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 112 Persuasive Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Geology emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR GEOLOGY EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 111	College Algebra .....	4
- GEOL 201*	Physical Geology .....	4
- BIOL 211*	Biology .....	5
• <b>Winter Quarter</b>		
- GEOL 202*	Physical Geology .....	4
- MATH 112*	Elementary Functions .....	4
- MATH 243	Statistics.....	4
• <b>Spring Quarter</b>		
- MATH 113*	Pre-Calculus .....	4
- GEOL 203*	Historical Geology .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 251*	Calculus I.....	5
- PHYS 211*	Classical Physics I .....	5
- CHEM 221*	College Chemistry .....	5
• <b>Winter Quarter</b>		
- PHYS 212*	Classical Physics II .....	5
- MATH 252*	Calculus II.....	5
- CHEM 222*	College Chemistry .....	5
• <b>Spring Quarter</b>		
- PHYS 213*	Classical Physics III .....	5
- MATH 253*	Calculus III.....	5
- CHEM 223*	College Chemistry .....	5

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Geographic Information Systems Technology

### Applications

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**Department:** Natural Resources

**Department Chair & Advising:** Marcus Nichols (541) 881-5968

#### PROGRAM OVERVIEW

This program prepares students for employment as technicians and provides a theoretical basis for understanding the use of GIS and its place in analysis and decision-making. ESRI Arc GIS is the platform for coursework. Focus opportunities for students include Agriculture, Natural Resources, Geography, or Heavy Equipment applications. Successful completion of the program will prepare students for employment in their focus area which includes county and city planning, engineering, survey, and GIS department; Agriculture applications; and Construction/Heavy Equipment.

Students successfully completing the first year of the program may apply for various industry certifications, depending on their selected focus area. Students successfully completing year two of the program may apply for an Associate of Applied Science degree in GIS Technology.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum **grade point average of 2.0** are needed to graduate.

#### LEARNING OUTCOMES

Students who complete the degree will be able to:

- Read and design maps.
- Demonstrate critical thinking skills in solving geospatial problems.
- Demonstrate how GIS can benefit fields of study through data storage and spatial analysis.
- Appropriately incorporate GPS, CAD, and historical paper-based record data into a GIS.
- Construct a clear, presentable cartographic product that addresses a geospatial issue.

#### RELATED EDUCATION REQUIREMENTS (15 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test

scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (6 credits)**
  - WR 101 Workplace Communications
  - SP 111 Fundamentals of Speech **OR**
  - SP 219 Small Group Discussion
- **Computation Skills (5 credits)**
  - MATH 70 Algebra Review (or above)
- **Human Relations Skills (4 credits)**
  - BA 204 Teamwork Dynamics
  - INED 156 Employment Strategies

#### FOCUS ELECTIVES (12-27)

A variety of focus opportunities are available. See the table at the bottom of this page for options and course lists.

#### REQUIRED COURSES FOR GIS TECHNOLOGY APPLICATIONS (53 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- FWR 101	Natural Resources Seminar .....	1
- GEOG 165	Intro to GIS Applications .....	4
- CS 120	Computer Concepts .....	4
• <b>Winter Quarter</b>		
- GEOG 265	Geographic Info Systems (GIS) I .....	4
- NATR 140	Map Use and Analysis.....	4
• <b>Spring Quarter</b>		
- GEOG 285	Geographic Info Systems (GIS) II .....	4
- NATR 112	Global Positioning Systems (GPS) .....	2
- GEOG 101	Physical Geography .....	4
• <b>Summer Quarter</b>		
- NATR 280	Cooperative Work Experience .....	6

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- NATR 105	Field Methods.....	3
- NATR 111	Intro to Natural Resources.....	5
• <b>Winter Quarter</b>		
- GEOG 267	Geodatabase Management .....	3
- GEOG 211	Computer Cartography .....	3
• <b>Spring Quarter</b>		
- GEOG 286	Remote Sensing .....	3
- GEOG 295	Geospatial Capstone Project.....	3

#### FOCUS ELECTIVES (TO TOTAL 90 CREDITS)

- |                                     |                                  |                                      |
|-------------------------------------|----------------------------------|--------------------------------------|
| • AET 211 Engineering Problems      | • FOR 111 Intro to Forestry      | • HEO 100 Intro to Heavy Equipment   |
| • AG 201 Current Issues in Ag.      | • NATR 106 Intro to Fire Effects | • HEO 101 Heavy Equipment Basics I   |
| • CSS 205 General Soils             | • NATR 217 Watershed Mgmt.       | • HEO 103 Advanced Heavy Equip.      |
| • CSS 210 Forage Production         | • NATR 252 Wildlife Management   | • HEO 107 Heavy Equip. Truck Driving |
| • CSS 240 Noxious Weeds             | • NATR 103 Applied Botany        |                                      |
| • MATH 243 Prob. & Statistics       | • NATR 221 Nat. Res. Ecology     |                                      |
| • NATR 251 Recreation Resource Mgmt | • CS 125 SS Spreadsheet App.     |                                      |

### History Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Social Science

**Department Chair:** Debbie Skousen (ext. 5992)

**Advising:** Gerry Hampshire (ext. 5994)

This degree fulfills the general education block transfer in Idaho and Oregon. At least 90 transferable credits and a minimum **grade point average of 2.0** are needed for graduation.

The following courses are recommended for students interested in pursuing a degree in History at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 Credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science) Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended History emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR HISTORY EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- HIST 201*	US History .....	3
- POSC 201*	American Government .....	3
• <b>Winter Quarter</b>		
- HIST 202*	US History .....	3
- POSC 202*	American Government .....	3
• <b>Spring Quarter</b>		
- HIST 203*	US History .....	3
- POSC 203*	American Government .....	3
- ANTH 110*	Cultural Anthropology .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- HIST 101*	History of Western Civilization .....	3
- ETHN 101*	Ethnic Studies .....	3
- ENG 253*	Survey of American Literature <u>or</u>	
- ENG 107*	Survey of World Literature.....	3
• <b>Winter Quarter</b>		
- HIST 102*	History of Western Civilization .....	3
- ETHN 102*	Ethnic Studies .....	3
- ENG 254*	Survey of American Literature <u>or</u>	
- ENG 108*	Survey of World Literature.....	3
• <b>Spring Quarter</b>		
- HIST 103*	History of Western Civilization .....	3
- ETHN 103*	Ethnic Studies .....	3
- GEOG 105*	Intro to Cultural Geography.....	3

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Horse Production and Training

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Agriculture

**Department Chair:** Marcus Nichols (541) 881-5968

**Advising:** Sandra Porter (541) 881-5969

#### PROGRAM OVERVIEW

This program prepares students for a variety of careers in horse production, including horse trainer, horse breeder, farrier, and small ranch operator. The program combines theory with practical skills needed for daily horse ranch operations. Student will learn the foundations of equine production practices as well as have hands-on experience working with ranch livestock.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to specific programs at a four-year college or university. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution. A minimum of 90 credits and a minimum 2.0 grade point average are needed to graduate.**

#### DUAL CREDIT (2+2)

Students will receive credit for agriculture classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, AG 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### LEARNING OUTCOMES

Students who complete the degree will be prepared to:

- Demonstrate ability to establish and manage an equine breeding program.
- Administer a vaccination and parasite control management plan.
- Demonstrate the ability to design and operate a working equine facility.
- Halter break, green break, and train a working cow horse for ranch use.
- Correctly trim and shoe a horse.

#### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 101 Technical Writing
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (4 credits)**
  - PSYCH 101 Psychology of Human Relationships
  - INED 156 Employment Strategies

#### REQUIRED COURSES FOR HORSE PRODUCTION AND TRAINING (81 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- ANS 192	Horsemanship .....	3
- ANS 220	Intro to Horse Production .....	3
- ANS 121	Intro to Animal Science .....	3
- ANS 122	Intro to Animal Science Operations .....	1
- ANS 200	Livestock Skills .....	3
- AG 207	Agriculture Seminar .....	1
- ANS 141	Basic Halter Training .....	3
- AG 107	Basic Hoof Maintenance .....	3
<b>• Winter Quarter</b>		
- AG 111	Agriculture Computers .....	3
- ANS 222	Equine Health and Disease .....	3
- ANS 142	Green Breaking .....	4
- ANS 108	Advanced Horseshoeing .....	3
<b>• Spring Quarter</b>		
- ANS 143	Advanced Horse Training .....	3
- ANS 295	Reining .....	2
- ANS 277	Equine Reproduction .....	2
- AG	Any Agriculture Elective.....	3
- HPE 120	First Aid & CPR .....	2

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- ANS 223	Equine Business & Marketing .....	3
- ANS 294	Cow Cutting .....	2
- AREC 210	Farm Business Management .....	3
- AG	Any Agriculture Elective .....	3
<b>• Winter Quarter</b>		
- CSS 210	Forage Production .....	3
- ANS 263	Building and Stable Management.....	3
- ANS 297	Working Cow-Horse .....	3
- ANS 211	Applied Animal Nutrition .....	3
<b>• Spring Quarter</b>		
- AG 201	Current Issues in Agriculture .....	1
- ANS 210	Feed and Ration Formulation .....	3
- ANS 298	Arena Horse Skills .....	3
- AG 280	Cooperative Work Experience .....	3
- AG	Any Agriculture Elective.....	3

**Total Number of Credits in Degree .....91**

### Pre-Law Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** English

**Department Chair:** Dennis Gill (ext. 5915)

**Advising:** Dennis Gill (ext. 5915)

Every law school in Oregon (University of Oregon, Lewis and Clark College of Law, and Willamette University College of Law) requires a baccalaureate degree as a prerequisite for admission. Generally law schools do not require a particular pre-law major. However, most law schools will review pre-law majors, minors, courses and curricula for critical thinking and intellectual content. While no one major is required, well developed communication, writing and research skills are emphasized. Common majors for students applying to law school are economics, political science, history, English, business, and accounting.

In selecting a pre-law major, students may want to consider particular areas in the practice of law such as government or political science, business and corporate sciences, criminal justice, or accounting and tax. It is important to choose a major that fits the student's interests while encouraging intellectual growth. Admission to law school is based on academic achievement, employment experience, extra-curricular activities and performance on the Law School Admission Test (LSAT). A personal interview with the applicant and letters of recommendation may also be requested by the law school prior to admission.

TVCC students interested in pre-law should study for the Associate of Arts degree and obtain information on a major field of study within the framework of baccalaureate degree program from the four-year institution to which the student will later transfer. In preparation for transfer, students should consult with their TVCC advisor and with an advisor at the college or university to which they intend to transfer for any special requirements or additional coursework.

## Mathematics Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Mathematics

**Department Chair:** Pat Rhodes (ext. 5935)

**Advising:** Dr. Renae Weber (ext. 5932); Pat Rhodes (ext. 5935); Dr. Rick Reynolds (ext. 5982); David Reynolds (ext. 5934); Drake Wallick (ext. 5931); Greg Borman (ext. 6845)

This degree fulfills the general education block transfer in Idaho and Oregon. At least 90 transferable credits and a minimum **grade point average of 2.0** are needed for graduation.

The following courses are recommended for students interested in pursuing a degree in Mathematics at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Mathematics emphasis courses fulfill a portion of the distribution requirements.

#### RECOMMENDED ELECTIVES

- CS 161, 162 Computer Science I, II
- MATH 103 Intro to Graphing Calculators

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR MATHEMATICS EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 111	College Algebra .....	4
- CS	Any Computer Science .....	4
• <b>Winter Quarter</b>		
- MATH 113*	Elementary Functions .....	4
- MATH 243*	Intro to Probability & Statistics I .....	4
• <b>Spring Quarter</b>		
- MATH 112*	Pre-Calculus .....	4
- MATH 244*	Intro to Probability & Statistics II .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 251*	Calculus I.....	5
- PHYS 211*	Classical Physics I .....	5
• <b>Winter Quarter</b>		
- MATH 252*	Calculus II.....	5
• <b>Spring Quarter</b>		
- MATH 253*	Calculus III.....	5

\* Indicates course is on the distribution list. See page 31 for guidelines.

# PRE-MEDICINE

## Associate of Arts Transfer Degree

### Pre-Medicine Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5984)

**Advising:** Kerby Winters (ext. 5985)

The following courses are recommended for students interested in pursuing a degree in Pre-Medicine at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Pre-Medicine emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

### RECOMMENDED COURSES FOR PRE-MEDICINE EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BIOL 211*	College Biology .....	5
- CHEM 221*	College Chemistry .....	5
- MATH 111	College Algebra .....	4
• <b>Winter Quarter</b>		
- BIOL 212*	College Biology .....	5
- CHEM 222*	College Chemistry .....	5
- MATH 112*	Elementary Functions .....	4
- PSYC 201*	General Psychology.....	3
• <b>Spring Quarter</b>		
- BIOL 213*	College Biology .....	5
- BIOL 234*	Microbiology .....	4
- CHEM 223*	College Chemistry .....	5
- PSYC 202*	General Psychology.....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CHEM 227	Organic Chemistry .....	5
- BIOL 231*	Anatomy and Physiology .....	4
- PHYS 201*	General Physics I.....	4
- MATH 251*	Calculus I.....	5
• <b>Winter Quarter</b>		
- CHEM 228	Organic Chemistry .....	5
- BIOL 232*	Anatomy and Physiology .....	4
- PHYS 202*	General Physics II.....	4
- MATH 252*	Calculus II.....	5
• <b>Spring Quarter</b>		
- CHEM 229	Organic Chemistry .....	5
- BIOL 233*	Anatomy and Physiology .....	4
- PHYS 203*	General Physics III.....	4
- MATH 253*	Calculus III.....	5

\* Indicates course is on the distribution list. See page 31 for guidelines.



# Music Emphasis

## ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Fine and Performing Arts

**Department Chair:** Ted Fink (ext. 5872)

**Advising:** Bob Armstrong (ext. 5955); Rebecca Replogle (ext. 5954)

This degree fulfills the general education block transfer in Idaho and Oregon. At least 90 transferable credits and a minimum **grade point average of 2.0** are needed for graduation.

The following courses are recommended for students interested in pursuing a degree in Music at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
 Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some Music emphasis courses and some of the recommended electives fulfill a portion of the distribution requirements.

### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

### RECOMMENDED ELECTIVES

- MUS 101, 201\*, 202\*, 203\*, 205\*

### RECOMMENDED COURSES FOR MUSIC EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MUS 111*	Music Theory I .....	4
- MUS 114	Sight Singing/Ear Training .....	1
- MUP 171-192	Applied Music (Lessons) .....	1
- MUP 201-231*	Ensemble .....	1
- MUS 131	Class Piano .....	2
• <b>Winter Quarter</b>		
- MUS 112*	Music Theory I .....	4
- MUS 115	Sight Singing/Ear Training .....	1
- MUP 171-192	Applied Music Instruction .....	1
- MUP 201-231*	Ensemble .....	1
- MUS 132	Class Piano .....	2
• <b>Spring Quarter</b>		
- MUS 113*	Music Theory I .....	4
- MUS 116	Sight Singing/Ear Training .....	1
- MUP 171-192	Applied Music Instruction .....	1
- MUP 201-231*	Ensemble .....	1
- MUS 133	Class Piano .....	2

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MUP 271-292	Applied Music Instruction .....	1
- MUP 201-231*	Ensemble .....	1
• <b>Winter Quarter</b>		
- MUP 271-292	Applied Music Instruction .....	1
- MUP 201-231*	Ensemble .....	1
• <b>Spring Quarter</b>		
- MUP 271-292	Applied Music Instruction .....	1
- MUP 201-231*	Ensemble .....	1

\* Indicates course is on the distribution list. See page 31 for guidelines.

# NATURAL RESOURCES - AT A GLANCE

## *Program Overview*

### Natural Resources At A Glance

Students interested in careers in natural resources, environmental technology, fisheries and wildlife, and wildland fire can pursue several different educational options, depending on their career goals. Students may see their Natural Resources program advisor for assistance in determining the option that best meets the student's needs.

**Advising:** Marcus Nichols (541) 881-5968

#### ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

Students wishing to directly enter the workforce after their educational experience at TVCC should consider either a two year Associate of Applied Science Degree or a certificate program. These options are not designed to transfer to a four year institution, although some individual courses are transferable. Students wishing to transfer coursework should work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.

##### ASSOCIATE OF APPLIED SCIENCE DEGREES

*Natural Resources*

*Natural Resources Wildland Fire*

##### CERTIFICATES

*Environmental Technician*

*Natural Resources Wildland Fire*

##### CAREER PATHWAY CERTIFICATES

*Field Mapping & Cartography  
Conservation*

##### ASSOCIATE OF SCIENCE DEGREES

Students planning to transfer to a four-year college or university in natural resources are advised to complete one of the Associate of Science Degrees in various areas of natural resources emphasis. Each Associate of Science Degree is closely articulated with natural resource departments at Oregon State University and/or University of Idaho.

Associate of Science degrees include specified general education courses, core natural resource courses and recommended electives, depending on the discipline emphasis. Students planning to transfer should follow the specified degree plan for the Associate of Science Degree they wish to pursue.

TVCC offers the following Associate of Science Degrees articulated with:

##### OREGON STATE UNIVERSITY

*Natural Resources*

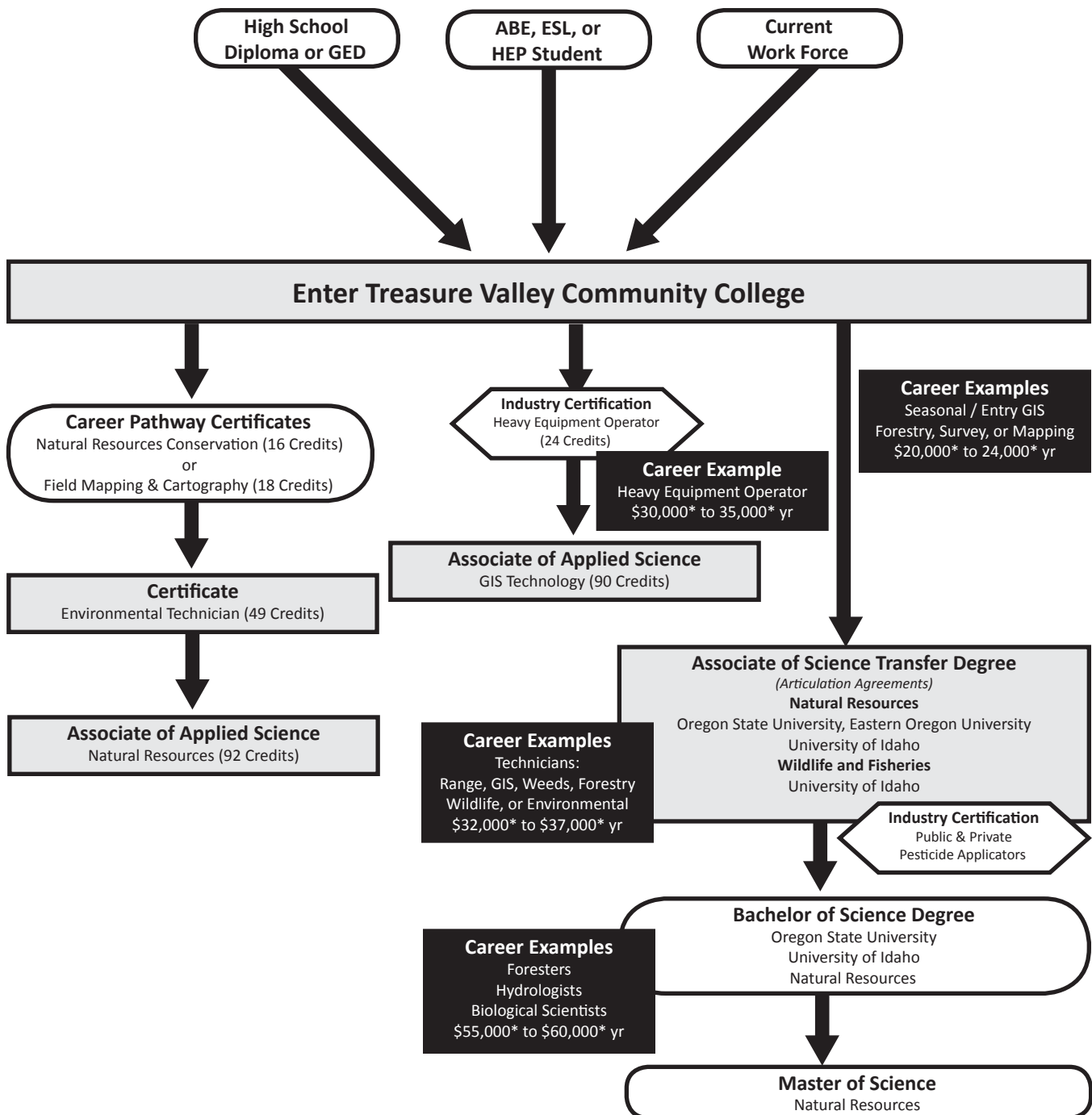
##### UNIVERSITY OF IDAHO

*Natural Resources*

*Natural Resources Wildlife and Fisheries*

## Natural Resources Career Pathway Options

Department: Natural Resources  
Advising: Marcus Nichols (541) 881-5968



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

# CARTOGRAPHY AND FIELD MAPPING TECHNICIAN

## Career Pathway Certificate

### Natural Resources Cartography and Field Mapping Technician

#### CAREER PATHWAY CERTIFICATE OF COMPLETION

**Department:** Natural Resources

**Advising:** Marcus Nichols (541) 881-5968

#### PROGRAM OVERVIEW

This Career Pathway Certificate prepares students for entry level work as an entry level work as a Field Mapping or GIS/GPS Technician with a focus on the natural resources industry. All courses in this Career Pathway may be transferred into the on-year Environmental Technician certificate or the Associate of Applied Science Degrees in either Natural Resources or Geographic Information Systems.

#### DUAL CREDIT (CTE 2+2)

Students will receive credit for natural resource classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.



#### REQUIRED COURSES FOR CARTOGRAPHY AND FIELD MAPPING TECHNICIAN (15 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- NATR 105	Field Methods in Natural Resources.....	3
- GEOG 165	GIS Applications.....	3
<b>• Winter Quarter</b>		
- NATR 140	Map Use and Analysis.....	4
- GEOG 265	Geographic Information Systems (GIS) I.....	3
<b>• Spring Quarter</b>		
- GEOG 285	Geographic Information Systems (GIS) II.....	3
- NATR 112	Global Positioning Systems (GPS).....	2

**Total Number of Credits in Certificate .....18**

## Natural Resources

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Natural Resources  
**Department Chair & Advising:** Marcus Nichols (541) 881-5968

#### PROGRAM OVERVIEW

Successful completion of this degree program provides students with a broad base of skills related to a career in Natural Resources. The Natural Resources Associate of Applied Science degree program offers training in the areas of Invasive Species (Noxious Weeds); Range Management, and Forestry, as well as an introduction to GPS/GIS and Recreation and Wildlife. Successful graduates of this program may secure entry level positions as seasonal, temporary, or permanent employees for state and federal agencies, or private industry.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to specific programs at a four-year college or university. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a **minimum 2.0 grade point average** are needed to graduate.

#### LEARNING OUTCOMES

Students who complete the degree will be prepared to:

- Evaluate environments including - How succession works; Why plants and animals live where they do; How to manipulate habitats for desired results; and Understanding the hydrological cycle and how it affects natural resources.
- Utilize forestry equipment (relaskop, diameter tapes, cruiser sticks, levels, increment borers, and tapes).
- Locate a site using GPS, map reading, aerial photos, and the location of corners on the rectangular survey system.
- Identify noxious weeds, range plants, forest plants, and shrubs.
- Demonstrate the ability to apply multiple use concepts including grazing, recreation, and wildlife in public land management.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, NATR 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for Natural Resources classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### RELATED EDUCATION REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (6 credits)**
  - WR 101 Workplace Communications
  - SP 219 Small Group Discussion **OR**
  - SP 111 Fundamentals of Speech
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (4 credits)**
  - PSYC 101 Psychology of Human Relations
  - INED 156 Employment Strategies

#### REQUIRED COURSES FOR NATURAL RESOURCES (78 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- FWR 101	Natural Resource Seminar .....	1
- NATR 111	Intro to Natural Resources .....	5
- NATR 105	Field Methods in Natural Resources .....	3
- CS 120	Computer Concepts .....	4
<b>• Winter Quarter</b>		
- CSS 217	Pesticide Safety and Use .....	1
- NATR 101	S-130, 190, I-100 .....	3
- NATR 221	Intro to Natural Resource Ecology .....	3
- NATR 140	Map Use and Analysis .....	4
<b>• Spring Quarter</b>		
- NATR 103	Applied Forest/Range Botany .....	3
- CSS 240	Intro to Noxious Weeds .....	3
- NATR 112	Global Positioning Systems (GPS) .....	2
<b>• Summer Quarter</b>		
- NATR 280	Natural Resources Work Experience .....	6

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- GEOG 165	GIS Applications .....	3
- HPE 120	First Aid & CPR .....	2
- FOR 111	Introduction to Forestry .....	3
- NATR 106	Intro to Fire Effects .....	3
- CSS 205	General Soils .....	3
<b>• Winter Quarter</b>		
- NATR 102	L-280 Followership to Leadership .....	2
- NATR 104	S-290 Intermediate Fire Behavior .....	3
- GEOG 265	GIS I .....	4
- NATR 251	Recreation Resource Management .....	3
- NATR 252	Intro to Wildlife Management .....	3
<b>• Spring Quarter</b>		
- NATR 217	Intro to Watershed Management .....	3
- NATR 241	Intro to Range Management .....	4
- GEOG 285	GIS II .....	4

**Total Number of Credits in Degree .....91**

# NATURAL RESOURCES

## Associate of Science Transfer Degree to Oregon State University

### Natural Resources Emphasis

#### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO OREGON STATE UNIVERSITY

**Department:** Natural Resources

**Advising:** Marcus Nichols (541) 881-5968

This degree fulfills many of the general education requirements for transfer to Oregon State University. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate. Oregon universities require students who graduated high school after 1997 to have either two years at the high school level or two terms at the college level of a second language at entry.

The following courses are recommended for students interested in pursuing a degree in Natural Resources at Oregon State University and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at Oregon State University.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (27-30 CREDITS)

- **Literature and Arts: Choose one class from this area**
  - ART 101 Intro to Art
  - ENG 104, 105, 106 Intro to Literature
  - ENG 253, 254, 255 Survey of American Literature
  - MUS 201, 202, 203 Intro to Music & Its Literature
- **Western Culture: Choose one class from this area**
  - ENG 253, 254, 255 Survey of American Literature
  - HIST 101, 102, 103 History of Western Civilization
  - HIST 201, 202, 203 History of the United States
- **Social Processes:**
  - ECON 201, 202 Principles of Economics: Micro/Macro AND  
Choose one class from these areas
  - PSYC 201, 202 General Psychology
  - SOC 204, 206 General Sociology
- **Science/Math/Computer Science: Choose one sequence**
  - CHEM 121, 122, 123 General Chemistry
  - BIOL 211, 212, 213 Biology

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED ELECTIVES

- NATR 280 Cooperative Work Experience
- CSS 205 General Soils
- CS 120 Computer Concepts
- CSS 217 Pesticide and Safety Use

#### REQUIRED COURSES FOR NATURAL RESOURCES (54 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- FWR 101	Natural Resource Seminar .....	1
- NATR 111	Intro to Natural Resources .....	5
- NATR 105	Field Methods in Natural Resources .....	3
- GEOG 165	GIS Applications .....	3
• <b>Winter Quarter</b>		
- NATR 140	Map Use and Analysis .....	4
- GEOG 265	Geographic Info Systems (GIS) I .....	4
- NATR 221	Intro to Natural Resources Ecology .....	3
• <b>Spring Quarter</b>		
- NATR 103	Applied Forest/Range Botany .....	3
- GEOG 285	Geographic Info Systems (GIS) II .....	4
- NATR 112	Global Positioning Systems (GPS) .....	2
- CSS 240	Intro to Noxious Weeds .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- NATR 106	Intro to Fire Effects .....	3
- FOR 111	Introduction to Forestry .....	3
• <b>Winter Quarter</b>		
- NATR 251	Recreation Resource Management .....	3
- NATR 252	Introduction to Wildlife Management .....	3
• <b>Spring Quarter</b>		
- NATR 217	Intro to Watershed Management .....	3
- NATR 241	Intro to Range Management .....	4

## Natural Resources Emphasis

### ASSOCIATE OF SCIENCE TRANSFER DEGREE TO UNIVERSITY OF IDAHO

**Department:** Natural Resources  
**Advising:** Marcus Nichols (541) 881-5968

This degree fulfills the general education block transfer to University of Idaho. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Natural Resources at University of Idaho and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at University of Idaho.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses. Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (6 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (33-36 CREDITS)

- **Arts and Letters: Choose any three classes**
  - ART 101 Intro to Art
  - MUS 201, 202, 203 Intro to Music & Its Literature
  - ENG 104, 105, 106 Intro to Literature
  - ENG 201, 202, 203 Shakespeare
  - ENG 253, 254, 255 Survey of American Literature
  - HUMN 148, 149, 150 Intro to Humanities
- **Social Science: Choose four classes from**
  - Economics, History, Political Science, Psychology, Sociology
- **Science/Math/Computer Science: Choose one sequence**
  - CHEM 121, 122, 123 General Chemistry
  - BIOL 211, 212, 213 Biology

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED ELECTIVES

- NATR 280 Natural Resources Work Experience.
- CS 120 Computer Concepts
- CSS 205 General Soils
- PHYS 201 General Physics
- WR 227 Technical Report Writing

#### RECOMMENDED COURSES FOR NATURAL RESOURCES DEGREE (54 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- FWR 101	Natural Resource Seminar .....	1
- NATR 111	Intro to Natural Resources .....	5
- NATR 105	Field Methods in Natural Resources .....	3
- GEOG 165	GIS Applications .....	3
<b>• Winter Quarter</b>		
- NATR 140	Map Use and Analysis.....	4
- GEOG 265	Geographic Info Systems (GIS) I.....	4
- NATR 221	Intro to Natural Resources Ecology.....	3
<b>• Spring Quarter</b>		
- NATR 103	Applied Forest/Range Botany .....	3
- NATR 112	Global Positioning Systems.(GPS) .....	2
- GEOG 285	Geographic Info Systems (GIS) II.....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- NATR 106	Intro to Fire Effects .....	3
- FOR 111	Introduction to Forestry.....	3
<b>• Winter Quarter</b>		
- NATR 252	Intro to Wildlife Management .....	3
- NATR 251	Recreational Resource Management.....	3
<b>• Spring Quarter</b>		
- NATR 217	Intro to Watershed Management.....	3
- CSS 240	Intro to Noxious Weeds .....	3
- NATR 241	Intro to Range Management.....	4

# NATURAL RESOURCES CONSERVATION

## Career Pathway Certificate

### Natural Resources Conservation

#### CAREER PATHWAYS CERTIFICATE OF COMPLETION

**Department:** Natural Resources

**Advising:** Marcus Nichols (541) 881-5968

#### PROGRAM OVERVIEW

This Career Pathway Certificate prepares students for entry level, seasonal working in forestry, fish & game, fire, range, or invasive species, with a focus on the natural resources industry. All courses in this Career Pathway may be transferred into the on-year Environmental Technician certificate or the Associate of Applied Science Degrees in either Natural Resources or Geographic Information Systems.

#### DUAL CREDIT (CTE 2+2)

Students will receive credit for natural resource classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### REQUIRED COURSES FOR NATURAL RESOURCES CONSERVATION (16 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- FWR 101	Natural Resources Seminar.....	1
- NATR 111	Intro to Natural Resources.....	5
- NATR 105	Field Methods.....	3
• <b>Winter Quarter</b>		
- NATR 140	Map Use and Analysis.....	4
- NATR 221	Intro to Natural Resources Ecology.....	3

**Total Number of Credits in Certificate .....16**



# NATURAL RESOURCES ENVIRONMENTAL TECHNICIAN

## *Certificate of Completion*

### Natural Resources Environmental Technician CERTIFICATE

**Department:** Natural Resources  
**Advising:** Marcus Nichols (541) 881-5968

#### PROGRAM OVERVIEW

This certificate allows students to build fundamental knowledge in Natural Resources then customize their own education through three different concentrations. Students can choose from Field Mapping/Cartography and Natural Resource Conservation courses in order to create a customized program based on career goals. Successful graduates of this program may secure entry level positions as seasonal or temporary employees for state and federal agencies or private industry.

#### LEARNING OUTCOMES

Students who complete the Natural Resources Environmental Technician Certificate of Completion will be prepared to:

- Demonstrate knowledge of multiple natural resource career opportunities both academically and professionally.
- Demonstrate knowledge of regional natural sites, their accompanying wildlife, natural resources, and various management and conservation practices.
- Display general knowledge of rangeland resources, forest ecosystems, soil characteristics, regional plants, and ecological succession through practical lab work and written assessment.
- Navigate terrain with the use of aerial maps, GPS units, and topographical maps.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, NATR 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### RELATED EDUCATION REQUIREMENTS (13-14 CREDITS)

Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (6 credits)**
  - WR 101 (or higher) Workplace Communications
  - SP 219 Small Group Discussion **OR**
  - SP 111 Fundamentals of Speech
- **Computation Skills (3-4 credits)**
  - MATH 111 College Algebra *or*
  - AET 211 Engineering Problems

(Math 111 recommended for students wishing to transfer)
- **Human Relations Skills (7 credits)**
  - INED 156 Employment Strategies
  - NATR 280 Cooperative Work Experience

#### CORE COURSES

Students are required to successfully pass all core courses.

COURSE #	COURSE TITLE	CREDITS
- NATR 111	Intro to Natural Resources.....	5
- FWR 101	Natural Resources Seminar.....	1
- NATR 105	Field Methods in Natural Resources.....	3
- NATR 112	Intro to Global Positioning Systems.....	2
- NATR 140	Map Use and Analysis.....	4
- NATR 221	Intro to Natural Resources Ecology.....	3

**Total Number of Credits in Core.....18**

#### FOCUS ELECTIVES FOR A TOTAL OF 45 CREDITS

Students may customize coursework below to meet their individual educational needs, with instructor approval. Choose any combination from:

- FOR 111 Intro to Forestry
- GEOG 265 GIS I
- GEIG 285 GIS II
- NATR 241 Intro to Range Management
- CSS 240 Intro to Noxious Weeds
- NATR 251 Intro to Wildlife Management
- NATR 251 Recreation Resource Management
- NATR 103 Applied Botany
- BIOL 211, 212, 213 College Biology
- NAT 217 Watershed Management

**Total Number of Credits in Certificate.....45**

# NATURAL RESOURCES WILDLAND FIRE

## Certificate of Completion

### Natural Resources Wildland Fire CERTIFICATE

**Department:** Natural Resources

**Advising:** Marcus Nichols (541) 881-5968

The Wildland Fire certificate prepares students for entry level seasonal jobs in fire-fighting for the Bureau of Land Management and the U.S. Forest Service, and other public and private agencies that manage firefighting on public lands. During summer quarter students can incorporate required NATR 280 (Cooperative Work Experience) with the work they are doing in the field. Students should make appropriate arrangements with their program advisor.

All courses in this certificate may be transferred into the Natural Resources Wildland Fire Associate of Applied Science Degree. A minimum **grade point average of 2.0** is required to obtain the certificate.

#### LEARNING OUTCOMES

Students who complete the Certificate of Completion will be prepared to:

- Identify the primary factors involved in the start and spread of wildfires.
- Demonstrate proper use of fire equipment and fire suppression techniques, including self-protection, for fighting forest and range wild fires.
- Correctly locate a site using GPS, Map Reading Aerial Photos and the location of corners on the rectangular survey system.

#### RELATED EDUCATION REQUIREMENTS (14 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (6 credits)**
  - WR 101 Workplace Communications
  - SP 219 Small Group Discussion **or**
  - SP 111 Fundamentals of Speech
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (5 credits)**
  - NATR 280 Cooperative Work Experience
  - NATR 102 L-280 Followership to Leadership

### REQUIRED COURSES FOR WILDLAND FIRE CERTIFICATE (31 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- FWR 101	Natural Resources Seminar .....	1
- NATR 105	Field Methods in Natural Resources .....	3
- FOR 111	Introduction to Forestry.....	3
- NATR 106	Intro to Fire Effects .....	3
- NATR 111	Intro to Natural Resources.....	5
• <b>Winter Quarter</b>		
- NATR 140	Map Use and Analysis.....	4
- NATR 101	S-130, 190, I-100.....	3
• <b>Spring Quarter</b>		
- NATR 112	Geographic Positioning Systems (GPS) .....	2
- NATR 241	Range Management .....	4
• <b>Summer Quarter</b>		
- NATR 280*	Natural Resources Coop Work Experience .....	3

**Total Number of Credits in Certificate .....45**

#### Recommended Electives:

NATR 104 S-290 Intermediate Fire Behavior  
CSS 240 Noxious Weeds  
NATR 103 Applied Botany  
GEOG 165 GIS Applications

## Natural Resources Wildland Fire

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Natural Resources  
**Advising:** Marcus Nichols (541) 881-5968

#### PROGRAM OVERVIEW

This program prepares students for positions on fire crews including crew boss or member of the heli-tech team, with the Bureau of Land Management, the U.S. Forest Service, or other public and private agencies that manage firefighting on public lands. Students who pursue the degree are encouraged to obtain work as a beginning firefighter and to enroll for credit in NATR 280 (Cooperative Work Experience) in the summer between the freshman and sophomore years. The experience gained during the summer will be counted toward experience required by the hiring agencies and will give students an opportunity to obtain more advanced positions such as crew boss or helicopter tech team member.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum **grade point average of 2.0** are needed to graduate.

#### LEARNING OUTCOMES

Students who complete the Natural Resources Wildland Fire Associate of Applied Science program will be prepared to:

- Identify the primary factors involved in the start and spread of wildfires.
- Demonstrate proper use of fire equipment and fire suppression techniques, including self-protection, for fighting forest and range wild fires.
- Correctly locate a site using GPS, Map Reading Aerial Photos and the location of corners on the rectangular survey system.
- Apply knowledge of firefighting and fire suppression and abatement behavior to make tactical decisions when confronting wild land fires that threaten lives, property and improvements in the wild land/urban interface. Includes size-up, initial strategy, structure triangle, tactics, action assessment, public relations, communications, mop up and follow up.
- Demonstrate the ability to assume leadership roles such as crew boss, engine boss, or squad boss.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, NATR 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### RELATED EDUCATION REQUIREMENTS (13 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (6 credits)**
  - WR 101 Business Communications
  - SP 219 Small Group Discussion **OR**
  - SP 111 Fundamentals of Speech
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (4 credits)**
  - PSYC 101 Human Relations
  - INED 156 Employment Strategies

#### REQUIRED COURSES FOR WILDLAND FIRE DEGREE (77 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

COURSE #	COURSE TITLE	CREDITS
<b>• Fall Quarter</b>		
- FWR 101	Natural Resource Seminar .....	1
- NATR 111	Intro to Natural Resources .....	5
- NATR 105	Field Methods in Natural Resources.....	3
- CS 120	Computer Concepts.....	4
<b>• Winter Quarter</b>		
- NATR 140	Map Use and Analysis.....	4
- NATR 101	S-130, S-190, I-100 .....	3
- NATR 221	Natural Resource Ecology .....	3
<b>• Spring Quarter</b>		
- NATR 112	Global Positioning Systems .....	2
- NATR 241	Intro to Range Management .....	4
- CSS 240	Intro to Noxious Weeds .....	3
<b>• Summer Quarter</b>		
- NATR 280	Cooperative Work Experience .....	6

##### YEAR 2

COURSE #	COURSE TITLE	CREDITS
<b>• Fall Quarter</b>		
- CSS 205	General Soils .....	3
- HPE 120	First Aid & CPR.....	2
- FOR 111	Introduction to Forestry.....	3
- NATR 106	Intro to Fire Effects .....	3
- GEOG 165	GIS Applications.....	3
<b>• Winter Quarter</b>		
- NATR 252	Intro to Wildlife Management .....	3
- NATR 102	L-280 Followership to Leadership .....	2
- NATR 104	S-290 Intermediate Fire Behavior .....	3
- GEOG 265	Geographic Information Systems (GIS) I.....	4
<b>• Spring Quarter</b>		
- NATR 103	Applied Botany .....	3
- NATR 217	Watershed Management.....	3
- HPE 295	Health/Fitness for Life .....	3
- GEOG 285	Geographic Information Systems (GIS) II.....	4

#### Recommended Electives:

NATR 202 Wildland Fire Chain Saws	
NATR 203 S-211 Portable Pumps & Water Use	
NATR 115 S-230 Crew Boss - Single Resource	
NATR 117 S-231 Engine Boss - Single Resource	
NATR 121 S-131 Squad Boss	
EMT 151, 152 EMT Basic I & II	
<b>Total Number of Credits in Degree .....</b>	<b>90</b>

# NATURAL RESOURCES WILDLIFE AND FISHERIES

Associate of Science Transfer Degree to University of Idaho

## Natural Resources

### Wildlife and Fisheries Emphasis

#### ASSOCIATE OF SCIENCE DEGREE TRANSFER TO UNIVERSITY OF IDAHO

**Department:** Natural Resources

**Advising:** Marcus Nichols (541) 881-5968

This degree fulfills the general education block transfer to University of Idaho. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Wildlife and Fisheries at University of Idaho and include all requirements for the Associate of Science degree. **Students who wish to transfer are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at University of Idaho.

#### FOUNDATION SKILLS REQUIREMENTS (13 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (34 CREDITS)

- **Arts and Letters: Choose any three classes**
  - ART 101 Intro to Art
  - MUS 201, 202, 203 Intro to Music & Its Literature
  - ENG 104, 105, 106 Intro to Literature
  - ENG 201, 202, 203 Shakespeare
  - ENG 253, 254, 255 Survey of American Literature
  - HUMN 148, 149, 150 Intro to Humanities
- **Social Science: Choose three classes from**
  - Economics, History, Political Science, Psychology, Sociology
- **Science: Complete sequence**
  - BIOL 211, 212, 213 Biology

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 32, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED ELECTIVES

- CHEM 121, 122 General Chemistry
- CHEM 227 Organic Chemistry
- GEOL 201, 202 Physical Geology
- MATH 243 Probability and Statistics
- NATR 103 Applied Forest/Range Botany
- NATR 106 Intro to Fire Effects
- NATR 280 Natural Resources Work Experience
- CS 120 Computer Concepts
- WR 227 Technical Report Writing

#### RECOMMENDED COURSES FOR WILDLIFE AND FISHERIES EMPHASIS (51 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- FWR 101	Natural Resources Seminar.....	1
- NATR 111	Intro to Natural Resources.....	5
- NATR 105	Field Methods in Natural Resources.....	3
- GEOG 165	GIS Applications.....	3
• <b>Winter Quarter</b>		
- NATR 140	Map Use & Analysis.....	4
- GEOG 265	Geographic Information Systems (GIS) I.....	4
- NATR 221	Intro to Natural Resources Ecology.....	3
• <b>Spring Quarter</b>		
- NATR 112	Global Positioning Systems (GPS).....	2
- GEOG 285	Geographic Information Systems (GIS) II.....	4
- CSS 240	Intro to Noxious Weeds.....	3

#### YEAR 2

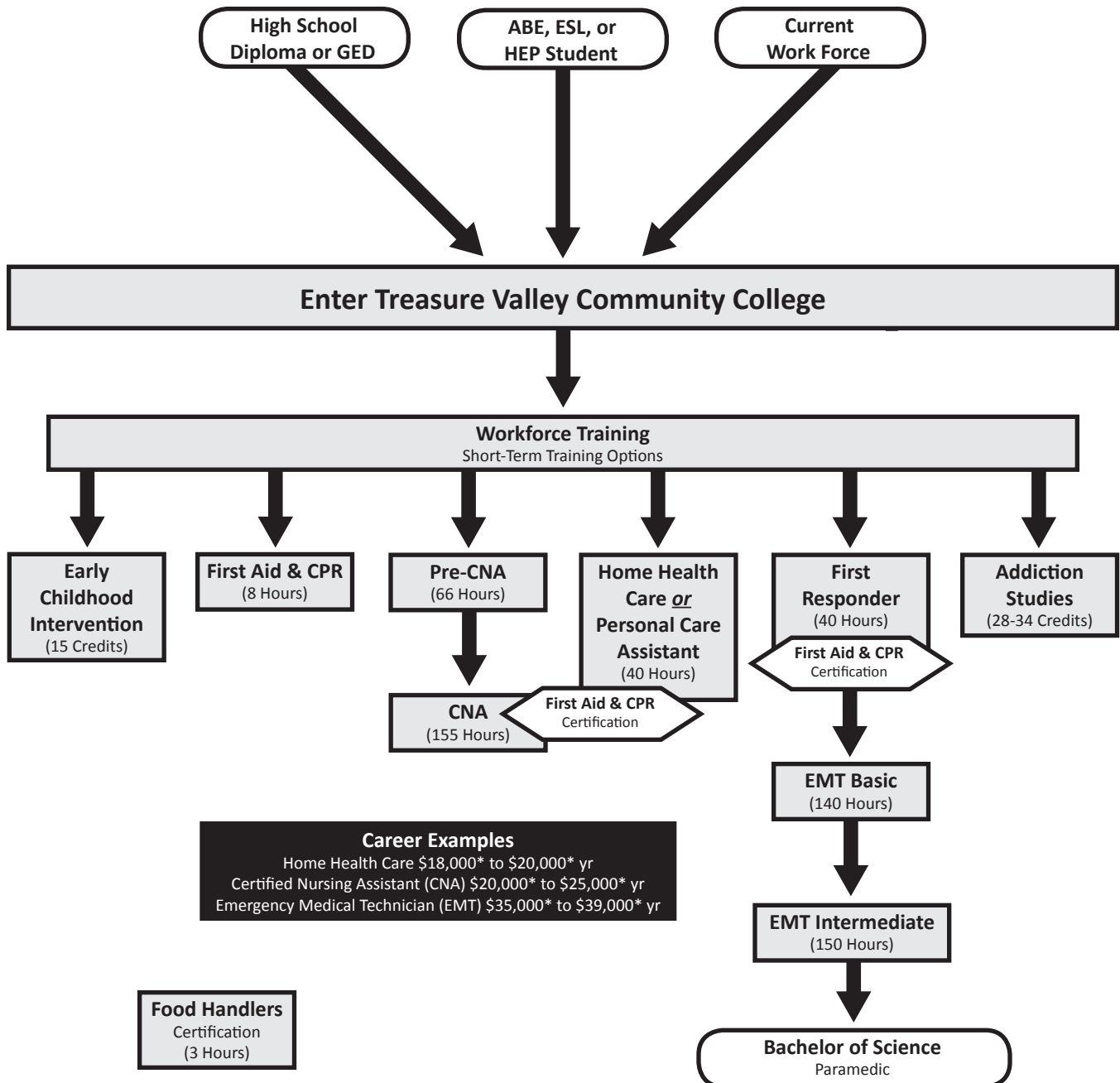
<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CSS 205	General Soils.....	3
- FOR 111	Introduction to Forestry.....	3
• <b>Winter Quarter</b>		
- NATR 252	Intro to Wildlife Management.....	3
- NATR 251	Recreational Resource Management.....	3
• <b>Spring Quarter</b>		
- NATR 217	Intro to Watershed Management.....	3
- NATR 241	Intro to Range Management.....	4

## Health Occupations Career Pathway Options

Department: Nursing

Department Chair: Sandra Kellogg (541) 881-5945

Center for Business, Workforce & Community Learning: Andrea Testi (541) 881-5761



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

# NURSING - AT A GLANCE

## Program Overview and Pre-Acceptance Requirements

### Nursing

#### PROGRAM OVERVIEW AND PRE-ACCEPTANCE COURSE REQUIREMENTS

**Department:** Nursing

**Department Chair:** Sandra Kellogg (ext. 5945)

**Advising:** Nursing Faculty (ext. 5940, 5941, 5946)

#### PROGRAM OVERVIEW

The college offers a career ladder nursing curriculum that allows a student to exit upon successful completion of the first year, prepared to take the licensing examination for Practical Nursing (LPN). Successful completion of second year requirements allows the student to graduate with an Associate of Applied Science Degree in Nursing (RN) and to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

Graduates completing the Associate of Applied Science Degree in Nursing (RN) may qualify for admission into Baccalaureate programs. However, transfer of credits is the prerogative of the Baccalaureate institution.

TVCC's nursing program is accredited by the Oregon State Board of Nursing and have NLNAC Candidacy status. It provides a balance between general education (Social/Biological Science, Humanities) and nursing content. Students participate in learning theory and nursing skills in the classroom and campus laboratory as well as in community health care facilities.

The program has a state-of-the-art simulation laboratory where highly skilled faculty incorporate this new learning modality to enhance the academic and clinical experience of students.

#### PROGRAM ADMISSION

The nursing program is a restricted entry program. Students must apply for admission and meet the college and program criteria before being considered for acceptance. Specific nursing program requirements are available on the TVCC website. Application packets may be obtained in the Nursing Department office after January 1. Notification is made in May for students who will enter first year nursing classes in September or second year classes in June. All admitted students must pass a criminal background check and physical examination prior to entering the program.

Prospective students must attend a Nursing Program information session before beginning the advising and registration process and should call the Nursing Department at (ext. 5940) for available dates and times. Students must be officially admitted to the Nursing Program before they may enroll in any nursing courses (NURS 101, etc).

#### ADVANCED PLACEMENT

As space permits, qualified LPN's may be admitted to the second year of the nursing program beginning with summer quarter (NURS 200). The candidate must have graduated from an accredited program with a 3.00 grade point average in nursing courses, have completed all of the first year general education requirements of the TVCC Nursing Program with a minimum GPA of 2.70 (no grade below a "C"), and be licensed in Oregon as a practical nurse. Preadmission testing is required. Evaluation of clinical skills may be required. Interested students should contact the Nursing Department for advising prior to application.

NOTE: Pre-nursing students are also strongly encouraged to be certified as Nursing Assistants in either Oregon or Idaho. Speak to your advisor for more information about TVCC's Nursing Assistant program.

#### PRE-NURSING COURSE REQUIREMENTS (51 CREDITS)

Pre-Nursing students are encouraged to take the following general education courses prior to application for admission to the Nursing Program.

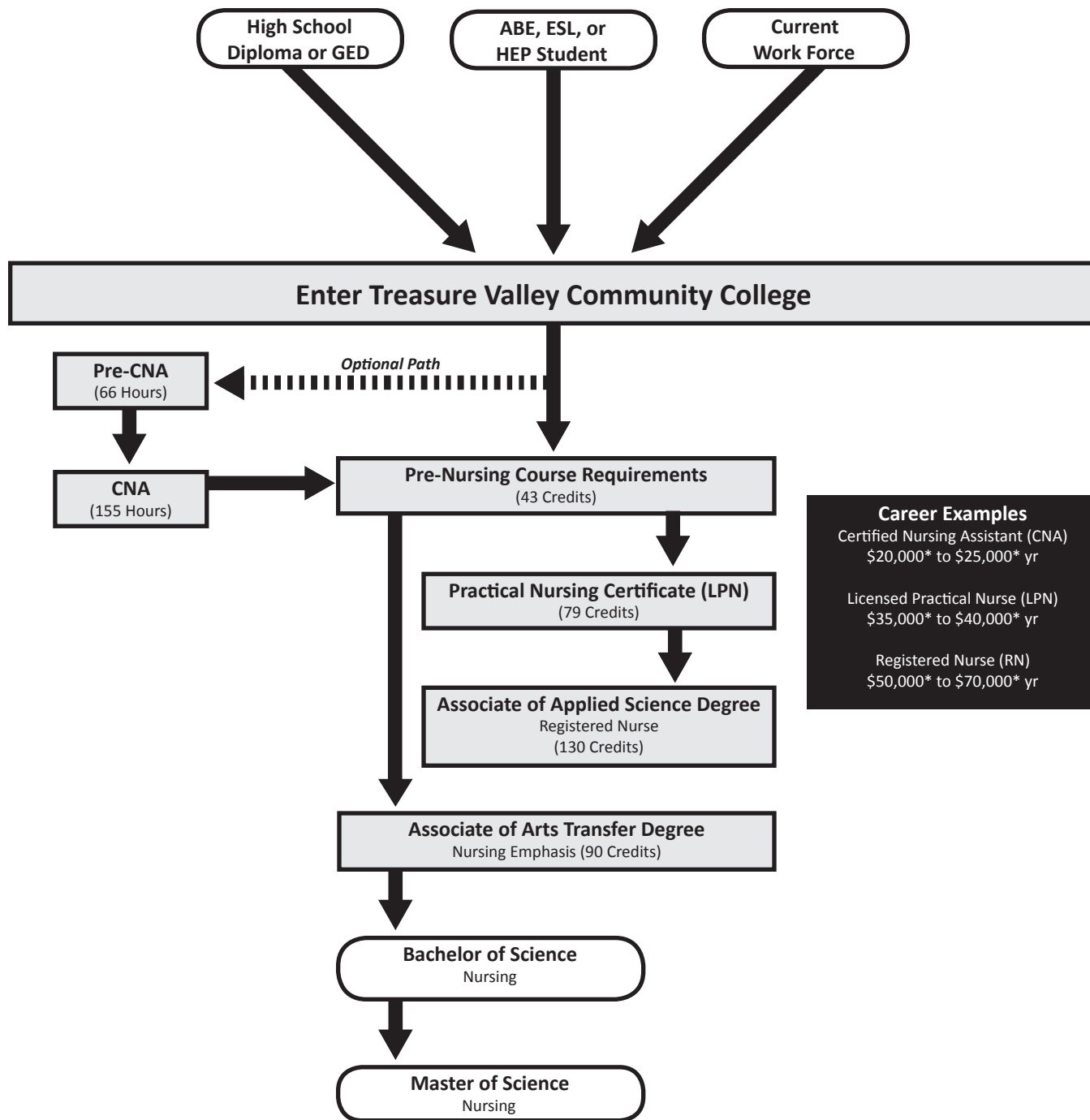
- MATH 95 or above must be completed with a minimum grade of "C" BY THE APPLICATION DEADLINE.
- WR 121, WR 122 English Composition and
- WR 123 English Composition or
- SP 111 Fundamentals of Speech or
- SP 219 Small Group Discussion
- PSYC 201 or 202 or 203 General Psychology
- BIOL 231, 232, 233 Anatomy & Physiology (BIOL 101 & CHEM 104 are prerequisites)
- BIOL 234 Microbiology
- FNUT 225 Nutrition

- **A minimum of six credits from two of the following:**

- ETHN 101, 102, 103 Ethnic Studies
- ANTH 110 Cultural Anthropology
- SOC 204, 205, 206 Sociology
- PSYC 235, 236, 237 Human Growth and Development
- CS Any college level computer course

## Nursing Career Pathway Options

Department: Nursing  
 Department Chair: Sandra Kellogg (ext. 5945)  
 Nursing Advisors: Nursing Faculty (ext. 5940 or 5941)  
 Workforce Training: Sheryl Romans (ext. 5757)



**Career Examples**  
 Certified Nursing Assistant (CNA)  
 \$20,000\* to \$25,000\* yr  
 Licensed Practical Nurse (LPN)  
 \$35,000\* to \$40,000\* yr  
 Registered Nurse (RN)  
 \$50,000\* to \$70,000\* yr

\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

# NURSING

## Practical Nursing Certificate / Registered Nurse Associate of Applied Science Degree

### Practical Nursing

#### CERTIFICATE OF COMPLETION (PROGRAM YEAR 1)

##### LEARNING OUTCOMES

- Apply practical nursing knowledge drawn from the biological, psychological, social, sexual, economic, cultural, and spiritual aspects of the patient's condition or needs, to provide care across the life span.
- Apply the nursing process and collaborate with the interdisciplinary healthcare team in the delivery of patient-centered care.
- Effectively communicate with the interdisciplinary healthcare team in the care of patients of diverse cultural backgrounds.
- Demonstrate organizational skills and recognize the appropriate delegation, planning, implementation, and evaluation of patient-centered care.
- Apply principles of evidence based health education and promotion to patients.
- Accept responsibility and accountability for personal learning.
- Demonstrate safe, ethical, legal, and professional responsibility in patient-centered care across the life span.

#### REQUIRED COURSES FOR PRACTICAL NURSING CERTIFICATE (LPN) (33 CREDITS NOT INCLUDING PRE-NURSING COURSE REQUIREMENTS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- NURS 101	Nursing I .....	10
- NURS 198	A.V. Learning Lab .....	1-2
<b>• Winter Quarter</b>		
- NURS 102	Nursing II .....	10
- NURS 198	A.V. Learning Lab .....	1-2
<b>• Spring Quarter</b>		
- NURS 103	Nursing III .....	10
- NURS 198	A.V. Learning Lab .....	1-2

Upon completion of the first year of the program as described above, the student is eligible to write the National Council Licensing Examination for Practical Nursing (NCLEX-PN). To progress to the second year to obtain an associate degree, a cumulative GPA of 2.70 in general education courses and a 3.00 in nursing courses is required.

\* See Department for Pre-Nursing Course Requirements.

**Total Number of Credits in Certificate ..... 84-87**

### Registered Nurse

#### ASSOCIATE OF APPLIED SCIENCE DEGREE (PROGRAM YEAR 2)

##### LEARNING OUTCOMES

- Formulate evidence based knowledge, critical thinking and clinical judgment effectively in the synthesis of biological, psychological, social, sexual, economic, cultural and spiritual aspects of the patient's condition or needs, to provide care across the life span.
- Evaluate the nursing process in collaboration with the interdisciplinary healthcare team in the delivery of patient-centered care.
- Effectively communicate in the leadership role in communication with the care and management of patient-centered care.
- Evaluate the nursing process using critical thinking and clinical judgment to provide patient-centered care across the life span.
- Evaluate the principles of evidence based health education and promotion to patients.
- Accept responsibility and accountability for personal learning.
- Demonstrate safe, ethical, legal, professional responsibility in patient-centered care across the life span.

#### REQUIRED COURSES FOR REGISTERED NURSE (RN) DEGREE/ADVANCED PLACEMENT ENTRY (40 CREDITS - NOT INCLUDING COURSE PRE-REQUISITES\*)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Summer Quarter</b>		
- NURS 200	Role Development .....	5
<b>• Fall Quarter</b>		
- NURS 201	Nursing IV .....	9
- NURS 198	A.V. Learning Lab .....	1-2
- PHRC 211	Pharmacodynamics .....	2
<b>• Winter Quarter</b>		
- NURS 202	Nursing V .....	9
- NURS 198	A.V. Learning Lab .....	1-2
- PHRC 212	Pharmacodynamics .....	2
<b>• Spring Quarter</b>		
- NURS 203	Nursing VI .....	10
- NURS 198	A.V. Learning Lab .....	1-2

Upon completion of the second year of the program as described above, the student is eligible to write the National Council Licensing Examination for Registered Nursing (NCLEX-RN).

\* See Department for Pre-Nursing Course Requirements.

**Total Number of Credits in Degree ..... 124-130**



## Nursing Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Nursing  
**Department Chair:** Sandra Kellogg (ext. 5945)  
**Advising:** Nursing Faculty (ext. 5940, 5941 )

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Nursing at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
 Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Nursing emphasis fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR NURSING EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CHEM 104*	Survey of Chemistry .....	4
- PSYC 201*	General Psychology.....	3
• <b>Winter Quarter</b>		
- CHEM 105*	Survey of Chemistry .....	4
- PSYC 235*	Intro to Human Development I.....	3
• <b>Spring Quarter</b>		
- BIOL 101*	General Biology.....	4
- CHEM 106*	Survey of Chemistry .....	4
- PSYC 236*	Intro to Human Development II.....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BIOL 231*	Anatomy & Physiology .....	4
- FNUT 225*	Nutrition .....	4
• <b>Winter Quarter</b>		
- BIOL 234*	Microbiology .....	4
- MATH 243*	Probability and Statistics .....	4
- BIOL 232*	Human Anatomy & Physiology .....	4
• <b>Spring Quarter</b>		
- MATH 244*	Probability and Statistics .....	4
- BIOL 233*	Human Anatomy & Physiology .....	4

\* Indicates course is on the distribution list. See page 31 for guidelines.

# OFFICE ADMINISTRATION - AT A GLANCE

## *Program Overview*

### Office Administration At A Glance

Students interested in careers in general, legal, or medical office administration can pursue several different educational options, depending on a student's career goals. Students may see the office administration program advisor for assistance in determining the option that best meets the student's needs.

**Advising:** Ina Syphers (541) 881-5896

### ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

Students wishing to directly enter the workforce after their educational experience at TVCC should consider either a two year Associate of Applied Science Degree or a one year certificate. These options are not designed to transfer to a four year institution, although some individual courses are transferable. Students wishing to transfer coursework should work closely with their TVCC advisor to develop a transfer plan and to identify and contact an advisor at their chosen transfer institution.

#### ASSOCIATE OF APPLIED SCIENCE DEGREES

*Office Administration*

*Legal Office Administration*

*Medical Office Administration*

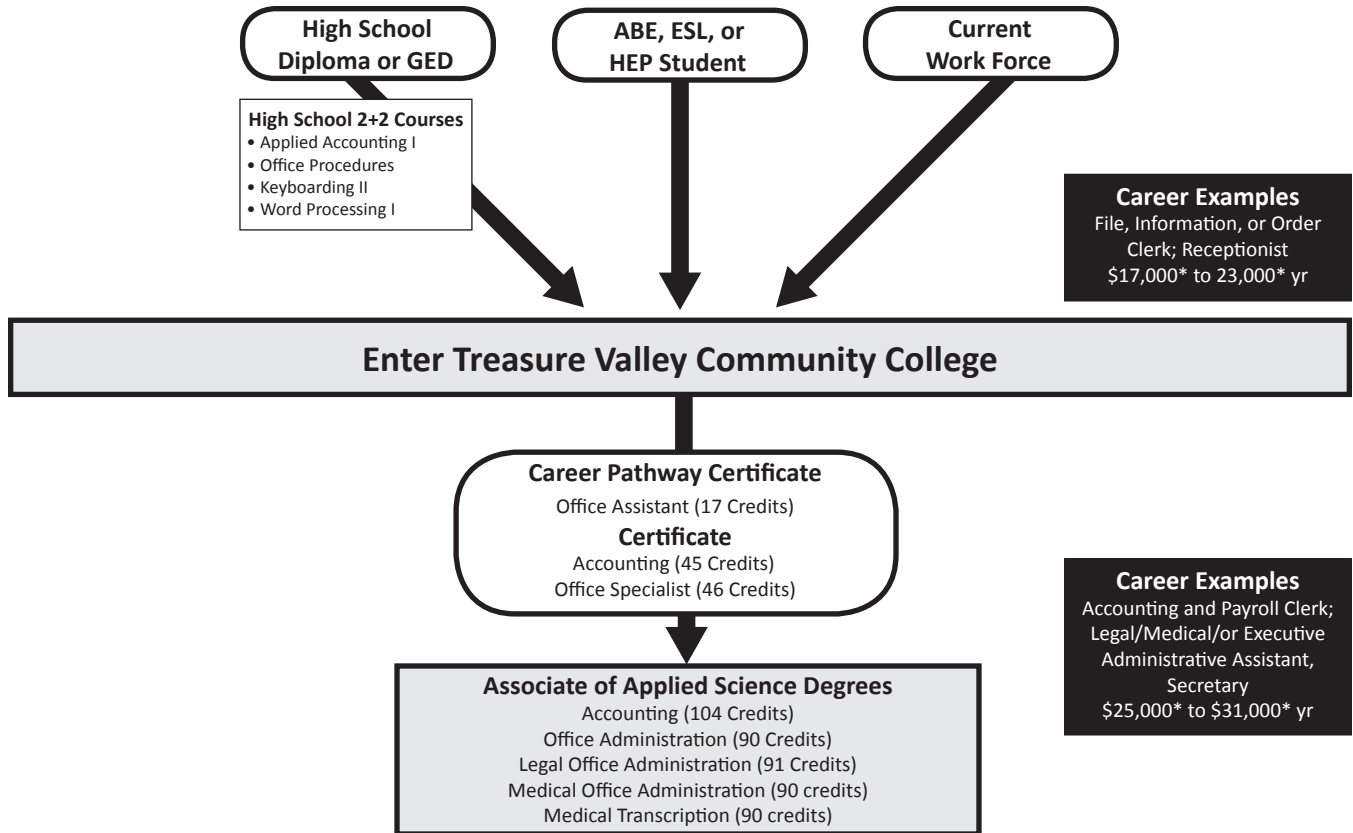
*Medical Transcription*

#### CERTIFICATES

*Office Specialist*

## Office Administration Pathway Options

**Department:** Business  
**Department Chair:** Dr. Wes Tucker (541) 881-5897  
**Advising:** Ina Syphers (541) 881-5896



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

# LEGAL OFFICE ADMINISTRATION

Associate of Applied Science Degree

## Legal Office Administration

ASSOCIATE OF APPLIED SCIENCE DEGREE

Department: Business

Department Chair: Dr. Wes Tucker (541) 881-5897

Advising: Ina Syphers (541) 881-5896

### PROGRAM OVERVIEW

This program prepares students for a career in a legal office. The program provides solid groundwork in legal office procedures, foundation office skills, legal terminology and concepts, and computer training.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum **grade point average of 2.0** are needed to graduate.

### LEARNING OUTCOMES

Students who complete the Legal Office Administration Associate of Applied Science Degree will be prepared to:

- Compose well-organized written and oral presentations using a style that clearly integrates the purpose of the communication.
- Apply appropriate mathematical skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software.
- Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, email, and the Internet.
- Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.
- Apply ethical standards as they relate to business dealings.

### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, OA 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

### DUAL CREDIT (2+2)

Students will receive credit for office administration classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

### RELATED EDUCATION REQUIREMENTS (22 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Writing Skills (12 credits)**
  - BA 214 Business Communication
  - WR 121, 122 English Composition
  - WR 227 Technical Report Writing

- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Computation Skills (4 credits)**
  - BA 104 Business Math
- **Human Relations Skills (3 credit)**
  - BA 204 Teamwork Dynamics

### REQUIRED COURSES FOR LEGAL OFFICE ADMINISTRATION (69 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 131	Intro to Business Computing .....	4
- OA 116	Office Procedures .....	3
- OA 201	Word Processing Procedures I .....	3
• <b>Winter Quarter</b>		
- OA 122	Keyboarding II .....	3
- BA 101	Intro to Business .....	4
- BA 226	Business Law I .....	3
• <b>Spring Quarter</b>		
- OA 225	Machine Transcription .....	3
- OA 240	Records Management .....	3
- OA 202	Word Processing Procedures II .....	3
- BA 227	Business Law II .....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 200	Applied Accounting I <b>or</b>	
- BA 211	Principles of Accounting I .....	4
- CS 125 SS	Spreadsheet Applications .....	4
• <b>Winter Quarter</b>		
- CS 125 A	Database Applications .....	4
- OA 280	Cooperative Work Experience .....	2
- OA 226	Advanced Machine Transcription .....	3
- CJ 220	Criminal Law .....	3
- OA 131	Legal Procedures I .....	3
• <b>Spring Quarter</b>		
- BA 228	Computer-Assisted Accounting .....	3
- OA 290	Integrated Office Applications .....	3
- OA 280	Cooperative Work Experience .....	2
- CJ 222	Procedural Law .....	3
- OA 132	Legal Procedures II .....	3

**Total Number of Credits in Degree .....91**

## Medical Office Administration

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Ina Syphers (541) 881-5896

#### PROGRAM OVERVIEW

This program prepares students for a career in a medical office. The Medical Office Administration program provides solid groundwork in medical office procedures, foundation office skills, medical terminology, medical billing, coding, transcription, and computer training. Medical coursework provides a wide background from an introductory medical billing course to an advanced medical transcription course. The student entering this program is preparing for immediate employment in a medical office environment to include hospitals, clinics, and doctors' offices.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum **grade point average of 2.0** are needed to graduate.

#### LEARNING OUTCOMES

Students who complete the Medical Office Associate of Applied Science Degree will be prepared to:

- Compose well-organized written and oral presentations using a style that clearly integrates the purpose of the communication.
- Apply appropriate mathematical skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software.
- Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, email, and the Internet.
- Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.
- Apply ethical standards as they relate to business dealings.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, OA 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for office administration classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### RELATED EDUCATION REQUIREMENTS (16 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Writing Skills (6 credits)**
  - WR 121 Intro to College Writing
  - BA 214 Business Communication
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Computation Skills (4 credits)**
  - BA 104 Business Math
- **Human Relations Skills (3 credit)**
  - BA 204 Teamwork Dynamics

#### REQUIRED COURSES FOR MEDICAL OFFICE ADMINISTRATION (74 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BA 131	Intro to Business Computing .....	4
- OA 116	Office Procedures .....	3
- OA 201	Word Processing Procedures I .....	3
- GSCI 161	Medical Terminology I .....	3
<b>• Winter Quarter</b>		
- OA 122	Keyboarding II .....	3
- BA 101	Intro to Business .....	4
- HPE 120	First Aid & CPR .....	2
- BA 226	Business Law I .....	3
<b>• Spring Quarter</b>		
- OA 225	Machine Transcription .....	3
- OA 240	Records Management .....	3
- OA 202	Word Processing Procedures II .....	3
- CS 125 SS	Spreadsheet Applications .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BA 200	Applied Accounting I <b>or</b> .....	4
- BA 211	Principles of Accounting I .....	4
- MREC 210	Medical Billing I .....	3
<b>• Winter Quarter</b>		
- BA 201	Applied Accounting II <b>or</b> .....	4
- BA 212	Principles of Accounting II .....	4
- MREC 116	Medical Office Procedures .....	3
- CS 125 A	Database Applications .....	4
- MREC 211	Medical Billing II .....	3
<b>• Spring Quarter</b>		
- BA 202	Applied Accounting III <b>or</b> .....	4
- BA 213	Principles of Accounting III .....	4
- BA 228	Computer-Assisted Accounting .....	3
- OA 290	Integrated Office Applications .....	3
- OA 226	Advanced Machine Transcription .....	3
- OA 280	Cooperative Work Experience .....	2

**Total Number of Credits in Degree .....90**

# MEDICAL TRANSCRIPTION

## Associate of Applied Science Degree

### Medical Transcription

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Ina Syphers (541) 881-5896

#### PROGRAM OVERVIEW

This program prepares students for a career as a Medical Transcriptionist in hospitals, clinics, and doctor's offices. The program provides solid groundwork in medical terminology, anatomy and physiology, transcription, and computer applications.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum **grade point average of 2.0** are needed to graduate.

#### LEARNING OUTCOMES

Students who complete the Medical Transcription Associate of Applied Science Degree will be prepared to:

- Compose well-organized written and oral presentations using a style that clearly integrates the purpose of the communication.
- Apply appropriate mathematical skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software.
- Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, email, and the Internet.
- Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.
- Apply ethical standards as they relate to business dealings.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, OA 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for office administration classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### RELATED EDUCATION REQUIREMENTS (16 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Writing Skills (6 credits)**
  - WR 121 English Composition
  - BA 214 Business Communication

- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Computation Skills (4 credits)**
  - BA 104 Business Math
- **Human Relations Skills (3 credit)**
  - BA 204 Teamwork Dynamics

#### ELECTIVES (3 CREDITS)

Students should meet with their Medical Transcription advisor for a list of suggested electives.

#### REQUIRED COURSES FOR MEDICAL TRANSCRIPTION DEGREE (71 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- GSCI 161	Medical Terminology I .....	3
- BIOL 101	General Biology.....	4
- BA 131	Intro to Business Computing .....	4
- OA 122	Keyboarding II .....	3
• <b>Winter Quarter</b>		
- OA 201	Word Processing Procedures I .....	3
- CHEM 104	Survey of Chemistry .....	4
- OA 226	Advanced Machine Transcription .....	3
- MREC 116	Medical Office Procedures.....	3
• <b>Spring Quarter</b>		
- OA 240	Records Management .....	3
- OA 202	Word Processing Procedures II .....	3
- HPE 120	First Aid & CPR .....	2
- MREC 110	Medical Transcription I .....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BIOL 231	Human Anatomy and Physiology .....	4
- BIOL 234	Microbiology.....	4
• <b>Winter Quarter</b>		
- BIOL 232	Human Anatomy and Physiology .....	4
- OA 280	Cooperative Work Experience .....	3
- MREC 111	Medical Transcription II .....	3
- MREC 120	Surgical Transcription.....	3
• <b>Spring Quarter</b>		
- BIOL 233	Human Anatomy and Physiology .....	4
- MREC 125	Cardiology Transcription .....	1
- MREC 126	Gastrointestinal Transcription.....	1
- MREC 127	Orthopedic Transcription .....	1
- MREC 128	Pathology Transcription .....	1
- MREC 129	Radiology Transcription .....	1
- OA 280	Cooperative Work Experience .....	3

**Total Number of Credits in Degree .....90**

## Office Administration

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Business  
**Department Chair:** Dr. Wes Tucker (541) 881-5897  
**Advising:** Ina Syphers (541) 881-5896

#### PROGRAM OVERVIEW

This program prepares students for a career in office administration. Students completing this program will be prepared for immediate employment in administrative support positions in both public and private organizations. Job duties may include providing, directing, and coordinating administrative office services. Students will have the opportunity to learn and get practical experience in application of a wide variety of office skills. This includes developing up-to-date knowledge and skills in office technologies.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum **grade point average of 2.0** are needed to graduate.

#### LEARNING OUTCOMES

- Students who complete the Office Administration Associate of Applied Science Degree will be prepared to:
- Compose well-organized written and oral presentations using a style that clearly integrates the purpose of the communication.
  - Apply appropriate mathematical skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software.
  - Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, email, and the Internet.
  - Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.
  - Apply ethical standards as they relate to business dealings.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, OA 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for office administration classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### RELATED EDUCATION REQUIREMENTS (16 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Writing Skills (6 credits)**
  - WR 121 English Composition
  - BA 214 Business Communication
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Computation Skills (4 credits)**
  - BA 104 Business Math
- **Human Relations Skills (3 credit)**
  - BA 204 Teamwork Dynamics

#### ELECTIVES (14 CREDITS)

Students should meet with their Office Administration advisor for a list of suggested electives.

#### REQUIRED COURSES FOR OFFICE ADMINISTRATION (60 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 131	Intro to Business Computing .....	4
- OA 116	Office Procedures .....	3
- OA 122	Keyboarding II .....	3
• <b>Winter Quarter</b>		
- BA 101	Introduction to Business.....	4
- OA 201	Word Processing Procedures I .....	3
• <b>Spring Quarter</b>		
- OA 225	Machine Transcription .....	3
- OA 240	Records Management .....	3
- CS 125 SS	Spreadsheet Applications .....	4
- OA 202	Word Processing Procedures II .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 200	Applied Accounting I <b>or</b> .....	
- BA 211	Principles of Accounting I .....	4
• <b>Winter Quarter</b>		
- BA 201	Applied Accounting II <b>or</b> .....	
- BA 212	Principles of Accounting II .....	4
- BA 226	Business Law I .....	3
- CS 125 A	Database Applications .....	4
- OA 280	Cooperative Work Experience .....	2
• <b>Spring Quarter</b>		
- BA 202	Applied Accounting III <b>or</b> .....	
- BA 213	Principles of Accounting III .....	4
- BA 227	Business Law II .....	3
- BA 228	Computer-Assisted Accounting .....	3
- OA 290	Integrated Office Applications .....	3

**Total Number of Credits in Degree .....90**

# OFFICE SPECIALIST

## Certificate of Completion

### Office Specialist CERTIFICATE

**Department:** Business

**Department Chair:** Dr. Wes Tucker (541) 881-5897

**Advising:** Ina Syphers (541) 881-5896

The one-year Office Specialist certificate prepares students for entry level employment in an office environment.

All courses in this certificate can be applied to any of the two-year Office Administration Associate of Applied Science degree programs. A minimum **grade point average of 2.0** is required to obtain the certificate.

#### LEARNING OUTCOMES

Students who complete the Office Specialist Certificate will be prepared to:

- Compose well-organized written and oral presentations using a style that clearly integrates the purpose of the communication.
- Apply appropriate mathematical skills for problem solving and analyze information presented in a variety of formats using both manual systems and computer software.
- Use applied technology to support business functions utilizing computer software programs to include word processing, spreadsheets, databases, presentation programs, email, and the Internet.
- Use critical and creative thinking skills to solve business problems with the ability to propose logical solutions that are clear and concise.
- Apply ethical standards as they relate to business dealings.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, OA 280) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for office administration classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Writing Skills (3 credits)**
  - WR 121 English Composition
- **Computation Skills (4 credits)**
  - BA 104 Business Math
- **Human Relations Skills (3 credit)**
  - BA 204 Teamwork Dynamics

### REQUIRED COURSES FOR OFFICE SPECIALIST CERTIFICATE (36 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BA 131	Intro to Business Computing .....	4
- OA 116	Office Procedures .....	3
- OA 201	Word Processing Procedures I .....	3
• <b>Winter Quarter</b>		
- CS 125 A	Database Applications .....	4
- OA 122	Keyboarding II .....	3
- OA 225	Machine Transcription .....	3
- CS 125 SS	Spreadsheet Applications .....	4
• <b>Spring Quarter</b>		
- OA 240	Records Management .....	3
- OA 202	Word Processing Procedures II .....	3
- OA 280	Cooperative Work Experience .....	3
- ANY	Office or Business Elective .....	3

**Total Number of Credits in Certificate .....46**



## Pharmacy Technician

### PATHWAY CERTIFICATE

Offered in Partnership with Central Oregon Community College (COCC). The number of student openings is determined annually. TVCC will be allotted 2-4 openings each year for students to begin their pharmacy core courses at COCC Winter Quarter.

**Department:** Science

**Department Chair:** Dr. Marie Strunk (ext. 347)

**Advising:** Lori Eyler (ext.419)

**COCC Pharmacy Technician Program Director:** Joe Hussion 541-318-3723

### PROGRAM OVERVIEW

This three quarter program prepares students for employment in the pharmacy industry. Pharmacy technicians are skilled workers who are educated and trained to work and assist in all areas of the pharmacy not requiring the professional judgment of the registered pharmacist. Some current practice areas for the pharmacy technician include retail, hospital, manufacturing, 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.

The core program is completed in primarily in a web format and focuses on the abilities needed to assist the pharmacist and provide the skills necessary to process prescriptions accurately, participate in administration and management of a pharmacy and maintain inventory. Students will gain 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 hospital and retail pharmacy worksite practicums.

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

Students from TVCC who choose this certificate option will be dually enrolled at TVCC and COCC. Students should apply to TVCC to take prerequisite coursework and then to COCC for Pharmacy Technician coursework. Co-requisite courses may also be taken through TVCC.

Students will enroll in two clinical practicums; one clinical practicum will be served in a hospital setting and one in a retail pharmacy. COCC will work with TVCC and local medical and pharmacy facilities to set up local practicum sites for students.

Admission to the Pharmacy Technician program is through open enrollment. Seats are limited and enrollment is on a first come, first served basis. Students must meet have successfully completed all prerequisite coursework in order to register in the program. Admission to the Pharmacy Technician classes at COCC requires approval from the COCC Pharmacy Technician Director.

In order to enter the Pharmacy Technician program, students must co-register at COCC and TVCC by doing the following:

- Apply to TVCC and indicate that their major is Pharmacy Technician
- Complete the Pharmacy Technician Program checklist (see below)
- Take prerequisite and co-requisite courses as needed at TV

**PROGRAM CHECKLIST** for Students admitted to the program through TVCC (copies of checklist available in TVCC Student Services).

1. Apply to COCC (applications available on line at [www.cocc.edu](http://www.cocc.edu))
2. Take Placement Test (COMPASS) and submit transcripts to COCC Ad-

missions and Records. Placement tests and transcript review may be done by TVCC

3. Provide COCC Pharmacy Technician Program Director with Verification of Completion of High School diploma or GED (copies of high school transcripts or GED) Unofficial transcripts may be used to verify completion of coursework with a "C" or better or to confirm placement test scores. Courses may be "in progress" for fall quarter. However, students who do not complete courses in progress with a "C" or better will be dropped from the program. Submit verification items in one packet (do not submit individually). The student packet with all verification items included must clearly be marked with the student's name and COCC ID number and submitted to :Joe Hussion, Pharmacy Technician Program Director, 2600 NW College Way, Ochoco Hall, RM 105, Bend Oregon 97701.
  - Successful completion of Writing 115 or placement in Writing 121 (may take writing classes at TVCC)
  - Successful completion of Math 25 or placement into Math 60 (may take Math 25 at TVCC; will take PHARM 110 Pharmacy Calculations through COCC)
  - Current AHA CPR/ AED Certification for Healthcare Providers
  - Proof of immunizations (Hepatitis B, MMR, Tdap)
  - Tuberculin Skin Test negative results or chest x-ray if positive
4. Complete COCC online orientation (<http://web.cocc.edu/onlineorientation/>)
5. Complete new student advising (Call Pharmacy Technician Director at 541-318-3723 for advising by phone)
6. Register for Pharmacy Technician Program Courses

### PREREQUISITE COURSES THAT MUST BE TAKEN (MAY BE TAKEN AT TVCC) PRIOR TO ENTRY INTO THE CORE PROGRAM

- Writing 115 and Reading 112 (if place below WR 121 on COMPASS exam)
- Math 25 (if place below Math 60 on COMPASS exam)
- CS 120

### CO-REQUISITE COURSES THAT MAY BE TAKEN AT TVCC EITHER DURING OR PRIOR TO ENTRY INTO THE CORE PROGRAM

- WR 121 English Composition .....3 credits
- BIOL 121 Intro to Anatomy and Physiology.....5 credits
- GSCI 161 Medical Terminology I .....3 credits
- NURS 162 Medical Terminology II .....3 credits
- PSYC 101 Psychology of Human Relations .....3 credits

### CORE PROGRAM PHARMACY TECHNICIAN COURSES ON THE WEB THROUGH COCC

- **Winter Quarter**
  - PHM 100 Introduction to Pharmacy Tech.....3 credits
  - PHM 120 Drug Classification and Therapeutics.....3 credits
- **Spring Quarter**
  - PHM 110 Pharmacy Calculations.....3 credits
  - PHM 130 Drug Classification and Therapeutics.....3 credits
  - PHM 140 Pharmacy Tech Practice .....4 credits  
Course includes 1 credit lecture/lab which will be conducted at COCC campus. Lab will be conducted over two weekends of the quarter.
- **Summer Quarter**
  - PHM 181 Pharmacy Tech Seminar.....1 credits
  - PHM 190 Pharmacy Tech Practicum 60 hours clinical experience (Hospital/Institutional).....2 credits
  - PHM 191 Pharmacy Tech Practicum 90 hours clinical experience (Retail /Community).....3 credits

# PRE-PHARMACY

## Associate of Arts Transfer Degree

### Pre-Pharmacy Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science  
**Department Chair:** Kerby Winters (ext. 5985)  
**Advising:** Kerby Winters (ext. 5985)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transfer credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Pharmacy at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
 Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Nursing emphasis fulfill a portion of the distribution requirements.

#### RECOMMENDED ELECTIVES (6 CREDITS)

PSYC 201\*, 202\* General Psychology

\* Indicates course is on the distribution list. See page 31 for guidelines.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

### RECOMMENDED COURSES FOR PRE-PHARMACY EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BIOL 211*	College Biology .....	5
- CHEM 221*	College Chemistry .....	5
- MATH 111	College Algebra .....	4
- ECON 201*	Principles of Economics: Micro .....	3
<b>• Winter Quarter</b>		
- CHEM 222*	College Chemistry .....	5
- MATH 112*	Elementary Functions .....	4
- ECON 202	Principles of Economics: Macro .....	3
<b>• Spring Quarter</b>		
- BIOL 234*	Microbiology .....	4
- CHEM 223*	College Chemistry .....	5

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BIOL 231*	Human Anatomy and Physiology .....	4
- CHEM 227	Organic Chemistry .....	5
- MATH 251*	Calculus I .....	4
- PHYS 201*	General Physics I .....	4
<b>• Winter Quarter</b>		
- BIOL 232*	Human Anatomy and Physiology .....	4
- CHEM 228	Organic Chemistry .....	5
- PHYS 202*	General Physics II .....	4
<b>• Spring Quarter</b>		
- BIOL 233*	Human Anatomy and Physiology .....	4
- CHEM 229	Organic Chemistry .....	5

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Physical Education Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Physical Education

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Kathy Bell (ext. 5878)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Physical Education, Kinesiology, Athletic Administration, or Coaching at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite.

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Physical Education emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR PHYSICAL EDUCATION EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- EDUC 200	Intro to Education .....	4
- HPE 185	Physical Education Activity .....	1
- HPE 194	Professional Activities Lab .....	2
- CHEM 104*	Survey of Chemistry (Health).....	4
-		
<b>• Winter Quarter</b>		
- HPE 185	Physical Education Activity .....	1
- HPE 194	Professional Activities Lab .....	2
- FNUT 225*	Nutrition .....	4
-		
<b>• Spring Quarter</b>		
- HPE 185	Physical Education Activity .....	1
- HPE 194	Professional Activities Lab .....	2
- BIOL 101*	General Biology.....	4
-		

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- HPE 185	Physical Education Activity .....	1
- HPE 294	Professional Activities Lab .....	2
- HPE 131	Intro to PE and Health .....	3
- BIOL 231*	Human Anatomy and Physiology.....	4
-		
<b>• Winter Quarter</b>		
- HPE 120	First Aid & CPR .....	2
- HPE 185	Physical Education Activity .....	1
- HPE 294	Professional Activities Lab .....	2
- HPE 295	Health and Fitness for Life .....	3
- BIOL 232*	Human Anatomy and Physiology.....	4
-		
<b>• Spring Quarter</b>		
- HPE 185	Physical Education Activity .....	1
- HPE 294	Professional Activities Lab .....	2
- BIOL 233*	Human Anatomy and Physiology.....	4

\* Indicates course is on the distribution list. See page 31 for guidelines.

# PRE-PHYSICAL THERAPY

## Associate of Arts Transfer Degree

### Pre-Physical Therapy Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Kerby Winters (ext. 5985)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Pre-Physical Therapy at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122 English Composition
  - WR 123 English Composition or
  - WR 227 Technical Report Writing
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science) Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Pre-Physical Therapy emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED ELECTIVES (6 CREDITS)

- SOC 204\* General Sociology
- ANTH 110\* Cultural Anthropology

\* Indicates course is on the distribution list. See page 31 for guidelines.

#### RECOMMENDED COURSES FOR PRE-PHYSICAL THERAPY EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BIOL 211*	Biology .....	5
- CHEM 221*	College Chemistry .....	5
- MATH 111	College Algebra .....	4
- GSCI 161	Medical Terminology I .....	3
• <b>Winter Quarter</b>		
- BIOL 212*	Biology .....	5
- CHEM 222*	College Chemistry .....	5
- MATH 112*	Elementary Functions .....	4
- PSYC 201*	General Psychology.....	3
• <b>Spring Quarter</b>		
- BIOL 234*	Microbiology .....	4
- CHEM 223*	College Chemistry .....	5
- GSCI 161	Medical Terminology I .....	3
- PSY 202*	General Psychology.....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CHEM 227	Organic Chemistry .....	5
- BIOL 231*	Human Anatomy and Physiology .....	4
- PHYS 201*	General Physics I .....	4
• <b>Winter Quarter</b>		
- CHEM 228	Organic Chemistry .....	5
- BIOL 232*	Human Anatomy and Physiology .....	4
- PHYS 202*	General Physics II .....	4
- MATH 243*	Statistics .....	4
• <b>Spring Quarter</b>		
- CHEM 229	Organic Chemistry .....	5
- BIOL 233*	Human Anatomy and Physiology .....	4
- PHYS 203*	General Physics III .....	4

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Physics Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science  
**Department Chair:** Kerby Winters (ext. 5985)  
**Advising:** Dr. Rick Reynolds (ext. 5982)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Physics at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
 Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended physics emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT(3 CREDITS)

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED ELECTIVES (8 CREDITS)

- CS 161, 162 Computer Science I, II

#### RECOMMENDED COURSES FOR PHYSICS EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CHEM 221*	College Chemistry .....	5
- MATH 111	College Algebra .....	4
• <b>Winter Quarter</b>		
- CHEM 222*	College Chemistry .....	5
- MATH 112*	Elementary Functions .....	4
• <b>Spring Quarter</b>		
- CHEM 223*	College Chemistry .....	5
- MATH 113*	Pre-Calculus .....	4

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- MATH 251*	Calculus I.....	5
- PHYS 211*	Classical Physics I .....	5
• <b>Winter Quarter</b>		
- MATH 252*	Calculus II.....	5
- PHYS 212*	Classical Physics II .....	5
• <b>Spring Quarter</b>		
- MATH 253*	Calculus III.....	5
- PHYS 213*	Classical Physics III .....	5

\* Indicates course is on the distribution list. See page 31 for guidelines.

### Political Science Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Social Science  
**Department Chair:** Debbie Skousen (ext. 5992)  
**Advising:** Gerry Hampshire (ext. 5994)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Political Science at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 12, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech or
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science) Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Political Science emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable

#### RECOMMENDED COURSES FOR POLITICAL SCIENCE EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- POSC 201*	American Government .....	3
- ECON 201*	Principles of Economics: Micro .....	3
• <b>Winter Quarter</b>		
- POSC 202*	American Government .....	3
- ECON 202*	Principles of Economics: Macro .....	3
• <b>Spring Quarter</b>		
- POSC 203*	American Government .....	3
- ECON 203*	Principles of Economics: Economic Issues .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- HIST 201*	History of the United States .....	3
• <b>Winter Quarter</b>		
- HIST 202*	History of the United States .....	3
• <b>Spring Quarter</b>		
- HIST 203*	History of the United States .....	3

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Psychology Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Social Science

**Department Chair:** Debbie Skousen (ext. 5992)

**Advising:** Debbie Skousen (ext. 5992)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Psychology at a four-year college or university and include all requirements for the Associate of Arts (AOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

### FOUNDATION SKILLS COURSE REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122 English Composition
  - WR 123 English Composition **or**
  - WR 227 Technical Report Writing
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech **or**
  - SP 112 Persuasive Speech **or**
  - SP 219 Small Group Discussion
- **Mathematics (4 credits)**
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some courses recommended for Psychology emphasis fulfill a portion of the distribution requirements.

### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

### RECOMMENDED ELECTIVES

- BIOL 231\*, 232\*, 233\* Human Anatomy and Physiology
- CJ 205 Victims of Crime
- CJ 202 Violence and Aggression

\* Indicates course is on the distribution list. See page 31 for guidelines.

### RECOMMENDED COURSES FOR PSYCHOLOGY EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- PSYC 201*	General Psychology .....	3
• <b>Winter Quarter</b>		
- PSYC 202*	General Psychology .....	3
• <b>Spring Quarter</b>		
- PSYC 203*	General Psychology .....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- SOC 210	Marriage/Family/Intimate Relations .....	3
• <b>Winter Quarter</b>		
- PSYC 235*	Intro to Human Development I .....	3
- MATH 243*	Intro to Probability and Statistics I.....	4
• <b>Spring Quarter</b>		
- PSYC 236*	Intro to Human Development II .....	3
- MATH 244*	Intro to Probability and Statistics II.....	4

\* Indicates course is on the distribution list. See page 31 for guidelines.

# PRE-RADIOLOGICAL SCIENCE

## First-Year Coursework

### Pre-Radiological Science

#### Emphasis

##### FIRST YEAR COURSEWORK

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Dr. Marie Strunk (ext. 5984); Cindy Feibert (ext. 5986)

The following program is recommended to students interested in Radiologic Technology. It is designed to transfer to the program at Boise State University after one year. Students accepted into that program may have the opportunity to complete their clinical education at Holy Rosary Medical Center. Prospective BSU students should contact the BSU Radiologic Science Department advisor for detailed advising. The application deadline for this program is generally the first week of February.

Students not intending to apply to the Boise State program should consult with their advisor for any special requirements or additional coursework for the college or university to which they are considering transferring.

### RECOMMENDED COURSES FOR PRE-RADIOLOGICAL SCIENCE EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- CHEM 104	Survey of Chemistry .....	4
- WR 121	English Composition .....	3
- PSYC 201	General Psychology .....	3
- SP 111	Fundamentals of Speech .....	3
- BIOL 101	General Biology.....	4
• <b>Winter Quarter</b>		
- CHEM 105	Survey of Chemistry .....	4
- WR 122	English Composition .....	3
- MATH 111*	College Algebra <b>or</b>	
- BIOL 231	Human Anatomy and Physiology .....	4
- GSCI 161	Medical Terminology I <b>or</b>	
- NURS 184	Medical Terminology II .....	3
• <b>Spring Quarter</b>		
- BIOL 232	Human Anatomy and Physiology .....	4
- WR 123	English Composition .....	3
- MATH 105*	Contemporary Mathematics.....	5
- BIOL 233	Human Anatomy and Physiology .....	4
- CS 120	Computer Concepts .....	4

\*Students are advised to take either MATH 112 **and** 113 **or** MATH 105 **and** 111.



## Social Work Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Social Science  
**Department Chair:** Debbie Skousen (ext. 5992)  
**Advising:** Debbie Skousen (ext. 5992)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Social Work at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
 Students are referred to page 31 for courses and guidelines that fulfill distribution requirements. Some recommended Social Work emphasis courses fulfill a portion of the distribution requirements.

#### RECOMMENDED ELECTIVES (12 CREDITS)

CJ 203, Crisis Intervention  
 SOC 210, Marriage/Family/Intimate Relations  
 PSYC 203, General Psychology

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR SOCIAL WORK EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- BIOL 101*	General Biology.....	4
- PSYC 201*	General Psychology.....	3
• <b>Winter Quarter</b>		
- PSYC 235*	Human Development I.....	3
- SOC (any)	Sociology.....	3
- ENG*	Any Literature .....	3
• <b>Spring Quarter</b>		
- PSYC 236*	Human Development II.....	3
- ETHN (any)	Ethnic Studies .....	3

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- SOWK 111	Intro to Social Work .....	3
- ECON 201*	Principles of Economics: Micro.....	3
• <b>Winter Quarter</b>		
- HIST*	Any History .....	3
• <b>Spring Quarter</b>		
- SOWK 220	Social Welfare System & Policy.....	3
- SOWK 280	Cooperative Work Experience .....	2
- POSC*	Any Political Science .....	3

\* Indicates course is on the distribution list. See page 31 for guidelines.

### Sociology Emphasis

#### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Social Science

**Department Chair:** Debbie Skousen (ext. 5992)

**Advising:** Scott Davis (ext. 5996)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Sociology at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college-level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some courses recommended for Sociology emphasis fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED ELECTIVES

- CJ 205 Victims of Crime
- CJ 202 Violence and Aggression

#### RECOMMENDED COURSES FOR SOCIOLOGY EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- SOC 204*	General Sociology .....	3
• <b>Winter Quarter</b>		
- SOC 205*	General Sociology .....	3
• <b>Spring Quarter</b>		
- SOC 206*	General Sociology .....	3

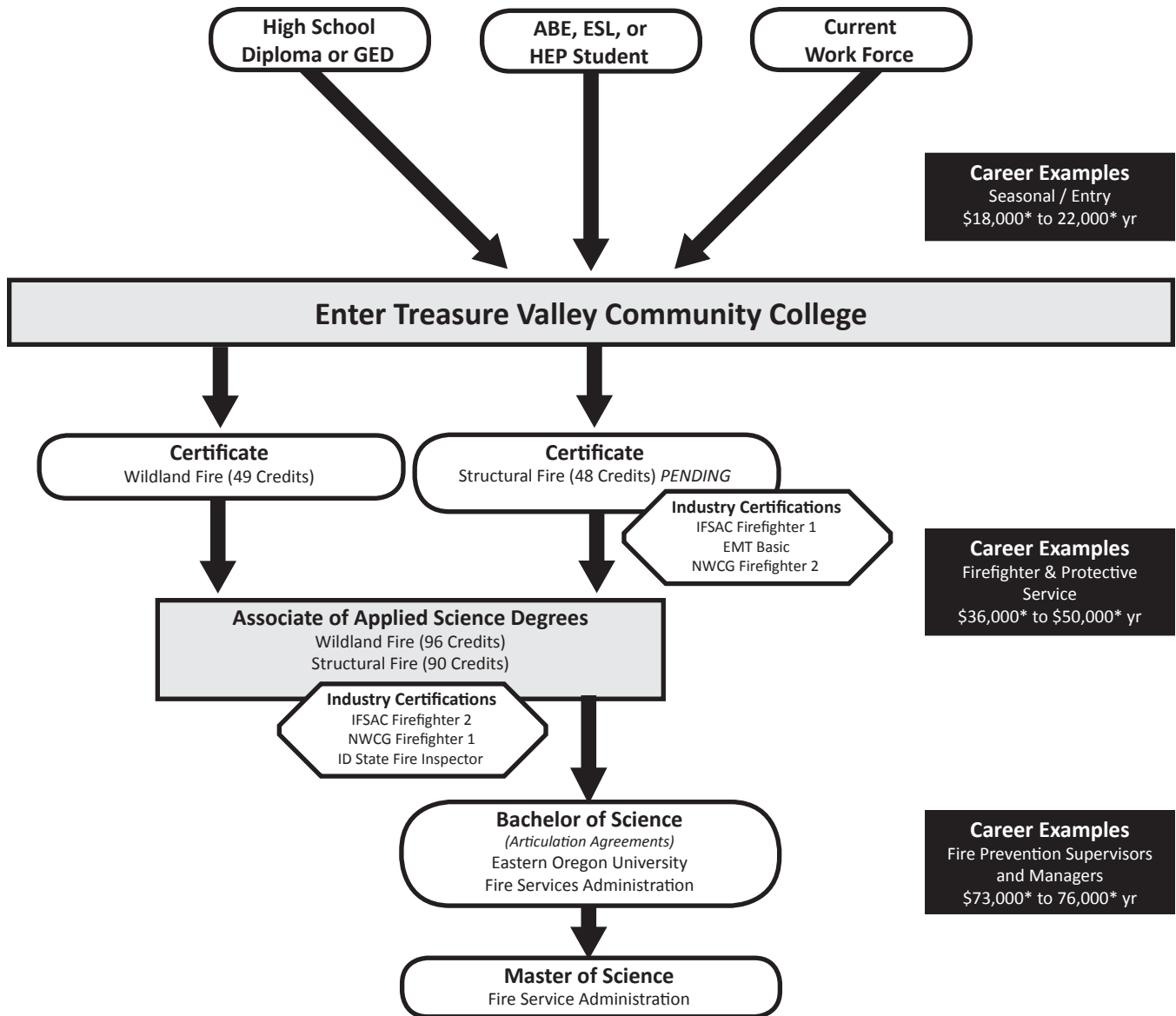
##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- ETHN 101*	Ethnic Studies .....	3
- SOC 210	Marriage/Family/Intimate Relations .....	3
• <b>Winter Quarter</b>		
- MATH 243*	Intro to Probability and Statistics I.....	4
- ETHN 102*	Ethnic Studies .....	3
• <b>Spring Quarter</b>		
- MATH 244*	Intro to Probability and Statistics II.....	4
- ETHN 103*	Ethnic Studies .....	3

\* Indicates course is on the distribution list. See page 31 for guidelines.

## Structural Fire Science Career Pathway Options

Department: Professional Technical  
 Advising: Marcus Nichols (541) 881-5968  
 Agency Contact: Mike Bernier (208) 454-9911



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.

# STRUCTURAL FIRE SCIENCE

## Associate of Applied Science Degree

### Structural Fire Science

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Professional Technical

**Department Chair:** Marcus Nichols (541) 881-5968

**Advising:** Mike Bernier (208) 454-9911

#### PROGRAM OVERVIEW

This program prepares students to enter a career in the urban fire science industry. Graduates are prepared to work as a Firefighter, Emergency Medical Technician, or Fire Inspector. Students successfully completing both years of the program may apply for an Associates of Applied Science degree and will be eligible to apply for IFSAC Firefighter I, Basic EMT, and NWCG Firefighter II certification. IFSAC Firefighter II and NWCG Firefighter I certification. This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum **grade point average of 2.0** are needed to graduate.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (SFS 280 Fire Incident Related Experience III) at a supervised work site. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### LEARNING OUTCOMES

Students who complete the Associate of Applied Science Structural Fire Science program will be prepared to demonstrate the ability to:

- Correctly use fire department communications equipment to professionally initiate, relay and respond to verbal or written communications in both non-emergency and emergency situations.
- Conduct, coordinate, and complete basic fire cause and origin investigation, and participate, under supervision, in the investigation of complex fire structures.
- Conduct risk reduction evaluations through hazard identification.
- Assist as a member of an advanced life support team to improve patient outcomes by performing basic life support procedures including infection control, CPR, bleeding control, and shock management.

#### RELATED EDUCATION REQUIREMENTS (13 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (6 credits)**
  - WR 101 Workplace Communications
  - SP 111 Fundamentals of Speech
- **Computation Skills (3 Credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (4 credits)**
  - PSYC 101 Psychology of Human Relations
  - INED 156 Employment Strategies

#### ELECTIVES FOR AAS DEGREE (9 CREDITS)

- SFS 261 Fire Incident Related Experience IV
- SFS 262 Fire Incident Related Experience V
- SFS 263 Fire Incident Related Experience VI

#### ADDITIONAL REQUIRED COURSES FOR TRANSFER TO EASTERN

##### OREGON UNIVERSITY IN FIRE SERVICES ADMINISTRATION

- BIOL 121 Applied Anatomy and Physiology
- SOC 204, 205, 206 Sociology
- PSYC 201, 202, 203 Psychology
- CHEM 104/or higher Chemistry
- BIOL 101/or higher Biology
- SFS 166 Firefighters Law
- SFS 284 Public Info for the Fire Service
- SFS 217 Fire Budgets or
- Business
- WR 121, 122, 227
- MATH 105 or 111

#### COURSES FOR STRUCTURAL FIRE SCIENCE PROGRAM (69 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- EMT 151	EMT Basic I.....	5
- EMT 152	EMT Basic II.....	5
- SFS 101	Principles of Emergency Services.....	4
- SFS 151	Fire Incident Related Experience I.....	3
• <b>Winter Quarter</b>		
- CS 120	Computer Concepts.....	4
- SFS 110	Fire Behavior & Combustion.....	3
- SFS 152	Fire Incident Related Experience II.....	3
- HPE 295	Health and Fitness for Life.....	3
• <b>Spring Quarter</b>		
- SFS 153	Fire Incident Related Experience III.....	3
- SFS 158	Fire Pumps and Water Supply.....	3
- SFS 256	Fire Service Rescue Practices.....	4
- SFS 266	Building Construction for Fire Prevention.....	3
- GSCI 161	Medical Terminology I.....	3

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- SFS 169	Fire Department Leadership.....	3
- SFS 260	Fire Prevention.....	3
- Electives	See list.....	3+
• <b>Winter Quarter</b>		
- SFS 259	Major Emergency Strategy and Tactics.....	3
- NATR 116	S-215 Fire Operation Wildland/Urban.....	2
- SFS 210	Principles of Fire & Emergency.....	3
• <b>Spring Quarter</b>		
- SFS 171	Fire Protection Systems.....	3
- SFS 172	International Fire Codes.....	3

**Total Number of Credits in Degree.....91**

## Pre-Veterinary Medicine Emphasis

### ASSOCIATE OF ARTS TRANSFER DEGREE

**Department:** Science

**Department Chair:** Kerby Winters (ext. 5985)

**Advising:** Dr. Marie Strunk (ext. 5984); Kerby Winters (ext. 5985); Arwyn Larson (ext. 5981)

This degree fulfills the general education block transfer at most Oregon and Idaho colleges and universities. A minimum of 90 transferable credits and a minimum **grade point average of 2.0** are needed to graduate.

The following courses are recommended for students interested in pursuing a degree in Pre-Veterinary Medicine at a four-year college or university and include all requirements for the Associate of Arts (AAOT) degree. **Students are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution.

#### FOUNDATION SKILLS REQUIREMENTS (16 CREDITS)

Students must have appropriate test scores in writing and math to enter the related college-level courses listed below. Students who test below college level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

Students are required to complete the foundation skills courses with a grade of "C-" or better in each course. Note: Courses used to fulfill foundation skills requirements may not be used to fulfill distribution requirements.

- **Writing Skills (9 Credits)**
  - WR 121, 122, 123 English Composition
- **Oral Communications (3 credits)**
  - SP 111 Fundamentals of Speech
- **Mathematics (4 credits)**
  - MATH 111 College Algebra

#### DISTRIBUTION REQUIREMENTS (45 CREDITS)

(Arts and Letters, Social Science, Science/Math/Computer Science)  
Students are referred to page 31 for a list of courses and guidelines that fulfill distribution requirements. Some recommended Pre-Veterinary Medicine emphasis courses fulfill a portion of the distribution requirements.

#### DIVERSITY REQUIREMENT

One course, selected from the list on page 31, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

#### RECOMMENDED COURSES FOR PRE-VETERINARY MEDICINE EMPHASIS

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

##### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- BIOL 211*	Biology .....	5
- CHEM 221*	College Chemistry .....	5
- MATH 111	College Algebra .....	4
<b>• Winter Quarter</b>		
- BIOL 212*	Biology .....	5
- CHEM 222*	College Chemistry .....	5
- MATH 112*	Elementary Functions .....	4
<b>• Spring Quarter</b>		
- BIOL 213*	Biology .....	5
- BIOL 234*	Microbiology .....	4
- CHEM 223*	College Chemistry .....	5

##### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- MATH 251*	Calculus I.....	5
- CHEM 227	Organic Chemistry .....	5
- PHYS 201*	General Physics I.....	4
<b>• Winter Quarter</b>		
- CHEM 228	Organic Chemistry .....	5
- PHYS 202*	General Physics II.....	4
- MATH 243*	Probability and Statistics I.....	4
<b>• Spring Quarter</b>		
- CHEM 229	Organic Chemistry .....	5
- PHYS 203*	General Physics III.....	4

\* Indicates course is on the distribution list. See page 31 for guidelines.

# VITICULTURE AND ENOLOGY

## Associate of Applied Science Degree

### Viticulture and Enology

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

PROGRAM SUSPENDED SEPTEMBER 2012 - NO NEW STUDENTS  
ACCEPTED UNTIL FURTHER NOTICE

Department: Agriculture

Advising: Sandra Porter (541) 881-5969

#### PROGRAM OVERVIEW

This program prepares students to enter a career in the table and wine grape industry. Graduates are prepared to work as vineyard technicians or entry level winery assistants.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum 2.0 grade point average are needed to graduate.

#### LEARNING OUTCOMES

- Demonstrate appropriate recordkeeping for TTB compliance and state and federal pest control applications.
- Demonstrate green house skills including root stock selection, grafting, irrigation, pest control, and seedling care until transplant.
- Design, layout and construct a vineyard.
- Identify 10 cultivars appropriate for the Snake River Valley and 5 methods of vine training.
- Maintain an operate yearly schedule for a vineyard including making daily and seasonal management decisions.

#### WORK-BASED LEARNING

Students integrate classroom learning with work-based learning by participating in an internship (Cooperative Work Experience, VMW 110, VMW 111, VMW 112, VMW 113) at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in a learning contract.

#### DUAL CREDIT (2+2)

Students will receive credit for classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 101 Workplace Communications
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (4 credits)**
  - PSYC 101 Psychology of Human Relations
  - INED 156 Employment Strategies

#### ELECTIVES (7 CREDITS)

Students should meet with their Viticulture/Enology advisor for a list of suggested electives.

#### REQUIRED COURSES FOR VITICULTURE AND ENOLOGY PROGRAM (73 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- VMW 102	Wine Industry Exploration .....	3
- AET 212	Industrial Safety.....	1
- VMW 110	Fall Vineyard Practices .....	4
- CSS 205	General Soils .....	1
- HORT 111	Intro to Plant Growth.....	3
• <b>Winter Quarter</b>		
- CSS 215	Soil Nutrients and Fertilizer .....	3
- VMW 115	Record Keeping/TTB Compliance .....	3
- AG 215	Irrigation and Drainage .....	3
- VMW 111	Winter Vineyard Practices .....	4
- CSS 217	Pesticide Safety and Use.....	1
• <b>Spring Quarter</b>		
- CSS 240	Intro to Noxious Weeds .....	3
- VMW 112	Spring Vineyard Practices .....	4
- VMW 101	General Viticulture.....	3
• <b>Summer Quarter</b>		
- VMW 113	Summer Vineyard Practices.....	4

#### YEAR 2

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
• <b>Fall Quarter</b>		
- VMW 122**	Intro to Wine Making <b>or</b>	
- Elective	Viticulture Elective.....	3
- CHEM 121*	Chemistry.....	4
- AREC 210	Farm Business Management .....	3
- Elective	Viticulture Elective.....	3
• <b>Winter Quarter</b>		
- AET 222	Industrial Mechanics.....	3
- AREC 211	Management in Agriculture.....	4
- CHEM 122	Chemistry.....	4
- HORT 211	Plant Propagation .....	3
• <b>Spring Quarter</b>		
- HORT 250	Plant Pathology.....	3
- AREC 221	Marketing in Agriculture.....	3
- VMW 170	Intro to Wine Marketing .....	3

\*MATH 65 Prerequisite - suggested Math placement score of 70 for direct entrance to program.

\*\*Students must be 21 years old to enroll in this course.

**Total Number of Credits in Degree .....90**

## Wine Making

### ASSOCIATE OF APPLIED SCIENCE DEGREE

*PARTNERSHIP WITH CHEMEKETA COMMUNITY COLLEGE  
APPROVAL PENDING*

**Department:** Agriculture

**Advising:** Sandra Porter (541) 881-5969

As part of the Northwest Viticulture and Enology Education Partnership, Treasure Valley has signed articulation agreements with Chemeketa Community College that will allow students to begin working toward Chemeketa's Wine Making or Wine Marketing degrees while students at Treasure Valley.

Chemeketa will give full credit for the Treasure Valley courses listed in the articulation agreements. To complete either degree at least 30 credits must be earned through Chemeketa.

## Wine Marketing

### ASSOCIATE OF APPLIED SCIENCE DEGREE

*PARTNERSHIP WITH CHEMEKETA COMMUNITY COLLEGE  
APPROVAL PENDING*

**Department:** Agriculture

**Advising:** Sandra Porter (541) 881-5969

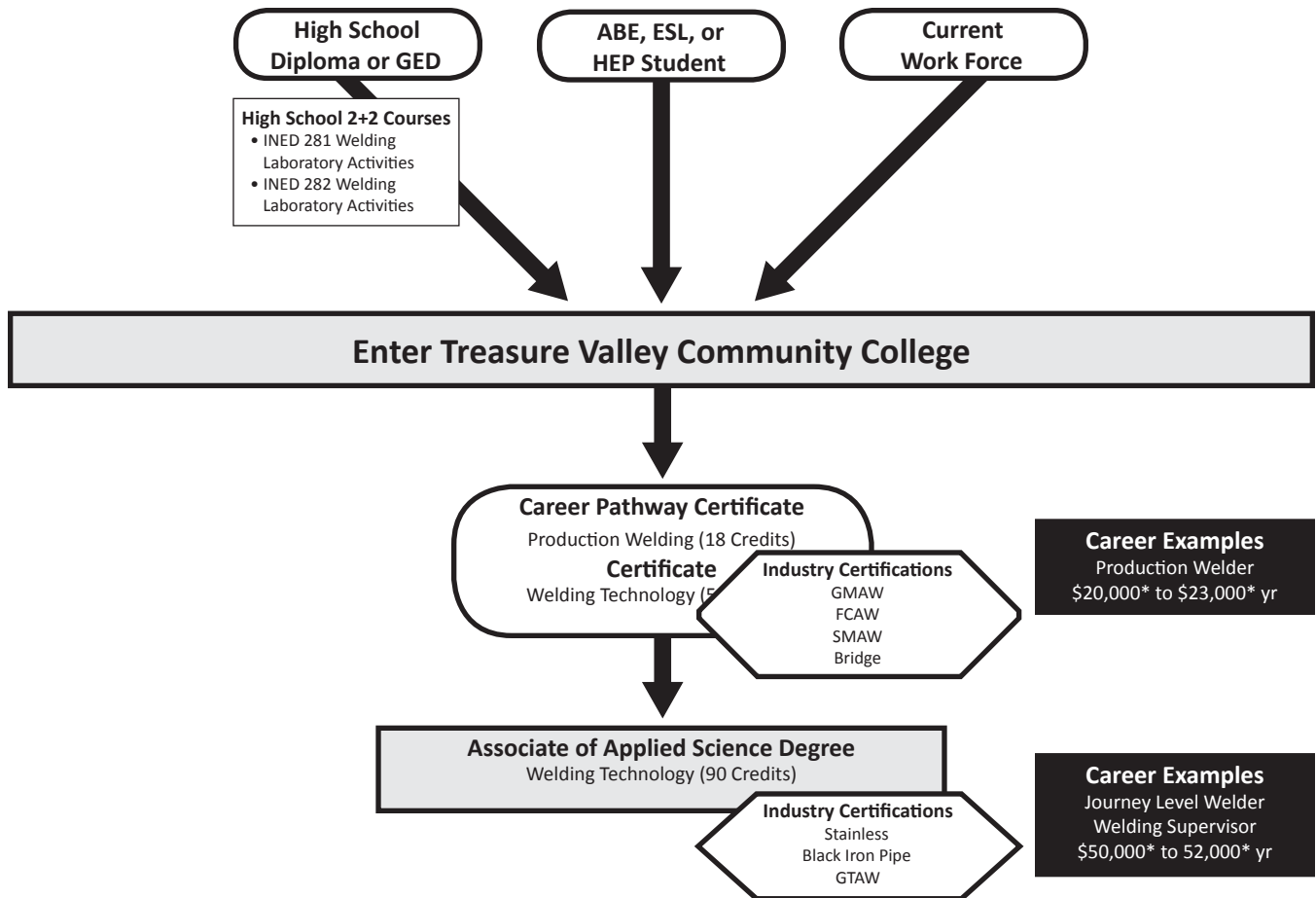
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Chemeketa will give full credit for the Treasure Valley courses listed in the articulation agreements. To complete either degree at least 30 credits must be earned through Chemeketa.

### Welding Career Pathway Options

Department: Welding

Department Chair: Marcus Nichols (541) 881-5968



\* Employment opportunities and salary levels will vary greatly with industry, size of business, and geographic region. Salary ranges are based on information from the Oregon Labor Market Information System 2009.



## Welding Technology CERTIFICATE

**Department:** Welding  
**Department Chair & Advising:** Marcus Nichols (541) 881-5968

Students successfully completing the certificate program are prepared to enter or advance in the welding field. Students may also choose individual certifications in MIG, TIG, Arc, and Pipe Welding.

All courses in this certificate may be applied to the Welding Technology Associate of Applied Science degree. A minimum **grade point average of 2.0** is required to obtain the certificate.

### DUAL CREDIT (2+2)

Students will receive credit for welding classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

### LEARNING OUTCOMES

Students who complete the Welding Certificate will be prepared to:

- Demonstrate proper set up of welding machines for appropriate welding processes.
- Demonstrate appropriate shop safety procedures and equipment.
- Demonstrate proper welding techniques for all positions in FCAW; SMAW; GTAW, and GMAW processes.

### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 101 Workplace Communication
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (4 credits)**
  - PSYC 101 Psyc. of Human Relations or
  - BA 204 Teamwork Dynamics
  - INED 156 Employment Strategies

### REQUIRED COURSES FOR WELDING TECHNOLOGY CERTIFICATE (45 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
<b>• Fall Quarter</b>		
- WELD 150	Basic Welding I .....	4
- DRFT 112	General Drafting .....	3
- INED 281	Lab Activities .....	1
- WELD 160	Basic Welding II .....	4
- HPE 120	First Aid & CPR .....	3
<b>• Winter Quarter</b>		
- WELD 103	Electric Arc Welding .....	4
- WELD 104	MIG / FCAW Welding .....	4
- DRFT 162	Blueprint Reading/Pipe Layout .....	3
- WELD 170	Advanced Welding Processes .....	4
<b>• Spring Quarter</b>		
- WELD 102	Pipe Welding .....	4
- WELD 190	Test Procedures .....	4
- WELD 296	Welding Fabrications Practices .....	4
- INED 282	Lab Activities .....	3
<b>Total Number of Credits in Degree .....</b>		<b>55</b>

# WELDING TECHNOLOGY

## Associate of Applied Science Degree

### Welding Technology

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

**Department:** Welding  
**Department Chair & Advising:** Marcus Nichols (541) 881-5968

#### PROGRAM OVERVIEW

This degree provides training for entry-level skills and related technical knowledge necessary for advancement in the metals welding industry. Upon satisfactory completion, students will be able to weld all types of joints including piping, perform oxyacetylene welding and cutting, shielded metal arc welding, gas metal arc welding, and gas tungsten arc welding; plan and layout work from drawings, blueprints, and other written specifications; demonstrate knowledge of the welding properties of metals and alloys; and establish and maintain a safe working environment.

This degree is designed for students wishing to directly enter the workforce. It is not designed to transfer to a four-year institution, although some courses are transferable. **Students who wish to transfer coursework are strongly encouraged to work closely with their TVCC advisor to develop a transfer plan** and to identify and contact an advisor at their chosen transfer institution. A **minimum of 90 credits** and a minimum 2.0 grade point average are needed to graduate.

#### DUAL CREDIT (2+2)

Students will receive credit for agriculture classes taken in high school as equivalent to college classes provided that the high school classes are listed on a signed articulation agreement between the specific high school and the college. Credit will be transcribed as equivalent to a parallel community college course.

#### LEARNING OUTCOMES

Students who complete the Associate of Applied Science Welding program will be prepared to demonstrate:

- Demonstrate proper set up of welding machines for appropriate welding processes.
- Demonstrate appropriate shop safety procedures and equipment.
- Demonstrate proper welding techniques for all positions in FCAW; SMAW; GTAW, and GMAW processes.
- Proper welding technique for 6G position pipe welding.
- Advanced welding techniques in stainless steel and aluminum welding.
- Advanced layout and fabrication procedures for welding projects.

#### RELATED EDUCATION REQUIREMENTS (10 CREDITS)

All professional-technical degrees and one-year certificates contain required courses in applied communication, computation and human relations. These courses are designed to support student competence and success in the workplace. Students must have appropriate test scores in writing and math to enter the related courses listed. Students who test below the required level will be given the opportunity to take preparatory courses. A college advisor will assist students with selecting the appropriate preparatory course or courses.

- **Communication Skills (3 credits)**
  - WR 101 Workplace Communications
- **Computation Skills (3 credits)**
  - AET 211 Engineering Problems
- **Human Relations Skills (4 credits)**
  - PSYC 101 Psyc. of Human Relations **or**
  - BA 204 Teamwork Dynamics
  - INED 156 Employment Strategies

#### ELECTIVES (22 CREDITS)

Students should meet with their Welding advisor for a list of suggested electives.

#### REQUIRED COURSES FOR WELDING TECHNOLOGY PROGRAM (58 CREDITS)

Courses are noted according to the quarter most frequently offered and shown in the recommended or necessary sequence.

#### YEAR 1

COURSE #	COURSE TITLE	CREDITS
<b>• Fall Quarter</b>		
- WELD 150	Basic Welding I .....	4
- DRFT 112	General Drafting .....	3
- INED 281	Lab Activities .....	1
- AG 207	Agriculture Seminar .....	1
<b>• Winter Quarter</b>		
- WELD 103	Electric Arc Welding .....	4
- WELD 104	MIG / FCAW Welding .....	4
<b>• Spring Quarter</b>		
- INED 283	Lab Activities .....	4

#### YEAR 2

COURSE #	COURSE TITLE	CREDITS
<b>• Fall Quarter</b>		
- DRFT 167	Computer Aided Design I .....	4
- WELD 160	Basic Welding II .....	4
- INED 133	Special Projects .....	3
- INED 281	Lab Activities .....	1
<b>• Winter Quarter</b>		
- INED 133	Special Projects .....	3
- DRFT 162	Blueprint Reading/Pipe Layout .....	3
- WELD 170	Advanced Welding Processes .....	4
<b>• Spring Quarter</b>		
- WELD 102	Pipe Welding .....	4
- WELD 190	Test Procedures .....	4
- WELD 296	Welding Fabrications Practices .....	4
- INED 284	Lab Activities .....	3

**Total Number of Credits in Degree .....90**

# COURSE NUMBERING NOTES

## Subject Index

### Course Numbering Notes

Courses numbered less than 100 are considered non-transferable unless otherwise noted. Courses marked (P/T) are part of a professional-technical program and are transferable at the discretion of the receiving institution.

Many departments offer courses in their specific fields entitled Special Projects or Special Studies. These courses are numbered 198/298 and 199/299. These courses fulfill elective credit requirements but not distribution or foundational skills credit.

Cooperative Work Experience courses are numbered 280 and are also available for credit (up to a limit of 12 credits toward graduation).

Following is a general description of the course content of each:

198/298 1-3 Credits

#### INDEPENDENT STUDY/SPECIAL PROJECTS

Offers individualized study at an advanced level in areas not considered in other courses to meet special interest or program requirements. Students complete a term project and readings approved by the instructor. Prior study in the selected field and permission of instructor are required.

199/299 1-3 Credits

#### SPECIAL STUDIES

Offers special topics, activities, or projects in an area not usually covered in depth in other courses on a temporary or experimental basis.

280 1-6 Credits

#### COOPERATIVE WORK EXPERIENCE

On-the-job experience (paid or volunteer) which enables the student to apply the knowledge, skills, and experience gained through the on-campus program to all aspects of the industry.

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## Course Descriptions

### AGRICULTURE ENGINEERING TECHNICIAN

**AET207 (P/T) 4 Credits**  
**AGRICULTURE MACHINE & FABRICATION**  
 Stresses the modification and building of farm equipment. Emphasizes engineering skills through hands-on applications.

**AET211 (P/T) 3 Credits**  
**ENGINEERING PROBLEMS**  
 Utilizes practical math for solving problems in agriculture. Includes horse power, electricity, hydraulics, pumps, calibrations, chains, sprockets, belts and pulleys, and land measurement. Prerequisite: MATH 025 or suitable placement score.

**AET212 (P/T) 3 Credits**  
**INDUSTRIAL SAFETY & MANAGEMENT**  
 Examines and identifies prevention methods for various hazards associated with the agriculture industry. Areas examined include machinery, environmental, and confined spaces. Safety management and governmental compliance will also be addressed.

**AET221 (P/T) 3 Credits**  
**SHOP SKILLS**  
 Builds competency through hands-on experience, covering power and hand tools, tool reconditioning, building construction, electricity, fasteners, and farm safety. Lab required.

**AET222 (P/T) 3 Credits**  
**INDUSTRIAL MACHINES**  
 Covers the important aspects of industrial machines such as safe operation, maintenance, and repairs. It also covers some machine design and fabrication techniques. It acquaints students with electrical and mechanical controls for machines.

**AG105 (P/T) 3 Credits**  
**SPANISH FOR THE AG INDUSTRY**  
 Provides customized training to fit the needs of people in agriculture related industries. The course will focus on aiding those who spend considerable time in agriculture related fields, i.e., field supervisor, farm and agricultural businesses, or agency employees that serve agriculture business and labor.

### AGRICULTURE

**AG111 (P/T) 3 Credits**  
**AGRICULTURE COMPUTERS**  
 Acquaints students with the use of a micro-computer and software for agricultural uses. Includes farm accounting, spreadsheets, depreciation schedules, rations, PowerPoint, internet/email, and financial analysis.

**AG201 1 Credits**  
**CURRENT ISSUES IN AGRICULTURE**  
 Examines current issues in agriculture. Investigates and considers opposing viewpoints of different groups through email contact, and written and oral presentations. Uses guest speakers extensively.

**AG207 (P/T) 1 Credits**  
**AGRICULTURE SEMINAR**  
 Provides information and self-evaluation in areas of goal setting, educational planning, student activities, electronic student accounts, study skills, and successful navigation of the college system. Emphasizes

academic and career plans for students interested in Agriculture.

**AG211 (P/T) 3 Credits**  
**SURVEY & CONSTRUCTION**  
 Provides specific information for farm and ranch use, including field drainage systems, cut and fill for field leveling, laying out building foundations, farm facilities, land descriptions, and the use of the farm level. Covers field observation, note taking, and office computations. Prerequisite: AG 111

**AG212 (P/T) 3 Credits**  
**ENGINE THEORY & OPERATION**  
 Studies power units and their relationship to internal combustion engines, including theory of operation, component parts, and accessories. Class projects include repair of small power units. Prerequisite: AET 221 recommended.

**AG215 (P/T) 4 Credits**  
**IRRIGATION AND DRAINAGE**  
 Instructs students to design an irrigation system, considering engineering, soil types, crops, seasons, irrigation methods, best management practices, and erosion control measures. Includes a cost estimation of an actual irrigation project.

**AG221 (P/T) 3 Credits**  
**METALS AND WELDING**  
 Teaches the techniques of operating electric welding machines, oxyacetylene torches and welding, heating, brazing and cutting of all common types of ferrous metals in all positions. Stresses some fabrication of farm projects. Lab included.

**AG280 1 Credits**  
**AGRICULTURE COOP WORK EXP**  
 Applies actual work experience in a ag-related technical field. An on-site supervisor evaluates and supervises the work experience student. Requires instructor approval of work setting and placement, and documentation of 36 worksite hours for each credit earned.

### ANIMAL SCIENCE

**ANS107 (P/T) 3 Credits** **BASIC HOOF MAINTENANCE**  
 Teaches the basic fundamentals and procedure for shoeing a horse, including tools and safety issues.

**ANS108 (P/T) 3 Credits**  
**ADVANCED HORSESHOEING**  
 Examines principles and techniques for properly trimming and shoeing the horse with conformation and/or disease problems. Prerequisite: ANS 107.

**ANS121 3 Credits**  
**INTRO TO ANIMAL SCIENCE**  
 Introduces animal science, offering a foundation in breeds, genetics, nutrition, marketing, management, ration formulation and facilities planning. Co-requisite: ANS 122.

**ANS122 1 Credits**  
**INTRO TO ANIMAL SCIENCE OPERATIONS**  
 Introduces a variety of livestock industries and how each operation works, developing a broad knowledge base of several livestock industries through visits and labs. Applies to real life the knowledge and skills acquired in ANS 121. Prerequisite/Co-requisite: ANS 121.

# COURSE DESCRIPTIONS

## ANS 241 to ANS 233

ANS141 (P/T) 3 Credits

### BASIC HALTER TRAINING

Provides the skills needed to train a young horse to lead, stand square, pick up feet, turn on forehand and haunches. Includes grooming and fitting.

ANS142 (P/T) 4 Credits

### GREEN BREAKING

Provides opportunity for the student and young horse to learn together. Features ground training, saddling, and riding of a horse that hasn't been ridden before. Prerequisite: ANS 192.

ANS143 (P/T) 3 Credits

### ADVANCED HORSE TRAINING

Teaches the student to take a green horse onto the bridle. Prepares horses to move onto several different horse activities, such as ranch horse, rope horse, or a show horse. Prerequisite: ANS 142.

ANS144 (P/T) 3 Credits

### RANCH ROPING

This course will cover the skills and knowledge needed to be safe, efficient and keep low stress on cows, horses and people when using a rope on the ranch.

ANS192 (P/T) 3 Credits

### HORSEMANSHIP

Teaches the basic fundamentals of horsemanship and safety issues when handling horses while saddling, bridling, mounting, dismounting and riding. Provides background on to other avenues of the horse world.

ANS200 (P/T) 3 Credits

### LIVESTOCK SKILLS

Presents the proper techniques of basic livestock skills, such as branding, implanting, and heat synchronization. Stresses livestock handling, sanitation, facility design, quality beef assurance, and personal safety. Includes skills demonstrated by a qualified veterinarian.

ANS201 2 Credits

### BEEF QUALITY ASSURANCE

Teaches state-of-art technology and trends in the beef industry to produce a competitive, safe, wholesome food source for consumers. Taught on a workshop basis with many industry expert presentations and local field trips.

ANS210 (P/T) 3 Credits

### FEED AND RATION FORMULATION

Covers feedstuffs, their analysis, and animal use. Studies how processing affects bio-availability of feeds, mixing feeds to meet specific animal requirements, and meeting animal needs as they change due to increased production, reproduction, and growth. Teaches ration formulation by hand methods and computer. Prerequisites: ANS 121, ANS 211 preferred.

ANS211 (P/T) 3 Credits

### APPLIED ANIMAL NUTRITION

Covers all aspects of animal nutrition, including analysis of feedstuffs, the anatomy of ruminant and non-ruminant, nutrient metabolism, and the in-depth discussion on the required nutrients (water, protein, lipids, carbohydrates, minerals, and vitamins). Prerequisites: ANS 121 recommended.

ANS215 (P/T) 3 Credits

### BEEF/DAIRY CATTLE PRODUCTION

Covers the history and development of beef cattle, their distribution and adaptation, the types and breeds of beef and dual-purpose cattle, and the fundamental principles of establishing a beef production herd. Discusses cattle, genetics, problems in breeding and feeding, buildings, and equipment.

ANS216 (P/T) 3 Credits

### BEEF PREGNANCY TESTING

Teaches proper techniques for checking beef cows for pregnancy. Discusses anatomy and physiology of cows, the estrus cycle, and a review of diseases associated with reproduction. Much of the class taught in the "field" under actual ranch conditions.

ANS217 (P/T) 3 Credits

### ARTIFICIAL INSEMINATION

Teaches proper procedure in thawing and placing semen in the target area of cattle through "hands-on" experience. Includes nitrogen tank procedure, pregnancy testing, health factors, and genetic selection. Concludes with testing for the Artificial Insemination Certification for Oregon.

ANS220 (P/T) 3 Credits

### INTRO TO HORSE PRODUCTION

Introduces various breeds of horses and their characteristics, including anatomy of the skeletal and muscular system, and parts of the horse and their functions. Discusses the maintenance and purchase of horse equipment, including bits, bridles, grooming supplies, and saddles.

ANS222 (P/T) 3 Credits

### EQUINE HEALTH & DISEASE

Studies horse health and soundness, including in depth anatomy, diseases, nutrition, soundness or lameness issues, and the available treatments.

ANS223 (P/T) 3 Credits

### EQUINE BUSINESS & MARKETING

Examines correct procedures in genetic selection, pedigree and performance. Covers developing a bookkeeping system, and how to market, purchase and evaluate horses according to conformation.

ANS224 (P/T) 2 Credits

### PUREBRED HERD IMPROVEMENT

Applies principles learned in livestock breeding to dairy, horses, pigs, and sheep. Provides students a hands-on opportunity to apply what they have learned about selection. Includes several field trips to local farms/ranches to learn breeding program management.

ANS231 2 Credits

### INTRO TO LIVESTOCK EVALUATION

Covers, in depth, basic fundamentals of livestock evaluation and selection of cattle, sheep, and swine for herd replacement and market. Teaches students to "see" differences between two or more animals in the areas of structure, muscle, capacity/volume, femininity/masculinity, and eye appeal.

ANS232 (P/T) 2 Credits

### INTERMEDIATE LIVESTOCK EVALUATION

Reviews performance data (including EPD's), and situations/scenarios. Teaches students to describe written and oral differences between cattle, sheep, and swine; also to take notes and describe differences between animals with proper terms and phrases. Prerequisite: ANS 231

ANS233 (P/T) 3 Credits

### ADVANCED LIVESTOCK EVALUATION

Combines all information from the Introduction and Intermediate Livestock Evaluation classes. Teaches students to place livestock classes based on the situation/scenario, performance data, and visual evaluation. Requires students to express their placings with written and oral reasons. Prerequisites: ANS 231 and 232.

# COURSE DESCRIPTIONS

## ANS 234 to AREC 210

ANS234 3 Credits

### LIVESTOCK JUDGING TEAM

Provides the opportunity to compete at regional and national livestock judging contests. Prepares for competition with weekly work-outs, placing livestock classes based on the situation/scenario, performance data, and visual evaluation. Requires students to express their placings with written and oral reasons. Prerequisites: ANS 231, 232, and 233.

ANS240 (P/T) 2 Credits

### INTRO TO ULTRASOUND TECHNOLOGY

Presents information on what ultrasound technology is and how it can be used in animal agriculture. Familiarizes students with ultrasound terminology and machine operations. Includes hands-on opportunities for scanning cattle, sheep, and hogs.

ANS241 (P/T) 3 Credits

### ADVANCED ULTRASOUND TECHNOLOGY

Reviews ultrasound terminology, machine operations, preparing the animal for scanning, and proper procedures for scanning. Practices scanning cattle, sheep, and hogs for fat thickness, ribeye/loineye area, and percent intramuscular fat. Includes interpreting and entering data into a spreadsheet to make carcass predictions. Prerequisite: ANS 240.

ANS250 3 Credits

### INTRO TO MEAT SCIENCE

Follows market animals (cattle, sheep and swine) from the finishing phase to the meat counter. Includes slaughter, meat grading and evaluation, inspection, structure and composition of muscle, conversion of muscle to meat, microbiology and sanitation, cookery of meat, and nutritive value of meat.

ANS263 (P/T) 3 Credits

### BUILDING & STABLE MANAGEMENT

Covers the practical application of designing and managing a stable for all ages of horses.

ANS277 (P/T) 2 Credits

### EQUINE REPRODUCTION

Presents newer ideas and procedures involved with impregnating mares, along with common problems facing the mares and stallion during the breeding.

ANS278 (P/T) 3 Credits

### PRINCIPLES OF ANIMAL BREEDING

Covers reproduction anatomy of male and female livestock, and basic genetic terms and principles. Teaches students to design a breeding program utilizing EPD's and performance data based on different breeding systems used in today's livestock operations.

ANS294 (P/T) 2 Credits

### COW CUTTING

Introduces horse and rider to the fundamentals of training and competing on a cutting horse. Prerequisite: ANS 192.

ANS295 (P/T) 2 Credits

### REINING

Introduces horse and rider to the fundamentals of training and competing on a reining horse. Includes working experience in the arena. Prerequisite: ANS 192.

ANS297 (P/T) 3 Credits

### WORKING COW-HORSE

Prepares a student to train a horse for all aspects of ranching, including cattle sorting, gate work, packing, and roping. Prerequisite: ANS 192.

ANS298 (P/T) 3 Credits

### ARENA HORSE SKILLS

This course teaches students to safely and effectively introduce and develop timed event skills in a young horse for market. Prerequisite: ANS 297 or instructor approval.

## ANTHROPOLOGY

ANTH110 3 Credits

### INTRO TO CULTURAL ANTHROPOLOGY

Studies the diverse cultures of the modern world, emphasizing the role of culture in human behavior and social structure.

## APPRENTICESHIP

APP0901 (P/T) 4 Credits

### ELECTRICAL APPRENTICE FIRST YEAR

"Covers trade math, fundamental concepts of electricity, resistance, Ohm's Law, series circuits, parallel circuits, grounding, grounding electrode systems, principles of induction, capacitance, transformer fundamentals, generator fundamentals, electric motors, enclosure grounding and the National Electrical Code as it applies to these topics. Taught as a year-long course presented over three terms. Prerequisite: Indentured Apprenticeship."

APP0902 (P/T) 4 Credits

### ELECTRICAL APPRENTICE SECOND YEAR

Covers principles of induction, capacitance, transformer fundamentals, generator fundamentals, electric motors, enclosure grounding, and the National Electrical Code as it applies to these topics. Taught as a year-long course presented over three terms. Prerequisites: Indentured Apprenticeship and APP0901.

APP0903 (P/T) 4 Credits

### ELECTRICAL APPRENTICE THIRD YEAR

Covers reading electrical blueprints, commercial building, electrical plans and specification, branch circuits and feeders, panel boards, electrical theory and applications for grounding systems, emergency power systems, over current protection systems, fuses and circuit breakers, and the National Electrical Code as it applies to these topics. Taught as a year-long course presented over three terms. Prerequisites: Indentured Apprenticeship and APP0902.

APP0904 (P/T) 4 Credits

### ELECTRICAL APPRENTICE FOURTH YEAR

Covers special equipment, ventilating systems, electrical systems protection, site lighting, motor controls and installation, hazardous locations, formulas for AC/DC, single and three phase power, horsepower and voltage drop, over-current protection devices, calculations for branch circuit feeders and service entrance, single family dwellings, and the National Electrical Code as it applies to these topics. Taught as a year-long course presented over three terms. Prerequisites: Indentured Apprenticeship and APP0903.

# COURSE DESCRIPTIONS

## ART 211 to ART 255

### AGRICULTURE RESOURCE ECONOMICS

AREC201 (P/T) 3 Credits

#### AGRICULTURE ACCOUNTING

Teaches proper farm record keeping, including income, expenses, inventory, depreciation, crop and livestock. Utilizes a computerized system for such records, and calculates end-of-year totals for income tax purposes.

AREC210 (P/T) 3 Credits

#### FARM BUSINESS MANAGEMENT

Teaches students about basic hand record keeping, including inventory, depreciation, and income/expenses. Reviews income tax laws and current regulations for employee records. Discusses basic farm business management terms, forms, and farm ownership types.

AREC211 4 Credits

#### MANAGEMENT IN AGRICULTURE

Applies economic and business principles to the management of agri-business firms, including farms and ranches; goal setting and management information; planning and decision-making tools; and acquiring, organizing, and managing land, labor and capital resources.

AREC221 3 Credits

#### MARKETING IN AGRICULTURE

Presents organization and functions of domestic and international markets, market channels for various agricultural commodities, and roles of agri-business, cooperatives, and government in marketing decisions. Discusses, in full detail, the futures market and forward contracting.

AREC281 (P/T) 3 Credits

#### GLOBAL AGRICULTURAL MARKETS

Introduces economic and marketing principles in global agricultural markets. Analyzes impacts of foreign policy for exporting and importing countries on agricultural markets. Provides a base knowledge of WTO and GATT history/function in agricultural markets today.

AREC296 (P/T) 4 Credits

#### PRODUCTION PROBLEMS

Project oriented course where students will select an agricultural area of focus to create a feasibility study or economic analysis. Currently published data and figures will be used to develop a report. Presentations will be given as a final for the course. Instructor approval required.

### ART

ART101 3 Credits

#### INTRO TO VISUAL ARTS

Introduces many facets of art, including an overview of major art movements throughout history, the formal elements of art, various art media, art criticism, and exercises designed to build perceptual skills. Includes lecture illustrated with slides and art gallery visitations.

ART115 3 Credits

#### BASIC DESIGN

Introduces the fundamental processes and vocabulary of the artist's design studio. Examines the principles and concepts of line, shape, texture, space, and color to enable students to express their personal vision in an academic manner.

ART131 3 Credits

#### BEGINNING DRAWING

Teaches students to acquire and refine representational skills using a variety of techniques and media. Presents contemporary art concepts

with the intention of leading each student toward a personal direction. Introduces each new concept, medium, or technique with slide lectures and discussions.

ART132 3 Credits

#### INTERMEDIATE DRAWING

Continues, on a more ambitious level, skills and ideas that were introduced in ART 131. Explores techniques to achieve more gestural surfaces. Introduces color media (ink, color pencil and pastels). Prerequisite: ART 131.

ART133 3 Credits

#### ADVANCED DRAWING

Continues, on a more ambitious level, skills and ideas that were introduced in ART 132. Explores techniques to achieve more gestural surfaces. Introduces color media (ink, color pencil and pastels). Prerequisite: ART 132.

ART181 3 Credits

#### BEGINNING PAINTING

The course parallels skills and ideas taught in Drawing and Design. Techniques to achieve painted surfaces will be explored and a variety of wet media (including ink, tempera, watercolor, and acrylic) will be introduced.

ART182 3 Credits

#### INTERMEDIATE PAINTING

The course parallels skills and ideas taught in Drawing and Design. Techniques to achieve painted surfaces will be explored and a variety of wet media (including ink, tempera, watercolor, acrylic and oil paint) will be introduced. Prerequisite: ART 181

ART183 3 Credits

#### ADVANCE PAINTING

Introduction to the technical properties and handling of oil painting as well as the related formal and conceptual problems. Beginning problems deal with such issues as color mixing, creating three (3) dimensional form and space, and surface texture. The second half of the quarter focuses on the development of individuals styles and the study of contemporary art. Prerequisites: Art 181, 182

ART204 3 Credits

#### HISTORY OF WESTERN ART/ANCIENT

Presents art from the Prehistoric, Ancient Near East, Aegean, Egyptian, Greek, early Christian, Byzantine, Medieval, Gothic and Roman periods. Includes lectures illustrated by slides and supplemented by occasional movies.

ART205 3 Credits

#### HISTORY OF WESTERN ART/RENAISSANCE

Presents art from the late Gothic, early Renaissance, Italian Renaissance, Northern Renaissance, and Baroque periods. Includes lectures illustrated with slides and supplemented by art history videos.

ART206 3 Credits

#### HISTORY OF WESTERN ART/MODERN

Presents art from the Rococo, Romantic, 19th century, and 20th century periods. Includes lectures illustrated with slides and supplemented by art history videos.

ART253 3 Credits

#### CERAMICS I

Introduces the history of contemporary ceramics, including materials, methods, and techniques. Stresses both wheel thrown and hand built ceramic construction. Includes gallery visitation and vocabulary exam.

**ART254                      3 Credits**  
**CERAMICS II**

Continues the broad introduction to the history of contemporary ceramics, including materials, methods, and techniques. Stresses both wheel thrown and hand built ceramic construction. Introduces glazing and firing. Includes gallery visitation and vocabulary exam.

**ART255                      3 Credits**  
**CERAMICS III**

Continues the broad introduction to the history of contemporary ceramics, including materials, methods, and techniques. Stresses both wheel thrown and hand built ceramic construction. Introduces glazing and firing. Develops fundamental skills to foster artistic growth. Includes gallery visitation and vocabulary exam.

**ART256                      3 Credits**  
**CERAMICS IV**

Continues the broad introduction to the history of contemporary ceramics, including materials, methods, and techniques. Stresses both wheel thrown and hand built ceramic construction. Introduces Raku glazing and firing. Develops fundamental skills to foster artistic growth. Includes gallery visitation.

**ART261                      3 Credits**  
**BEGINNING PHOTOGRAPHY**

Covers functions of both film and digital cameras. Explores electronic and traditional darkroom procedures. Includes both demonstrations and individual assignments designed to enhance understanding of basic photographic principals.

**ART262                      3 Credits**  
**INTERMEDIATE PHOTOGRAPHY**

Covers advanced electronic and traditional darkroom techniques including toning, printing filters, burning and dodging, and hand coloring. Includes electronic slide show presentation and advanced camera techniques, such as shutter speeds and apertures. Prerequisite: ART 261

### BUSINESS

**BA101                      4 Credits**  
**INTRO TO BUSINESS**

Emphasizes business organization, operation, and management. Assists students interested in business determine their major field of concentration.

**BA104 (P/T)                4 Credits**  
**BUSINESS MATH**

Applies mathematical skills to solve business and consumer problems. Includes business applications such as computing finance charges, taxes, discounts, markups, inventory value, bond discount/premium, and present/future value analysis. Prerequisite: MATH 60.

**BA131                      4 Credits**  
**INTRO TO BUSINESS COMPUTING**

Introduces computer concepts covering computer systems, software and hardware, networking, and databases. Students will complete assignments in Microsoft Office Professional computer applications, including Word, Excel, Access, Publisher and Powerpoint. Emphasizes basic understanding and competency in different applications and concepts.

**BA153 (P/T)                3 Credits**  
**CRITICAL/CREATIVE THINKING**

Emphasizes critical and creative thinking to help students understand the thinking process, including purposeful, reasoned, and goal directed thinking involved in solving problems, formulating inferences, calculating

likelihoods, and making decisions. Explores examples of vertical thinking and lateral thinking.

**BA200 (P/T)                4 Credits**  
**APPLIED ACCOUNTING I**

Emphasizes the basic principles of bookkeeping for both service and retail merchandise business, including analyzing transactions, journalizing, posting, doing end-of-year work, and preparing financial statements. Integrates computer applications into course material.

**BA201 (P/T)                4 Credits**  
**APPLIED ACCOUNTING II**

Emphasizes purchasing, sales, installment sales, consignment sales, inventory, long-lived assets, and accrual accounting applied to all merchandising-type business. Integrates computer applications into course material. Prerequisite: BA 200.

**BA202 (P/T)                4 Credits**  
**APPLIED ACCOUNTING III**

Emphasizes accounting for the corporate form of business, including capital stock, corporate earnings, and corporate bonds. Integrates computer applications into course material. Prerequisite: BA 201.

**BA204 (P/T)                3 Credits**  
**TEAMWORK DYNAMICS**

Introduces the formation, development, and management of groups. Examines problems and characteristics common to group situations and generates strategies for improving group productivity.

**BA206                      3 Credits**  
**PRINCIPLES OF MANAGEMENT**

Introduces the principles of management, concentrating on organizational structures, planning principles, organizing, leading, controlling, and management techniques.

**BA211                      4 Credits**  
**PRINCIPLES OF ACCOUNTING I**

Introduces financial accounting concepts and reporting of financial information in accordance with generally accepted accounting principles. Emphasizes external financial reporting for business enterprises and the use of financial statement information for economic decision making. Introduces computerized accounting concepts.

**BA212                      4 Credits**  
**PRINCIPLES OF ACCOUNTING II**

Introduces the valuation of accounts receivable and inventories. Appraises concepts of cost, depreciation, depletion, and amortization of capital assets as reported on financial statements. Includes corporate accounting for capital acquisition and reporting of stock, corporate bonds, dividends, stock splits, and donated capital. Continues computerized accounting concepts. Prerequisite: BA 211.

**BA213                      4 Credits**  
**PRINCIPLES OF ACCOUNTING III**

Introduces managerial accounting, including methods of cost systems and appropriate use of information obtained for improved management decision-making. Conducts analysis of cost behavior, cost/volume/profit relationships, budgeting, evaluating performance, and capital investment decision. Continues computerized accounting concepts. Prerequisite: BA 212

**BA214                      3 Credits**  
**BUSINESS COMMUNICATION**

Applies written communication skills to writing and analyzing business letters, memos, emails, and short reports. Incorporates correct format, grammar, and punctuation. Prerequisite: WR 121



# COURSE DESCRIPTIONS

## BA 225 to BIOL 121

BA215 (P/T) 3 Credits

### COST ACCOUNTING

Focuses on the role of the cost accountant in providing accounting information to managers as an aid in economic decision making. Emphasizes the development and application of cost systems as they apply to cost inputs (materials, labor, overhead), and job order versus process costing. Examines actual versus standard cost accounting, direct costing versus full absorption costing, and budgeting.

BA223 3 Credits

### PRINCIPLES OF MARKETING

Surveys activities by which a firm seeks to anticipate customer needs by directing a flow of need-satisfying goods and services from producer to consumer. Includes market research, buying behavior, product planning, physical distribution, retailing, wholesaling, promotion, and pricing policy.

BA225 4 Credits

### THE LEGAL ENVIRONMENT OF BUSINESS

Introduction to the legal environment of business. Emphasis is on the legal principles and laws which affect business. Topics covered will include the history of the legal development in the U.S., court systems, administrative laws and regulatory process, crimes, torts, contracts, property laws, legal aspects of business entities, employment laws and other topics will be discussed.

BA226 3 Credits

### BUSINESS LAW I

Introduces business law, emphasizing contract law. Discusses history of legal development, crimes, torts, and courts systems.

BA227 3 Credits

### BUSINESS LAW II

Continues study of business law, emphasizing sales law, commercial paper, bailments, and agency agreements. Prerequisite: BA 226, or instructor approval.

BA228 3 Credits

### COMPUTER-ASSISTED ACCOUNTING

Examines methods of performing accounting functions and solving accounting problems using popular computer software, including collecting, organizing, and reporting large amounts of information.

BA230 (P/T) 3 Credits

### PAYROLL ACCOUNTING

Presents a comprehensive overview of federal and state payroll procedures, including computing and recording gross wages, withholding amounts, and net wages. Introduces use of computerized and manual systems to maintain employee earnings records and payroll registers, compute employer and other payroll-related costs, make payroll tax deposits, complete payroll and W-2's, and make general journal entries for all payroll transactions. Prerequisite: BA 200 or BA 211.

BA236 (P/T) 3 Credits

### COMPUTER-ASSISTED ACCOUNTING II

Introduces methods of performing accounting functions using accounting software currently utilized by business firms. Prerequisite: BA 200 or BA 211.

BA239 3 Credits

### PRINCIPLES OF ADVERTISING

Examines in detail the purpose, preparation, placement, and analysis of various types of advertisements within each of the media. Analyzes and compares the relative merits of the media on local and national advertising

BA240 (P/T) 3 Credits

### FUND ACCOUNTING

Familiarizes the student with the principles and unique terminologies of governmental and nonprofit fund accounting. Explores conceptual, procedural, and reporting issues of the fund accounting process. Prerequisite: BA 200 or BA 211.

BA243 (P/T) 3 Credits

### CONSUMER BEHAVIOR

Introduces the dynamic interaction of affect and cognition, behavior, and the environment by which people conduct the exchange aspects of their lives.

BA249 3 Credits

### RETAIL MANAGEMENT

Presents the principles of retail strategy and structures, emphasizing trading area analysis, consumer behavior, store location, and pricing in retailing.

BA250 3 Credits

### SMALL BUSINESS MANAGEMENT

Presents the fundamentals of owning and managing a small business, including organizational, financial, marketing, and management concepts. Studies the dominant impact of small business. Prerequisites: BA 211, BA 206, and BA 223.

BA254 (P/T) 3 Credits

### INTERNET MARKETING

Introduces the principles and operational aspects of electronic/computer marketing, including e-marketing for organizations.

BA255 3 Credits

### PERSONNEL SUPERVISION

Introduces the supervisor's special place in management and the essential skills that all managers have in common. Focuses on the unique problems of being a supervisor in any kind of organization, and closely examines the special skills, responsibilities, roles and attributes required of supervisors.

BA256 3 Credits

### INCOME TAX PROCEDURES

Introduces preparation of federal income taxes, including gross income, adjustments to income, deductions, tax credits and exemptions. Examines potential tax consequences of decisions, and evaluates costs and benefits of alternatives. Assists decision makers minimize tax and maximize after-tax profits. Integrates computer applications into course material.

## BIOLOGY

BIOL101 4 Credits

### GENERAL BIOLOGY

Studies cellular biology, including scientific method, taxonomy, cell organelles and cell membrane, photosynthesis, cellular respiration, mitosis and meiosis, Mendelian genetics, DNA structure and function and evolution. Lab required. Intended for non-science majors.

BIOL102 4 Credits

### GENERAL BIOLOGY

Studies human evolution and the body system, including circulation, immune system, digestion, respiration, body fluid regulation, nervous system, sense organs, muscles, reproduction and endocrine system. Lab required. Intended for non-science majors.

BIOL103 4 Credits

### GENERAL BIOLOGY

Studies evolution and diversity of plants, plant structure and organization, plant nutrition and transport, control of growth in plants, plant

reproduction. Examines ecology of populations, communication, ecology and conservation biology. Lab required. Intended for non-science majors.

**BIOL107**                      4 Credits  
**PRINCIPLES OF ECOLOGY & FIELD BIOL**

Emphasizes the broad concepts of ecology in a field setting using natural ecosystems as a model. Introduces concepts in the classroom then examines them in detail using student collected field data. Lab and/or field trip required.

**BIOL121**                      5 Credits  
**INTRO TO HUMAN ANATOMY & PHYSIOLOGY**

Covers body organization with an emphasis on anatomy and function of all the human body systems. Topics include the cell, skin, heart and circulation, nervous system, special senses, blood, immunity, respiration, digestion, bones, muscles and reproduction. This course is designed for the allied health student. Lab required.

**BIOL211**                      5 Credits  
**COLLEGE BIOLOGY**

Examines the theoretical bases of biology as a scientific discipline, emphasizing cytology, genetics, and biological adaptation. Lab required. Intended for science and pre-professional majors.

**BIOL212**                      5 Credits  
**COLLEGE BIOLOGY**

Provides an introduction to the basic concepts of biology with a special emphasis on zoology. Discusses functional relationships between different orders of animals. Lab required. Intended for science and pre-professional majors.

**BIOL213**                      5 Credits  
**COLLEGE BIOLOGY**

Studies botany and ecology. Presents an overview of the evolution and organization of the plant kingdom followed by a study of the anatomy and physiology of flowering plants. Examines ecological relationships observed among plants, animals, and their environment. Lab required. Intended for science and pre-professional majors.

**BIOL231**                      4 Credits  
**HUMAN ANATOMY & PHYSIOLOGY**

Studies body organization and function with an emphasis on histology and the integumentary, skeletal, and muscular systems. Lab required. Prerequisites: CHEM 104, or 121, or 221, and BIOL 101 or 211.

**BIOL232**                      4 Credits  
**HUMAN ANATOMY & PHYSIOLOGY**

Studies the organization, structure, and function of the nervous, sensory, endocrine, and cardiovascular systems. Lab required. Prerequisite: BIOL 231

**BIOL233**                      4 Credits  
**HUMAN ANATOMY & PHYSIOLOGY**

Studies respiratory, digestive, excretory, and reproductive systems. Lab required. Prerequisite: BIOL 231 or BIOL 232.

**BIOL234**                      4 Credits  
**MICROBIOLOGY**

Examines the fundamental principles and techniques of microbial study. Emphasizes the structural, functional, and disease causing properties of bacteria and viruses. Lab required. Prerequisites: CHEM 104, or 121, or 221, and BIOL 101 or 211 or 231.

### CHEMISTRY

**CHEM104**                      4 Credits  
**SURVEY OF CHEMISTRY (HEALTH)**

Studies the fundamental concepts of chemistry including metric system, atomic structure, chemical reactions and gas laws, buffers, solution chemistry and acids and bases. Examines the relationship of chemical principles to current environmental and health related topics. Lab required. Prerequisites: MATH 60, or suitable placement score.

**CHEM105**                      4 Credits  
**SURVEY OF CHEMISTRY (HEALTH)**

Studies the fundamental concepts of chemistry, including nuclear radiation, energy, and organic chemistry. Lab required. Prerequisite: CHEM 104.

**CHEM106**                      4 Credits  
**SURVEY OF CHEMISTRY (HEALTH)**

Studies the fundamental concepts of chemistry, including carbohydrates, lipid and protein metabolism, RNA and DNA synthesis, action of enzymes, hormones and steroids, and overall integration of metabolism. Lab required. Prerequisite: CHEM 105.

**CHEM121**                      4 Credits  
**GENERAL CHEMISTRY**

Provides an introduction to the fundamentals of inorganic chemistry, including metric system, atomic structure, chemical reactions and gas laws, buffers, solution chemistry, and acids and bases. Lab required. Prerequisite: MATH 65 or suitable placement score.

**CHEM122**                      4 Credits  
**GENERAL CHEMISTRY**

Covers the radiation and environmental issues. Introduces organic nomenclature, functional groups and reactions. Prerequisite: CHEM 121 or 104.

**CHEM123**                      4 Credits  
**GENERAL CHEMISTRY**

Covers the basics of organic and biochemistry. Lab required. Prerequisite: CHEM 122.

**CHEM221**                      5 Credits  
**COLLEGE CHEMISTRY**

Studies measurement, chemical reactions, stoichiometry, thermo chemistry, atomic structure, chemical bonding and gas laws. Lab required. Prerequisite: MATH 95 or suitable placement score. Previous chemistry experience strongly recommended.

**CHEM222**                      5 Credits  
**COLLEGE CHEMISTRY**

Includes molecular bonding, solution chemistry, chemical reactions, oxidation reduction, chemical equilibrium and acid base equilibrium. Lab required. Prerequisite: CHEM 221.

**CHEM223**                      5 Credits  
**COLLEGE CHEMISTRY**

Includes thermodynamics, electrochemistry, nuclear chemistry, metals, nonmetals and transition elements and brief survey of organic and biochemistry. Lab required. Prerequisite: CHEM 222.

**CHEM227**                      5 Credits  
**ORGANIC CHEMISTRY**

Presents alkanes, alkenes, stereochemistry, role of solvents and organic reactions. Lab required. Prerequisite: CHEM 223.

# COURSE DESCRIPTIONS

## CIS 101 to CIS 280

CHEM228 5 Credits  
ORGANIC CHEMISTRY  
Examines alkynes, aromaticity, aromatic substitution, spectroscopy, NMR, CMR, IR, aldehydes and ketones and carboxylic acids. Lab required. Prerequisite: CHEM 227

CHEM229 5 Credits  
ORGANIC CHEMISTRY  
Includes amines, phenols, molecular orbital theory, carbohydrates, lipids, proteins and nucleic acids. Lab required. Prerequisite: CHEM 228.

### COMPUTER INFORMATION SYSTEMS

CIS101 (P/T) 4 Credits  
COMPUTER NET I:HOME/SMALL BUSINESS  
First of four networking courses. Fundamentals of networking. Design, build, and support a home or small business network. Prerequisite: CIS 140 or instructor approval.

CIS102 (P/T) 4 Credits  
NETWORKING 2:SMALL/MEDIUM BUSINESS  
Design, configure, implement, and troubleshoot network infrastructure. Prerequisite: CIS 101.

CIS103 (P/T) 4 Credits  
NETWORKING 3: ROUTING & SWITCHING  
Configure and implement a Local Area Network. Perform LAN, WAN, and VLAN troubleshooting. Prerequisite: CIS 102.

CIS104 (P/T) 4 Credits  
NETWORKING 4:DESIGNING & SUPPORTING  
Analyze client needs to design and support effective computer internetworks. Prerequisite: CIS 103.

CIS110 (P/T) 3 Credits  
INFORMATION TECHNOLOGY ESSENTIALS I  
Fundamentals and advanced concepts of computer hardware and software. Assembly and installation of computer components and operating systems. Troubleshooting with system tools and diagnostic software. Includes laptops, portable devices.

CIS111 (P/T) 3 Credits  
INFORMATION TECHNOLOGY ESSENTIALS 2  
Install network operating systems, and troubleshoot using system tools and diagnostic software. Connect to the internet and share resources in a network environment. Prerequisite: CIS 110

CIS120 (P/T) 4 Credits  
INTRO TO COMPUTER INFO SYSTEMS  
Overview of the computing field, possible career paths, and typical applications. Covers key terminology and components of computer hardware, software, and operating systems. Other topics include computer concepts, hardware, software, database, data communications, networks, the internet, systems analysis and design, and computer applications.

CIS133CP (P/T) 4 Credits  
C/C++ PROGRAMMING  
C++ programming language and its subset, the C programming language. Program structure, blocks, storage types, console and file I/O, functions, arrays, strings, pointers, call-by-reference, call-by-value, and dynamic memory allocation and difference between C++ and C. Introduction to the concept of classes. Prerequisite: CIS 140.

CIS133JA (P/T) 4 Credits  
INTRO TO JAVA PROGRAMMING  
Java language and concepts of object oriented programming to solve business problems. Create classes, objects, and applications using JAVA. Prerequisite: CIS 140.

CIS133VB (P/T) 4 Credits  
INTRO TO VISUAL BASIC.NET  
Software design and development in an event-driven Windows user interface using Visual Basic. Includes BASIC syntax, data structures, user interface, modular design techniques, and file handling. Prerequisite: CS 140.

CIS140 (P/T) 4 Credits  
INTRO TO OPERATING SYSTEMS  
Effectively utilizing the Command Line Interface (CLI), Microsoft Windows, and Linux operating systems to manage microcomputer operations.

CIS195 (P/T) 3 Credits  
WEBSITE FUNDAMENTALS  
Fundamental concepts and techniques used for design, development, and implementation of Web pages using Hypertext Markup Language, specifically XHTML. Also introduce concepts and methods of Javascript, CGI, as well as other topics in web development.

CIS225 (P/T) 4 Credits  
END USER SUPPORT  
Effective communication with end users. Training and support functions within Information Systems. Examination of existing models and complete projects demonstrating their understanding of planning, developing, implementing, and evaluating training and support systems. Prerequisite: CIS 120 or instructor approval.

CIS240 (P/T) 4 Credits  
SERVER OPERATING SYSTEMS  
Planning, installing, and maintaining a Web server. Internet and Intranet issues, system optimization, server activity monitoring, and server/client security. Prerequisite: CIS 140.

CIS240U (P/T) 4 Credits  
UNIX.LINUX SERVER OPERATIONS  
Introduces CDE, GNOME, and KDE graphical user interfaces with overview of the Sun Solaris and Linux versions of the UNIX operating system. Discusses fundamental command-line features of UNIX including file system navigation, changing file permissions, the vi and emacs text editors, Korn and Bash shell features, and basic network use. Prerequisite: CIS 240.

CIS240W (P/T) 4 Credits  
WINDOWS SERVER OPERATIONS  
Provides knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment. Prerequisite: CIS 240.

CIS241W (P/T) 4 Credits  
WINDOWS SERVER OPERATING ADMIN  
Microsoft Windows Server 2008, Server Administration (Exam 70-646) prepares students to administer networks using the Microsoft Windows Server 2008 operating system and to pass the MCITP 70-646 certification exam. Focusing on updates to the software and in-depth coverage of the administration aspects of Windows Server 2008, this course includes topics such as installing, configuring, managing and troubleshooting. In addition, the book includes fundamental coverage of topics from other MCTS certifications. Prerequisite: CIS 240

CIS244 (P/T) 4 Credits  
**PROJECT MANAGEMENT: ANALYSIS & DESIGN**  
 Computer systems development process, covering aspects of project initiation, analysis, and design. Includes introduction to project management techniques in business environments. Prerequisites: BA 204, WR 101, CIS 120

CIS280 3 Credits  
**COMPUTER INFO SYSTEM COOP WK EXP**  
 Provides an opportunity to acquire actual work experience in the CIS field. An on-site supervisor will guide and evaluate student. Instructor approval of work setting and placement is required. For each credit earned, the student will need to document 36 hours at the work site. Prerequisite: CIS 120.

CIS284 (P/T) 4 Credits  
**NETWORK SECURITY**  
 Introduction to proven techniques for protecting information systems from intruders, while allowing the required access to authorized users. Prerequisite: CIS 240.

### CRIMINAL JUSTICE

CJ100 3 Credits  
**INTRO TO CRIMINAL JUSTICE**  
 Introduces the philosophy, history, objectives and functions of the American criminal justice system. Focuses on crime in America and policing.

CJ111 3 Credits  
**CONCEPTS OF ENFORCEMENT SERVICES**  
 Studies the concepts, theories, and principles of police operation and behavior in an era of changing community attitudes, special interest groups, and minority relations.

CJ112 (P/T) 3 Credits  
**PATROL PROCEDURES**  
 Describes the nature and purpose of patrol activities for law enforcement officers. Includes routine and emergency procedures and types of controls.

CJ113 (P/T) 3 Credits  
**ACCIDENT INVESTIGATION/TRAFFIC LAWS**  
 Studies the principles and procedures used to investigate and report traffic accidents. Includes basic traffic laws.

CJ120 3 Credits  
**INTRO TO JUDICIAL PROCESS**  
 Studies the basic processes in the criminal justice system, covering the steps in a criminal prosecution from the decision to prosecute through sentencing.

CJ130 3 Credits  
**INTRO TO CORRECTIONS**  
 Surveys the history and evolution of corrections, law and legal processes, and the correctional process.

CJ132 3 Credits  
**INTRO TO PAROLE & PROBATION**  
 Introduces the use of parole and probation as a means of controlling criminal offenders within the community. Includes the philosophy, historical development and contemporary functioning of parole and probation agencies and officers.

CJ140 3 Credits

U.S. CRIMINAL JUSTICE SYSTEM  
 Emphasizes the adjunction and correctional aspects of the criminal justice system. Prerequisite: CJ 100.

CJ200 (P/T) 3 Credits  
**COMMUNITY RELATIONS**  
 Examines how the relationship between the community and the criminal justice system is clarified and enhanced. Investigates how community misunderstandings, lack of cooperation, and mistrust may paradoxically be generated by the system's efforts to make the community a safer place.

CJ201 3 Credits  
**INTRO TO JUVENILE JUSTICE SYSTEM**  
 Presents the concept of delinquency, the history and development of the juvenile justice system, theories of delinquency, environmental influences on delinquency, and controlling juvenile offenders.

CJ202 (P/T) 3 Credits  
**VIOLENCE & AGGRESSION**  
 Explores the causes and extent of violence in society and the family, and examines preventative measures available to reduce violence in society.

CJ203 (P/T) 3 Credits  
**CRISIS INTERVENTION**  
 Presents techniques and approaches to crisis intervention for entry level criminal justice professionals. Covers initial intervention, defusing and assessment, resolution and/or referral, with emphasis on safety. Includes personal effectiveness, recognition of threat levels, voluntary compliance, verbal and non-verbal communication, active listening, and mediation.

CJ205 (P/T) 3 Credits  
**VICTIMS OF CRIME**  
 Examines the role of victims of crime in the justice system and their treatment by different criminal justice agencies, national and state data on victimization by types of crime, psychology trauma suffered by victims of violent crimes and paths to recovery, programs available to victims, and victim-related legislation.

CJ209 3 Credits  
**INTRO TO CAREERS IN CRIM JUSTICE**  
 Surveys careers in law, law enforcement, courts, and corrections. Includes facility visitation and contact with persons working in the criminal justice system.

CJ210 (P/T) 3 Credits  
**CRIMINAL INVESTIGATION I**  
 Introduces the fundamentals, theory, and history of criminal investigation in the justice system. Describes crime scene-to-courtroom aspects with emphasis on techniques to specific crimes. Co-requisite: CJ 216

CJ211 (P/T) 3 Credits  
**CRIMINAL INVESTIGATIONS II**  
 Continues the study and application of investigative techniques for various offenses. Includes collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interview and interrogation, follow up and case preparation. Prerequisite: CJ 210. Co-requisite: CJ 226.

CJ212 (P/T) 3 Credits  
**CRIMINAL INVESTIGATIONS III**  
 Continues the study and application of investigative techniques for various crimes. Stresses scientific method, thoroughness and presentation of evidence. Explores follow up case preparation, including familiarization with the state crime lab facilities and its assistance to law enforcement agencies. Prerequisite: CJ 211. Co-requisite: CJ 236.

# COURSE DESCRIPTIONS

## CS 222 to CS162

CJ216 (P/T) 1 Credits

### CRIME SCENE TECHNICIAN I

Presents techniques of locating, collecting, and identifying physical evidence. Includes the use of fingerprinting, casts and molds, photography, and sketching. Uses basic laboratory aids and scientific equipment in the evidence process. Co-requisite CJ 210

CJ220 3 Credits

### CRIMINAL LAW

Examines the basic concepts of criminal law through studying the essential elements of a crime, the defenses to criminal conduct, and the justifications for criminal laws and punishment. Familiarizes the student with the various crimes against persons and property.

CJ222 3 Credits

### PROCEDURAL LAW

Examines the United States Constitution and Bill of Rights and their impact upon law enforcement, with emphasis on search warrants, interviews, arrest and booking, search and seizure issues, 5th Amendment rights, right to counsel, evidentiary issues and the criminal trial.

CJ223 3 Credits

### RULES OF EVIDENCE

Reviews basic concepts of the requirements for admissibility of evidence, the various burdens of proof, how evidence is used at trial, relevance, competency, privileges, opinion and expert testimony, the hearsay rule and its exceptions, and an introductory review of evidence obtained in violation of the Constitution.

CJ225 3 Credits

### CORRECTIONS LAW

Explores several historical and current cases involving inmate crimes and malpractice with inmates. Examines prisoner's rights, correctional staff's rights, and emerging trends resulting from recent court cases.

CJ226 (P/T) 1 Credits

### CRIME SCENE TECHNICIAN II

Presents techniques of locating, collecting, and identifying physical evidence. Includes the use of fingerprinting, casts and molds, photography and sketching. Uses basic laboratory aids and scientific equipment in the evidence process. Co-requisite: CJ 211.

CJ232 (P/T) 3 Credits

### CORRECTIONS CASEWORK

Studies the basic concepts of interviewing and counseling techniques used by correctional officers in one-to-one contacts with clients. Builds rudimentary skills through role-playing and demonstration in preparation for practice in the field and to foster an appreciation for further training.

CJ236 (P/T) 1 Credits

### CRIME SCENE TECHNICIAN III

Presents techniques of locating, collecting and identifying physical evidence. Includes the use of fingerprinting, casts and molds, photography and sketching. Uses basic laboratory aids and scientific equipment in the evidence process. Co-requisite: CJ 212.

CJ260 3 Credits

### INTRO TO CORRECTIONS II

Explores the correctional client, rights of sentenced offenders, corrections as a profession, and correctional systems. Prerequisite: CJ 130.

## COMPUTER SCIENCE

CS120 4 Credits

### COMPUTER CONCEPTS

Introduces computer concepts covering computer systems, software and hardware, networking, and databases. Students will complete assignments in Microsoft Office Professional computer applications, including Word, Excel, Access, Publisher and Powerpoint. Emphasizes basic understanding and competency in different applications and concepts.

CS125A 4 Credits

### DATABASE APPLICATIONS

Introduces microcomputer database systems, including their application, design, and construction. Begins with basic tables, forms, queries, reports, and relational database concepts, and progresses to more advanced concepts and skills, including creating operating modules, macros and advanced forms and reports. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS125SS 4 Credits

### SPREADSHEET APPLICATIONS

Presents the features in Microsoft Excel needed to efficiently produce spreadsheets and supporting documents. Provides the skills necessary for MOS certification. Prepares students to create, edit, and format spreadsheets, create formulas, use certain functions, create charts, do business related analysis, work with data lists, create and edit macros, create pivot tables and charts, and display worksheets on the web. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS133CP 4 Credits

### COMPUTER PROGRAMMING: C++

Introduces computer programming using the C++ languages, including the structure of the language; manipulation of data, arrays and objects; and how to handle input and output functions. Uses well structured program designs and object oriented programming. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS133JA 4 Credits

### INTRO TO JAVA PROGRAMMING

Introduces Java language and concepts of object oriented programming. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS133VB 4 Credits

### INTRO TO VISUAL BASIC PROGRAMMING

Explores software design and development in an event-driven windowing user-interface environment using Visual Basic. Includes BASIC syntax, data structures, user interface, modular design techniques, file handling. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS140L 4 Credits

### OP. ENVIRONMENTS: LINUX

Introduces installing and using the Linux operating system on PC-compatible computers. Covers installing Linux on a dedicated computer, in a Unix partition of a non-dedicated computer, and a MS-DOS partition of a non-dedicated computer. Includes basic Linux/Unix console commands, X-Windows, and some Linux/Unix application programs. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS140W 4 Credits

### OP. ENVIRONMENTS: WINDOWS

Introduces use of Windows operating systems. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

# COURSE DESCRIPTIONS

## CS195 to DRFT112

CS160 4 Credits  
ORIENTATION TO PROGRAMMING  
Explores the field of computer science, providing an overview of machine architecture, software development and engineering, data organization, problem-solving strategies, ethics, and theory of computation. Explores career options and develops rudimentary software development skills. Prerequisite: MATH 65 or suitable placement score.

CS161 4 Credits  
COMPUTER SCIENCE I  
Introduces structured methods, including program design concepts, algorithm development, use of pseudo code in designing algorithms, elementary data types, and introduction to programming using the language Java. Prerequisite: CS 160.

CS162 4 Credits  
COMPUTER SCIENCE II  
Continues the study of computer science, including linear data structures, file access, recursion, and object oriented programming. Prerequisite: CS 161.

CS195 3 Credits  
WEB DESIGN  
Presents the fundamental concepts and techniques used for the design, development, and implementation of Web pages. Introduces the concepts and methods of JavaScript, cascading style sheets, and multimedia web pages. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS233CP 4 Credits  
ADV COMPUTER PROGRAMMING: C++  
Explores advanced computer programming using the C++ language, including functions, operator overload, arrays, inheritance, polymorphism, derived classes, special classes and functions, and exceptions and error handling. Prerequisite: CS 133 CP.

CS240L 4 Credits  
ADV OP: LINUX SYSTEM ADMINISTRATOR  
Introduces Linux System administration, including how to install, expand, configure, manage, and network Linux systems. Prerequisite: CS 140L, or equivalent.

CS244 (P/T) 4 Credits  
SYSTEM ANALYSIS AND DESIGN  
Focuses on development of a precise set of procedures in a complete information system, including systems planning and analysis, design and implementation, and operation and support. Provides hands-on experience. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS248 3 Credits  
UNIX PROGRAMMING  
Covers the essentials of Unix tool programming with the use of high-level programming languages, utilities, and tool kits, including Unix shells and essential utilities and network security issues, and high-level networking and protocol basics. Provides students with an opportunity to team the tools and programming languages that will help them make the best use of Unix. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS253 (P/T) 3 Credits  
WEB SERVER  
Provides network administrators and webmasters a sound knowledge base for administering and managing web servers. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS260 4 Credits  
DATA STRUCTURES I  
Analyzes algorithms used in many computer applications written in a high level programming language., including algorithms for sorting, searching,

graphs, dynamic programming, and written in a high level programming language. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS260B 3 Credits  
DATA STRUCTURES II  
Continues the analysis of algorithms is used in many computer applications written in high level programming language, including algorithms for sorting, searching, graphs, dynamic programming, and more. Prerequisite: CS 260.

CS281 4 Credits  
INTRO TO ROBOTS  
Introduces the field of robotics and explores the problems of programming robots. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

CS295A (P/T) 3 Credits  
WEB DESIGN II  
Presents the techniques and methods that lead the developer from the conception through the design, development, installation and support of a business Web site. Provides application of these techniques and methods through hands-on lab experiences using appropriate software. Prerequisite: CS 195.

CS295B (P/T) 3 Credits  
WEB DYNAMICS  
Presents the fundamentals of creating dynamic interactive web pages. Provides hands-on experience creating dynamic text and images, positioning and data binding. Uses scripting to enhance the functionality of Web pages. Prerequisite: CS 295A

## CROP AND SOIL SCIENCE

CSS200 4 Credits  
PRINCIPLES OF CROP SCIENCE  
Studies the origin and adaptability of crops important in world food production. Emphasizes production and management of food and forage crops important to US Agriculture. Includes field trips to area farms, experiment stations and marketing facilities to augment classroom instruction. Lab required.

CSS205 3 Credits  
GENERAL SOILS  
Studies basic soil science, including genesis and morphology of soils, and their physical and chemical properties. Covers soil-water relationships, diagnosis, classification, management, essential nutrients, erosion, and soil as a medium for plant growth. Students use soil survey reports. Lab required.

CSS210 3 Credits  
FORAGE PRODUCTION  
Identifies the annual feed requirements for a livestock operation and the selection and management of feed and forage crops to meet these needs. Studies grazing and harvest systems and alternatives, and plant growth characteristics in the development of practical farm and ranch programs. Lab required.

CSS215 3 Credits  
SOIL NUTRIENTS & FERTILIZER  
Addresses the 9 macronutrients and 6 micronutrients essential for plant growth. Instructs students in fertilizer selection as well interpreting soil sample analysis in making fertilizer recommendations. Prerequisites: CSS 205

# COURSE DESCRIPTIONS

## DRFT131 to ECON203

CSS217 (P/T) 1 Credits

### PESTICIDE SAFETY AND USE

Presents federal and state pesticide laws and regulations, and the practices necessary for safe, effective handling and distribution of pesticides. Prepares for the "Laws and Safety Examination" for those wanting either a public or commercial license; and the "Private Applicator Examination" administered by the Oregon/Idaho State Department of Agriculture.

CSS240 (P/T) 3 Credits

### INTRO TO NOXIOUS WEEDS

Presents elements needed for a basic understanding of the life cycles, spread, and destructive nature of noxious weeds, including how to distinguish a noxious weed from a weed and identification of the more common noxious weeds found in the Pacific Northwest. This course also serves to address management of noxious weeds through biological controls, chemical applications, and mechanical removal. Lab required.

## DRAFTING

DRFT112 (P/T) 3 Credits

### GENERAL DRAFTING & LAY OUT FOR WELD

An introduction course to basic drafting, welding symbols, and print reading. Emphasis will be placed on the use of standard layout procedures, multi-view projection, and hands-on.

DRFT131 (P/T) 2 Credits

### GIS TERRAIN MAPPING & ANALYSIS

Covers digital elevation models (DEM) and triangular irregular networks (TIN) for incorporating terrain mapping and analysis into a variety of applications. Prerequisite: GEOG 265.

DRFT132 (P/T) 2 Credits

### GIS NETWORK MODELING

Covers path analysis and network applications dealing with movement and linear features for vector-based and topologically connected, shortest path analysis applications (in-car navigation). Compares path analysis with raster and vector data for GIS applications, finding a "virtual" least-cost path. Prerequisite: GEOG 265.

DRFT133 (P/T) 2 Credits

### GIS SPATIAL ANALYST

Covers vector data analysis, buffering and applications, and overlay applications, and examines spatial statistics for pattern analysis. Presents four common types of raster data analysis for local, neighborhood, and zonal operations, and physical distance measurements. Prerequisite: GEOG 265.

DRFT134 (P/T) 2 Credits

### MAP PROJECTIONS & COORDINATE SYSTEM

Covers basic principles of GIS map coordinate systems. Bridges the two systems of x and y planes with longitude and latitude values transforming the Earth's surface into a plane which can be used for projecting a coordinate system. Prerequisite: GEOG 265.

DRFT135 (P/T) 2 Credits

### INTRO TO VISUAL BASIC

Covers writing VB scripts and creating custom applications. Utilizes object oriented programming and creates simple VB scripts to customize the GIS interface, edit tables and text files, manipulate views and themes, and create dialogs and extensions. Prerequisite: GEOG 265.

DRFT136 (P/T) 3 Credits

### GIS APPLICATIONS

Covers the applications for integration of GIS with GPS and wireless technologies for location based services, in-car navigation, and interactive-mapping websites. Prerequisite: GEOG 265.

DRFT162 (P/T) 3 Credits

### BLUEPRINT READING PIPE L/O

Provides the basic knowledge to create process pipe drawing. Introduces the fundamental concepts and techniques used with the process piping industry.

DRFT167 (P/T) 4 Credits

### COMPUTER AIDED DRAFTING I

Introduces Windows basics, and the Auto CAD program, including 2D drawing, editing, display commands and functions, layer management, and line types and colors. Covers multi and auxiliary view layout and prototype drawing creation. Applies the AutoCAD program to mechanical, schematic, and architectural drawings. Recommended Prerequisite: DRFT 112.

DRFT168 (P/T) 4 Credits

### COMPUTER AIDED DRAFTING II

Presents intermediate and advanced dimensioning and tolerancing operations. Includes creating and editing multi-line and spline objects, producing full-scale drawing output on a plotting device, and drawing section views and graphic patterns. Prerequisite: DRFT 167.

DRFT169 (P/T) 4 Credits

### COMPUTER AIDED DRAFTING III

Offers advanced drafting techniques used to create a symbol library, create and edit blocks and attributes, describe and use external references, create viewports in paper space and model space. and create simple isometric and 3D drawings. Prerequisite: DRFT 168.

DRFT216 (P/T) 5 Credits

### MECHANICAL DRAFTING

Instructs how to draw all of the necessary detail and assembly drawings required to describe an industrial product. Emphasizes the use of Machinery's Handbook, ANSI standards, other general references, and vendor information. Prerequisite: DRFT 168, or instructor approval.

DRFT241 (P/T) 5 Credits

### ARCHITECTURAL DRAFTING

Teaches architectural drafting techniques by preparing a set of detail plans for a house. Includes footings, wall sections, landscaping and symbols used. Consists of definition of terms, standard structural shapes, use of conventional symbols, billing of materials, design and detail of standard, standard practices of detailing structural steel. Covers the standard practices used for detailing of reinforced concrete structures. Prerequisite: DRFT 168, or instructor approval.

DRFT261 (P/T) 5 Credits

### CIVIL DRAFTING

Introduces the principles of fundamental drafting practices in the civil engineering field. Includes planning subdivisions, map platting as related to subdivisions using field survey data and existing maps. Uses survey data and written legal descriptions to produce site maps. Covers road stationing and profiles drafting procedures. Prerequisite: DRFT 168, or instructor approval.

## ECONOMICS

ECON201 3 Credits

### PRINCIPLES OF ECONOMICS: MICRO

Introduces economics and the economy. Addresses the nature and methods of economics, the economizing problem, practical understanding of individual markets, demand and supply, and private and public economic systems. Uses practical, everyday real life, individual decisions about unlimited demands vs scarce resources.

ECON202 3 Credits  
PRINCIPLES OF ECONOMICS: MACRO  
Introduces macro (group) economics from the student perspective as both a consumer and a producer living in a society of laws and regulations. Studies the political and economic environments through the lens of national income, employment, and fiscal policy; money, banking, and monetary policy; long-run perspectives of aggregate supply/demand; economic growth; and macroeconomic debates.

ECON203 3 Credits  
PRINCIPLES OF ECONOMICS: ISSUES  
Introduces economic issues and applications from the student perspective as both a consumer and a producer living in an economic environment where they are both a seller of their labor and other resources, and a buyer of goods and services. Studies the political and economic environment through specific issues, including labor, agriculture, wages, health care, education industry, international trade, exchange rates, and the economics of developing countries.

### EDUCATION

EDUC101 (P/T) 3 Credits  
INTRO TO PARAEducATOR  
Explores the role of paraeducator in educational settings, including special education, elementary and secondary classrooms. Includes attendance at faculty meetings, in-service trainings, team building skills, paraeducators' duties, responsibilities, and general strategies.

EDUC103 (P/T) 3 Credits  
INSTRUCTIONAL SUPPORT  
Studies the paraeducator's role in the regular and special education classes K-12, focusing on responsibilities of the paraeducator, working collaboratively with the classroom teacher, planning and implementing tutorial strategies, locating resources for tutoring, and knowing the tenets of NCLB in regards to students, curriculum, assessments, and family involvement. Features working with LEP student.

EDUC106 (P/T) 3 Credits  
CHILD DEVELOPMENT II  
Studies child growth and development from prenatal to toddlerhood. Covers issues such as attachment and separation, sensorimotor learning, infant communication, major theories, and appropriate behavioral expectations.

EDUC140 (P/T) 3 Credits  
INTRO EARLY CHILDHOOD EDUCATION  
Introduces the field of early childhood education, including history, trends of early childhood, state and federal regulations, community resources, social services, and career opportunities.

EDUC141 (P/T) 3 Credits  
CHILD DEVELOPMENT I  
Introduces child development, including theories of growth and development during 0-8 years. Studies children's behaviors from a developmental perspective and implications for care giving of infants, toddlers, and preschoolers. Covers special needs of 0-8 year olds.

EDUC142 1 Credits  
EDUCATION ORIENTATION  
Introduces Eastern Oregon University's education program, focusing on acquiring information about CUESTE, MTE, MUD, reading endorsements, CORE, location of main Campus, satellite campuses, library resources, and development of a four year plan.

EDUC143 (P/T) 3 Credits

CHILDHOOD DEVELOPMENT III  
Studies physical, social, emotional, language development, and cognitive areas of growth and development for children ages 2 1/2 to adolescence.

EDUC144 (P/T) 3 Credits  
OBSERVATION I  
Studies individual patterns of growth and development of young children. Uses objective techniques for observing, recording, interpreting behaviors, and designing appropriate activities. Applies to K-12 and early childhood.

EDUC145 (P/T) 3 Credits  
GUIDANCE I-EARLY CHILDHOOD ED  
Familiarize students with the principles of positive guidance for young children.

EDUC149 (P/T) 3 Credits  
INFANT/TODDLER CAREGIVING  
Presents caregiving techniques for infants and toddlers with special emphasis on group care practices for this age. Studies routines, such as nutrition, feeding, diapering, sleep, and nurturing. Reviews roles of parents, nannies, family daycare provider, and center caregiver provider.

EDUC150 (P/T) 3 Credits  
CURRICULUM I-EARLY CHILDHOOD ED  
Introduces appropriate curriculum for young children. Focuses on creative play curriculum and the whole child approach.

EDUC153 (P/T) 3 Credits  
EARLY CHILDHOOD ENVIRONMENTS  
Studies how the physical environment influences the behaviors of early childhood growth and development. Examines separate areas of emotional, social, cognitive, and language factors that are influenced by the classroom environment.

EDUC154 (P/T) 3 Credits  
LITERATURE & LITERACY FOR ECE  
Studies how emergent literacy and literature develop in young children, including strategies for working with families of diverse learning styles, in order to promote and support literacy in the home.

EDUC156 (P/T) 1 Credits  
COOPERATIVE PLANNING SEMINAR I  
Focuses on issues, concerns, and integrative skills necessary to achieve appropriate competency levels in the early childhood and elementary classrooms. Co-requisite: EDUC 281.

EDUC157 (P/T) 3 Credits  
MATH DEVELOPMENT FOR ECE  
Studies developmentally appropriate practices for readiness in math skills. Focuses on color and shape, number recognition, attribution, sorting, organizing, simple problem solving, calendar events, counting, time, and patterns. Uses manipulatives as the major strategy.

EDUC158 (P/T) 3 Credits  
BILINGUAL LANGUAGE DEVELOPMENT  
Applies theories in first and second language acquisition. Studies cognitive, affective, and social variables influencing language acquisition.

EDUC159 (P/T) 3 Credits  
MUSIC DEVELOPMENT FOR ECE  
Provides background knowledge of how the young child experiences sound and music. Presents appropriate music for young children and how to influence an awareness of music within the young child.



# COURSE DESCRIPTIONS

## EDUC 200 to EDUC 281

EDUC160 (P/T) 3 Credits

### CURRICULUM STUDIES/MATH

Studies how to effectively assist classroom teachers in tutoring students in math and science, including how to effectively assist LEP students in math and science achievement and success. Prerequisite: Math 20.

EDUC166 (P/T) 1 Credits

### COOPERATIVE PLANNING SEMINAR II

Focuses on continued mastery of skills for working with competency levels in the early childhood and elementary classrooms. Emphasizes self-evaluation, attitude analysis, and value clarification. Prerequisite: EDUC 156/281. Co-requisite: EDUC 282.

EDUC176 (P/T) 1 Credits

### COOPERATIVE PLANNING SEMINAR III

Focuses on strategies for developmentally appropriate competencies in early childhood, working with LEP children and families, special needs practices, and self-evaluation in the workplace. Prerequisite: EDUC 156/281 and EDUC 166/282. Co-requisite: EDUC 283.

EDUC200 4 Credits

### INTRO TO EDUCATION

Surveys the American education system, emphasizing organization, professional practice, technology, governance, law, demographics, effective teaching, philosophies of education, special needs students, covert/overt curriculum, school financing, classroom responsibilities, and rights of teachers, schools, and students. Includes experiences in school teaching, classroom practices, classroom observations, teacher profiles, and professional portfolios.

EDUC202 (P/T) 4 Credits

### EDUCATIONAL TECHNOLOGY

Emphasizes keeping current with effective use of technology in the K-12 classroom. Includes programs, troubleshooting, imaging devices, software, computer support, distance learning, instructional principles, operating systems, evaluations, and human issues in technology learning.

EDUC210 1 Credits

### THEORY & PRACTICUM

Provides school experience working with classroom teacher and students in areas of reading, outdoor activities, mathematics, language acquisition, learning theories, and use of technology in the classroom. Prerequisite: Instructor approval.

EDUC213 (P/T) 3 Credits

### SCHOOL LAW

Studies laws relevant to classroom processes, rights and responsibilities of teachers, schools, students, and families.

EDUC230 (P/T) 3 Credits

### INTRO TO CHILD ABUSE AND NEGLECT

Explores the definition, scope, and impact of child abuse and neglect. Assessment of child neglect, risk and protective factors are also studied. Child neglect prevention and intervention also studied.

EDUC232 (P/T) 3 Credits

### THERAPEUTIC INTER:CHILD OF NEGLECT

Focuses upon combining a theoretical foundation with a practical basis for creating therapeutic intervention for early childhood environments by creating a framework for understanding the emotional lives of young children of neglect. Students will learn how to aid children in integrating experience in affective ways, develop adult-child relationships, develop emotionally based curriculum, and address the needs of families of these children.

EDUC233 (P/T) 3 Credits

### CRITICAL FACTORS IN PARENT NEGLECT

Focuses upon the study of child neglect, neglectful parents, the forces that have damaged parents, and strategies for teachers working with neglectful parents.

EDUC240 (P/T) 3 Credits

### CURRICULUM II- EARLY CHILDHOOD ED

Provides in-depth experiences for students in understanding and creating developmentally appropriate curriculum for young children. Involves student's use of technology as a means of developing curriculum. Familiarizes the student with technology infusion in early childhood education curriculum.

EDUC241 (P/T) 3 Credits

### CURRICULUM III- EARLY CHILDHOOD ED

Emphasizes science, nature, cognition, and large group activities. Includes planning of activities that meet the needs of young children.

EDUC242 3 Credits

### EDUCATIONAL CONCEPTS

Reviews effective teaching, history of education, education philosophies, classroom covert/overt curriculum, school financing, special needs students, classroom responsibilities, career pathways, leadership, and school law. Intended for EOU-bound students.

EDUC244 (P/T) 3 Credits

### OBSERVATION II- EARLY CHILDHOOD ED

Emphasizes observing, recording, and interpreting behaviors of students, including early childhood and elementary classrooms. Explores implementing appropriate programs for the educational setting. Investigates differences between multiple observation forms, and informal and formal observations.

EDUC245 (P/T) 3 Credits

### GUIDANCE II-EARLY CHILDHOOD ED

Surveys principles and practices of guidance, emphasizing conflict resolution, self-esteem builders, classroom management, educator's self-esteem, and effective communication with young children.

EDUC246 (P/T) 3 Credits

### FAMILY/COMMUNITY RELATIONS-ECE

Emphasizes building and maintaining positive relationships among school, family, and community, including the use of conferences, meetings, and other resources as effective methods for fostering cooperation and parent involvement.

EDUC247 (P/T) 3 Credits

### CLASSROOM MANAGEMENT

Focuses on techniques for program organization in early childhood classrooms, such as supervising and evaluating adults, conflict resolution skills, budgeting and supplies, policies and procedures, and other supervisory responsibilities.

EDUC248 (P/T) 3 Credits

### SPECIAL NEEDS & MAINSTREAMING

Examines specific areas of special needs in the early childhood classroom and the approaches to mainstreaming those students.

EDUC250 (P/T) 4 Credits

### EXCEPTIONALITY IN THE SCHOOLS

Surveys the student's ability and disability in the schools, including characteristics of students with disabilities, legal requirements for educating students with disabilities, and basic educational strategies.

EDUC258 (P/T) 3 Credits

### ETHNIC STUDIES FOR ECE EDUCATORS

Studies strategies for assisting classroom teachers in implementing appropriate programs for addressing cultural diversity within the classroom.

EDUC270 (P/T) 3 Credits

### PARAEDUCATOR CURRICULUM STUDIES/LA

Examines strategies for assisting classroom teachers in implementing appropriate programs for Language Arts. Focuses on regular and LEP students. Prerequisite: WR 95.

EDUC281 (P/T) 3 Credits

### COOPERATIVE EDUCATION INTERNSHIP I

Provides 98 to 108 hours of on-site classroom experience for early childhood education majors and classroom instructional assistants. Includes performance of allowable duties in the classroom setting, supervised by a qualified classroom teacher and college instructor. Requires submission of internship documentation. Co-requisite: EDUC 156

EDUC282 (P/T) 3 Credits

### COOPERATIVE EDUCATION INTERNSHIP II

Provides 98 to 108 hours of on-site classroom experience for early childhood education majors and classroom instructional assistants. Includes performance of allowable duties in the classroom setting, supervised by a qualified classroom teacher and college instructor. Requires submission of internship documentation. Prerequisite: EDUC 156/281. Co-requisite: EDUC 166.

EDUC283 (P/T) 3 Credits

### COOPERATIVE ED INTERNSHIP III

Provides 98 to 108 hours of on-site classroom experience for early childhood education majors and classroom instructional assistants. Includes performance of allowable duties in the classroom setting, supervised by a qualified classroom teacher and college instructor. Requires submission of internship documentation. Prerequisite: EDUC 166/282. Co-requisite: EDUC 176.

## EMERGENCY MEDICAL TECHNICIAN

EMT0904 (P/T) 0 Credits

### EMT INTERMEDIATE I

Covers theory and practice of procedural responsibilities related to the EMT-Intermediate. Incorporates discussion, demonstration and practical application of roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous therapy, intraosseous therapy, basic ECG monitoring, defibrillation, pharmacology, and EMT-Intermediate protocols. Includes 76 hours didactic training and 44 hours clinical training. Presented over two terms. Prerequisite: Oregon certified EMT- Basic.

EMT0905 (P/T) 0 Credits

### EMT INTERMEDIATE II

Covers theory and practice of procedural responsibilities related to the EMT-Intermediate. Incorporates discussion, demonstration and practical application of roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous therapy, intraosseous therapy, basic ECG monitoring, defibrillation, pharmacology, and EMT-Intermediate protocols. Includes 76 hours didactic training and 44 hours clinical training. Presented over two terms. Prerequisite: Oregon certified EMT- Basic, EMT 0904.

EMT151 (P/T) 5 Credits

### EMT BASIC I

Begins EMT-Basic training. With EMT 152, combines 140 hours didactic and 8 hours practical training in basic pre-hospital emergency medical care and transportation of the sick and injured. Meets Oregon State Health Division and the Federal Department of Transportation requirements for the EMT-Basic. Presents skills and instruction over two terms and prepares students to take and pass the Oregon State Health division certification examination for EMT Basic. Prerequisites: Specific qualifications apply. See EMT program description in the current TVCC Catalog.

EMT152 (P/T) 5 Credits

### EMT BASIC II

Continues EMT-Basic training. With EMT 151, combines 140 hours didactic and 8 hours practical training in basic pre-hospital emergency medical care and transportation of the sick and injured. Meets Oregon State Health Division and the Federal Department of Transportation requirements for the EMT-Basic. Presents skills and instruction over two terms and prepares students to take and pass the Oregon State Health division certification examination for EMT Basic. Prerequisites: Specific qualifications apply. See EMT program description in the current TVCC Catalog.

EMT169 (P/T) 3 Credits

### EMT RESCUE

Presents elementary procedures of rescue practices, systems, components, and control of rescue operations for rough terrain, water rescue, vehicle extrication with patient access and care, and patient packaging. Introduces techniques and tools of patient extrication. Lab included.

EMT170 (P/T) 3 Credits

### EMERGENCY COMM & PATIENT TRANS

Includes emergency response driving, ORS, OAR, DMV laws, maintenance and safety, route planning, communication systems, radio types, and HEAR system. Prerequisite: valid drivers license.

EMT175 (P/T) 3 Credits

### INTRO EMERGENCY MEDICAL SERVICES

Covers the role and responsibilities of the EMT, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness, and stress management.

## ENGLISH

ENG104 3 Credits

### INTRO TO LITERATURE

Examines the genre of fiction, primarily through the short story. Emphasizes the basic elements of fiction (plot, characters, conflict, theme, etc.) and how these elements are combined successfully or unsuccessfully to create a story. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG105 3 Credits

### INTRO TO LITERATURE

Explores the genre of drama through an examination of its basic elements and history, including required attendance at a play performance. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG106 3 Credits

### INTRO TO LITERATURE

Explores the genre of poetry through an examination of its basic elements and styles. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

# COURSE DESCRIPTIONS

## ENG 195 to ETHN 103

ENG107 3 Credits

### INTRO TO WORLD LITERATURE

Explores the development and variety of world literature from the ancient world to the present, focusing from the ancient world to the Renaissance. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG108 3 Credits

### INTRO TO WORLD LITERATURE

Explores the development and variety of world literature from the ancient world to the present, focusing on Neoclassicism, Romanticism, and Realism. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG109 3 Credits

### INTRO TO WORLD LITERATURE

Explores the development and variety of world literature from the ancient world to the present, focusing on the Twentieth Century. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG195 3 Credits

### FILM STUDIES

Covers the history, techniques, and art of film. Includes in-class film viewing and discussions with an emphasis on how to analyze and evaluate a variety of stylistic approaches. Prerequisite: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG201 3 Credits

### INTRO TO SHAKESPEARE

Covers a cross-section of Shakespeare's major tragedies with attention to his life and times, production techniques, the plays' relevance today, and literary conventions such as structure, theme, and characterization. May include Hamlet, Macbeth, or other selections. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG202 3 Credits

### INTRO TO SHAKESPEARE

Covers a cross-section of Shakespeare's major comedies with attention to his life and times, production techniques, the plays' relevance today, and literary conventions such as structure, theme, and characterization. May include Much Ado About Nothing, Twelfth Night, or other selections. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG203 3 Credits

### INTRO TO SHAKESPEARE

Covers a cross-section of Shakespeare's major histories with attention to his life and times, production techniques, the plays' relevance today, and literary conventions such as structure, theme, and characterization. May include Julius Caesar, Henry IV, or other selections, and the critics. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG204 3 Credits

### ENGLISH LITERATURE

"Discusses English literature from the Middle Ages to the Sixteenth Century. Emphasizes the relationship between the work of literature and the author and age. Stresses cultural and historical differences between past ages and ours, and the enduring identities of human experience. Gives special attention to the elements of poetry and prose style. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score."

ENG205 3 Credits

### ENGLISH LITERATURE

Discusses English literature from the Seventeenth Century to the Restoration and Eighteenth Century. Emphasizes the relationship between the work of literature and the author and age. Stresses cultural and historical differences between past ages and ours, and the enduring identities of human experience. Gives special attention to the elements of poetry and prose style. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG206 3 Credits

### ENGLISH LITERATURE

Discusses English literature from the Romantic, Victorian and Twentieth Century. Emphasizes the relationship between the work of literature and the author and age. Stresses cultural and historical differences between past ages and ours, and the enduring identities of human experience. Gives special attention to the elements of poetry and prose style. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG253 3 Credits

### SURVEY OF AMERICAN LITERATURE

Traces the development of American literature from the age of exploration to the present. Focus: from the age of exploration to the Civil War. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG254 3 Credits

### SURVEY OF AMERICAN LITERATURE

Traces the development of American literature from the age of exploration to the present. Focus: from the Civil War to 1910. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG255 3 Credits

### SURVEY OF AMERICAN LITERATURE

Traces the development of American literature from the age of exploration to the present. Focus: from 1910 to the present. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

ENG260 3 Credits

### INTRO TO WOMEN WRITERS

"Introduces the literature and critical perspectives of women writers, emphasizing British and North American Women writers of the twentieth century. Focuses on developing a critical framework for examining issues related to race, gender, identity, and representation in literary works by women.

Prerequisite: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score."

## ETHNIC STUDIES

ETHN101 3 Credits

### ETHNIC STUDIES

Studies American race and ethnic relations from a modern sociological perspective, including prejudice, stereotyping, discrimination, inclusion, and social justice. Focuses on early European immigration, Anglo domination, Native Americans and Asian Americans in terms of their cultural heritage, history, and current sociological issues. Covers other minority ethnic groups, and the history and current policies of immigration.

ETHN102                    3 Credits

**ETHNIC STUDIES**

Studies American race and ethnic relations from a modern sociological perspective, including prejudice, stereotyping, discrimination, inclusion, and social justice. Focuses on African-Americans, Arab and Muslim Americans, and Jewish Americans in terms of their cultural heritage, history, and current sociological issues. Covers other minority ethnic groups, and the history and current policies of immigration.

ETHN103                    3 Credits

**ETHNIC STUDIES**

Studies American race and ethnic relations from a modern sociological perspective, including prejudice, stereotyping, discrimination, inclusion, and social justice. Focuses on Hispanic Americans, Eastern Europeans, and religious minorities in terms of their cultural heritage, history, and current sociological issues. Covers other minority ethnic groups, and the history and current policies of immigration.

**FOOD AND NUTRITION**

FNUT225                    4 Credits

**NUTRITION**

Examines the basic principles and practices which comprise the science of nutrition. Studies the effect of food and nutrient intake on the body. Examines retention of nutrients and food substances during processing, the role of digestion and absorption, and components of an adequate diet. Includes scientific research paper on therapeutic nutrition and 5 day Dietary Analysis.

**FORESTRY**

FOR111                    3 Credits

**INTRODUCTION TO FORESTRY**

This course will serve as a broad overview of the forestry discipline. Topics covered will range from importance of forest, forest recreation, forest management, forest wildlife, forest measurement, and other forest uses. Students will be exposed to current issues in forestry with particular focus on Oregon and the Pacific Northwest. Students will also learn through field trips to local forested regions.

**FORESTRY AND WILDLAND RESOURCES**

FWR101 (P/T)            1 Credits

**NATURAL RESOURCES SEMINAR**

Provides information and self-evaluation in areas of goal setting, educational planning, student activities, electronic student accounts, study skills, and successful navigation of the college system. Emphasizes academic and career plans for students interested in Natural Resources.

**GEOGRAPHY**

GEOG101                    4 Credits

**PHYSICAL GEOGRAPHY**

Provides an overview of physical geography, including foundations of geography; solar energy, seasons, and the atmosphere; energy and global temperatures; atmospheric and oceanic circulation; and water and weather.

GEOG105                    3 Credits

**INTRO TO CULTURAL GEOGRAPHY**

Studies the patterns of diversity and unity among the world's cultural groups. Examines the spatial interaction of society and how factors such as climate influence cultures by focusing on analysis of settlement, economics, politics, religion, language and other cultural phenomena. Includes globalization and the effects upon culture.

GEOG165 (P/T)            4 Credits

**INTRO TO GIS APPLICATIONS**

This course is an overview of the various applications of Geographic Information Systems (GIS). It explores cartographic principles and techniques involved in computerized map-making. It provides experience with desktop mapping software including basic interface, views, themes, tables and layouts. Basic functions such as query and editing layers will be previewed. Hands-on computer exercises will provide a practical experience in the use in several disciplines including agriculture, natural resources, city/government planning and transportation. Prerequisites: CS 120. You can be registered in CS 120 in same term as this course.

GEOG211 (P/T)            3 Credits

**CARTOGRAPHY**

An introduction to the different types of map projections, map design, and map production. Prerequisite: CS 120, GEOG 265

GEOG265 (P/T)            4 Credits

**GEOGRAPHIC INFO SYSTEMS (GIS) I**

Introduces Geographic Information Systems (GIS) using ArcView desktop mapping software. Emphasizes the management of graphic and textual information within a single system. Uses ArcView's basic tools and object-oriented data structure to create charts, graphs, reports and layouts.

GEOG267 (P/T)            3 Credits

**GEODATABASE MANAGEMENT**

This course provides an overview of the structure and capabilities of the geodatabase. Students learn how to create a geodatabase, migrate existing GIS data to a geodatabase, and edit and maintain data stored in a geodatabase. The course covers some advanced geodatabase topics including how to build a geodatabase topology: maintain data integrity using subtypes, attribute domains, and relationship classes: and create a geodatabase schema. In course exercises, students work with file geodatabases, learn how to migrate a personal geodatabase data to a file geodatabase and create various geodatabase components. Prerequisite: CS 120, GEOG 265

GEOG285 (P/T)            4 Credits

**GEOGRAPHIC INFO SYSTEMS (GIS) II**

Continues advanced study of Geographic Information Systems using Arc GIS mapping software. Works with a variety of techniques and software to collect and convert data between various formats, projections, and coordinate systems to produce data in usable forms. Prerequisite: GEOG 265.

GEOG286 (P/T)            3 Credits

**REMOTE SENSING**

From recent developments in digital image processing to the next generation of satellite systems, this comprehensive course introduces students to the latest developments in the field of remote sensing and image interpretation. The course examines the basics of analog image analysis while placing greater emphasis on digitally based systems and analysis techniques. The presentation is discipline neutral, so students in any field of study can gain a clear understanding of these systems and their virtually unlimited applications. Prerequisite: CS 120

GEOG295 (P/T)            3 Credits

**GEOSPATIAL CAPSTONE COURSE**

The goal of the Geospatial Capstone Course is to integrate the GIS knowledge and skills learned from the prerequisite courses and apply them to an individual GIS project. The student will use the GIS functionality found within ESRI ArcGIS software as a tool to complete their project. Homework exercises will be completed using ArcGIS software. Prerequisite: CS 120, GEOG 265, GEOG 285

# COURSE DESCRIPTIONS

## GEOL 203 to GT210

### GEOLGY

**GEOL201** 4 Credits  
**PHYSICAL GEOLOGY**  
Emphasizes theories of the formation of the earth and its evolution as a system. Investigates the nature and distribution of minerals and rocks; igneous, weathering, sedimentary, and metamorphic processes; extraction of mineral resources; and the theory of plate tectonics. Labs and/or field trips required.

**GEOL202** 4 Credits  
**PHYSICAL/HISTORICAL GEOLOGY**  
Investigates earth history, earth structure, earthquakes and seismology, mountain building, plate tectonics, and mass wasting. Lab and/or field trip required. Prerequisite: GEOL 201 or GSCI 106 or instructor approval.

**GEOL203** 4 Credits  
**PHYSICAL GEOLOGY**  
Investigates the creation and distribution of land forms and the nature and consequence of surface water, ground water, glaciers, wind, deserts and shorelines. Lab and/or field trip required. Prerequisite: GEOL 201 or 202, or instructor approval.

### GERMAN

**GERM101** 4 Credits  
**FIRST YEAR GERMAN I**  
Introduces the German language through pronunciation, grammar, reading and writing.

**GERM102** 4 Credits  
**FIRST YEAR GERMAN II**  
Introduces the German language through pronunciation, grammar, reading and writing. Prerequisite: GERM 101 or Instructor permission.

**GERM103** 4 Credits  
**FIRST YEAR GERMAN III**  
Introduces the German language through pronunciation, grammar, reading, and writing. Prerequisite: GERM 102 or instructor permission.

### GEOLOGICAL SCIENCE

**GSCI104** 4 Credits  
**PHYSICAL SCIENCE PHYSICS**  
Surveys the general principles of physics. May include mechanics, electricity, heat, light, and nuclear physics. Intended for non-science majors. Lab required.

**GSCI105** 4 Credits  
**PHYSICAL SCIENCE CHEMISTRY**  
Surveys the fundamentals of inorganic chemistry, including the importance of chemistry in our modern society. Provides practical experience in measurement, density, structure of atom, nuclear chemistry, energy and environmental issues. Intended for non-science majors. Lab required.

**GSCI106** 4 Credits  
**PHYSICAL SCIENCE GEOLOGY**  
Introduces minerals and rocks, and a survey of the principles of geology, erosion, plate tectonics and the structure of the earth. Intended for non-science majors. Lab and/or field trip required.

**GSCI107** 4 Credits  
**PHYSICAL SCIENCE ASTRONOMY**  
Includes solar and galactic astronomy, a study of the sun, planets, stars and galaxies, and modern discoveries in the field of astronomy. Intended for non-science majors. Lab required.

**GSCI108** 4 Credits  
**PHYSICAL SCIENCE OCEANOGRAPHY**  
Introduces the physical, chemical, geological, and biological processes which occur in the oceans. Intended for non-science majors. Lab and/or field trip required.

**GSCI109** 4 Credits  
**PHYSICAL SCIENCE METEOROLOGY**  
Introduces the composition and structure of our atmosphere. Provides the factors and concepts that control weather and the production of wind, precipitation, clouds, storms, and climate change. Intended for non-science majors. Lab required.

**GSCI110** 4 Credits  
**PHYSICAL SCIENCE ENERGY**  
Surveys the various energy sources used in our society, including fossil fuels, nuclear power, and renewable energy sources. Addresses environmental and societal issues, energy conservation, transportation, air pollution, and global effects. Intended for non-science majors. Lab required.

**GSCI161 (P/T)** 3 Credits  
**MEDICAL TERMINOLOGY I**  
Examines the pronunciation, spelling, origin, meaning, and usage of scientific terms employed by health care professionals. Emphasizes human anatomical terminology. Intended for students preparing for careers in the health professions.

**GSCI162** 3 Credits  
**MEDICAL TERMINOLOGY II**  
Presents advanced vocabulary, extending and reinforcing those terms acquired in Medical Terminology I. Prerequisite: GSCI 161 or instructor permission.

**GT120 (P/T)** 3 Credits  
**GEOHERMAL TECHNOLOGY**  
Introduction to high- and low-temperature geothermal technology. Students will learn design concepts for direct geothermal heating and cooling systems, as well as the fundamentals of geothermal electric power generation.

**GT201 (P/T)** 4 Credits  
**PHOTOVOLTAIC I**  
This class introduces basic concepts of photovoltaics such as history, key features, terminology, and solar energy fundamentals.

**GT202 (P/T)** 4 Credits  
**PHOTOVOLTAICS II**  
This class explains PV module fundamentals and system components such as the solar modules, bypass diodes, inverters, and control systems. Prerequisite: GT 201

**GT203 (P/T)** 4 Credits  
**PHOTOVOLTAICS III**  
Teaches students how to size PV systems, design PV system electrical systems and mechanical systems. It also teaches PV system analysis and troubleshooting. Prerequisite: GT 202

# COURSE DESCRIPTIONS

## HDEV 112 to HIST 103

GT204 (P/T) 3 Credits  
ENERGY AUDITS

This course leads students through a step by step process on how to do energy audits for residential, commercial, and industrial property.

GT205 (P/T) 3 Credits  
SOLAR THERMAL

This class instructs students to properly design a solar thermal application for residential, commercial, or industrial application. Prerequisite: GT 201

GT210 (P/T) 3 Credits  
GRANT WRITING INCENTIVES

This class instructs students where to find information about grants and incentives for renewable energy programs. It also instructs students on the process of writing and filling out forms for grants and incentives. Corequisite: WR 101

### HUMAN DEVELOPMENT

HDEV112 1 Credits  
ORIENTATION TO COLLEGE

Provides information and self-evaluation in areas of goal setting, educational planning, career interest, learning styles, time management, study skills, and successful navigation of the college system (financial aid, resources, policies).

HDEV113 1 Credits  
REDUCING TEST ANXIETY

This course is designed to help the student who suffers from math anxiety. Topics include identifying math strengths, weaknesses and sources of anxiety, study and test-taking techniques specific to math, time management skills, stress and anxiety reducing techniques, using individual learning styles, and memory techniques.

HDEV116 1 Credits  
MINDS OVER MATTERS

Assists new students in the management of the educational, social, and athletic components of their college career with the overall intention of achieving a healthy lifestyle and a positive transition into a higher educational environment. Topics include leadership, diversity, substance abuse law & responsibility, nutrition, money management, community resources and career development. Recommended for student-athletes and physical education majors.

HDEV120 3 Credits  
COLLEGE SURVIVAL & SUCCESS

Provides student success strategies, including analyzing academic needs, developing long-term academic plans, exploring career choices, and accessing electronic and human resources on campus. Presents effective communication skills, time management, test taking, note taking, memory and study techniques, and stress management.

HDEV202 2 Credits  
LIFE TRANSITIONS

Initiates empowerment of women experiencing significant changes or seeking new directions for their lives. Emphasizes personal development by exploring values, interests, strengths, and abilities using assessments and professional guidance. Examines choices in terms of careers, education, volunteer work and personal creativity. Helps women develop a plan of action to reach the goals they have set for themselves.

HDEV208 3 Credits  
CAREER PLANNING

Assists students in identifying skills, interests and values as they relate to career choices. Includes self-assessment, career exploration, job search strategies, decision-making, and goal setting. Requires students to conduct informational interviews and begin to build personal portfolios.

HDEV209 1 Credits  
COMPLETE JOB FINDER

Provides intensive instruction in job search skills. Explores local and statewide options for employers. Examines what makes a qualified employee in both hard and soft skills.

### HEAVY EQUIPMENT OPERATOR

HEO100 (P/T) 12 Credits  
HEAVY EQUIPMENT BASICS

Introduction to basic concepts in operation, safety, inspection of Skidsteer, Backhoe, Excavators, Dozer, Scraper, Loader, and Blade. Concepts in grade-setting, lasers, and GPS driven operations will be covered.

HEO101 (P/T) 7 Credits  
HEAVY EQUIPMENT BASICS I

Introduction to basic operation of safety, grade-setting, lasers, GPS, inspection of equipment, operation of Skidsteer, Backhoe, and Excavators. Prerequisite: HEO 100

HEO102 (P/T) 7 Credits  
HEAVY EQUIPMENT BASICS II

Introduction to basic operation of safety, grade-setting, lasers, GPS, inspection of equipment, operation of Dozer, Backhoe and Scraper. Prerequisite: HEO 100

HEO103 (P/T) 7 Credits  
HEAVY EQUIPMENT BASICS III

Introduction to basic operation of safety, grade-setting, lasers, GPS, inspection of equipment, operation of Dozer, Loader, and Blade. Prerequisite: HEO 100

HEO104 (P/T) 7 Credits  
ADV HEAVY EQUIPMENT BASICS I

Advanced operational training on Scraper, Dozer, and Blade. Prerequisite: HEO 100, 101

HEO105 (P/T) 7 Credits  
ADV HEAVY EQUIPMENT BASICS II

Advanced operational training on Skidsteer, Excavator, and Blade. Prerequisite: HEO 100, 102

HEO106 (P/T) 7 Credits  
ADV HEAVY EQUIPMENT BASICS III

Advanced operational training on Skidsteer, Backhoe, and Excavator. Prerequisite: HEO 100, 103

HEO107 (P/T) 8 Credits  
HEAVY EQUIP TRUCK DRIVING SKILLS

Procedures for moving equipment, including proper tie down, loading/unloading, signage and use of flag cars. Driving training with comprehensive instruction concerning commercial drivers license requirements.

HEO151 (P/T) 7 Credits  
HEAVY EQUIPMENT BASICS LAB

Operational training on grade setting and GPS rover system practice. Co-requisite: HEO 101

# COURSE DESCRIPTIONS

## HIST 201 to HPE 180R

### HISTORY

**HIST101** 3 Credits  
**HISTORY OF WESTERN CIVILIZATIONS**  
Examines the major ideas, issues, events and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes the Birth of Civilization, Greece and Rome, Middle Ages, and Renaissance.

**HIST102** 3 Credits  
**HISTORY OF WESTERN CIVILIZATIONS**  
Examines the major ideas, issues, events and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes the Reformation, Absolutism, the Scientific and Industrial Revolutions, and the French Revolution.

**HIST103** 3 Credits  
**HISTORY OF WESTERN CIVILIZATIONS**  
Examines the major ideas, issues, events and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes the age of Napoleon, the age of nation-states, the birth of modern European thought. World War I, Great Depression, World War II, the Vietnam War, and through to the present.

**HIST201** 3 Credits  
**U.S. HISTORY**  
Examines the major ideas, issues, events, and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes early migration into North America through nationhood to the eve of the Civil War.

**HIST202** 3 Credits  
**U.S. HISTORY**  
Examines the major ideas, issues, events and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes westward movement, Civil War, industrial America, and the Progressive Era.

**HIST203** 3 Credits  
**U.S. HISTORY**  
Examines the major ideas, issues, events and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes WWI, Depression and New Deal, WWII, Vietnam War, and the 1960's through to the present.

### HORTICULTURE

**HORT111** 3 Credits  
**INTRO TO PLANT GROWTH**  
Covers basic botany along with a study of principles of plant growth and reproduction. Emphasis is on understanding how plants grow and the factors which influence yield and quality. Students will learn basic plant parts and their functions.

**HORT211** 3 Credits  
**PLANT PROPAGATION**  
Presents theory and methodology for reproducing plants by seed and rootstock. Covers anatomy, physiology, and genetics related to plant propagation as well as grafting.

**HORT250** 3 Credits  
**PLANT PATHOLOGY**  
Covers symptoms, causal agents, diagnosis, and prevention of plant diseases with emphasis on fungi, bacteria, nematode, and virus pathogens.

### HEALTH AND PHYSICAL EDUCATION

**HPE120** 2 Credits  
**FIRST AID & CPR**  
Teaches the proper techniques in administering CPR and rescue breathing on an adult, child and infant and the use of an Automated External Defibrillator (AED) on an adult and child victim. Presents the proper techniques for clearing an obstructed airway on both a conscious and unconscious victim of any age, and the proper first aid procedures to control bleeding, treat for shock, bandage wounds, splint broken bones and numerous other emergency care techniques. Awards two certifications from the American Heart Association upon successful completion of both the American Heart Association's CPR and First Aid exams.

**HPE131** 3 Credits  
**INTRO TO P.E. & HEALTH**  
Introduces the broad spectrum of fields related to exercise science. Covers the history, and current and future trends within the exercise field. Includes an introduction to anatomy. Discusses athletic training as a profession, biomechanics and exercise physiology, and modern trends related to nutrition, sports psychology and measurements.

**HPE180B** 1 Credits  
**ADVANCED BASKETBALL (WOMEN)**  
Advanced training in the sport of basketball. Team concepts for basketball will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

**HPE180BC** 1 Credits  
**BASKETBALL CONDITIONING (WOMEN)**  
Advanced conditioning in the sport of basketball. Conditioning basketball athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

**HPE180C** 1 Credits  
**ADVANCED CROSS COUNTRY (WOMEN)**  
Advanced training in the sport of cross country. Team concepts for cross country will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

**HPE180CC** 1 Credits  
**CROSS COUNTRY CONDITIONING (WOMEN)**  
"Advanced conditioning in the sport of cross country. Conditioning cross country athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

**HPE180D** 1 Credits  
**ADVANCED SOFTBALL (WOMEN)**  
Advanced training in the sport of softball. Team concepts for softball will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

**HPE180DC** 1 Credits  
**SOFTBALL CONDITIONING (WOMEN)**  
Advanced conditioning in the sport of softball. Conditioning softball athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

**HPE180F** 1 Credits  
**ADVANCED TRACK & FIELD (WOMEN)**  
"Advanced training in the sport of track and field. Team concepts for track and field will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

# COURSE DESCRIPTIONS

## HPE 180RC to HPE 190SC

HPE180FC 1 Credits  
TRACK & FIELD CONDITIONING (WOMEN)  
Advanced conditioning in the sport of track and field. Conditioning track and field athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE180G 1 Credits  
ADVANCED GOLF (WOMEN)  
Advanced training in the sport of golf. Team concepts for golf will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE180GC 1 Credits  
GOLF CONDITIONING (WOMEN)  
Advanced conditioning in the sport of golf. Conditioning golf athletes to train the aerobic systems for the enhancement of player performance.

HPE180R 1 Credits  
ADVANCED RODEO (WOMEN)  
Advanced training in the sport of rodeo. Team concepts for rodeo will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE180RC 1 Credits  
RODEO CONDITIONING (WOMEN)  
Advanced conditioning in the sport of rodeo. Conditioning rodeo athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE180S 1 Credits  
ADVANCED SOCCER (WOMEN)  
Advanced training in the sport of soccer. Team concepts for soccer will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE180SC 1 Credits  
SOCCER CONDITIONING (WOMEN)  
Advanced conditioning in the sport of soccer. Conditioning soccer athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE180T 1 Credits  
TENNIS CONDITIONING (WOMEN)  
Advanced training in the sport of tennis. Team concepts for tennis will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE180TC 1 Credits  
TENNIS CONDITIONING (WOMEN)  
Advanced conditioning in the sport of tennis. Conditioning tennis athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE180V 1 Credits  
ADVANCED VOLLEYBALL (WOMEN)  
Advanced training in the sport of volleyball. Team concepts for volleyball will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE180VC 1 Credits  
VOLLEYBALL CONDITIONING (WOMEN)  
Advanced conditioning in the sport of volleyball. Conditioning volleyball athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE185 - HPE185Y 1 Credits  
CO EDUCATIONAL PHYSICAL EDUCATION  
Provides instruction and physical exercise and conditioning around a specific activity or sport. Features courses in basketball, aerobic activities, jogging, weight training, yoga, golf, swimming, tennis, and seasonal activity classes.

HPE190B 1 Credits  
ADVANCED BASKETBALL (MEN)  
Advanced training in the sport of basketball. Team concepts for basketball will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE190BC 1 Credits  
BASKETBALL CONDITIONING (MEN)  
Advanced conditioning in the sport of basketball. Conditioning basketball athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE190C 1 Credits  
ADVANCED CROSS COUNTRY (MEN)  
Advanced training in the sport of cross country. Team concepts for cross country will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE190CC 1 Credits  
CROSS COUNTRY CONDITIONING (MEN)  
Advanced conditioning in the sport of cross country. Conditioning cross country athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE190D 1 Credits  
ADVANCED BASEBALL (MEN)  
Advanced training in the sport of baseball. Team concepts for baseball will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE190DC 1 Credits  
BASEBALL CONDITIONING (MEN)  
Advanced conditioning in the sport of baseball. Conditioning baseball athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE190F 1 Credits  
ADVANCED TRACK & FIELD (MEN)  
Advanced training in the sport of track and field. Team concepts for track and field will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE190FC 1 Credits  
TRACK & FIELD CONDITIONING (MEN)  
Advanced conditioning in the sport of track and field. conditioning track and field athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE190G 1 Credits  
ADVANCED GOLF (MEN)  
Advanced training in the sport of golf. Team concepts for golf will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE190GC 1 Credits  
GOLF CONDITIONING (MEN)  
"Advanced conditioning in the sport of golf. Conditioning golf athletes to train the aerobic and anaerobic systems for the enhancement of player performance."



# COURSE DESCRIPTIONS

## HPE190T to HSER152

HPE190R 1 Credits

### ADVANCED RODEO (MEN)

Advanced training in the sport of rodeo. Team concepts for rodeo will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE190RC 1 Credits

### RODEO CONDITIONING (MEN)

Advanced conditioning in the sport of rodeo. Conditioning rodeo athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE190S 1 Credits

### ADVANCED SOCCER (MEN)

Advanced training in the sport of soccer. Team concepts for soccer will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE190SC 1 Credits

### SOCCER CONDITIONING (MEN)

Advanced conditioning in the sport of soccer. Conditioning soccer athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE190T 1 Credits

### ADVANCED TENNIS (MEN)

Advanced training in the sport of tennis. Team concepts for tennis will be taught that include strategy for competition, drill work associated with player development, and mental preparation.

HPE190TC 1 Credits

### TENNIS CONDITIONING (MEN)

Advanced conditioning in the sport of tennis. Conditioning tennis athletes to train the aerobic and anaerobic systems for the enhancement of player performance.

HPE194 2 Credits

### PROFESSIONAL ACTIVITIES

Introduces team and/or individual sports, providing a sound foundation of skill development and knowledge in each area of the sport. Emphasizes methods, and progression and analysis of motor skills needed to become an effective teacher of each selected sport and/or event. Concentrates on one sport each quarter in the following six-quarter rotation: soccer, volleyball, tennis, softball, basketball, and golf. Lab required.

HPE259 3 Credits

### INTRO TO ATHLETIC TRAINING I

Introduces the history, characteristics and employment opportunities for athletic trainers. Discusses epidemiology of injuries, recognition of specific injuries, and a variety of conditions related to the health of the athlete. Includes civil litigation, preparing to become an athletic trainer, day to day tasks required, structure of a sports medicine team, prevention and management of injuries and how to establish an emergency response plan.

HPE260J 3 Credits

### INTRO TO ATHLETIC TRAINING II

Introduces the proper techniques of injury evaluation, treatment, rehabilitation and/or care of athletic injuries. Covers anatomical structures of the foot, ankle, lower leg, knee, thigh, hip, groin, thoracic region, chest, back, ribs, back, fingers, wrist, hand, elbow, shoulder, head, neck, and spinal area. Discusses how each functions and what injuries may occur. Covers the relevant soft tissue structures, including muscle tendon units, cartilage, and ligamentous structures. Teaches students to complete injury evaluations and provides a working knowledge of how each injury occurred.

HPE261J 2 Credits

### TAPING & BRACING

Demonstrates multiple techniques in preventing, supporting and protecting athletes from injury by means of taping, bracing, wrapping and/or splinting. Uses various braces, splints and types of tape for numerous body parts, including feet, ankles, lower leg, knees, hip/groin, shoulders, elbows, wrists, hands and fingers.

HPE294 2 Credits

### PE PROFESSIONAL ACTIVITIES METHODS

Introduces team and/or individual sports, providing a sound foundation of skill development and knowledge in each area of the sport. Emphasizes methods, and progression and analysis of motor skills needed to become an effective teacher of each selected sport and/or event. Concentrates on one sport each quarter in the following six-quarter rotation: soccer, volleyball, tennis, softball, basketball, and golf. Lab required.

HPE295 3 Credits

### HEALTH & FITNESS FOR LIFE

Explores wellness concepts and emphasizes how to maximize health by making informed choices in regards to total wellness, fitness, nutrition and other lifestyle changes. Covers muscle strength and endurance, cardiovascular issues, lifestyle related diseases and their risk factors, and prevention methods.

## HORSE PRODUCTION

HPRD101 (P/T) 3 Credits

### ROUGH STOCK I

Teaches basic skills of rough stock rodeo events and activities. Includes physical and mental aspects of successful rodeo competition. Provides opportunity to practice on live animals.

HPRD102 (P/T) 3 Credits

### ROUGH STOCK II

Continues skill acquisition of Rough Stock I, emphasizing sharpening skills, improving techniques and preparing for competition.

HPRD103 (P/T) 3 Credits

### ROUGH STOCK III

Includes participation in NIRA competition and organizing and conducting a college rodeo event..

HPRD104 (P/T) 3 Credits

### TIMED EVENTS I

Teaches basic timed event skills, emphasizing sharpening techniques and the mental and physical aspects of rodeo competition. Provides opportunity to practice with live animals. Requires the student to have a suitable horse for timed events competition.

HPRD105 (P/T) 3 Credits

### TIMED EVENTS II

A continuation of Timed Events I with emphasis on preparation for competition.

HPRD106 (P/T) 3 Credits

### TIMED EVENTS III

Provides students the opportunity to participate in NIRA competitions and organize and conduct their own college rodeo.

### HUMAN SERVICES

**HSER101**                    3 Credits  
**ADDICTIONS PHARMACOLOGY**  
 Explains how alcohol and other drugs are processed in the body and the brain. Includes the physiological effects of alcohol and other drugs on the human body, and the possible implications for the treatment and prevention of problems that arise from their use. Prerequisite: Pass WR 095 with a C- or better, or suitable placement score and pass READ 012, or suitable placement score.

**HSER102**                    3 Credits  
**DRUG USE, MISUSE & ADDICTION**  
 Introduces students to drug classification systems and specific drugs within each classification, including physiological and psychological effects, signs and symptoms of use, abuse, dependence, overdose and withdrawal. Examines treatment modalities and the recovery process. Co-requisite: HSER 101.

**HSER152**                    1 Credits  
**STRESS MANAGEMENT**  
 Identifies specific personal stressors and develops skills that enable students to more effectively deal with stress. Applies techniques including breathing, meditation, systematic desensitization, visualizations, and progressive muscle relaxation to reduce physical and psychological manifestations of stress.

**HSER200**                    3 Credits  
**ALCOHOL/DRUGS & FAMILY**  
 Explores the role of the counselor in the chemically dependent family, from identification of roles through intervention strategies and treatment modalities. Includes competency-based education techniques, including group activities, presentations, research, readings, role playing, attendance in community meetings, and interviewing professionals in the field of family therapy. Co-requisite: HSER 101.

**HSER202**                    4 Credits  
**COUNSELING TECHNIQUES I**  
 Introduces a variety of techniques used in group and individual counseling practices, emphasizing those relevant to addictions treatment. Explores cultural diversity, self-awareness in one's personal and professional life, and clients with disabilities. Discusses establishing a helping relationship with the client, professional responsibilities, adapting counseling strategies to individual characteristics of the client, and crisis management skills. Prerequisites: HSER 101 and HSER 102 or 200, with a grade of C- or better.

**HSER219**                    3 Credits  
**CASE MANAGEMENT- CAPSTONE**  
 Covers the preparation of clinical documentations related to screening and intake processes, assessments, treatment plans, reports, progress notes, discharge summaries, and other client-related data. Applies state ASAM and other professionally relevant standards. Prerequisite: HSER 101, 102, 200, 202, 224, 226 and 228 with a grade of C- or better.

**HSER224**                    3 Credits  
**GROUP SKILLS FOR SUBSTANCE ABUSE**  
 Presents strategies from accepted and culturally appropriate models for group counseling with clients with a variety of disorders including substance abuse. Focuses on the ethical use of groups as an effective therapeutic intervention. Addresses leadership behaviors, group formation and group states. Prerequisites: HSER 202 and HSER 228 with a grade of C- or better,

**HSER226**                    3 Credits  
**ETHICS FOR ADDICTIONS COUNSELING**  
 Provides information on personal and professional ethics that apply to addictions counselors. Discusses personal issues and values, client rights, confidentiality, when to report abuse, self-care, sexual dilemmas, cultural diversities and standards, dual relationships and professional code of ethics. Prerequisites: HSER 101 or HSER 102, or HSER 200

**HSER228**                    4 Credits  
**SCREENING & ASSESSMENT**  
 Surveys the process of obtaining and interpreting client information to determine substance abuse and substance dependence issues. Investigates how to utilize collateral information to determine client characteristics and needs, courses of action and available resources with the client's community. Presents the importance of gathering and interpreting information necessary for treatment planning and evaluating the progress of clients. Prerequisites: HSER 101 and 102, or 200 with a grade of C- or better.

**HSER248**                    2 Credits  
**INFECTIOUS DISEASES:ADDICTION RISK**  
 Explores the relationship between alcohol and other drug abuse and infectious diseases, including HIV/AIDS, tuberculosis, sexually-transmitted diseases and hepatitis. Provides counseling techniques for assisting clients to identify personal risk and practice harm reduction. Also addresses special issues affecting diverse populations. Examines personal issues/discomforts arising from frankly discussing sexual behaviors of clients.

### HUMANITIES

**HUMN148**                    3 Credits  
**INTRO TO HUMANITIES**  
 Explores the question, "What does it mean to be human?" through examining the interrelationships of literature, art, and music. Focus: Classical and Medieval periods. Prerequisites: Pass WR 115 with a "C" or better, or suitable placement score and pass READ 12, or suitable placement score.

**HUMN149**                    3 Credits  
**INTRO TO HUMANITIES**  
 Explores the question, "What does it mean to be human?" through examining the interrelationships of literature, art, and music. Focus: Renaissance through Neoclassical periods. Prerequisites: Pass WR 115 with a C or better, or suitable placement score and pass READ 12, or suitable placement score.

**HUMN150**                    3 Credits  
**INTRO TO HUMANITIES**  
 Explores the question, "What does it mean to be human?" through examining the interrelationships of literature, art, and music. Focus: Romanticism to the present. Prerequisites: Pass WR 115 with a "C" or better, or suitable placement score and pass READ 12, or suitable placement score.

### INDUSTRIAL EDUCATION

**INED131 (P/T)**            1 Credits  
**SPECIAL PROJECTS**  
 Informs and updates awareness of current trends and changes in trade and industrial fields. Includes 3 hours lab experience each week.

**INED132 (P/T)**            2 Credits  
**SPECIAL PROJECTS**  
 Informs and updates awareness of current trends and changes in trade and industrial fields. Includes 6 hours lab experience each week.

# COURSE DESCRIPTIONS

## INED 282 to MATH 105

INED133 (P/T) 3 Credits

### SPECIAL PROJECTS

Informs and updates awareness of current trends and changes in trade and industrial fields. Includes 9 hours lab experience each week.

INED134 (P/T) 4 Credits

### SPECIAL PROJECTS

Informs and updates awareness of current trends and changes in trade and industrial fields. Includes 12 hours lab experience each week.

INED156 (P/T) 3 Credits

### EMPLOYMENT STRATEGIES

Prepares students to create a resume and cover letter, research internet job sources and job search techniques, prepare a portfolio of work examples, and contact potential employers. Provides practical experience through "mock interviews". Discusses appropriate dress for interviews. Includes different work place personality types and conflict resolution.

INED281 (P/T) 1 Credits

### LABORATORY ACTIVITIES

Offers individual laboratory experience to familiarize the participant with those concepts, theories, techniques and procedures learned in technical coursework of their chosen field. Provides a direct supervision learning experience, including 3 hours of lab each week.

INED282 (P/T) 2 Credits

### LABORATORY ACTIVITIES

Offers individual laboratory experience to familiarize the participant with those concepts, theories, techniques and procedures learned in technical coursework of their chosen field. Provides a direct supervision learning experience, including 6 hours of lab each week.

INED283 (P/T) 3 Credits

### LABORATORY ACTIVITIES

Offers individual laboratory experience to familiarize the participant with those concepts, theories, techniques and procedures learned in technical coursework of their chosen field. Provides a direct supervision learning experience, including 9 hours of lab each week.

INED284 (P/T) 4 Credits

### LABORATORY ACTIVITIES

Offers individual laboratory experience to familiarize the participant with those concepts, theories, techniques and procedures learned in technical coursework of their chosen field. Provides a direct supervision learning experience, including 12 hours of lab each week.

## JOURNALISM

JOUR211 3 Credits

### INTRO TO MASS COMMUNICATION

Describes the history, problems, controls, ethics and responsibilities of the Mass Media. Prerequisites: Pass WR 115 with a "C" or better, or suitable placement score and pass READ 12, or suitable placement score.

JOUR215 3 Credits

### JOURNALISM LAB

Provides practice in newspaper and magazine writing, editing, advertising, photography and reproduction. Prerequisite: Pass WR 115 with a "C" or better, or suitable placement score and pass READ 12, or suitable placement score.

JOUR216 3 Credits

### NEWS REPORT & WRITING

Presents basics of journalistic writing, emphasizing real assignments to be used in the student newspaper or television station. Teaches interviewing, other news gathering techniques, effective writing of news and journalistic

ethics in conjunction with practical field experience. Prerequisites: Pass WR 115 with a "C" or better, or suitable placement score and pass READ 12, or suitable placement score.

JOUR226 3 Credits

### INTRO TO JOURNALISM

Describes the editorial business and mechanical procedures used in newspaper/broadcast news production. Includes printing and production processes, page layout, broadcast packaging, style, headline/teaser writing. Prerequisite: JOUR 216

## MATHEMATICS

MATH010 4 Credits

### BASIC MATHEMATICS I

Introduces basic math concepts, emphasizing the ability to understand and use basic operations with whole numbers applied to real-life situations. Includes the concepts of fractions and operations with fractions. Prerequisite: Suitable placement score.

MATH020 4 Credits

### BASIC MATHEMATICS II

Reviews basic math up to algebra, equipping the student with everyday math skills, and preparing for success in later math courses. Prerequisite: Pass MATH 10, or suitable placement score.

MATH025 4 Credits

### PREALGEBRA

Extends the study of fractions, decimals, ratio/proportion/percent, measurement, and integers in an algebra setting. Covers algebraic expressions and equations, and introduces graphing. Bridges the gap between the concrete operations of arithmetic and the abstract concepts of algebra for students needing additional preparation in order to succeed in the algebra sequence. Prerequisite: Pass MATH 20, or suitable placement score.

MATH060 4 Credits

### BEGINNING ALGEBRA I

Presents introductory algebra topics and elementary problem solving techniques, including real numbers, linear equations, introduction to graphing, and the concept of functions. No familiarity with algebra is expected prior to this course. Prerequisite: Pass MATH 25 with a "C-" or better, or suitable placement score.

MATH063 4 Credits

### TECHNICAL MATH I

Meets the needs of technical/vocational students. Includes the real number system, accuracy and precision concepts, basic algebraic concepts and operations, functions and graphs, and basic geometry. Familiarity with algebra is expected. Prerequisite: Pass MATH 25 with a "C-" or better, or suitable placement score.

MATH065 4 Credits

### BEGINNING ALGEBRA II

Presents introductory algebra and extends critical thinking and problem solving techniques. Includes factoring polynomials, solving quadratic equations, simplifying and solving rational and radical expressions. Prerequisite: Pass MATH 60 with a "C-" or better, or suitable placement score.

MATH070 5 Credits

### ALGEBRA REVIEW

Integrates the use of technology to solve problems and aid the study of the functions of real numbers. Includes the study of data tables, elementary variable manipulation, function, linear and quadratic functions, linear systems of equations, and inequalities. Prerequisite: Pass MATH 65 with a "C-" or better, or suitable placement score.

# COURSE DESCRIPTIONS

## MATH 111 to MREC 120

MATH095 5 Credits

### INTERMEDIATE ALGEBRA

Emphasizes critical thinking skills and integration of technology to solve problems. Includes quadratic equations, inequalities, linear models and graphs of nonlinear models, rational, exponential and logarithmic functions, and systems of equations. Prerequisite: Pass MATH 70 with a "C-" or better, or pass both MATH 60 and 65 with an "A" or "A-", or suitable placement score.

MATH103 1 Credits

### INTRO TO GRAPHING CALCULATORS

Introduces graphing technology with an emphasis on mathematical applications. Presents graphing calculator skills which are normally acquired in Math 70 and 95.

MATH105 4 Credits

### CONTEMPORARY MATHEMATICS

Explores everyday applications of mathematics, including geometry, trigonometry, finance, probability, statistics, US and metric measurement. Prerequisite: Pass MATH 95 with a "C-" or better, or suitable placement score.

MATH111 4 Credits

### COLLEGE ALGEBRA

Emphasizes critical thinking and use of graphical calculator technology to solve problems. Explores functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities. Prerequisite: Pass MATH 95 with a "C-" or better, or suitable placement score.

MATH112 4 Credits

### ELEMENTARY FUNCTIONS

Studies trigonometry and problem solving, including trigonometric functions and their graphs and inverse functions, trigonometric identities and equations, and vectors. Prerequisite: Pass MATH 111 with a "C-" or better, or suitable placement score.

MATH113 4 Credits

### ANALYSIS/GEOMETRY/PRECALCULUS

Studies pre-calculus, including matrices, determinants, sequences, series, probability, and analytical geometry. Prerequisite: Pass MATH 111 with a "C-" or better, or suitable placement score.

MATH211 4 Credits

### FUNDAMENTALS OF ELEMENTARY MATH I

Prepares the future elementary school teacher to teach math more effectively by giving them a deeper understanding of math. Covers problem solving, sets, numeration, whole numbers, and number theory. Prerequisite: Pass MATH 95 with a "C-" or better, or suitable placement score.

MATH212 4 Credits

### FUNDAMENTALS OF ELEMENTARY MATH II

Prepares the future elementary school teacher to teach math more effectively by giving them a deeper understanding of math. Covers fractions, decimals, integers, real numbers, statistics and probability. Prerequisite: Pass MATH 95 with a "C-" or better, or suitable placement score.

MATH213 4 Credits

### FUNDAMENTALS OF ELEMENTARY MATH III

Prepares the future elementary school teacher to teach math more effectively by giving them a deeper understanding of math, including geometry. Prerequisite: Pass MATH 95 with a "C-" or better, or suitable placement score.

MATH241 4 Credits

### CALCULUS FOR MGMT, LIFE SOCIAL SCI

Calculus for Management, Life and Social Science Topics include limits, continuity, derivatives, and integrals. Applications are investigated from science, business, and social science perspectives. Graphics calculator required. TI 84/89 calculator recommended. Prerequisite: Pass Math 111 with a C- or better, or suitable placement score.

MATH242 4 Credits

### CALCULAS FOR MGMT,SOCIAL SCI II

Introduction to differential and integral calculus of polynomial, rational, exponential and logarithmic functions with applications in the social and managerial sciences. Prerequisites: Pass Math 241 with a C- or better.

MATH243 4 Credits

### INTRO TO PROBABILITY & STATISTICS I

Introduces elementary statistics, including frequency, descriptive statistics, correlation, regression, measures of center probability, binomial and standards distributions and central limit theorem. Prerequisite: Pass MATH 111 or 105 with a "C-" or better, or suitable placement score.

MATH244 4 Credits

### INTRO TO PROBABILITY & STATISTIC II

Continues the study of statistics, covering inferential statistics, hypothesis testing, rank correlation, signed rank test, population proportions, Kruskal-Wallis test, Chi-Square, and non-parametric methods. Prerequisite: Pass MATH 243 with a "C-" or better.

MATH251 5 Credits

### CALCULUS I

Explores differential calculus of single real variable functions, including limits, continuity and differentiation, maxima and minima, curve sketching, applications, and anti-differentiation. Prerequisites: Pass MATH 112 with a "C-" or better, or suitable placement score. Math 113 strongly recommended.

MATH252 5 Credits

### CALCULUS II

Explores integral calculus of single, real variable functions, including definite and indefinite integrals, and techniques and applications of integration. Prerequisite: Pass MATH 251 with a "C-" or better.

MATH253 5 Credits

### CALCULUS III

Explores differential equations, sequences, series, and applications. Prerequisite: Pass MATH 252 with a "C-" or better. MATH 113 strongly recommended.

## MEDICAL RECORDS

MREC110 (P/T) 3 Credits

### MEDICAL TRANSCRIPTION I

Provides transcription practice of authentic physician-dictated medical reports organized by body systems or medical specialties. Emphasizes development of accuracy, speed, medical knowledge for the transcription of medical reports, and the efficient use of reference materials and other resources. Emphasizes editing and proofreading techniques, and grammar and punctuation review. Prerequisite: OA 226M, or instructor approval.

MREC111 (P/T) 3 Credits

### MEDICAL TRANSCRIPTION II

Provides transcription practice of authentic physician-dictated medical reports organized by body systems or medical specialties. Emphasizes development of accuracy, speed, medical knowledge for the transcription of medical reports, and the efficient use of reference materials and other

# COURSE DESCRIPTIONS

## MREC 125 to MUS 111

resources. Emphasizes editing and proofreading techniques, and grammar and punctuation review. Lab required. Prerequisite: MREC 110

MREC116 (P/T) 3 Credits  
MEDICAL OFFICE PROCEDURES

Covers work routines of a medical office assistant, including scheduling appointments, maintaining patient account records, preparing a variety of health insurance forms, and other medically related document preparation. Requires transcription of medical documents and letters. Lab included. Medical Terminology recommended.

MREC120 (P/T) 3 Credits  
SURGICAL TRANSCRIPTION

The SUM Program Surgery Transcription Unit contains 8 hours of surgical dictation at an intermediate level. This training prepares students for surgical transcription for multispecialty clinics, group practices, medical centers, hospitals, and transcription services. Prerequisite: MREC 111 or previous experience transcribing medical dictation for family practice physicians.

MREC125 (P/T) 1 Credits  
CARDIOLOGY TRANSCRIPTION

Teaches cardiology dictation and transcription training, including H&P's, discharge summaries, operative reports, and more. Includes dictations of electrocardiograms, cardiac bypass, Doppler studies, arteriosclerosis, catheterizations, treadmill tests, and others. Lab included. Prerequisite: MREC 111

MREC126 (P/T) 1 Credits  
GASTROINTESTINAL TRANSCRIPTION

Presents gastrointestinal dictation and transcription training, including H&P's, discharge summaries, operative reports, and more. Dictations include laparoscopy, hernia repair, cholecystectomy, appendectomy, pancreatic tumor, colon carcinoma, esophageal varices, and upper endoscopy. Lab included. Prerequisite: MREC 111

MREC127 (P/T) 1 Credits  
ORTHOPEDIC TRANSCRIPTION

Teaches orthopedic dictation and transcription training, including H&P's, discharge summaries, operative reports, and more. Dictations include herniated cervical disk, carpal tunnel syndrome, torn rotator cuff, ilizarov leg lengthening, arthroscopy, hip replacement, luque rod insertion, fractures, and others. Lab included. Prerequisite: MREC 111

MREC128 (P/T) 1 Credits  
PATHOLOGY TRANSCRIPTION

Teaches pathology dictation and transcription training in autopsy and surgical pathology reports. Dictations include 1 hour of gross and microscopic autopsy dictations and 2 hours of gross and microscopic descriptions of tissue specimens. Lab included. Prerequisite: MREC 111

MREC129 (P/T) 1 Credits  
RADIOLOGY TRANSCRIPTION

Teaches radiology dictation and transcription training, sequenced by body system, to include bones and soft tissues, CAT and MRI scans, interventional radiology, mammography, nuclear medicine, contrast media studies and others. Lab included. Prerequisite: MREC 111

MREC210 (P/T) 3 Credits  
MEDICAL BILLING I

Covers the roles and compliance issues for an insurance billing specialist; claims processes and introductions to procedural and diagnostic coding; health care payers - the "Blues", Medicare, Medicaid and other programs. Recommended: Medical terminology background or concurrent enrollment in GSCI 161.

MREC211 (P/T) 3 Credits  
MEDICAL BILLING II

Continues, with additional emphasis, addressing areas covered in MREC 210. Covers hospital billing for both inpatient and outpatient. Prerequisite: MREC 210

MUSIC-PERFORMANCE  
MUP114 1 Credits  
SPECIAL ENSEMBLES

Offers applied instruction and participation in small performance groups (i.e. vocal solos, duets, trios, quartets, etc.) and small instrumental groups for the first year student. Offers experience in varied styles and numerous performances.

MUP171 - MUP192 1 Credits  
Applied Music Instruction

Offers private instruction in voice, piano, organ, woodwinds, brass, percussion, strings, guitar, and other instruments for the first year student. Fee Required.

MUP202 1 Credits  
CONCERT BAND

Offers applied study and performance to anyone in the community with previous band experience, from high school age to adults. Studies and performs traditional and contemporary band literature. Rehearses evenings.

MUP205 2 Credits  
JAZZ BAND

Offers applied study and performance in an ensemble, by audition. Concentrates on big band jazz arrangements and jazz ensemble styles.

MUP214 1 Credits  
SPECIAL ENSEMBLES

Offers applied study in small performance groups (i.e. vocal solos, duets, trios, quartets, etc.) and small instrumental groups for the second year student. Offers experience in varied styles of music chosen by students and instructor. Includes numerous community performances.

MUP215 1 Credits  
WIND ENSEMBLE

Offers applied study and performance in wind ensemble format. Includes study of traditional and contemporary concert band literature and at least one major concert per term.

MUP221 1 Credits  
TREASURE VALLEY CHORALE

Offers rehearsal and performance of choral literature. Open to all singers.

MUP222 2 Credits  
CONCERT CHOIR

Performs choral literature of all styles and historical periods. No previous choral experience necessary.

MUP225 1 Credits  
VOCAL JAZZ ENSEMBLE

Performs vocal jazz repertoire and other styles of music. Open by audition only.

MUP242 1 Credits  
SYMPHONY ORCHESTRA

Offers applied study and performance for string and wind players interested in playing orchestral literature with the Treasure Valley Symphony. Rehearses evenings and is open to all interested musicians, including high school students.

MUP271 - MUP292                      1 Credits  
 Applied Music Instruction  
 Offers private instruction in voice, piano, organ, woodwinds, brass, percussion, guitar, or other instrument for the second year student. Fee required.

### MUSIC

MUS101                      3 Credits  
 MUSIC FUNDAMENTALS  
 Acquaints students with the elements of music fundamentals. Includes note reading, rhythm skills, and basic theory.

MUS111                      4 Credits  
 MUSIC THEORY I  
 Examines the elements, structures, and patterns of music and analyzes the styles of major composers. Includes beginning level music writing. Co-requisite: MUS 114

MUS112                      4 Credits  
 MUSIC THEORY I  
 Examines the elements, structures, and patterns of music and analyzes the styles of major composers. Includes writing music manuscript. Prerequisite: MUS 111, or instructor approval. Co-requisite: MUS 115.

MUS113                      4 Credits  
 MUSIC THEORY I  
 Examines the elements, structures, and patterns of music and analyzes the styles of major composers. Includes writing music manuscript. Prerequisite: MUS 112, or instructor approval. Co-requisite: MUS 116.

MUS114                      1 Credits  
 SIGHT SINGING/EAR TRAINING  
 Offers practice in dictation and reading music. Stresses solfege, written dictation of rhythms and intervals. Co-requisite: MUS 111.

MUS115                      1 Credits  
 SIGHT SINGING/EAR TRAINING  
 Offers practice in dictation and reading music. Stresses solfege, written dictation of rhythm and intervals. Co-requisite: MUS 112.

MUS116                      1 Credits  
 SIGHT SINGING/EAR TRAINING  
 Offers practice in dictation and reading music. Stresses solfege, written dictation of rhythm and intervals. Co-requisite: MUS 113.

MUS131                      2 Credits  
 CLASS PIANO  
 Offers theory and practice in piano and basic keyboard techniques for the first quarter student.

MUS132                      2 Credits  
 CLASS PIANO  
 Offers theory and practice in piano and basic keyboard techniques for the first year student. Prerequisite: MUS 131, or instructor approval.

MUS133                      2 Credits  
 CLASS PIANO  
 Offers theory and practice in piano and basic keyboard techniques for the first year student. Prerequisite: MUS 132, or instructor approval.

MUS201                      3 Credits  
 INTRO TO MUSIC & ITS LITERATURE  
 Studies the elements, forms and historical styles of music with emphasis on listening to recordings. Introduces musical terminology, the instruments of the orchestra, and music through the middle ages.

MUS202                      3 Credits  
 INTRO TO MUSIC & ITS LITERATURE  
 Studies the elements, forms and historical styles of music with emphasis on listening to recordings. Studies music and composers of the Renaissance and Baroque Eras. Pre-requisite: MUS 201, or instructor approval.

MUS203                      3 Credits  
 INTRO TO MUSIC & ITS LITERATURE  
 Studies the elements, forms and historical styles of music with emphasis on listening to recordings. Includes music and composers of the Classical and Romantic Eras. Pre-requisite: MUS 201, or instructor approval.

MUS211                      4 Credits  
 MUSIC THEORY II  
 Offers a brief review of Music Theory I with emphasis on the basics of four-part writing. Studies different types of modulation (composition and analysis). Includes construction and usage of altered chords in the context of the chord progression and analysis. Prerequisite: MUS 113. Co-requisite: MUS 214

MUS212                      4 Credits  
 MUSIC THEORY II  
 Examines the structure and elements of music through analysis of the styles of major composers. Includes some composition. Prerequisite: MUS 211. Co-requisite: MUS 215

MUS213                      4 Credits  
 MUSIC THEORY II  
 Examines the structure and elements of music through analysis of the styles of major composers. Includes some composition. Prerequisite: MUS 212. Co-requisite: MUS 216

MUS214                      2 Credits  
 KEYBOARD HARMONY  
 Offers theory and practice in piano techniques such as modulation, transposition, chord reading and extemporaneous playing. Co-requisite: MUS 211

MUS215                      2 Credits  
 KEYBOARD HARMONY  
 Offers theory and practice in piano techniques such as modulation, transposition, chord reading and extemporaneous playing. Co-requisite: MUS 212.

MUS216                      2 Credits  
 KEYBOARD HARMONY  
 Offers theory and practice in piano techniques such as modulation, transposition, chord reading and extemporaneous playing. Co-requisite: MUS 213

MUS260                      1 Credits  
 BASIC CONDUCTING  
 Presents fundamental techniques of conducting, including baton fundamentals, rehearsal techniques, and score reading.

# COURSE DESCRIPTIONS

## NATR 104 to NATR 203

### NATURAL RESOURCES

**NATR101 (P/T) 3 Credits**  
**INTRO TO WILDLAND FIRE (FFT2)**  
Includes S-130, S-190, and L-180 training. Provides entry level firefighter skills, including the primary factors affecting the start and spread of wildfires, and recognition of potentially hazardous situations. Meets the fire behavior training needs of a firefighter type 2 (FFT2) on an incident as outlined in the PMS 310-1.

**NATR102 (P/T) 2 Credits**  
**L-280 FOLLOWERSHIP TO LEADERSHIP**  
Offers a self-assessment opportunity for individuals preparing to step into a leadership role. Combines one day of classroom instruction followed by a second day in the field, working through a series of problem solving events. Prerequisite: NATR 101

**NATR103 (P/T) 3 Credits**  
**APPLIED BOTANY**  
Introduces plant identification. Familiarizes students with basic field characteristics necessary for identifying forest and range plants. Includes terminology, morphology, nomenclature and classification with basic techniques for using plant keys. Introduces ecological concepts and plant relationships. Lab required.

**NATR104 (P/T) 3 Credits**  
**S-290 INTERMEDIATE FIRE BEHAVIOR**  
Prepares the prospective supervisor to undertake safe and effective fire management operations. Develops fire behavior prediction knowledge and skills. Discusses fire environment differences. Prerequisite: NATR 101.

**NATR105 (P/T) 3 Credits**  
**FIELD METHODS IN NATURAL RESOURCES**  
This course serves as an introduction to field work in Natural Resources. Classes will be held largely outside using a variety of field measurement tools and methods used commonly by natural resource professionals in subdisciplines of water resources, wildlife, forestry, cartography, range management, surveying, and other related fields. Lab required

**NATR106 (P/T) 3 Credits**  
**INTRO TO FIRE EFFECTS**  
Introduces the physical and biological effects of fire on ecosystems. Includes effects on individual plants and animals, range sites, timbered areas, air quality, watersheds, soil, and other related resources. Lab required.

**NATR107 (P/T) 2 Credits**  
**S-260 INTERAGENCY INCIDENT BUS MGT**  
Provides general training needs for all positions requiring an understanding of interagency incident business management. Prerequisite: NATR 101.

**NATR108 (P/T) 2 Credits**  
**S-270 BASIC AIR OPERATIONS**  
Discusses aircraft types and capabilities, aviation management and safety for flying and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. Prerequisite: NATR 101.

**NATR109 (P/T) 2 Credits**  
**S-200 INITIAL ATTACK IC**  
This course will provide the individual in charge of the initial attack of small non-complex fires, the training needed for size-up, deployment of forces, suppression, mopup, communications, and administrative duties. Prerequisite: NATR101, NATR 104.

**NATR111 (P/T) 5 Credits**  
**INTRO TO NATURAL RESOURCES**  
The term "Natural Resources" covers a variety of topics and disciplines. This course serves as an introduction to the broad diverse field of natural resources. Each week students will research and study various disciplines within Natural Resources. Much time will be focused on current issues in various fields. Field labs to regional natural resource sites as well as guest lectures will be held weekly. Lab required

**NATR112 (P/T) 2 Credits**  
**GLOBAL POSITIONING SYSTEMS (GPS)**  
Acquaints the student with global positioning systems or GPS. Includes what GPS is, its uses, its short-comings, and field experience in the use of the equipment. Lab required.

**NATR115 (P/T) 2 Credits**  
**S-230 CREW BOSS-SINGLE RESOURCE**  
Produces student proficiency in the performance of duties associated with the single resource boss position from initial dispatch through demobilization to the home unit. Includes operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities. Prerequisite: NATR 101, NATR 102, NATR 104. Recommended prerequisite: NATR 121.

**NATR116 (P/T) 2 Credits**  
**S-215 FIRE OPERATION WILDLAND/URBAN**  
Assists structure and wildland firefighters in making tactical decisions when confronting wildland fire that threatens life, property, and improvements, in the wildland/urban interface. Includes size-up, initial strategy, structure triangle, tactics, action assessment, public relations, and followup and safety.

**NATR117 (P/T) 1 Credits**  
**S-231 ENGINE BOSS-SINGLE RESOURCE**  
Produces student proficiency in the performance of the duties associated with engine boss, single resource, including engine and crew capabilities and limitations, information sources, fire size-up consideration, tactics, and wildland/urban interface. Prerequisites: NATR 101, NATR 104, NATR 115.

**NATR121 (P/T) 1 Credits**  
**S-131 SQUAD BOSS**  
Meets the advanced training needs of the Firefighter Type I (FFT1) in an interactive format. Contains several tactical decision games designed to facilitate learning the objectives. Prerequisite: NATR 101 and one year experience in the field.

**NATR122 (P/T) 2 Credits**  
**S-390 WILDLAND FIRE BEHAVIOR CALC**  
Introduces fire behavior calculations by manual methods, using nomograms and the Fire Behavior Handbook Appendix B. Examines the determinants of fire behavior through studying inputs (weather, slope, fuels, and fuel moisture). Instructs how to interpret fire behavior outputs, documentation processes, and fire behavior briefing components. Prerequisites: NATR 101, NATR 104, NATR 115.

**NATR123 (P/T) 2 Credits**  
**S-330 TASK FORCE/STRIKE TEAM**  
Provides training for the positions of Task Force Leader and Strike Team Leader specific to wildland fire suppression, as outlined in the Wildland Fire Qualification System Guide and the Position Task Books. Prerequisites: NATR 101, NATR 104, NATR 122.

# COURSE DESCRIPTIONS

## NATR 217 to NURS 201

NATR127 (P/T) 3 Credits  
S-336 TACTICAL DECISION MAKING  
Provides training requirements for the Operations Section of the Incident Command System. Prerequisites: NATR 101, NATR 104, NATR 115.

NATR140 (P/T) 4 Credits  
MAP USE AND ANALYSIS  
Introduces the development, understanding, and practical use of planimetric and topographic maps, along with aerial photographs. Includes map scale, finding distances, directions, and area on maps and photos, and identification of map and photos features. Also introduces application of GPS and GIS in Natural Resource Management. Lab required

NATR202 (P/T) 3 Credits  
S-212 WILDLAND FIRE CHAIN SAWS  
Introduces the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Provides entry level training for firefighters with little or no previous experience in operating a chain saw. Does not constitute certified faller designation. Prerequisites: Qualified FFT2, and current first aid/cpr certification.

NATR203 (P/T) 2 Credits  
S-211 PORTABLE PUMPS & WATER USE  
Consists of three skill areas: supply, delivery and application of water. Requires set up, operation, and maintenance of pump equipment in a field exercise.

NATR217 (P/T) 3 Credits  
INTRO TO WATERSHED MANAGEMENT  
Surveys the theory, principles and practices involved before water is utilized for commercial production projects. Studies the microclimate, hydrology, and soil as influenced by the vegetation in relation to the regional variables of climate, geology, topography, and vegetation type and structure. Follows the water from the atmosphere, to the ground, and down the watershed to the area where it can be used for natural resources, industry, recreation, and domestic needs. Lab required.

NATR221 (P/T) 3 Credits  
INTRO TO NATURAL RESOURCE ECOLOGY  
Introduces ecology, including evolution, adaptation, plant and animal distributions, terminology, ecological relationships and interactions individual ecosystems, and global ecological principles. Stresses the ecology of the northwest.

NATR241 (P/T) 4 Credits  
INTRO TO RANGE MANAGEMENT  
Introduces the science of range management, including identification, physiology, and ecology of range plants; stocking rate considerations; grazing system selection; range improvement methods; range inventory methods and analysis; and nutrition. Emphasizes range management objectives to provide society with meat, water, wildlife, and recreational opportunities on a sustained basis from lands unsuited for permanent cultivation. Lab required.

NATR251 (P/T) 3 Credits  
OUTDOOR RECREATION MANAGEMENT  
Outdoor Recreation Management explores outdoor recreation as a vital aspect of natural resources and land management. Concepts discussed include multiple use management, recreational enterprises, state and federal outdoor recreation agencies, environmental education, and current topics in outdoor recreation. Lab required.

NATR252 3 Credits  
WILDLIFE MANAGEMENT  
Introduces the principles of wildlife management and some of the practices and techniques used in controlling wild animal populations. Emphasizes the multiple use concept necessary for natural resource management.

NATR290 (P/T) 1 Credits  
NATURAL RESOURCE FIELD STUDIES CAMP  
Introduces students to field work within the Natural Resource discipline. Emphasizes critical thinking in the field, remote working conditions, and teamwork approaches to problem solving. May require multiple days in the field with the potential for adverse weather conditions.

### COMPUTER NETWORKING

NTWK101 (P/T) 4 Credits  
COMPUTER NETWORKING I  
Provides experience in current and emerging network technology, including networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, routers, router programming, star topology, IP addressing, and network standards. Prerequisite: BA 131, or CS 120 or 160, or instructor approval.

NTWK102 (P/T) 4 Credits  
COMPUTER NETWORKING II  
Provides experience in current and emerging technology including networking, network terminology and protocols, network standards, LANs, OSI models, Ethernet, Access Control Lists (ACL), TCP/IP addressing protocol, and dynamic routing. Prerequisite: NTWK 101.

NTWK103 (P/T) 4 Credits  
COMPUTER NETWORKING III  
Introduces and extends knowledge and practical experience with switches, Local Area Networks (LANs) and Virtual Local Area Networks (VLANs) design, configuration, maintenance, and configuring LANs and WANs. PREREQUISITE: NTWK 102  
NTWK104 (P/T) 4 Credits  
COMPUTER NETWORKING IV  
Introduces and extends knowledge and practical experience with Wide Area Networks (WANs), Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP), Frame Relay design, configuration and maintenance. Prerequisite: NTWK 103.

### NURSING

NURS101 (P/T) 10 Credits  
NURSING I  
"Introduces nursing principles relating to Maslow's hierarchy of needs of persons throughout the life span. Includes content in communication, medical asepsis, aids in comfort in activities of daily living, wellness, and nutrition. Integrates into curriculum the scope of nursing practice and perspectives in caring, legal aspects, and special needs relating to ethnic and cultural groups. Course based on the nursing process, in the framework of the art and science of nursing. Prerequisites: Official Admission into Nursing Program, and Pass BIOL 231 and 232 with a "C" or better."

NURS102 (P/T) 10 Credits  
NURSING II  
"Building on prior knowledge, includes three basic components of care: crisis, regulatory, and body systems. Includes oxygenation, pharmacology, pediatrics, diagnostic procedures, health maintenance, and the care of



# COURSE DESCRIPTIONS

## NURS 201 TO PHRC211

patients with common conditions of illness.

Prerequisite: Pass NURS 101, and WR121 and BIOL 233 with a “C” or better.”

NURS103 (P/T) 10 Credits  
NURSING III

Continues to build on the previous content in the care of patients with common conditions of illness, health maintenance and maternal/child health. This course completes the nursing requirements for the Practical Nursing Certificate, with the graduate eligible to take the licensing examination for Practical Nursing (NCLEX-PN). Prerequisites: Pass NURS 102, BIOL 234, and PSYC 201, 202, or 203 with a “C” or better.

NURS198 (P/T) 1 or 2 Credits  
LEARNING LABORATORY

“Provides opportunity for students to plan independent study and activities each week for completion of specified objectives in the nursing sequence.

Co-requisites: NURS 101, 102, 103, 201, 202, 203”

NURS200 (P/T) 5 Credits  
ROLE DEVELOPMENT

“The Nursing 200-transition course is designed to validate prior learning and update/enhance the student’s knowledge. This course facilitates transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. The nursing process is used as the framework for critical thinking and problem solving.

Prerequisites: Pass NURS 103, and WR 122, with a 3.0 GPA in the nursing courses and a 2.70 in first year general education courses; or by advanced placement.”

NURS201 (P/T) 9 Credits  
NURSING IV

Builds on prior learning of nursing principles with application to the obstetrical, neonate, pediatric, and the acutely ill person with complex health problems. Presents and implements increasingly complex nursing concepts and skills based on the nursing process. Prerequisites: Pass NURS 200 and FNUT 255 with a “C” or better.

NURS202 (P/T) 9 Credits  
NURSING V

Builds on prior knowledge and is based on the nursing process problem solving concepts. Emphasizes nursing care related to patients with mental health disorders and complex physical conditions. Clinical experiences focus on caring for pediatric and adult patients and beginning leadership principles in a variety of community settings. Prerequisites: Pass NURS 201, and WR 123 or SP 111, and PHRC 211 with a “C” or better.

NURS203 (P/T) 10 Credits  
NURSING VI

Builds on prior knowledge and is designed to facilitate synthesis and application of concepts, theories and nursing interventions learned in all previous nursing courses integrating the role of the registered nurse. Based on the nursing process problem solving concepts, the major emphasizes is on nursing care relating to more complex, acute health care needs. Nursing interventions for the client with crisis, regulatory and body systems needs are addressed. Priority setting and evaluation in giving care to even larger groups of clients with increasingly complex problems are also emphasized. Other concepts cover leadership principles and the transition from student to graduate in the practice of nursing and as a member of the healthcare team. This course completes the nursing requirement for the Associate of Applied Science Degree in Nursing with the graduate eligible to take the licensing examination for Registered Nurse (NCLEX-RN). Prerequisites: Pass NURS 202 and PHRC 212 and specific elective requirements with a “C” or better.

## OFFICE ADMINISTRATION

OA116 (P/T) 3 Credits  
OFFICE PROCEDURES

Provides the foundation necessary for entry-level employment as an office assistant with exercises that simulate entry-level administrative work situations.

OA121 (P/T) 3 Credits  
KEYBOARDING I

Emphasizes proper techniques of keyboarding through meaningful practice and speed development. Does not include word processing concepts. Lab included.

OA122 (P/T) 3 Credits  
KEYBOARDING II

Applies drills specific to speed building and achieving 60 wpm or better. Does not include word processing concepts. Lab included. Prerequisites: Minimum typing speed of 35 wpm.

OA124 (P/T) 2 Credits  
KEYBOARDING SKILL BUILDING

Emphasizes improvement of proficiency in keyboarding skills (speed and accuracy). Lab included.

OA131 (P/T) 3 Credits  
LEGAL OFFICE PROCEDURES I

Introduces substantive areas of law and legal principles as they pertain to the tasks required of the legal secretary, legal office assistant, or paralegal. Covers law topics, including the law office structure, administrative functions, court structure, civil law, criminal law, and the trial process. Lab included. Prerequisite: OA 201

OA132 (P/T) 3 Credits  
LEGAL OFFICE PROCEDURES II

Continues topics of Legal Office Procedures I. Covers law topics, including probate and estate planning, family law, business organizations, real property, and contract law. Lab included. Prerequisite: OA 131

OA201 (P/T) 3 Credits  
WORD PROCESSING PROCEDURES I

Uses Microsoft Word to create and format Word documents using various formatting tools. Covers the skills needed for MOS certification. Lab included. Keyboarding skills recommended.

OA202 (P/T) 3 Credits  
WORD PROCESSING PROCEDURES II

Presents advanced features in Microsoft Word to efficiently produce professional documents. Covers the skills necessary for MOS certification. Lab included. Prerequisite: OA 201 or instructor approval.

OA225 3 Credits  
MACHINE TRANSCRIPTION

Introduces transcription skills in order to produce mailable business documents efficiently. Emphasizes punctuation, proofreading, and word study. Lab included. Prerequisite: OA 122 with a C- or better.

OA226 (P/T) 3 Credits  
ADVANCED MACHINE TRANSCRIPTION

Covers legal or medical transcription activities representative of actual transcription done in a legal or medical setting. Prerequisites: OA 201, and a minimum keyboarding speed of 50 wpm or permission of instructor.

OA240 (P/T) 3 Credits

## RECORDS MANAGEMENT

Focuses on Records Information Management (RIM). Covers terminology, data, employment opportunities, current developments, technology, and legal and ethical concerns in RIM. Includes field trips to selected businesses to provide further emphasis.

OA290 (P/T) 3 Credits

## INTEGRATED OFFICE APPLICATIONS

Provides in-depth, hands on projects with integrated applications and Internet research, including importing/exporting functions of technology and software as they relate to business documents. Emphasizes technical skills and the ability to work in teams. Provides the culminating activity (capstone course) at the end of the associate degree program for Office Administration majors. Lab included.

## PHILOSOPHY

PHIL101 3 Credits

## PHILOSOPHICAL PROBLEMS

Introduces the problems and systems of philosophy, including metaphysics, epistemology, ethics, social and political philosophy, and religion. Prerequisites: Pass WR 115 with a "C" or better, or suitable placement score and pass READ 12, or suitable placement score.

## PHARMACODYNAMICS

PHRC211 (P/T) 2 Credits

## PHARMACODYNAMICS

Builds on the basic concepts and principles of drug related mathematics, administration of medications and actions of classifications of drugs. Designed to provide the nurse with background knowledge necessary to further understanding of actions and effects of drugs on the human body as well as nursing implications. Each course deals with a different group of drug classifications. Co-requisite: NURS 201, or instructor approval.

PHRC212 (P/T) 2 Credits

## PHARMACODYNAMICS

Continues to build on the basic concepts and principles of drug related mathematics, administration of medications and actions of classifications of drugs. Designed to provide the nurse with background knowledge necessary to further understanding of actions and effects of drugs on the human body as well as nursing implications. Each course deals with a different group of drug classifications. Co-requisite: NURS 202, or instructor approval.

## PHYSICS

PHYS201 4 Credits

## GENERAL PHYSICS I

Explores classical mechanics, including motion, forces, and energy. Intended for students without a calculus background. Lab required. Prerequisite: MATH 112

PHYS202 4 Credits

## GENERAL PHYSICS II

Explores fluids, elasticity, waves and sound, thermodynamics, and electrostatics. Intended for students without a calculus background. Lab required. Prerequisite: PHYS 201.

PHYS203 4 Credits

## GENERAL PHYSICS III

Explores electric and magnetic theory, electronics, light, and optics. Intended for students without a calculus background. Lab required. Prerequisite: PHYS 202.

PHYS211 5 Credits

## CLASSICAL PHYSICS I

Explores classical mechanics, including motion, forces, and energy. Intended for students with a calculus background. Lab required. Prerequisite: MATH 251 or concurrent enrollment in MATH 251.

PHYS212 5 Credits

## CLASSICAL PHYSICS II

Explores fluids, elasticity, waves and sound, thermodynamics, and electrostatics. Intended for students having a calculus background. Lab required. Prerequisites: PHYS 211 and MATH 251 and 252, or concurrent enrollment in MATH 252.

PHYS213 5 Credits

## CLASSICAL PHYSICS III

Explores electric and magnetic theory, electronics, light, and optics. Intended for students with a calculus background.. Lab required. Prerequisites: PHYS 212, and MATH 252, and MATH 253, or concurrent enrollment in MATH 253.

## POLITICAL SCIENCE

POSC201 3 Credits

## AMERICAN GOVERNMENT

Introduces the principles of the American constitutional system, and examines civil liberties, minority rights, and issues of social equality.

POSC202 3 Credits

## AMERICAN GOVERNMENT

Examines issues of public opinion, interest groups, and their impact upon government systems; political party structures; campaigning and elections; the influence of media; and state and local governments.

POSC203 3 Credits

## AMERICAN GOVERNMENT

Examines the three branches of government plus governmental bureaucracies. Analyzes major policy areas of national government.

## PSYCHOLOGY

PSYC101 3 Credits

## PSYCHOLOGY OF HUMAN RELATIONS

Emphasizes the theory and practice of human relations in the work setting, including self-management skills, role as employee, and effective participation in work groups. Stresses self awareness, awareness of others, managing stress and emotions, building healthy relationships, interpersonal communications, intercultural sensitivity, conflict resolution, and professional behavior.

PSYC201 3 Credits

## GENERAL PSYCHOLOGY

Introduces psychology, discussing biological processes and principles and theories of human behavior. Surveys experimental design, including elementary statistics, tests and measurements. Examines biological, and developmental aspects, including consciousness, senses, and perceptual processes.

PSYC202 3 Credits

## GENERAL PSYCHOLOGY

Stresses memory, thinking, and developmental stages. Discusses theories of intelligence and learning. Surveys psychological processes of language and thought, motivation, emotion, and primary theories of human growth and development. Prerequisite: PSYC 201, or BIOL 101.

# COURSE DESCRIPTIONS

## R 201 to SFS 169

PSYC203 3 Credits  
GENERAL PSYCHOLOGY  
Stresses abnormal psychology and social psychology. Discusses theories of personality adjustment, abnormal psychology, psychological intervention, stress, conflict, and social psychology. Prerequisite: PSYC 201, or BIOL 101.

PSYC235 3 Credits  
INTRO TO HUMAN DEVELOPMENT I  
Discusses theoretical perspectives, and physiological, social, and psychological forces that impact the stages of human development from conception through late childhood. Prerequisite: PSYC 201, or BIOL 101.

PSYC236 3 Credits  
INTRO TO HUMAN DEVELOPMENT II  
Discusses theoretical perspectives, and physiological, social, and psychological forces that impact the stages of human development from adolescence through late adulthood. Discusses special topics pertaining to those stages in life. Prerequisite: PSYC 201, or BIOL 101.

PSYC237 4 Credits  
SEASONS OF LIFE  
Focuses on the concept that development is a lifelong process, beginning at conception and continuing into late adulthood. Considers human development as influenced by three "clocks": the biological clock, the social clock, and the psychological clock. Prerequisite: PSYC 201, or BIOL 101.

### RELIGION

R201 3 Credits  
EASTERN RELIGIONS  
This course uses critical reading, thinking, writing, and discussion to examine the history, evolution, ideology, philosophy, sacred practices, and rituals of the dominant and lesser known religions in the Eastern tradition, including Hinduism, Buddhism, Taoism, Shinto, and Jainism.. Prerequisite: Pass WR 115 with a "C-" or better, or suitable placement score.

R202 3 Credits  
WESTERN RELIGIONS  
This course uses critical reading, thinking, writing, and discussion to examine the history, evolution, ideology, philosophy, sacred practices, and rituals of the dominant and lesser known religions in the Western tradition, including Judaism, Christianity, Islam, and Zoroastrianism. Prerequisites: Pass WR 115 with a "C-" or higher, or a suitable placement score.

R203 3 Credits  
AMERICAN RELIGIONS  
This course uses critical reading, thinking, writing, and discussion to examine the history, evolution, ideology, philosophy, sacred practices, and rituals of the dominant and lesser known religions in the American tradition, including Mayan religion, Native American religions, Puritanism, LDS, Scientology, and others. Prerequisites: Pass WR 115 with a "C-" or higher, or a suitable placement score.

### READING

READ011 3 Credits  
READING IMPROVEMENT  
Includes vocabulary development and comprehension skills basic to effective reading and necessary for the pursuit of a college education. Prerequisite: Suitable placement score.

READ012 3 Credits  
DEVELOPMENTAL READING  
Emphasizes study strategies and thinking skills for the purpose of increasing comprehension and retention of college textbooks. Explores library resources. Emphasizes vocabulary building. Includes reading assignments requiring written responses and reflections. Prerequisite: Pass READ 11 or suitable placement score.

READ091 1 Credits  
INDEPENDENT READING SKILLS  
Students will use the online reading program Reading Plus to build reading skills at their individual pace. This program will individually assess student reading skills, identify skill deficiencies, create an individualized program of skill practice to address those deficiencies, and monitor student performance in specific skill areas as they progress through the program. Students will need to complete 45 lessons for this course.

READ092 2 Credits  
INDEPENDENT READING SKILLS  
Students will use the online reading program Reading Plus to build skills at their individual pace. This program will individually assess student reading skills, identify skill deficiencies, create an individualized program of skill practice to address those deficiencies, and monitor student performance in specific skill areas as they progress through the program. Students will need to complete 90 lessons.

### STRUCTURAL FIRE SCIENCE

SFS101 (P/T) 4 Credits  
PRINCIPLES OF EMERGENCY SERVICES  
History and philosophy of services. Includes responsibility in the community, roles and responsibilities of paramedics and firefighters, an overview of the ICS system, and the organization and function of emergency services agencies and allied organizations education and certification. Awareness and identification of hazardous materials, emergency services apparatus fire behavior, detection and protection system and survey of professional career opportunities and requirements and resume development. Upon completion of courses, student is eligible for FESHE/FEMA/NFA certificate.

SFS110 (P/T) 3 Credits  
FIRE BEHAVIOR & COMBUSTION  
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. Upon completion of courses, student is eligible for FESHE/FEMA/NFA certificate

SFS151 (P/T) 3 Credits  
FIRE INCIDENT RELATED EXPERIENCE I  
Fire incident related standards that fulfill the requirements of OSHA and the Department of Public Safety Standards and Training for Entry-Level Firefighter.

SFS152 (P/T) 3 Credits  
FIRE INCIDENT RELATED EXPERIENCE II  
Large-diameter hose uses, attack hose procedures, ICS and passport information, firefighter responsibilities, and ISI SCBA procedures. Includes SCBA use under extreme working loads, refilling SCBA bottles, use of cascade systems, live-fire attack practices, salvage operations, overhaul practices, fire cause investigation, the firefighter's responsibility, district familiarization, map book use, radio procedures, driving laws and practices, power tool operation and maintenance, ventilation principles, and vertical ventilation. Includes a practicum for Driver certification and driving portions of Pumper Operator. Prerequisite: SFS 151

SFS153 (P/T) 3 Credits

**FIRE INCIDENT RELATED EXP III**

Practicum to function safely and effectively as an integral member of a firefighting team and successfully pass testing for IFSAC Firefighter I. Includes a practicum for "Driver" and "Pumper Operator" certification. Students completing the course will take written and task performance tests for "Driver" certification. Prerequisites: SFS 151 and SFS 152.

SFS158 (P/T) 3 Credits

**FIRE PUMPS AND WATER SUPPLY**

Theory of pump operation and scope of water supply. Types and features of various pumps, practical operation of fire pumps and accessories. Includes drafting, preplanning of hydrant and tanker operations, hydraulic calculations, water supply requirements source options, and delivery systems. This course is designed to meet the competencies as set forth by DPSST for Firefighter II and Pumper Operator. Prerequisites: SFS 151 and 152 and MATH070, or instructor permission.

SFS166 (P/T) 1 Credits

**FIREFIGHTERS LAW**

Covers the legal responsibilities and rights of firefighters in driving, inspection, emergency operations, communication and fire prevention. Includes firefighter's rights as a civil service employee.

SFS169 (P/T) 3 Credits

**FIRE DEPARTMENT LEADERSHIP**

Role of fire service leaders in managing the daily operations of a fire company. Covers leadership concepts such as types of supervisors, including attitude, cooperation, individual differences, motivation, and communications as part of the management cycle.

SFS171 (P/T) 3 Credits

**FIRE PROTECTION SYSTEMS**

Types, uses, and care of portable fire extinguishers. Includes sprinklers and special extinguishing systems, standpipe systems, systems designed to detect and report fires, and fire pumps. Upon completion of courses, student is eligible for FESHE/FEMA/NFA certificate.

SFS172 (P/T) 3 Credits

**INTERNATIONAL FIRE CODES**

Interprets the International Building Code, International Fire Code, State Fire Marshal Fire Safety Regulations and related Oregon & Idaho revised statutes, N.F.P.A., and other codes relating to fire prevention and life safety.

SFS210 (P/T) 3 Credits

**PRINCIPLES OF FIRE & EMERGENCY**

This course introduces the basic principles and history related to the National Firefighter Life Safety Initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Upon completion of courses, student is eligible for FESHE/FEMA/NFA certificate.

SFS217 (P/T) 1 Credits

**FIRE DEPARTMENT BUDGETS**

Outlines the budgeting process as required by Oregon and Idaho laws to include types of budgets, the process of preparing a budget, and classifying expenditures.

SFS256 (P/T) 4 Credits

**FIRE SERVICE RESCUE PRACTICES**

Technical information on various fire department rescue situations. Covers tools and equipment, ropes and knots, trench rescue, shoring, warehouse searches, outdoor searches, rescue in situations involving elevation differences, package patients, water and ice rescues, and vehicle extrication. Prerequisite: SFS 151 and SFS 152 or instructor approval.

SFS259 (P/T) 3 Credits

**MAJOR EMERGENCY STRATEGY & TACTICS**

Major emergencies and principles relating to incident priorities, resource management, and tactical operations to make judgements about strategic management. Prerequisites: SFS 151, SFS 152 and SFS 153.

SFS260 (P/T) 3 Credits

**FIRE PREVENTION**

History and philosophy of fire protection through review of life and property loss statistics, case studies of fire protection agencies, current and future fire protection problems, and fire prevention laws and regulations. Develops an awareness of, and positive attitude toward fire prevention as a method of accomplishing the fire department mission. Upon completion of courses, student is eligible for FESHE/FEMA/NFA certificate.

SFS261 (P/T) 3 Credits

**FIRE INCIDENT RELATED EXP IV**

Introduces additional skills and provides a practicum to function safely and effectively as an integral member of a firefighting team and successfully pass testing for NFPA. Prerequisite: SFS 153

SFS262 (P/T) 3 Credits

**FIRE INCIDENT RELATED EXP V**

Introduce new skills and provides a practicum for NFPA Firefighter II, Driver, and Pumper Operator certifications. Assists with entering the job market and in becoming more successful in competitive fire service entry processes. Prerequisite: SFS 261

SFS263 (P/T) 3 Credits

**FIRE INCIDENT RELATED EXP VI**

Includes skills and provides a practicum for NFPA Firefighter II, Driver, and Pumper Operation certifications. Prepares students for entering the job market and assists them in becoming more successful in competitive fire service entry processes. Introduces contemporary issues regarding the furnishing of emergency services. Students completing the course will take written and task performance tests for NFPA Firefighter II. Prerequisite: SFS 262

SFS266 (P/T) 3 Credits

**BUILDING CONSTRUCTION FOR FIRE PREV**

Fire problems inherent in structural elements of buildings. Includes inspection of various building types as a basis for applying effective extinguishment practices with adequate safeguards for personnel. Upon completion of courses, student is eligible for FESHE/FEMA/NFA certificate.

SFS284 (P/T) 3 Credits

**PUBLIC INFO FOR THE FIRE SERVICE**

Provides students with the ability to identify public and proprietary information to form media releases and develop and maintain positive relations with media representatives. Prerequisite: WR 121

## SOCIOLOGY

SOC204 3 Credits

**GENERAL SOCIOLOGY**

Presents basic theories, concepts, and processes involved in scientific study of society, including culture, socialization, social structure, social interaction, and formal organizations.

SOC205 3 Credits

**GENERAL SOCIOLOGY**

Examines deviance. Studies social stratification, issues of social class, gender, racial and ethnic groups, the elderly, and collective behavior.

# COURSE DESCRIPTIONS

## R 201 to SFS 169

SOC206 3 Credits  
GENERAL SOCIOLOGY  
Applies sociological analysis of social change and trends in the family, religion, education, economics, politics, and medicine.

SOC210 3 Credits  
MARRIAGE/FAMILY/INTIMATE RELATIONS  
Presents sociological analyses of topics which may include romantic love, sexual patterns, courtship and dating, intimate relationships, divorce, widowhood, remarriages, family systems in other cultures, family systems in America, current changes, and prospects for the future. Guides students into ways of coping better in their own relationships.

### SOCIAL WORK

SOWK111 3 Credits  
INTRO TO SOCIAL WORK  
Introduces the profession of social work, surveying the professional knowledge, skills, values, and ethics applicable for generalist social work practices. Reviews the historical, philosophical, educational, and social dimensions of the profession. Considers various fields of social work practice and their unique attributes, including income levels of each. Places special emphasis on rural areas. Recommended Co-requisite: SOWK 280.

SOWK220 3 Credits  
SOCIAL WELFARE SYSTEM & POLICY  
Addresses the historical impact and current delivery of social services to people of poverty, people of color, elderly, women, homosexuals, and persons with mental and or physical disabilities, recognizing the fundamental duty of the social work profession to promote social equity and justice. Traces the historical evolution of the American social service delivery system, and examines development of policies as they relate to societal values. Prerequisite: SOWK 111 or instructor approval.

### SPEECH

SP111 3 Credits  
FUNDAMENTALS OF SPEECH  
Instructs students to prepare and deliver a series of speech projects, including at least one video-taped speech. Provides critiques by the speaker, class members, and instructor. Prerequisites: Pass WR 95 with a C- or better, or suitable placement score.

SP112 3 Credits  
PERSUASIVE SPEECH  
Provides students an understanding of the persuasive communication process in order to make more persuasive presentations and better understand persuasive mechanisms in the issues they encounter. Prerequisites: Pass WR 95 with a C- or better, or suitable placement score.

SP219 3 Credits  
SMALL GROUP DISCUSSION  
Stresses skill building and theory in decision making, goal setting, presentation planning, and knowledge of group process. Assists students in using effective small group techniques in a variety of settings. Prerequisites: Pass WR95 with a C- or better, or suitable placement score.

### SPANISH

SPAN101 4 Credits  
1ST YEAR SPANISH I  
Introduces the language and culture of Spanish speaking countries. Develops all four language components: speaking, listening, reading and writing. Emphasis on communicative proficiency.

SPAN102 4 Credits  
1ST YEAR SPANISH II  
Introduces the language and culture of Spanish speaking countries. Develops all four language components: speaking, listening, reading and writing. Emphasis on communicative proficiency. Prerequisite: SPAN 101 or Instructor permission.

SPAN103 4 Credits  
1ST YEAR SPANISH III  
Introduces the language and culture of Spanish speaking countries. Develops all four language components: speaking, listening, reading and writing. Emphasis on communicative proficiency. Prerequisite: SPAN 102 or Instructor permission.

SPAN201 4 Credits  
2ND YEAR SPANISH I  
Continues the review and expansion of vocabulary, grammar, conversation and composition. Introduction to cultural and literacy readings. Prerequisite: two years high school spanish, SPAN 103 or Instructor permission.

SPAN202 4 Credits  
2ND YEAR SPANISH II  
Continues the review and expansion of vocabulary, grammar, conversation and composition. Introduction to cultural and literacy readings. Prerequisite: SPAN 201.

SPAN203 4 Credits  
2ND YEAR SPANISH III  
Continues the review and expansion of vocabulary, grammar, conversation and composition. Introduction to cultural and literacy readings. Prerequisite: SPAN 202.

### THEATRE

TA227 3 Credits  
STAGE MAKEUP  
Teaches techniques for make up procedures to create different effects and looks on performers.

### VITICULTURE

VMW101 (P/T) 3 Credits  
GENERAL VITICULTURE  
Introduces grape growing, both wine and table grapes. Covers botany, fruiting, rootstock cultivars; anatomy and physiology; history and distribution of grapes; vine classification; and world growing areas. Also covers climate, latitude, soils and common diseases and pests.

VMW102 (P/T) 3 Credits  
WINE INDUSTRY EXPLORATION  
Examines various segments of the wine industry and how they function as a whole. Reviews legal entities for doing business. Explores different business models in the Oregon and Idaho wine industry.

VMW110 (P/T) 4 Credits  
FALL VINEYARD PRACTICES  
Surveys fall vineyard management practices which include harvest, harvest contracts, and ripening parameters. Compares different ripening characteristics for a variety of clones and rootstocks. Covers fall canopy management, disease problems, and weather effects on ripening. Co-requisite: VMW 101

VMW111 (P/T) 4 Credits  
**WINTER VINEYARD PRACTICES**  
 Surveys winter vineyard management practices. Covers training, pruning, propagation, bench grafting, and simple trellis designs. Prerequisite: VMW 101

VMW112 (P/T) 4 Credits  
**SPRING VINEYARD PRACTICES**  
 Surveys spring vineyard management practices. Focuses on preparing a vineyard site for planting, spring canopy management, and other site issues such as irrigation. Covers practical pest and disease control methods. Prerequisite: VMW 101 or instructor permission

VMW113 (P/T) 4 Credits  
**SUMMER VINEYARD PRACTICES**  
 Surveys summer vineyard management practices. Covers vineyard management after planting until harvest. Covers training of young vines, disease and weed identification and control, canopy and vineyard floor management, and nutritional applications. Prerequisite: VMW 101 or instructor permission.

VMW115 (P/T) 3 Credits  
**RECORD KEEPING/TTB COMPLIANCE**  
 Covers the basics of label compliance, tax calculation, record keeping, chemicals used, and taste room compliance. Examines different software programs to do this task.

VMW122 (P/T) 3 Credits  
**INTRO TO WINE MAKING**  
 Surveys the history of wine, wine grape varieties, and world wine regions. Covers the annual cycle of vine growth and berry ripening; wine grape processing practices; and fermentation of wines. Examines winemaking practices used for white, red, sparkling, and dessert wines. Introduces the application of sensory science to wine quality evaluation. Reviews wine and health issues.

VMW170 (P/T) 3 Credits  
**INTRO TO WINE MARKETING**  
 Explores wine marketing in Pacific Northwest as well as worldwide. Introduces concepts and topics useful to winery and vineyard owners, marketing personnel, retail and wholesale marketers, and wine buyers.

### WELDING

WELD102 (P/T) 4 Credits  
**PIPE WELDING**  
 Provides basic skill development in pipe welding, including fitting and preparing the pipe joint for welding, welding pipe in different positions, repairing pipe that has been welded if there is a defect in the weld process, reading x-ray, setting up and welding pipe for certifications in the 6G position. Prerequisite: WELD 103, or instructor approval.

WELD103 (P/T) 4 Credits  
**ELECTRIC ARC WELDING**  
 Covers basic metallurgy; the importance of stringer beads, and other fundamentals of mild steel all position stick electrode welding. Includes welding operations in flat, horizontal, vertical and overhead positions. Uses a variety of types and thickness of metals.

WELD104 (P/T) 4 Credits  
**MIG/FCAW WELDING**  
 Provides basic skill development in MIG and Flux Core welding. Covers the use of equipment, variables, safety, data for welding metals, and welding

procedures. Includes establishing the arc and making weld beads, basic joints on weld steel: stainless and aluminum, and fundamentals of plasma arc cutting.

WELD150 (P/T) 4 Credits  
**BASIC WELDING I**  
 Develops basic operative skills in oxy-acetylene welding, brazing, cutting, and shielded metal arc welding. Covers safety consciousness in an industrial environment.

WELD160 (P/T) 4 Credits  
**BASIC WELDING II**  
 Presents the proper technique and manipulation of oxyacetylene welding and electric arc welding for hard facing, aluminum brazing, soldering, and brazing copper pipe.

WELD170 (P/T) 4 Credits  
**ADVANCED WELDING PROCESSES**  
 Covers the knowledge and skills necessary for set-up, adjustment, and operation of the welding processes for tungsten inert gas weld, and AMI Model 207 microprocessor for fusion welding of tube and pipe.

WELD190 (P/T) 4 Credits  
**TEST PROCEDURES**  
 Explores what occurs in metal when welded, how metal is affected by welding, how to use these effects to the best advantage, how to recognize characteristics of major alloying elements, and how to use basic destructive and non-destructive weld testing methods. Results in welding certification upon successful completion of certification tests. Prerequisites: WELD 103 or 104, or instructor approval.

WELD296 (P/T) 4 Credits  
**WELDING FABRICATIONS PRACTICES**  
 Provides knowledge and related skills of welding fabrication practices. Introduces procedures used in designing basic welded structures, calculating strength of materials, efficient fabrication procedures, and estimating fabrication costs.

### WRITING

WR080 4 Credits  
**ESSENTIAL BASICS OF COLLEGE WRITING**  
 This course teaches sentence syntax and basic writing skills needed for the pursuit of a college education. The parts of speech, subject/verb agreement, and basic sentence patterns will be reviewed. Students will learn the four sentence types as well as rules for punctuation, capitalization and spelling. Also, students will learn and use the writing process. Prerequisite: Appropriate college placement score

WR089 4 Credits  
**BASIC WRITING ENGLISH LANGUAGE LE**  
 This course teaches sentence syntax and basic writing skills needed for the pursuit of a college education. The parts of speech, subject/verb agreement, and basic sentence patterns will be reviewed. Students will learn the four sentence types as well as rules for punctuation, capitalization and spelling. Also, students will learn and use the writing process. Prerequisite: Appropriate college placement score and minimum CASAS reading and FWA writing scores

WR090 3 Credits  
**FUNDAMENTALS OF COMPOSITION**  
 Develops basic writing skills such as sentence structure, grammar, and punctuation used in paragraph structure. Prerequisite: Pass WR 40 or suitable placement score.

# COURSE DESCRIPTIONS

## R 201 to SFS 169

WR095 3 Credits

### ENGLISH COMPOSITION

Emphasizes basic grammar, punctuation, sentence structure, and paragraph development necessary for effective college-level writing. Prerequisites: Pass WR 90 with a "C-" or better, or suitable placement score.

WR101 (P/T) 3 Credits

### WORKPLACE COMMUNICATIONS I

Assists students to develop effective communication skills in the work place by preparing and presenting documents such as resumes, letters, memos, short reports, instructions, and proposals. Designed for students in professional technical programs. Not designed to transfer. Prerequisite: Pass WR 095 with a "C-" or better, or suitable placement score.

WR115 3 Credits

### INTRO TO COLLEGE WRITING

Develops the students' critical thinking skills and emphasizes basic competence in grammar, mechanics, sentence structure, with particular attention to unified writing, and coherent essays. Prerequisites: Pass WR 95 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

WR121 3 Credits

### ENGLISH COMPOSITION

Teaches students to write focused, logically organized, and well-transitioned academic essays on a variety of topics, including literature. Emphasizes critical thinking, reading, and writing with close attention to development strategies, identification of purpose, and revision. Reviews grammar, punctuation, and style. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

WR122 3 Credits

### ENGLISH COMPOSITION

Continues the goals of WR 121 and examines the logical means of developing ideas in argumentative essays. Emphasizes the identification, analysis, and evaluation of argumentative elements, audience, and style. Selecting, evaluating, and documenting sources will also be stressed. Prerequisites: Pass WR 121 with a "C-" or better.

WR123 3 Credits

### ENGLISH COMPOSITION

Assists students in using successful steps for the research process, including formulating research proposals, using effective search strategies, analyzing and evaluating sources, and demonstrating mastery of documentation. Emphasis is on writing a lengthy research paper which will support an argumentative thesis using appropriate rhetorical strategies, applicable evidence, and effective language. Prerequisites: Pass WR 122 with a "C-" or better.

WR227 3 Credits

### TECHNICAL REPORT WRITING

Applies principles of composition in writing technical and business reports. Covers information gathering, organization techniques, and graphic presentation. Includes oral and written presentation techniques, and emphasizes the use of technology. Prerequisites: Pass WR 122 with a "C-" or better.

WR241 3 Credits

### INTRO TO IMAGINATIVE WRITING

Explores reading and writing some of the major varieties of imaginative, or "creative", writing. Focus: reading and writing short fiction. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

WR242 3 Credits

### INTRO TO IMAGINATIVE WRITING

Explores the reading and writing of three of the major varieties of imaginative, or "creative", writing. Focus: reading and writing creative nonfiction. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

WR243 3 Credits

### INTRO TO IMAGINATIVE WRITING

Explores the reading and writing of three of the major varieties of imaginative, or "creative", writing. Focus: reading and writing poetry. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score and pass READ 12, or suitable placement score.

# Faculty and Staff





# FACULTY AND STAFF

## A to H

### BOARD OF DIRECTORS

<b>Cheryl Cruson</b>	Chairperson
<b>John Forsyth</b>	Director
<b>Ryan Gentry</b>	Director
<b>Peter Lawson</b>	Director
<b>Darlene McConnell</b>	Director
<b>Jed Meyers</b>	Director
<b>Mark Wettstein</b>	Director

### ADMINISTRATION

**Dana Young - President**  
B.S., Eastern Oregon University; MA, Portland State University

**Randy R. Griffin - Dean of Administrative Services**  
A.S., Treasure Valley Community College; B.S., Eastern Oregon University

**Paul Kraft - Dean of Student Services**  
B.S., Northern State University; M.S., Northern State University; Ed.D, Montana State University

**John Michaelson - Dean of Instruction, Interim**  
B.S., Eastern New Mexico University; MA, New Mexico State University; Ed.D, New Mexico State University

**Eddie Alves - Interim Associate Dean of Career and Technical Education;**  
B.S. Arizona State University; M.A. Ed/AEDL, University of Phoenix

**Kathleen Robinson - Associate Dean/Caldwell Center Director; B.S., Utah State University, M.S., Utah State University, PhD., University of Wyoming**

### FACULTY AND STAFF

**Janell Abston** - Physical Plant Custodial Operations Coordinator

**Pamela Adams** - SRCI ABSD Instructor; B.A., Genesco; M.Ed., University of Idaho

**Jennifer Ainsworth** - CBWCL Secretary / AHA Program Coordinator

**Jessica Alaniz** - HEP Secretary

**Edward Alves** - Interim Associate Dean of Career and Technical Education SRCI Director of Correctional Education; B.S., Arizona State University; M.A., University of Phoenix

**Rhonda Aman** - Caldwell Center Student Services Center Representative

**Dawnita Anderson** - Accounting Clerk All Accounts

**Marsha Armstrong** - Nursing Instructor; A.S., Southern Oregon University, M.N., Oregon Health Sciences University

**Ed Aronson** - Director of Athletics; B.S., Boise State University

**Bernie Babcock** - Director of Physical Plant/Campus Security; A.A., Treasure Valley Community College; B.S., Eastern Oregon University

**Lauri Babcock** - SRCI Education Diagnostician; A.A., Treasure Valley Community College; B.S., Eastern Oregon University; M.A., Liberty University

**Daisy Balluff** - Student Services Center Representative

**Kent Banner** - Business Instructor; B.A., Brigham Young University; M.B.A., Portland State University

**Theresa Basford** - Grant Coordinator; A.A.S., A.A., Treasure Valley Community College; B.S., Eastern Oregon University; M.S., Capella University

**Rick Baumann** - Athletics instructor; B.S., Idaho State University; M.S., Boise State University

**Candace Bell** - Caldwell Bookstore Clerk

**Darin Bell** - Accounting Assistant; B.S., Brigham Young University - Hawaii; M.B.A., Eastern Oregon University

**Kathy Bell** - Physical Education Instructor; B.S., Eastern Montana College; M.S., United States Sports Academy

**Suzanne Bergam** - Financial Aid Advisor

**Suzanne Bolyard** - Adult Basic Education Instructor; M.E., Eastern Oregon University

**Greg Borman** - Caldwell Center Mathematics Instructor; B.S., California State University Chico; M.S., University of Idaho

**Terry Bowers** - IT LMS Administrator; B.S., DeVry University

**Derek Brabb** - IT Helpdesk

**Jessica Breidinger** - Student Intervention and Disabilities Services Coordinator; B.S., Eastern Oregon University; M.A., Amridge University

**Patti Briscoe** - ABE Instructor Aide/HEP Recruiter

**Kaitlin Brookshire** - Caldwell Center Student Services Representative; B.A., William University

**Stacey Burzota** - Deans' Secretary

**Carol Buttice** - Academic Advisor; A.A., Treasure Valley Community College; B.S., Eastern Oregon University

**Susan Cahill** - Program Manager, Lakeview; A.S., Southern Oregon University

**Kevin Campbell** - Welding Instructor; A.S., Antelope Valley College

**Debra Cant** - Adult Basic Education Instructor; A.A., Oregon Institute of Technology; B.S., Oregon State University; M.E., University of Idaho

**Scott Carpenter** - Information Technical Director; A.S., Grossmont College; B.S., American Sentinel

**Brian Chojnacky** - Caldwell Center Advisor; B.A., Boise State University, M.A., Adams State University

**Greg Contreras** - Caldwell Center Advisor; B.S. Oregon State University, M.A., Oregon State University

**Justin Core** - Director of Student Programs; A.A.S., Pierce College; B.S., Eastern Washington University, M.A., George Fox University

**Virginia Crow** - Library Technician

**Mona Curtis** - ESL Coordinator; M.A., University of Idaho

**Angela Dahlin** - English Instructor; M.A., Oregon State University

**Linda Dart** - Caldwell Center Office Assistant

**Joyce Davis** - Early Childhood Education Instructor; B.A., Florida Atlantic University; M.E., University of Miami

**Diahann Derrick** - Financial Aid Associate Director; B.A., Boise State University

**Teresa Dunkin** - Warner Creek Facility Instructor/Coordinator; B.S., Southwestern College

**Scott Evanson** - Athletic Trainer; M.A., Gonzaga University

**Lori Eyler** - Director of Advising; B.A., University of Oregon; M.S., Northwest Nazarene University

**Cynthia Feibert** - Science Instructor; B.S., University of California Berkeley; M.A., University of California Santa Cruz

**Roger Findley** - Agriculture Instructor; B.S., M.S., Oregon State University

**Ted Fink** - Art Instructor; B.A., Brooks Institute; M.S., San Jose State University

**Carol Fitzgerald** - SRCI ABSD Instructor; B.A., Boise State University

**Dion Flaming** - HEP Coordinator; B.A., Northwest Nazarene University, M.A., University of Idaho

**Jay Flinders** - Housing Custodian

**Michelle Flock** - Library Technician; B.A., George Fox University, M.A., Central Washington University

**Martin Fujishin** - Viticulture Instructor; B.A., College of Idaho

**Dora Galan** - Adult Education Secretary

**Dennis Gill** - English Instructor; A.A., Treasure Valley Community College; B.S., Western Oregon University; M.E., Eastern Oregon University

**Jonathan Gillen** - Comptroller; B.S., Southern Oregon University; M.B.A. Northwest Nazarene University

**Gerry Hampshire** - Social Science Instructor; A.A., Palomar Community College; B.S., J.D., Western State University of Law; M.A., Boise State University

**Terri Hansen** - Caldwell Center Office Assistant

**Merrie Harris** - SRCI Program Coordinator

**Karen Hendrickson** - Burns Center Program Manager; A.A., Highline Community College; B.A., Western Washington University; M.A., University of California

**Sue Hewett** - Registrar Clerk

**Jared Higby** - Career Facilitator; B.S. Colorado State University, M.S. Colorado State University

**Wally Ann Holcomb** - Financial Aid Secretary; A.A.S., Treasure Valley Community College  
**Claire Holderman** - Spanish/Developmental Writing Instructor; B.A., Oregon State University, M.A., University of Southern Mississippi  
**Terry Howard** - IT Helpdesk  
**Christina Ingalls** - Theatre Technician  
**Rocky Ingalls** - IT Database Administrator  
**Robert (Robin) Jackson** - Art Instructor; B.S., University of Oregon; M.A., University of Puget Sound  
**Garth Johnson** - SRCI ABSD Instructor; B.A., M.A., Brigham Young University  
**Sandra Kellogg** - Director of Nursing; A.D.N, B.S.N., Boise State University; M.S., University of Phoenix  
**Nichol (Nikkie) King** - Nursing Instructor; M.N., Grand Canyon University  
**Fran Knight** - Caldwell Center Lead Advisor; B.A. Heritage University, M.E., Heritage  
**Debbie Kriegh** - Assistant Registrar  
**Everett Kyniston** - SRCI Building Construction Instructor  
**Arwyn Larson** - Science Instructor; B.S., M.S., Oregon State University  
**Stephanie Laubacher** - Performing Arts Secretary; A.A., Treasure Valley Community College  
**Abby Lee** - Director of Public Information; M.S., Boise State University  
**Mary Lee** - Adult Learning Center Instructor Aide/Accountability Specialist  
**Merie Linegar** - Career Pathways Specialist  
**Dwight Lockett** - Math Lab Supervisor; B.S., College of Idaho  
**Julie Lynch** - SRCI Corrections Education Coordinator  
**Teresa Mable** - SRCI WBE Secretary; A.A., Treasure Valley Community College  
**Kathy MacLean** - SRCI Special Education Instructor; B.A., San Jose State University  
**Phillip Mahaffey** - English Instructor; B.A., Hardin-Simmons University; M.A., Texas Tech University; M.F.A., Eastern Washington University  
**Dustin Mason** - Computer Information Systems Instructor  
**Linda McDowell** - SRCI ABSD Instructor; B.A., Lewis-Clark State College  
**Travis McFetridge** - Residence Life Coordinator; B.S., George Fox University  
**Bonnie McGehee** - Administrative Assistant; A.S., Treasure Valley Community College  
**Ted Millard** - Physical Plant Grounds  
**Russell Moore** - Renewable Energy Instructor; B.S., University of Idaho, M.S., Washington State University  
**Sheena Moore** - Bookstore Clerk  
**Yolanda Morales** - HEP Adult Basic Education; M.A., Pacific Oaks College  
**Tiem Nguyen** - Physical Plant Maintenance  
**Marcus Nichols** - Natural Resources Instructor; M.S., Southern Illinois University Carbondale  
**Stephanie Oester** - Retention Team Leader; B.A., Oregon State  
**Nancy Olson** - Nursing Department Secretary  
**Brad Phillips** - SRCI Construction Technologies Shop Supervisor  
**Mikaela Pierce** - Para Ed Secretary  
**Sandra Porter** - Animal Sciences Instructor; B.S., University of Idaho, M.S., Colorado State University



**Michelle Potter** - Physical Plant Daily Operations Manager; A.A., Treasure Valley Community College; B.S., Eastern Oregon University  
**Keith Raab** - Financial Aid Director; B.A., Brigham Young University; M.B.A., Northwest Nazarene University  
**Annie Reeve** - Nursing Instructor; B.S., Loma Linda University  
**Rebecca Replogle** - Music Instructor; B.M., M.M., University of Mississippi  
**David Reynolds** - Mathematics Instructor; A.A., Lane Community College; B.A., University of Oregon; M.S., Washington State University  
**Richard Reynolds** - Science Professor; B.S., Pennsylvania State University; M.S., Michigan State University; Ph.D., University of Maryland  
**Patricia Rhodes** - Math Instructor; B.A., Humboldt State University; M.A., University of California  
**Kathleen Robinson** - Associate Dean/Caldwell Center Director; B.S., Utah State University, M.S., Utah State University, Ph.D., University of Wyoming  
**Kjetil Rom** - Bookstore Director; B.A., Boise State University  
**Sheryl Romans** - Program Manager CBWCL, A.S., Treasure Valley Community College; B.S., Eastern Oregon University  
**Gina Roper** - Administrative Assistant; A.A., Lassen Community College  
**Shawna Saito** - Copy Center Assistant  
**Faith Salinas** - Human Resources Secretary/Business Office Account Payable  
**Richard Sass** - Physical Plan Grounds  
**Mary Ann Scarlett** - Student Services Center Frontline Supervisor; A.A., Boise State Junior College  
**Lori Schlager** - Student Services Center Frontline  
**Jim Schmid** - SRCI ABSD Instructor; B.S., School for International Training  
**Ellen Sheffield** - SRCI ABSD Instructor; A.A., Treasure Valley Community College; B.S., Boise State University  
**Debbie Skousen** - Social Science Instructor; A.A., Treasure Valley Community College; B.A., M.E., College of Idaho  
**Shawn Smith** - Payroll & Benefits Coordinator; A.A., Treasure Valley Community College; B.A., Oregon State University  
**Tasha Sorensen** - Coordinator, Student Life; A.S. Treasure Valley Community College  
**Mendy Stanford** - Nursing Instructor; B.S., Montana State University, M.S., University of Phoenix  
**Nila Stephens** - IT Database Analyst; B.A. Judson University  
**Ken Strickland** - Supervising Electrician  
**Bill Strowd** - Science Instructor; B.S., M.S., University of Idaho  
**Marie Ott Strunk** - Science Professor; A.S., Merced Community College; B.A., Stanislaus State University; M.S., University of Nevada-Reno; Ph.D., University of Nevada-Reno  
**Adolpho Suarez** - Physical Plant/Operations; A.S., Treasure Valley Community College  
**Ina Syphers** - Business Instructor; B.S., Eastern Oregon State College; M.A., Boise State University  
**Andrea Testi** - Director of BizCenter and CBWCL; B.A., M.S., State University of New York  
**Travis Thrall** - IT Network Support Engineer; A.A., Lewis-Clark State College  
**Dorothy Tinkler** - GIS Instructor; B.S., University of Arizona, M.A., Boise State University, Ph.D, Texas Technical University  
**Clayton Tolman** - Physical Plant Grounds  
**Timothy (TJ) Toomey** - Welding Instructor; A.S., Treasure Valley Community College  
**Lacey Towers** - Student Life Assistant  
**Christina Trunnell** - Library Manager; B.A., Eastern Oregon University  
**Robert (Wes) Tucker** - Business Professor; B.S., M.B.A., Oregon State University; M.A., Ph.D., University of Idaho  
**MaryAnn Verigan** - Athletic Coordinator  
**Priscilla Valero** - Multicultural Student Services Coordinator; B.S., University of Oregon  
**Tammy Verbance** - Nursing Instructor  
**Mary Anne Verigan** - Athletics Secretary  
**Drake Wallick** - Mathematics Instructor; B.S., Metropolitan State College; M.A., University of Idaho

# FACULTY AND STAFF

## W to Z

**Rena Weber** - Mathematics Professor; B.S., M.S., Oregon State University; D.E., University of Oregon

**Tara Williamson** - Bookstore Clerk

**Darren Wilson** - Physical Plant Grounds

**Debbie Jo Wilson** - SBDC Secretary; A.A., Treasure Valley Community College

**Marc Wilson** - English Instructor; A.A., Treasure Valley Community College; B.S., Western Oregon University; M.A., Portland State University

**Martin Wilson** - SRCI Construction Technology Shop Assistant

**Kerby Winters** - Science Instructor; B.S., Idaho State University, M.S., Montana State University

**Cathy Yasuda** - Executive Director, Foundation; B.S., University of Oregon

**Jeremy Yraguen** - SRCI Test Administrator; B.S., Lewis-Clark State College

# STUDENTS RIGHTS AND RESPONSIBILITIES

## *Higher Education Access*

### STUDENTS RIGHTS, FREEDOMS, AND RESPONSIBILITIES

Treasure Valley Community College (TVCC) has adopted the following Administrative Regulations on "Students Rights, Freedoms and Responsibilities," (SRF&R) as a basic policy involving the following areas:

#### I. Freedom of Access to Higher Education

The policy of TVCC is that all persons, regardless of race, religion, physical/mental disability, age, national origin, color, gender, or sexual orientation have the opportunity for equal access to post-secondary education. It is also recognized that educational financial resources, facilities and programs are limited; and to the extent possible, all U.S. citizens who are qualified, according to current admission standards, will be admitted in accordance with the international student laws and regulations.

\*Students are protected from harassing behavior by any manager, supervisor, faculty, staff or student. Any student who believes they have been discriminated against or harassed by any college member should refer to the college's Affirmative Action Plan. The Affirmative Action Plan contains procedures for grievances and complaints to be dealt with so a redress can be reached.

#### II. The Classroom

Students shall have the right of free discussion, inquiry, and expression. Students shall be evaluated on academic and technical performance.

##### A. Protection of freedom of expression

Students are free to:

1. Take reasoned exception to the data, opinions or views offered in any course of study; and
2. Retain personal judgment about matters of opinion.

##### B. Protection against improper academic evaluation:

Students shall be protected against capricious or arbitrary academic evaluation.

##### C. Protection against improper disclosure:

Information about student views, beliefs, and political associations which teachers become aware of in the course of their work as instructors, advisors, or counselors is confidential.

#### III. Student Affairs: Out-of-Class Student Rights

##### A. Freedom of association:

Students shall be free to organize and join associations to promote their common interests.

1. Only members of the Associated Student Government of Treasure Valley Community College (ASGTVCC) shall vote to determine policies and actions of student organizations.
2. Each club must function as a service club, contributing some positive and worthwhile service to the college and the community.
3. Any group or club desiring to organize shall present to the Executive Council a constitution for consideration and approval. Such clubs must open their membership to all TVCC students as set forth in the ASGTVCC Constitution. All clubs and associations must have a faculty advisor, and the advisor must be present at all quorum meetings. The club advisors are nominated by the club members.

##### B. Freedom of inquiry and expression:

As constituents of TVCC, students shall be free to inquire research and express their ideas on any topic of interest to them or of general interest to the students at large.

##### C. Students participating in institutional government:

As constituents of TVCC, students shall be free to express their views on issues of institutional policy and on matters of general interest to the students. The student and/or their association are given the opportunity to provide input in the formulation and application of institutional policy.

##### D. Student publications:

1. In the delegation of editorial responsibility to students, the institution provides sufficient editorial freedom and financial autonomy for their student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Publications will adhere to the Oregon Code of Ethics for Journalism of the Oregon Newspaper Publishers Association.
2. All ASG/TVCC published and financed student publications shall explicitly state, on the editorial page, that the opinions therein expressed are not necessarily those of the college or student association.

#### IV. Student Records

##### A. Inspection of Records

Students 18 years and older have the right to inspect their educational records, They have the right for a hearing, should they choose to challenge the content of such records, to insure that the records are not inaccurate, misleading, or otherwise in violation of their privacy or other rights. The hearing provides an opportunity for the approval, correction, or deletion of possibly misleading or otherwise inappropriate data contained therein, and an opportunity to insert into such records a written explanation respecting the content of such records.

##### B. Timelines

A student's written request to inspect his/her records shall be complied with as early as possible from the date of request, but not later than five working days. The same time limit applies for a written request for a hearing to challenge the content of such records.

##### C. Release of Information

In compliance with the Family Education Rights and Privacy Act, it is the policy of TVCC not to release information (other than directory information) about enrolled students without written permission by the student to do so. However, the student's last known address and phone number will be made available to assist in the collection of any debts owed to this institution.

#### V. Off-Campus Rights of Students

##### A. Off-Campus Representation of the College:

Student organizations officially representing TVCC may not sponsor, join in sponsoring, hold, or attend off-campus events without securing prior permission. Permission must be secured from the appropriate faculty advisor and the Dean of Student Services or his/her representative. TVCC students may be held responsible to the college for their actions, and the implications of their actions, in their individual or group representation of the college, whether it be social, athletic, or academic.

# STUDENTS RIGHTS AND RESPONSIBILITIES

## Student Conduct

### VI. Student Conduct and Disciplinary Standard

Like other members of the college community, students are expected to conduct themselves in accordance with the standards of the college. These standards are designed to create and maintain an orderly environment and to fulfill the college's educational purposes.

#### A. Grounds for Student Conduct

Students enrolling in the college assume the responsibility to conduct themselves in a manner compatible with the colleges function as an educational institution. Although TVCC is dedicated to an open, free society, there are some actions, as determined by the Administration of the college, which are incompatible with an institution of higher education.

#### B. Grounds for disciplinary action include but are not limited to:

1. Dishonesty: including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents of identification.
3. Freedom from acts of lewdness, physical or verbal abuse, sexual harassment, or coercion; by fellow students, instructors, or other college staff or contracted service providers.
4. Obstruction or disruption of teaching, administration of the college, disciplinary procedures, or other college activities, including but not limited to, meetings of the TVCC Board of Education, community service functions, or other authorized activities on or off college premises.
5. Physical, (written or verbal) intimidation, harassment, hazing, stalking, or abuse of any person on college-owned or controlled property or at college sponsored or supervised functions; or conduct which threatens or interferes with or endangers the physical or mental health, security, or safety of any person, such as (but not limited to) fellow students, faculty members, employees or campus visitors.
6. Theft of, or damage to, property of the college or of a member of the college community or of a visitor to the campus.
7. Unauthorized entry or occupancy of college facilities; blocking access to, or egress from, such areas.
8. Unauthorized or improper use of college supplies, equipment, and funds.
9. Violation of college policies or of campus regulations including (but not limited to) campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
10. Use, possession, or distribution of illegal drugs or non-permitted alcohol on college property, or appearance on campus or at any College sponsored event while under the influence of illegal drugs or alcohol.
11. Disorderly conduct; lewd, indecent, hateful or obscene conduct or expression; breach of peace; aiding, abetting, or recruiting another to breach the peace on college-owned or controlled property or at college sponsored or supervised functions.

12. Failure to comply with directions of college staff or officials acting in the performance of their duties.

13. Possession or use of firearms, explosives, dangerous chemicals, substances, weapons or other instruments which can be, or are intended to be used, to inflict bodily harm to any individual or to cause physical damage to building(s), college-owned or controlled vehicles, equipment or property, or at college-sponsored or supervised functions.

#### Disciplinary Procedures

A student or staff member of TVCC may initiate disciplinary action against a student for violation of one or more of the grounds for disciplinary action listed under Student Conduct and Disciplinary Standard (Article VI, Section B). Allegations concerning student misconduct must be in writing and signed by the complaining party(s).

##### A. Initial Procedures

The Dean of Student Services shall receive, investigate and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Dean of Student Services to determine whether disciplinary action is required. Notice of the conference must be given to the student at least two working days prior to the scheduled appointment. The student may present an explanation, defense, and/or litigation of his/her conduct to the Dean of Student Services.

##### B. Statement of Findings

If, after this conference, the Dean of Student Services recommends disciplinary action, he/she shall notify the student of his/her findings and conclusions made as a result of his/her investigation, the sanctions he/she intends to recommend, and that the student may accept the discipline recommended or request a hearing before the Committee on Student Conduct.

##### C. Hearing Request

If the student desires a hearing, he/she shall, within five working days of the date of the Deans notice, file a written request in the Office of the Dean of Student Services together with a written response to the Dean's findings and conclusions. If a request is not filed within the time specified, the request for hearing shall be deemed waived and the decision of the Dean of Student Services shall stand.

##### D. The Committee on Student Conduct

The committee on Student Conduct shall be convened within ten working days after receipt of the student response for hearing is filed in the office of the Dean of Student Services.

1. The committee shall be established to conduct hearings when requested by a student regarding disciplinary actions recommended by the Dean of Student Services.
2. A committee shall be appointed annually at the start of the academic year. Vacancies that occur during the year shall be filled as they arise.
3. The Committee shall include:
  - a. Two students designated by the President of the Associate Student Government.
  - b. Two administrators of the college designated by the President, neither of whom can be the Dean of Student Services.
  - c. Two persons representing the faculty designated by the Faculty Association President.

# STUDENTS RIGHTS AND RESPONSIBILITIES

## *Hearing Procedure*

4. A quorum shall consist of five members, with at least one member representing each group.

5. All committee members shall have voting rights.

6. The committee shall select a chairperson and make additional rules for conducting hearings.

7. No member of the review committee who is otherwise interested in a particular case should sit in judgment during the proceeding.

### E. Hearing Procedure

1. The hearing shall be private unless the student requests a public hearing.

2. The evidence (pictorial, physical, written and oral) will be received.

3. The student will have the right to be assisted in his or her defense by a staff member of the student's choice.

4. The hearing shall proceed in the following order:  
a. Presentation of evidence and/or witnesses by the student and the Committee.  
b. The student's response to the charges.  
c. Closing arguments.  
d. Decision of the Committee.

5. The student and the Student Conduct Committee shall have the right to hear and question all witnesses who testify.

6. A written record of the proceedings before the Committee shall be kept.

7. Written and/or pictorial statements may be used in evidence, provided they are signed and disclosed to the other party in sufficient time for such party to question the witness prior to the hearing. If the other party fails to interrogate the witness within a reasonable time, or if a written reply is received and signed by the witness, the original statement bound together with the reply (if any) shall be admitted into evidence.

8. After hearing the evidence, the Committee will retire to executive session for deliberation. When a recommendation has been reached, the committee shall announce its decision in writing, stating its findings of facts, conclusions, and recommendations. The decision of the Committee shall be final, subject only to the student's right to appeal to the President.

9. The record of the hearing, findings and recommendations of the Committee on the Student Conduct, and the action taken by the College President shall be housed in the Dean of Student Services Office.

### F. Sanctions

The following are disciplinary measures that can be taken by the Dean of Student Services, the Committee on Student Conduct, and the President of the College.

1. **CENSURE:** A written statement and warning by the Dean of Student Services and the Supervisor of the department involved which may be placed in the student's file.

2. **RESTITUTION:** Reimbursement for theft, improper use of, or damage to college or personal property. Reimbursement may take the form of appropriate services to repair or otherwise compensate for the damages.

3. **DISCIPLINARY PROBATION:** Student is subject to immediate removal from the specified class(s) or activity(s) for any additional infractions of this regulation for a specified period of time.

4. **SUSPENSION:** Forbidden to attend classes and/or participate in activities for the remainder of a specified period of time.

5. **EXPULSION:** Termination of student, guest, and/or visitor status for a specified period of time. Violators are subject to prosecution for trespass.

### G. Summary Suspension

Summary suspension may be used to protect the school from the immediate possibility of disorder or threat to safety of students or staff. A suspended student is not to occupy any portion(s) of the campus, as specified in writing, and may be denied any or all college privileges including class attendance. Summary suspension shall be for the purpose of investigating the event or events in which the student(s) is allegedly involved. It may be continued pending final disposition of the case if it's determined that it's necessary for the peace and safety of the student or the welfare of the college.

1. The Dean of Student Services may summarily suspend a student or students where he/she deems it necessary for the safety and welfare of the college community. In the absence of the Dean of Student Services, the college President is empowered to suspend a student or students. In the absence of the President, the remaining college administrators are empowered jointly to summarily suspend students.

2. The reasons for the suspension and notification of further action that is expected of the student shall be mailed to his or her latest known address used for registration within twenty-four hours of the suspension, or to his/her parents, if the student is under eighteen years of age.

3. Within two working days of mailing such notification, the Dean of Student Services shall extend an invitation to the student, or parents if the student is under eighteen, giving the student an opportunity to present any explanations as to why the summary suspension should not be continued until a formal hearing can be held.

4. The office of the President, and the Dean of Student Services, shall be notified in writing on the next working day, in writing, of any suspensions by the College Administration.

# STUDENTS RIGHTS AND RESPONSIBILITIES

## Grievance Procedures

### VII. Student Complaint Procedures - Non-Instructional Related Issues

The procedures in this section are to be used for the processing and disposition of complaints by students against any college employee for issues that do not include academic grading or course conduct. In cases where students believe they have been harassed or discriminated against by any employee or student on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability, please refer to TVCC Board Policy JFCF/GBNA and follow the complaint procedure outlined in JFCF/GBNA-AR (see [www.tvcc.cc/about/board/policies.cfm](http://www.tvcc.cc/about/board/policies.cfm) for a complete list of Board Policies).

#### A. Informal

A student wishing to pursue an informal resolution to his or her grievance may first contact the student services office. That office will serve as a source of information and direction for grievant and shall advise students as to the most effective means of resolving their grievance. This service is optional. A student may instead, as a first step in the informal grievance procedure, contact the staff with whom he or she has a grievance and attempt to resolve the matter through direct discussion.

#### B. Formal

If direct discussion does not resolve the grievance to the student's satisfaction, the student shall take the matter to the staff's department director or immediate supervisor. The department director or supervisor shall serve as a mediator and will attempt to resolve the matter promptly and fairly.

If the efforts of the department director or immediate supervisor also fail to satisfy the grievant, the supervisor shall forward the complaint to the appropriate dean who shall, within 10 working days, decide how best to resolve the grievance. The dean shall issue a written opinion.

The student shall be notified of this decision and shall also be informed of his or her right to file a petition to have the grievance heard before the grievance review committee.

The informal grievance procedure shall be completed in 30 working days unless all parties agree to more time.

### VIII. Student Complaint Procedure Academic or Instructional Related Issues

The procedures in this section are to be used for the processing and disposition of complaints by students against faculty members in the course of academic grading or course conduct. In cases where students believe they have been harassed or discriminated against by any employee or student on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability, please refer to TVCC Board Policy JFCF/GBNA and follow the complaint procedure outlined in JFCF/GBNA-AR (see [www.tvcc.cc/about/board/policies.cfm](http://www.tvcc.cc/about/board/policies.cfm) for a complete list of Board Policies).

#### A. Purpose:

The purpose of the Student Complaint Procedure is to provide an expedient and orderly method for resolving student complaints that may arise. The Student Complaint Process provides both an informal and a formal process to facilitate, investigate, and resolve a concern made about a faculty member by a student. The informal process shall precede the formal process. A determined effort shall be made to settle such differences at the lowest possible level in the complaint procedure. All parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. The informal process, through cooperative and collaborative meetings with the parties involved, shall seek to

facilitate the resolution of the issue(s) in an equitable manner that is acceptable and amenable to all parties. The Association President or any other faculty member, if requested, may assist in the informal process. If the informal process fails to resolve the issue, the student has the option of moving the complaint to the formal process.

#### B. Definitions for this Article:

1. Complainant: The "complainant" shall be the student bringing the complaint against a faculty member. If the student is underage, he or she is entitled to have a representative present at any meeting, but the student must verbalize the basis of the complaint.

2. Standing: Only students have standing to file complaints against faculty members. A student who has suffered harm as a result of an arbitrary or capricious act, grade, omission, incident or other alleged violation shall be deemed to have standing. The student must show that the alleged act by the faculty was a result of capriciousness or arbitrariness on the part of the faculty member.

3. Parties: The term "parties" refers to the complainant, the faculty member or the College or any administrator, or any other person involved and bound by the complaint procedures expressed herein.

4. Witness: Either party may have a peer witness present at any meeting during the complaint process.

5. Complaint Time Limits: Timelines shall be strictly construed. A failure to meet a required time limit by a student shall result in the complaint being terminated. Extension of timelines (for valid reasons such as availability of parties involved, further investigation, etc.) as specified in this Article shall be by mutual agreement between the College, the Association, and the complainant. All agreements shall be reduced to writing, must specify a deadline date for the resumption of the complaint procedure, and be signed by the College, two officers of the Association, the complainant, and any and all other parties to the complaint.

6. Working Days: "Working days," or "work days" as used herein, shall be defined as scheduled working days of the grievant. The end of a working day shall be deemed 5:00 P.M.

7. Writing Requirement: The requirement that a communication or agreement shall be "in writing" is satisfied when the writing is deposited in the United States mail addressed to the last known address of the intended recipient. Provided that it can be shown that the intended recipient received the college e-mail in a timely manner, a college e-mail shall be deemed to satisfy the written requirement.

#### C. Academic Freedom:

No complaint may be filed against a faculty Association member that may infringe upon the member's academic freedom as expressed in Article 15 of the TVEA Agreement unless such acts can be shown to be egregiously arbitrary or capricious.

#### D. Student Complaint Committee:

The standing "Student Complaint Committee" members shall be appointed at the beginning of the academic year. Each person serving on the Committee shall serve at least a two year term on a staggered

basis. The Student Complaint Committee shall consist of the following five (5) persons:

1. One tenured faculty Association officer appointed by Association.
2. One tenured faculty member outside the involved faculty member's department appointed by Association (determined at time of complaint).
3. One tenured faculty chair appointed by the mutual consent of the Dean of Instruction and the Association.
4. One professional staff with a Baccalaureate degree or greater appointed by the College.
5. One dean, who has not been involved in the complaint process, appointed by the College and acting as chair and voting only in a tie situation.

E. Cooperation/Collaboration:

1. The Association, faculty members, College, and students shall cooperate in finding a resolution acceptable to all parties and shall abide by the resolution.
2. All parties agree that these proceedings shall be kept informal and confidential as may be appropriate at any level of the procedure.
3. A College "student complaint form" may be created and utilized to facilitate the complaint procedure. Any such form shall be collaboratively created by the College and the Association. The form may be used to satisfy an "in writing" requirement of the provisions within this article but shall not change any other procedure or requirement expressed or implied within this article. The College and the Association must mutually agree to implement the form before such a form shall be utilized or required. Such agreement shall be reduced to writing and signed by the College and two (2) officers of the Association.
4. Any modification, deviation, or changes to the procedures and requirements herein shall be mutually agreed to by all parties. Such agreement shall be reduced to writing and signed by all parties to the complaint and two officers of the Association.

F. Procedure:

Student complaints shall proceed in the following manner and time requirements, unless mutually agreed upon in writing by all parties to the complaint. All such agreements shall be reduced to writing, must specify a deadline date for the resumption of the complaint procedure, and be signed by the College, two officers of the Association, the complainant, and any and all other parties to the complaint.

G. Informal Complaint Procedure:

1. Step One—Student/Faculty Meeting:

- i. The informal process is student initiated. The goal of the informal process is to provide answers to the student's questions and concerns and/or to come to a resolution of issues agreeable to all parties involved.
- ii. The student must initiate the informal resolution process within ten (10) working days in which the alleged action of concern occurred requesting a meeting with the faculty member. If the time

requirement falls during a break (e.g., Winter, Spring, or Summer breaks), the student must still comply with the time requirement by requesting a meeting. An email shall satisfy such written request, but any meeting may be postponed because the faculty member is deemed not available and the time requirement shall not be adversely affected for either party. If the faculty member has instructional duties during the Summer, then the faculty member shall be viewed as being available at the beginning of the Summer Session.

iii. The Student and faculty member shall first discuss the concern informally. Either party may request another faculty member that is not the chair of the member's department to help facilitate the meeting.

iv. It is the student's responsibility to arrange a time that will facilitate a confidential conversation with the faculty member. It is the faculty member's responsibility to be available during office hours for the meeting or to accommodate, to the best of his or her ability, a time when both parties can be available for this conversation and to work toward finding a satisfactory resolution.

v. If the student comes to the faculty member's chair, dean, or other college employee, the student shall be instructed to speak with the faculty member first. The student should leave the meeting with the chair or dean with a clear understanding of the next steps in the process, including an option of a facilitated meeting, but not with the belief that the chair or dean has resolved the issue.

vi. If the faculty member involved no longer works at the College or is a part time instructor that cannot be reached or who does not respond, the student may begin at Step Two.

vii. If the complaint is not resolved, the complainant has five (5) working days of the meeting to move to Step Two.

2. Step Two—Student/Faculty/Chair Meeting:

i. If the complaint is not resolved in Step One, the complainant has five (5) working days from the meeting in Step One to request, in writing, that the student and faculty member meet with the faculty member's department chair. The writing should briefly describe the actions or omissions by the faculty member and state the student's requested relief. An e-mail shall suffice to fulfill the writing requirement.

ii. If the faculty member is the subject of the complaint and is the department chair, then a tenured member of the department shall conduct the meeting. If such a member is not available, the meeting shall be conducted by the chair of another department.



iii. It is the student's responsibility to arrange a time that will facilitate a confidential conversation with the faculty member and the faculty member's department chair. The faculty member and the chair must accommodate, to the best of their abilities, a time when all parties can be available for this conversation and to work toward finding a satisfactory resolution.

iv. The meeting shall be an informal conversation between the student, the faculty member, and the faculty member's department chair whereby a reasonable and agreeable resolution is sought.

v. If the complaint is not resolved, the complainant has five (5) working days of the meeting to move to Step Three.

### 3. Step Three—Student/Faculty/Dean Meeting:

i. If the complaint is not resolved in Step Two, the complainant has five (5) working days from the meeting in Step Two to request, in writing, that the student and faculty member meet with the faculty member's appropriate dean. The writing should briefly describe the actions or omissions by the faculty member and state the student's requested relief. An e-mail shall suffice to fulfill the writing requirement.

ii. It is the student's responsibility to arrange a time that will facilitate a confidential conversation with the faculty member and dean. The faculty member and dean must accommodate, to the best of their abilities, a time when all parties can be available for this conversation and to work toward finding a satisfactory resolution.

iii. The meeting shall be an informal conversation between the student, the faculty member, and the faculty member's dean whereby a reasonable and agreeable resolution is sought.

iv. Within five (5) working days after the meeting, the dean shall prepare a written decision on how best to resolve the complaint.

v. The dean may decide that the complaint go forward to the formal complaint process.

vi. The written decision shall be furnished to both parties.

vii. If either party disagrees with the dean's opinion or decision that party shall, within five (5) working days, have the right to initiate the formal complaint process as set forth below.

#### H. Formal Complaint Procedure:

##### 1. Step One—Student Appeal to the Student Complaint Committee:

i. In the event that the student disagrees with the dean's decision, a student may begin a formal process for resolution against a faculty member

after following the informal process. The initiation of the formal process review must be filed in writing and submitted to the Dean of Instruction within five (5) working days of the dean's informal decision.

ii. The student must submit a signed written Statement of Complaint to the Dean of Instruction. The Complaint must include the following information:

- (a) The name of the faculty member involved in the alleged complaint
- (b) A description of the act, omission, or matter that is the subject of the concern
- (c) A statement of facts the student believes are relevant to the formal concern
- (d) The date(s) of incident(s)
- (e) All necessary documentation proving the allegation(s)
- (f) The resolution being sought by the student
- (g) The name of the student
- (h) The signature of the student and date submitted.

iii. It is the duty of the complainant to prove that the faculty member has done the act, omission, or matter. The Statement of Complaint should be carefully prepared and should include all of the relevant details and documentation. The due process rights of the faculty member must be protected in the formal resolution process.

iv. The Dean must forward the student complaint to the faculty member and all members of the Committee within five (5) working days of receiving the complaint.

v. The Dean shall inform the complainant that he or she has the right to be assigned an advocate by the College or have a representative of his or her choosing. The student, within five (5) working days of choosing a representative and at least ten (10) working days before the Committee hearing, must inform the dean and the Committee of the name and position of the representative chosen. If the representative is an attorney, the College shall have the right to be represented by legal counsel, as well as the faculty member.

vi. At this point the College shall become the advocate of the faculty member and the faculty member shall have the right to represent himself or herself as well as the College at the Committee hearing. The College, if it so chooses, shall have the right to appoint a representative.

vii. Within five (5) working days of the receiving the complaint, the Committee chair shall schedule a hearing. At least ten (10) working days before the hearing, the chair must inform all parties of the time, place, and date of the hearing. All reasonable steps must be taken to make the hearing convenient to all parties.

## 2. Step Two: Faculty Appeal to the Student Complaint Committee

- i. In the event that the faculty member disagrees with the dean's decision, the faculty member may begin a formal process for resolution following the informal process. The initiation of the formal process must be filed in writing and submitted to the Dean of Instruction within five (5) working days of the Dean's informal decision.
- ii. The faculty member must submit to the dean a written statement documenting why the Dean's decision is in error.
- iii. The Dean must forward the faculty statement to the complainant and all members of the Committee within five (5) working days of receiving the statement.
- iv. The faculty member, the College, or the complainant may have representation.
- v. Within five (5) working days of the receiving the statement, the Committee chair shall schedule a hearing. At least ten (10) working days before the hearing, the chair must inform all parties of the time, place, and date of the hearing. All reasonable steps must be taken to make the hearing convenient to all parties.

### I. Student Complaint Committee Procedures:

1. Within five (5) working days of receiving the student complaint or faculty statement, the Committee chair shall schedule a hearing. At least ten (10) working days before the hearing, the chair must inform all parties of the time, place, and date of the hearing. All reasonable steps must be taken to make the hearing convenient to all parties.
2. The Committee shall conduct the hearing in the order as follows:
  - i. The hearing(s) shall be closed to the public unless by mutual agreement of all parties. Such agreement shall be reduced to writing and signed by all parties and the Committee chair.
  - ii. The proceedings shall be recorded by a confidential secretary chosen by the Committee chair.
  - iii. All parties and witnesses shall be sworn or affirmed under oath.
  - iv. The faculty member may request a record to be made of the proceedings and be given a copy if requested.
  - v. The complainant may request a record be made of the proceedings at his or her own expense, but must submit such a request at least five (5) working days before the hearing and include the person and method of recordation. The chair must approve of the person and/or the method of recording the proceedings.

vi. The Committee members may question parties, witnesses or documentation at any time.

vii. The student or his or her representative shall present evidence, including witnesses, documentation, or other evidence first.

viii. The faculty shall then present his or her evidence including witnesses.

ix. The student shall have a right of rebuttal and closing summation.

x. The faculty member shall then have the right of rebuttal and closing summation.

xi. The Committee shall have the sole right to determine what evidence may be considered. Such determination shall not be prejudicial against either party. It is suggested that the Committee err on the side of caution with a just decision being the ultimate desire.

xii. The Committee shall have ten (10) working days to make a determination. During the ten (10) working days, the Committee shall have the right to independently investigate the issues of the case. The Committee shall have the right to ask the parties for clarification of evidence; however, both parties shall be informed of the communication of clarification by the Committee.

xiii. Within ten (10) working days, the Committee shall submit a written decision to the parties.

3. The decision of the Committee shall be final.

### J. Limits on Complaint Procedures

No decision regarding a faculty member arising from the complaint process or procedures shall be disciplinary in application, nature, or intent.

# FACULTY AND STAFF

A to H

## BOARD OF DIRECTORS

<b>Cheryl Cruson</b>	Chairperson
<b>John Forsyth</b>	Director
<b>Ryan Gentry</b>	Director
<b>Peter Lawson</b>	Director
<b>Darlene McConnell</b>	Director
<b>Jed Meyers</b>	Director
<b>Mark Wettstein</b>	Director

## ADMINISTRATION

**Dana Young - President**  
B.S., Eastern Oregon University; MA, Portland State University

**Randy R. Griffin - Dean of Administrative Services**  
A.S., Treasure Valley Community College; B.S., Eastern Oregon University

**Paul Kraft - Dean of Student Services**  
B.S., Northern State University; M.S., Northern State University; Ed.D, Montana State University

**John Michaelson - Dean of Instruction, Interim**  
B.S., Eastern New Mexico University; MA, New Mexico State University; Ed.D, New Mexico State University

**Eddie Alves - Interim Associate Dean of Career and Technical Education;**  
B.S. Arizona State University; M.A. Ed/AEDL, University of Phoenix

**Kathleen Robinson - Associate Dean/Caldwell Center Director;** B.S., Utah State University, M.S., Utah State University, PhD., University of Wyoming

## FACULTY AND STAFF

**Janell Abston** - Physical Plant Custodial Operations Coordinator

**Pamela Adams** - SRCI ABSD Instructor; B.A., Genesco; M.Ed., University of Idaho

**Jennifer Ainsworth** - CBWCL Secretary / AHA Program Coordinator

**Jessica Alaniz** - HEP Secretary

**Edward Alves** - Interim Associate Dean of Career and Technical Education SRCI Director of Correctional Education; B.S., Arizona State University; M.A., University of Phoenix

**Rhonda Aman** - Caldwell Center Student Services Center Representative

**Dawnita Anderson** - Accounting Clerk All Accounts

**Marsha Armstrong** - Nursing Instructor; A.S., Southern Oregon University, M.N., Oregon Health Sciences University

**Ed Aronson** - Director of Athletics; B.S., Boise State University

**Bernie Babcock** - Director of Physical Plant/Campus Security; A.A., Treasure Valley Community College; B.S., Eastern Oregon University

**Lauri Babcock** - SRCI Education Diagnostician; A.A., Treasure Valley Community College; B.S., Eastern Oregon University; M.A., Liberty University

**Daisy Balluff** - Student Services Center Representative

**Kent Banner** - Business Instructor; B.A., Brigham Young University; M.B.A., Portland State University

**Theresa Basford** - Grant Coordinator; A.A.S., A.A., Treasure Valley Community College; B.S., Eastern Oregon University; M.S., Capella University

**Rick Baumann** - Athletics instructor; B.S., Idaho State University; M.S., Boise State University

**Candace Bell** - Caldwell Bookstore Clerk

**Darin Bell** - Accounting Assistant; B.S., Brigham Young University - Hawaii; M.B.A., Eastern Oregon University

**Kathy Bell** - Physical Education Instructor; B.S., Eastern Montana College; M.S., United States Sports Academy

**Suzanne Bergam** - Financial Aid Advisor

**Suzanne Bolyard** - Adult Basic Education Instructor; M.E., Eastern Oregon University

**Greg Borman** - Caldwell Center Mathematics Instructor; B.S., California State University Chico; M.S., University of Idaho

**Terry Bowers** - IT LMS Administrator; B.S., DeVry University

**Derek Brabb** - IT Helpdesk

**Jessica Breidinger** - Student Intervention and Disabilities Services Coordinator; B.S., Eastern Oregon University; M.A., Amridge University

**Patti Briscoe** - ABE Instructor Aide/HEP Recruiter

**Kaitlin Brookshire** - Caldwell Center Student Services Representative; B.A., William University

**Stacey Burzota** - Deans' Secretary

**Carol Buttice** - Academic Advisor; A.A., Treasure Valley Community College; B.S., Eastern Oregon University

**Susan Cahill** - Program Manager, Lakeview; A.S., Southern Oregon University

**Kevin Campbell** - Welding Instructor; A.S., Antelope Valley College

**Debra Cant** - Adult Basic Education Instructor; A.A., Oregon Institute of Technology; B.S., Oregon State University; M.E., University of Idaho

**Scott Carpenter** - Information Technical Director; A.S., Grossmont College; B.S., American Sentinel

**Brian Chojnacky** - Caldwell Center Advisor; B.A., Boise State University, M.A., Adams State University

**Greg Contreras** - Caldwell Center Advisor; B.S. Oregon State University, M.A., Oregon State University

**Justin Core** - Director of Student Programs; A.A.S., Pierce College; B.S., Eastern Washington University, M.A., George Fox University

**Virginia Crow** - Library Technician

**Mona Curtis** - ESL Coordinator; M.A., University of Idaho

**Angela Dahlin** - English Instructor; M.A., Oregon State University

**Linda Dart** - Caldwell Center Office Assistant

**Joyce Davis** - Early Childhood Education Instructor; B.A., Florida Atlantic University; M.E., University of Miami

**Diahann Derrick** - Financial Aid Associate Director; B.A., Boise State University

**Teresa Dunkin** - Warner Creek Facility Instructor/Coordinator; B.S., Southwestern College

**Scott Evanson** - Athletic Trainer; M.A., Gonzaga University

**Lori Eyles** - Director of Advising; B.A., University of Oregon; M.S., Northwest Nazarene University

**Cynthia Feibert** - Science Instructor; B.S., University of California Berkeley; M.A., University of California Santa Cruz

**Roger Findley** - Agriculture Instructor; B.S., M.S., Oregon State University

**Ted Fink** - Art Instructor; B.A., Brooks Institute; M.S., San Jose State University

**Carol Fitzgerald** - SRCI ABSD Instructor; B.A., Boise State University

**Dion Flaming** - HEP Coordinator; B.A., Northwest Nazarene University, M.A., University of Idaho

**Jay Flinders** - Housing Custodian

**Michelle Flock** - Library Technician; B.A., George Fox University, M.A., Central Washington University

**Martin Fujishin** - Viticulture Instructor; B.A., College of Idaho

**Dora Galan** - Adult Education Secretary

**Dennis Gill** - English Instructor; A.A., Treasure Valley Community College; B.S., Western Oregon University; M.E., Eastern Oregon University

**Jonathan Gillen** - Comptroller; B.S., Southern Oregon University; M.B.A. Northwest Nazarene University

**Gerry Hampshire** - Social Science Instructor; A.A., Palomar Community College; B.S., J.D., Western State University of Law; M.A., Boise State University

**Terri Hansen** - Caldwell Center Office Assistant

**Merrie Harris** - SRCI Program Coordinator

**Karen Hendrickson** - Burns Center Program Manager; A.A., Highline Community College; B.A., Western Washington University; M.A., University of California

**Sue Hewett** - Registrar Clerk

**Jared Higby** - Career Facilitator; B.S. Colorado State University, M.S. Colorado State University

**Wally Ann Holcomb** - Financial Aid Secretary; A.A.S., Treasure Valley Community College  
**Claire Holderman** - Spanish/Developmental Writing Instructor; B.A., Oregon State University, M.A., University of Southern Mississippi  
**Terry Howard** - IT Helpdesk  
**Christina Ingalls** - Theatre Technician  
**Rocky Ingalls** - IT Database Administrator  
**Robert (Robin) Jackson** - Art Instructor; B.S., University of Oregon; M.A., University of Puget Sound  
**Garth Johnson** - SRCI ABSD Instructor; B.A., M.A., Brigham Young University  
**Sandra Kellogg** - Director of Nursing; A.D.N, B.S.N., Boise State University; M.S., University of Phoenix  
**Nichol (Nikkie) King** - Nursing Instructor; M.N., Grand Canyon University  
**Fran Knight** - Caldwell Center Lead Advisor; B.A. Heritage University, M.E., Heritage  
**Debbie Krieh** - Assistant Registrar  
**Everett Kyniston** - SRCI Building Construction Instructor  
**Arwyn Larson** - Science Instructor; B.S., M.S., Oregon State University  
**Stephanie Laubacher** - Performing Arts Secretary; A.A., Treasure Valley Community College  
**Abby Lee** - Director of Public Information; M.S., Boise State University  
**Mary Lee** - Adult Learning Center Instructor Aide/Accountability Specialist  
**Merie Linegar** - Career Pathways Specialist  
**Dwight Lockett** - Math Lab Supervisor; B.S., College of Idaho  
**Julie Lynch** - SRCI Corrections Education Coordinator  
**Teresa Mable** - SRCI WBE Secretary; A.A., Treasure Valley Community College  
**Kathy MacLean** - SRCI Special Education Instructor; B.A., San Jose State University  
**Phillip Mahaffey** - English Instructor; B.A., Hardin-Simmons University; M.A., Texas Tech University; M.F.A., Eastern Washington University  
**Dustin Mason** - Computer Information Systems Instructor  
**Linda McDowell** - SRCI ABSD Instructor; B.A., Lewis-Clark State College  
**Travis McFetridge** - Residence Life Coordinator; B.S., George Fox University  
**Bonnie McGehee** - Administrative Assistant; A.S., Treasure Valley Community College  
**Ted Millard** - Physical Plant Grounds  
**Russell Moore** - Renewable Energy Instructor; B.S., University of Idaho, M.S., Washington State University  
**Sheena Moore** - Bookstore Clerk  
**Yolanda Morales** - HEP Adult Basic Education; M.A., Pacific Oaks College  
**Tiem Nguyen** - Physical Plant Maintenance  
**Marcus Nichols** - Natural Resources Instructor; M.S., Southern Illinois University Carbondale  
**Stephanie Oester** - Retention Team Leader; B.A., Oregon State  
**Nancy Olson** - Nursing Department Secretary  
**Brad Phillips** - SRCI Construction Technologies Shop Supervisor  
**Mikaela Pierce** - Para Ed Secretary  
**Sandra Porter** - Animal Sciences Instructor; B.S., University of Idaho, M.S., Colorado State University



**Michelle Potter** - Physical Plant Daily Operations Manager; A.A., Treasure Valley Community College; B.S., Eastern Oregon University  
**Keith Raab** - Financial Aid Director; B.A., Brigham Young University; M.B.A., Northwest Nazarene University  
**Annie Reeve** - Nursing Instructor; B.S., Loma Linda University  
**Rebecca Replogle** - Music Instructor; B.M., M.M., University of Mississippi  
**David Reynolds** - Mathematics Instructor; A.A., Lane Community College; B.A., University of Oregon; M.S., Washington State University  
**Richard Reynolds** - Science Professor; B.S., Pennsylvania State University; M.S., Michigan State University; Ph.D., University of Maryland  
**Patricia Rhodes** - Math Instructor; B.A., Humboldt State University; M.A., University of California  
**Kathleen Robinson** - Associate Dean/Caldwell Center Director; B.S., Utah State University, M.S., Utah State University, Ph.D., University of Wyoming  
**Kjetil Rom** - Bookstore Director; B.A., Boise State University  
**Sheryl Romans** - Program Manager CBWCL, A.S., Treasure Valley Community College; B.S., Eastern Oregon University  
**Gina Roper** - Administrative Assistant; A.A., Lassen Community College  
**Shawna Saito** - Copy Center Assistant  
**Faith Salinas** - Human Resources Secretary/Business Office Account Payable  
**Richard Sass** - Physical Plan Grounds  
**Mary Ann Scarlett** - Student Services Center Frontline Supervisor; A.A., Boise State Junior College  
**Lori Schlager** - Student Services Center Frontline  
**Jim Schmid** - SRCI ABSD Instructor; B.S., School for International Training  
**Ellen Sheffield** - SRCI ABSD Instructor; A.A., Treasure Valley Community College; B.S., Boise State University  
**Debbie Skousen** - Social Science Instructor; A.A., Treasure Valley Community College; B.A., M.E., College of Idaho  
**Shawn Smith** - Payroll & Benefits Coordinator; A.A., Treasure Valley Community College; B.A., Oregon State University  
**Tasha Sorensen** - Coordinator, Student Life; A.S. Treasure Valley Community College  
**Mendy Stanford** - Nursing Instructor; B.S., Montana State University, M.S., University of Phoenix  
**Nila Stephens** - IT Database Analyst; B.A. Judson University  
**Ken Strickland** - Supervising Electrician  
**Bill Strowd** - Science Instructor; B.S., M.S., University of Idaho  
**Marie Ott Strunk** - Science Professor; A.S., Merced Community College; B.A., Stanislaus State University; M.S., University of Nevada-Reno; Ph.D., University of Nevada-Reno  
**Adolpho Suarez** - Physical Plant/Operations; A.S., Treasure Valley Community College  
**Ina Syphers** - Business Instructor; B.S., Eastern Oregon State College; M.A., Boise State University  
**Andrea Testi** - Director of BizCenter and CBWCL; B.A., M.S., State University of New York  
**Travis Thrall** - IT Network Support Engineer; A.A., Lewis-Clark State College  
**Dorothy Tinkler** - GIS Instructor; B.S., University of Arizona, M.A., Boise State University, Ph.D, Texas Technical University  
**Clayton Tolman** - Physical Plant Grounds  
**Timothy (TJ) Toomey** - Welding Instructor; A.S., Treasure Valley Community College  
**Lacey Towers** - Student Life Assistant  
**Christina Trunnell** - Library Manager; B.A., Eastern Oregon University  
**Robert (Wes) Tucker** - Business Professor; B.S., M.B.A., Oregon State University; M.A., Ph.D., University of Idaho  
**MaryAnn Verigan** - Athletic Coordinator  
**Priscilla Valero** - Multicultural Student Services Coordinator; B.S., University of Oregon  
**Tammy Verbance** - Nursing Instructor  
**Mary Anne Verigan** - Athletics Secretary  
**Drake Wallick** - Mathematics Instructor; B.S., Metropolitan State College; M.A., University of Idaho

# FACULTY AND STAFF

## W to Z

**Rena Weber** - Mathematics Professor; B.S., M.S., Oregon State University; D.E., University of Oregon

**Tara Williamson** - Bookstore Clerk

**Darren Wilson** - Physical Plant Grounds

**Debbie Jo Wilson** - SBDC Secretary; A.A., Treasure Valley Community College

**Marc Wilson** - English Instructor; A.A., Treasure Valley Community College; B.S., Western Oregon University; M.A., Portland State University

**Martin Wilson** - SRCI Construction Technology Shop Assistant

**Kerby Winters** - Science Instructor; B.S., Idaho State University, M.S., Montana State University

**Cathy Yasuda** - Executive Director, Foundation; B.S., University of Oregon

**Jeremy Yraguen** - SRCI Test Administrator; B.S., Lewis-Clark State College

# STUDENTS RIGHTS AND RESPONSIBILITIES

## *Higher Education Access*

### STUDENTS RIGHTS, FREEDOMS, AND RESPONSIBILITIES

Treasure Valley Community College (TVCC) has adopted the following Administrative Regulations on "Students Rights, Freedoms and Responsibilities," (SRF&R) as a basic policy involving the following areas:

#### I. Freedom of Access to Higher Education

The policy of TVCC is that all persons, regardless of race, religion, physical/mental disability, age, national origin, color, gender, or sexual orientation have the opportunity for equal access to post-secondary education. It is also recognized that educational financial resources, facilities and programs are limited; and to the extent possible, all U.S. citizens who are qualified, according to current admission standards, will be admitted in accordance with the international student laws and regulations.

\*Students are protected from harassing behavior by any manager, supervisor, faculty, staff or student. Any student who believes they have been discriminated against or harassed by any college member should refer to the college's Affirmative Action Plan. The Affirmative Action Plan contains procedures for grievances and complaints to be dealt with so a redress can be reached.

#### II. The Classroom

Students shall have the right of free discussion, inquiry, and expression. Students shall be evaluated on academic and technical performance.

##### A. Protection of freedom of expression

Students are free to:

1. Take reasoned exception to the data, opinions or views offered in any course of study; and
2. Retain personal judgment about matters of opinion.

##### B. Protection against improper academic evaluation:

Students shall be protected against capricious or arbitrary academic evaluation.

##### C. Protection against improper disclosure:

Information about student views, beliefs, and political associations which teachers become aware of in the course of their work as instructors, advisors, or counselors is confidential.

#### III. Student Affairs: Out-of-Class Student Rights

##### A. Freedom of association:

Students shall be free to organize and join associations to promote their common interests.

1. Only members of the Associated Student Government of Treasure Valley Community College (ASGTVCC) shall vote to determine policies and actions of student organizations.
2. Each club must function as a service club, contributing some positive and worthwhile service to the college and the community.
3. Any group or club desiring to organize shall present to the Executive Council a constitution for consideration and approval. Such clubs must open their membership to all TVCC students as set forth in the ASGTVCC Constitution. All clubs and associations must have a faculty advisor, and the advisor must be present at all quorum meetings. The club advisors are nominated by the club members.

##### B. Freedom of inquiry and expression:

As constituents of TVCC, students shall be free to inquire research and express their ideas on any topic of interest to them or of general interest to the students at large.

##### C. Students participating in institutional government:

As constituents of TVCC, students shall be free to express their views on issues of institutional policy and on matters of general interest to the students. The student and/or their association are given the opportunity to provide input in the formulation and application of institutional policy.

##### D. Student publications:

1. In the delegation of editorial responsibility to students, the institution provides sufficient editorial freedom and financial autonomy for their student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Publications will adhere to the Oregon Code of Ethics for Journalism of the Oregon Newspaper Publishers Association.
2. All ASG/TVCC published and financed student publications shall explicitly state, on the editorial page, that the opinions therein expressed are not necessarily those of the college or student association.

#### IV. Student Records

##### A. Inspection of Records

Students 18 years and older have the right to inspect their educational records, They have the right for a hearing, should they choose to challenge the content of such records, to insure that the records are not inaccurate, misleading, or otherwise in violation of their privacy or other rights. The hearing provides an opportunity for the approval, correction, or deletion of possibly misleading or otherwise inappropriate data contained therein, and an opportunity to insert into such records a written explanation respecting the content of such records.

##### B. Timelines

A student's written request to inspect his/her records shall be complied with as early as possible from the date of request, but not later than five working days. The same time limit applies for a written request for a hearing to challenge the content of such records.

##### C. Release of Information

In compliance with the Family Education Rights and Privacy Act, it is the policy of TVCC not to release information (other than directory information) about enrolled students without written permission by the student to do so. However, the student's last known address and phone number will be made available to assist in the collection of any debts owed to this institution.

#### V. Off-Campus Rights of Students

##### A. Off-Campus Representation of the College:

Student organizations officially representing TVCC may not sponsor, join in sponsoring, hold, or attend off-campus events without securing prior permission. Permission must be secured from the appropriate faculty advisor and the Dean of Student Services or his/her representative. TVCC students may be held responsible to the college for their actions, and the implications of their actions, in their individual or group representation of the college, whether it be social, athletic, or academic.

# STUDENTS RIGHTS AND RESPONSIBILITIES

## Student Conduct

### VI. Student Conduct and Disciplinary Standard

Like other members of the college community, students are expected to conduct themselves in accordance with the standards of the college. These standards are designed to create and maintain an orderly environment and to fulfill the college's educational purposes.

#### A. Grounds for Student Conduct

Students enrolling in the college assume the responsibility to conduct themselves in a manner compatible with the colleges function as an educational institution. Although TVCC is dedicated to an open, free society, there are some actions, as determined by the Administration of the college, which are incompatible with an institution of higher education.

#### B. Grounds for disciplinary action include but are not limited to:

1. Dishonesty: including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents of identification.
3. Freedom from acts of lewdness, physical or verbal abuse, sexual harassment, or coercion; by fellow students, instructors, or other college staff or contracted service providers.
4. Obstruction or disruption of teaching, administration of the college, disciplinary procedures, or other college activities, including but not limited to, meetings of the TVCC Board of Education, community service functions, or other authorized activities on or off college premises.
5. Physical, (written or verbal) intimidation, harassment, hazing, stalking, or abuse of any person on college-owned or controlled property or at college sponsored or supervised functions; or conduct which threatens or interferes with or endangers the physical or mental health, security, or safety of any person, such as (but not limited to) fellow students, faculty members, employees or campus visitors.
6. Theft of, or damage to, property of the college or of a member of the college community or of a visitor to the campus.
7. Unauthorized entry or occupancy of college facilities; blocking access to, or egress from, such areas.
8. Unauthorized or improper use of college supplies, equipment, and funds.
9. Violation of college policies or of campus regulations including (but not limited to) campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
10. Use, possession, or distribution of illegal drugs or non-permitted alcohol on college property, or appearance on campus or at any College sponsored event while under the influence of illegal drugs or alcohol.
11. Disorderly conduct; lewd, indecent, hateful or obscene conduct or expression; breach of peace; aiding, abetting, or recruiting another to breach the peace on college-owned or controlled property or at college sponsored or supervised functions.

12. Failure to comply with directions of college staff or officials acting in the performance of their duties.

13. Possession or use of firearms, explosives, dangerous chemicals, substances, weapons or other instruments which can be, or are intended to be used, to inflict bodily harm to any individual or to cause physical damage to building(s), college-owned or controlled vehicles, equipment or property, or at college-sponsored or supervised functions.

#### Disciplinary Procedures

A student or staff member of TVCC may initiate disciplinary action against a student for violation of one or more of the grounds for disciplinary action listed under Student Conduct and Disciplinary Standard (Article VI, Section B). Allegations concerning student misconduct must be in writing and signed by the complaining party(s).

##### A. Initial Procedures

The Dean of Student Services shall receive, investigate and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Dean of Student Services to determine whether disciplinary action is required. Notice of the conference must be given to the student at least two working days prior to the scheduled appointment. The student may present an explanation, defense, and/or litigation of his/her conduct to the Dean of Student Services.

##### B. Statement of Findings

If, after this conference, the Dean of Student Services recommends disciplinary action, he/she shall notify the student of his/her findings and conclusions made as a result of his/her investigation, the sanctions he/she intends to recommend, and that the student may accept the discipline recommended or request a hearing before the Committee on Student Conduct.

##### C. Hearing Request

If the student desires a hearing, he/she shall, within five working days of the date of the Deans notice, file a written request in the Office of the Dean of Student Services together with a written response to the Dean's findings and conclusions. If a request is not filed within the time specified, the request for hearing shall be deemed waived and the decision of the Dean of Student Services shall stand.

##### D. The Committee on Student Conduct

The committee on Student Conduct shall be convened within ten working days after receipt of the student response for hearing is filed in the office of the Dean of Student Services.

1. The committee shall be established to conduct hearings when requested by a student regarding disciplinary actions recommended by the Dean of Student Services.
2. A committee shall be appointed annually at the start of the academic year. Vacancies that occur during the year shall be filled as they arise.
3. The Committee shall include:
  - a. Two students designated by the President of the Associate Student Government.
  - b. Two administrators of the college designated by the President, neither of whom can be the Dean of Student Services.
  - c. Two persons representing the faculty designated by the Faculty Association President.

# STUDENTS RIGHTS AND RESPONSIBILITIES

## *Hearing Procedure*

4. A quorum shall consist of five members, with at least one member representing each group.

5. All committee members shall have voting rights.

6. The committee shall select a chairperson and make additional rules for conducting hearings.

7. No member of the review committee who is otherwise interested in a particular case should sit in judgment during the proceeding.

### E. Hearing Procedure

1. The hearing shall be private unless the student requests a public hearing.

2. The evidence (pictorial, physical, written and oral) will be received.

3. The student will have the right to be assisted in his or her defense by a staff member of the student's choice.

4. The hearing shall proceed in the following order:  
a. Presentation of evidence and/or witnesses by the student and the Committee.  
b. The student's response to the charges.  
c. Closing arguments.  
d. Decision of the Committee.

5. The student and the Student Conduct Committee shall have the right to hear and question all witnesses who testify.

6. A written record of the proceedings before the Committee shall be kept.

7. Written and/or pictorial statements may be used in evidence, provided they are signed and disclosed to the other party in sufficient time for such party to question the witness prior to the hearing. If the other party fails to interrogate the witness within a reasonable time, or if a written reply is received and signed by the witness, the original statement bound together with the reply (if any) shall be admitted into evidence.

8. After hearing the evidence, the Committee will retire to executive session for deliberation. When a recommendation has been reached, the committee shall announce its decision in writing, stating its findings of facts, conclusions, and recommendations. The decision of the Committee shall be final, subject only to the student's right to appeal to the President.

9. The record of the hearing, findings and recommendations of the Committee on the Student Conduct, and the action taken by the College President shall be housed in the Dean of Student Services Office.

### F. Sanctions

The following are disciplinary measures that can be taken by the Dean of Student Services, the Committee on Student Conduct, and the President of the College.

1. **CENSURE:** A written statement and warning by the Dean of Student Services and the Supervisor of the department involved which may be placed in the student's file.

2. **RESTITUTION:** Reimbursement for theft, improper use of, or damage to college or personal property. Reimbursement may take the form of appropriate services to repair or otherwise compensate for the damages.

3. **DISCIPLINARY PROBATION:** Student is subject to immediate removal from the specified class(s) or activity(s) for any additional infractions of this regulation for a specified period of time.

4. **SUSPENSION:** Forbidden to attend classes and/or participate in activities for the remainder of a specified period of time.

5. **EXPULSION:** Termination of student, guest, and/or visitor status for a specified period of time. Violators are subject to prosecution for trespass.

### G. Summary Suspension

Summary suspension may be used to protect the school from the immediate possibility of disorder or threat to safety of students or staff. A suspended student is not to occupy any portion(s) of the campus, as specified in writing, and may be denied any or all college privileges including class attendance. Summary suspension shall be for the purpose of investigating the event or events in which the student(s) is allegedly involved. It may be continued pending final disposition of the case if it's determined that it's necessary for the peace and safety of the student or the welfare of the college.

1. The Dean of Student Services may summarily suspend a student or students where he/she deems it necessary for the safety and welfare of the college community. In the absence of the Dean of Student Services, the college President is empowered to suspend a student or students. In the absence of the President, the remaining college administrators are empowered jointly to summarily suspend students.

2. The reasons for the suspension and notification of further action that is expected of the student shall be mailed to his or her latest known address used for registration within twenty-four hours of the suspension, or to his/her parents, if the student is under eighteen years of age.

3. Within two working days of mailing such notification, the Dean of Student Services shall extend an invitation to the student, or parents if the student is under eighteen, giving the student an opportunity to present any explanations as to why the summary suspension should not be continued until a formal hearing can be held.

4. The office of the President, and the Dean of Student Services, shall be notified in writing on the next working day, in writing, of any suspensions by the College Administration.



# STUDENTS RIGHTS AND RESPONSIBILITIES

## Grievance Procedures

### VII. Student Complaint Procedures - Non-Instructional Related Issues

The procedures in this section are to be used for the processing and disposition of complaints by students against any college employee for issues that do not include academic grading or course conduct. In cases where students believe they have been harassed or discriminated against by any employee or student on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability, please refer to TVCC Board Policy JFCF/GBNA and follow the complaint procedure outlined in JFCF/GBNA-AR (see [www.tvcc.cc/about/board/policies.cfm](http://www.tvcc.cc/about/board/policies.cfm) for a complete list of Board Policies).

#### A. Informal

A student wishing to pursue an informal resolution to his or her grievance may first contact the student services office. That office will serve as a source of information and direction for grievant and shall advise students as to the most effective means of resolving their grievance. This service is optional. A student may instead, as a first step in the informal grievance procedure, contact the staff with whom he or she has a grievance and attempt to resolve the matter through direct discussion.

#### B. Formal

If direct discussion does not resolve the grievance to the student's satisfaction, the student shall take the matter to the staff's department director or immediate supervisor. The department director or supervisor shall serve as a mediator and will attempt to resolve the matter promptly and fairly.

If the efforts of the department director or immediate supervisor also fail to satisfy the grievant, the supervisor shall forward the complaint to the appropriate dean who shall, within 10 working days, decide how best to resolve the grievance. The dean shall issue a written opinion.

The student shall be notified of this decision and shall also be informed of his or her right to file a petition to have the grievance heard before the grievance review committee.

The informal grievance procedure shall be completed in 30 working days unless all parties agree to more time.

### VIII. Student Complaint Procedure Academic or Instructional Related Issues

The procedures in this section are to be used for the processing and disposition of complaints by students against faculty members in the course of academic grading or course conduct. In cases where students believe they have been harassed or discriminated against by any employee or student on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability, please refer to TVCC Board Policy JFCF/GBNA and follow the complaint procedure outlined in JFCF/GBNA-AR (see [www.tvcc.cc/about/board/policies.cfm](http://www.tvcc.cc/about/board/policies.cfm) for a complete list of Board Policies).

#### A. Purpose:

The purpose of the Student Complaint Procedure is to provide an expedient and orderly method for resolving student complaints that may arise. The Student Complaint Process provides both an informal and a formal process to facilitate, investigate, and resolve a concern made about a faculty member by a student. The informal process shall precede the formal process. A determined effort shall be made to settle such differences at the lowest possible level in the complaint procedure. All parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. The informal process, through cooperative and collaborative meetings with the parties involved, shall seek to

facilitate the resolution of the issue(s) in an equitable manner that is acceptable and amenable to all parties. The Association President or any other faculty member, if requested, may assist in the informal process. If the informal process fails to resolve the issue, the student has the option of moving the complaint to the formal process.

#### B. Definitions for this Article:

1. Complainant: The "complainant" shall be the student bringing the complaint against a faculty member. If the student is underage, he or she is entitled to have a representative present at any meeting, but the student must verbalize the basis of the complaint.

2. Standing: Only students have standing to file complaints against faculty members. A student who has suffered harm as a result of an arbitrary or capricious act, grade, omission, incident or other alleged violation shall be deemed to have standing. The student must show that the alleged act by the faculty was a result of capriciousness or arbitrariness on the part of the faculty member.

3. Parties: The term "parties" refers to the complainant, the faculty member or the College or any administrator, or any other person involved and bound by the complaint procedures expressed herein.

4. Witness: Either party may have a peer witness present at any meeting during the complaint process.

5. Complaint Time Limits: Timelines shall be strictly construed. A failure to meet a required time limit by a student shall result in the complaint being terminated. Extension of timelines (for valid reasons such as availability of parties involved, further investigation, etc.) as specified in this Article shall be by mutual agreement between the College, the Association, and the complainant. All agreements shall be reduced to writing, must specify a deadline date for the resumption of the complaint procedure, and be signed by the College, two officers of the Association, the complainant, and any and all other parties to the complaint.

6. Working Days: "Working days," or "work days" as used herein, shall be defined as scheduled working days of the grievant. The end of a working day shall be deemed 5:00 P.M.

7. Writing Requirement: The requirement that a communication or agreement shall be "in writing" is satisfied when the writing is deposited in the United States mail addressed to the last known address of the intended recipient. Provided that it can be shown that the intended recipient received the college e-mail in a timely manner, a college e-mail shall be deemed to satisfy the written requirement.

#### C. Academic Freedom:

No complaint may be filed against a faculty Association member that may infringe upon the member's academic freedom as expressed in Article 15 of the TVEA Agreement unless such acts can be shown to be egregiously arbitrary or capricious.

#### D. Student Complaint Committee:

The standing "Student Complaint Committee" members shall be appointed at the beginning of the academic year. Each person serving on the Committee shall serve at least a two year term on a staggered

basis. The Student Complaint Committee shall consist of the following five (5) persons:

1. One tenured faculty Association officer appointed by Association.
2. One tenured faculty member outside the involved faculty member's department appointed by Association (determined at time of complaint).
3. One tenured faculty chair appointed by the mutual consent of the Dean of Instruction and the Association.
4. One professional staff with a Baccalaureate degree or greater appointed by the College.
5. One dean, who has not been involved in the complaint process, appointed by the College and acting as chair and voting only in a tie situation.

E. Cooperation/Collaboration:

1. The Association, faculty members, College, and students shall cooperate in finding a resolution acceptable to all parties and shall abide by the resolution.
2. All parties agree that these proceedings shall be kept informal and confidential as may be appropriate at any level of the procedure.
3. A College "student complaint form" may be created and utilized to facilitate the complaint procedure. Any such form shall be collaboratively created by the College and the Association. The form may be used to satisfy an "in writing" requirement of the provisions within this article but shall not change any other procedure or requirement expressed or implied within this article. The College and the Association must mutually agree to implement the form before such a form shall be utilized or required. Such agreement shall be reduced to writing and signed by the College and two (2) officers of the Association.
4. Any modification, deviation, or changes to the procedures and requirements herein shall be mutually agreed to by all parties. Such agreement shall be reduced to writing and signed by all parties to the complaint and two officers of the Association.

F. Procedure:

Student complaints shall proceed in the following manner and time requirements, unless mutually agreed upon in writing by all parties to the complaint. All such agreements shall be reduced to writing, must specify a deadline date for the resumption of the complaint procedure, and be signed by the College, two officers of the Association, the complainant, and any and all other parties to the complaint.

G. Informal Complaint Procedure:

1. Step One—Student/Faculty Meeting:

- i. The informal process is student initiated. The goal of the informal process is to provide answers to the student's questions and concerns and/or to come to a resolution of issues agreeable to all parties involved.
- ii. The student must initiate the informal resolution process within ten (10) working days in which the alleged action of concern occurred requesting a meeting with the faculty member. If the time

requirement falls during a break (e.g., Winter, Spring, or Summer breaks), the student must still comply with the time requirement by requesting a meeting. An email shall satisfy such written request, but any meeting may be postponed because the faculty member is deemed not available and the time requirement shall not be adversely affected for either party. If the faculty member has instructional duties during the Summer, then the faculty member shall be viewed as being available at the beginning of the Summer Session.

iii. The Student and faculty member shall first discuss the concern informally. Either party may request another faculty member that is not the chair of the member's department to help facilitate the meeting.

iv. It is the student's responsibility to arrange a time that will facilitate a confidential conversation with the faculty member. It is the faculty member's responsibility to be available during office hours for the meeting or to accommodate, to the best of his or her ability, a time when both parties can be available for this conversation and to work toward finding a satisfactory resolution.

v. If the student comes to the faculty member's chair, dean, or other college employee, the student shall be instructed to speak with the faculty member first. The student should leave the meeting with the chair or dean with a clear understanding of the next steps in the process, including an option of a facilitated meeting, but not with the belief that the chair or dean has resolved the issue.

vi. If the faculty member involved no longer works at the College or is a part time instructor that cannot be reached or who does not respond, the student may begin at Step Two.

vii. If the complaint is not resolved, the complainant has five (5) working days of the meeting to move to Step Two.

2. Step Two—Student/Faculty/Chair Meeting:

i. If the complaint is not resolved in Step One, the complainant has five (5) working days from the meeting in Step One to request, in writing, that the student and faculty member meet with the faculty member's department chair. The writing should briefly describe the actions or omissions by the faculty member and state the student's requested relief. An e-mail shall suffice to fulfill the writing requirement.

ii. If the faculty member is the subject of the complaint and is the department chair, then a tenured member of the department shall conduct the meeting. If such a member is not available, the meeting shall be conducted by the chair of another department.

iii. It is the student's responsibility to arrange a time that will facilitate a confidential conversation with the faculty member and the faculty member's department chair. The faculty member and the chair must accommodate, to the best of their abilities, a time when all parties can be available for this conversation and to work toward finding a satisfactory resolution.

iv. The meeting shall be an informal conversation between the student, the faculty member, and the faculty member's department chair whereby a reasonable and agreeable resolution is sought.

v. If the complaint is not resolved, the complainant has five (5) working days of the meeting to move to Step Three.

### 3. Step Three—Student/Faculty/Dean Meeting:

i. If the complaint is not resolved in Step Two, the complainant has five (5) working days from the meeting in Step Two to request, in writing, that the student and faculty member meet with the faculty member's appropriate dean. The writing should briefly describe the actions or omissions by the faculty member and state the student's requested relief. An e-mail shall suffice to fulfill the writing requirement.

ii. It is the student's responsibility to arrange a time that will facilitate a confidential conversation with the faculty member and dean. The faculty member and dean must accommodate, to the best of their abilities, a time when all parties can be available for this conversation and to work toward finding a satisfactory resolution.

iii. The meeting shall be an informal conversation between the student, the faculty member, and the faculty member's dean whereby a reasonable and agreeable resolution is sought.

iv. Within five (5) working days after the meeting, the dean shall prepare a written decision on how best to resolve the complaint.

v. The dean may decide that the complaint go forward to the formal complaint process.

vi. The written decision shall be furnished to both parties.

vii. If either party disagrees with the dean's opinion or decision that party shall, within five (5) working days, have the right to initiate the formal complaint process as set forth below.

### H. Formal Complaint Procedure:

#### 1. Step One—Student Appeal to the Student Complaint Committee:

i. In the event that the student disagrees with the dean's decision, a student may begin a formal process for resolution against a faculty member

after following the informal process. The initiation of the formal process review must be filed in writing and submitted to the Dean of Instruction within five (5) working days of the dean's informal decision.

ii. The student must submit a signed written Statement of Complaint to the Dean of Instruction. The Complaint must include the following information:

- (a) The name of the faculty member involved in the alleged complaint
- (b) A description of the act, omission, or matter that is the subject of the concern
- (c) A statement of facts the student believes are relevant to the formal concern
- (d) The date(s) of incident(s)
- (e) All necessary documentation proving the allegation(s)
- (f) The resolution being sought by the student
- (g) The name of the student
- (h) The signature of the student and date submitted.

iii. It is the duty of the complainant to prove that the faculty member has done the act, omission, or matter. The Statement of Complaint should be carefully prepared and should include all of the relevant details and documentation. The due process rights of the faculty member must be protected in the formal resolution process.

iv. The Dean must forward the student complaint to the faculty member and all members of the Committee within five (5) working days of receiving the complaint.

v. The Dean shall inform the complainant that he or she has the right to be assigned an advocate by the College or have a representative of his or her choosing. The student, within five (5) working days of choosing a representative and at least ten (10) working days before the Committee hearing, must inform the dean and the Committee of the name and position of the representative chosen. If the representative is an attorney, the College shall have the right to be represented by legal counsel, as well as the faculty member.

vi. At this point the College shall become the advocate of the faculty member and the faculty member shall have the right to represent himself or herself as well as the College at the Committee hearing. The College, if it so chooses, shall have the right to appoint a representative.

vii. Within five (5) working days of the receiving the complaint, the Committee chair shall schedule a hearing. At least ten (10) working days before the hearing, the chair must inform all parties of the time, place, and date of the hearing. All reasonable steps must be taken to make the hearing convenient to all parties.

## 2. Step Two: Faculty Appeal to the Student Complaint Committee

- i. In the event that the faculty member disagrees with the dean's decision, the faculty member may begin a formal process for resolution following the informal process. The initiation of the formal process must be filed in writing and submitted to the Dean of Instruction within five (5) working days of the Dean's informal decision.
- ii. The faculty member must submit to the dean a written statement documenting why the Dean's decision is in error.
- iii. The Dean must forward the faculty statement to the complainant and all members of the Committee within five (5) working days of receiving the statement.
- iv. The faculty member, the College, or the complainant may have representation.
- v. Within five (5) working days of the receiving the statement, the Committee chair shall schedule a hearing. At least ten (10) working days before the hearing, the chair must inform all parties of the time, place, and date of the hearing. All reasonable steps must be taken to make the hearing convenient to all parties.

### I. Student Complaint Committee Procedures:

1. Within five (5) working days of receiving the student complaint or faculty statement, the Committee chair shall schedule a hearing. At least ten (10) working days before the hearing, the chair must inform all parties of the time, place, and date of the hearing. All reasonable steps must be taken to make the hearing convenient to all parties.
2. The Committee shall conduct the hearing in the order as follows:
  - i. The hearing(s) shall be closed to the public unless by mutual agreement of all parties. Such agreement shall be reduced to writing and signed by all parties and the Committee chair.
  - ii. The proceedings shall be recorded by a confidential secretary chosen by the Committee chair.
  - iii. All parties and witnesses shall be sworn or affirmed under oath.
  - iv. The faculty member may request a record to be made of the proceedings and be given a copy if requested.
  - v. The complainant may request a record be made of the proceedings at his or her own expense, but must submit such a request at least five (5) working days before the hearing and include the person and method of recordation. The chair must approve of the person and/or the method of recording the proceedings.

vi. The Committee members may question parties, witnesses or documentation at any time.

vii. The student or his or her representative shall present evidence, including witnesses, documentation, or other evidence first.

viii. The faculty shall then present his or her evidence including witnesses.

ix. The student shall have a right of rebuttal and closing summation.

x. The faculty member shall then have the right of rebuttal and closing summation.

xi. The Committee shall have the sole right to determine what evidence may be considered. Such determination shall not be prejudicial against either party. It is suggested that the Committee err on the side of caution with a just decision being the ultimate desire.

xii. The Committee shall have ten (10) working days to make a determination. During the ten (10) working days, the Committee shall have the right to independently investigate the issues of the case. The Committee shall have the right to ask the parties for clarification of evidence; however, both parties shall be informed of the communication of clarification by the Committee.

xiii. Within ten (10) working days, the Committee shall submit a written decision to the parties.

3. The decision of the Committee shall be final.

### J. Limits on Complaint Procedures

No decision regarding a faculty member arising from the complaint process or procedures shall be disciplinary in application, nature, or intent.