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. In addition to the courses listed in this publication, I encourage you to also visit our website at www.TVCC.cc for a complete list of the programs and courses TVCC offers.

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,
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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 208-455-6832.

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.

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
# Academic Calendars 2012-2013 and 2013-2014

## Academic Year 2012-2013

<table>
<thead>
<tr>
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<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
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<tr>
<td>Priority Status Due Date for Financial Aid</td>
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<td>Jun 4</td>
<td>Aug 1</td>
<td>Dec 3</td>
<td>Mar 4</td>
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<td>TVCC Foundation Scholarship Priority Deadline</td>
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<td>Mar 15</td>
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<tr>
<td>Classes Begin</td>
<td>Jun 25</td>
<td>Sep 17</td>
<td>Jan 7</td>
<td>Apr 1</td>
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<tr>
<td>Last Day to Register Without Instructor Approval</td>
<td>Jun 29</td>
<td>Sep 18</td>
<td>Jan 8</td>
<td>Apr 2</td>
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<td>Jan 18</td>
<td>Apr 12</td>
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<td>Last Day to Drop Without “W”, Declare Audit, request “S” or “U”</td>
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<td>Oct 12</td>
<td>Feb 1</td>
<td>Apr 26</td>
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<td>Nov 9</td>
<td>Mar 1</td>
<td>May 24</td>
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<td>First 4-Week Session Ends</td>
<td>Jul 20</td>
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<td>Second 4-Week Session Begins</td>
<td>Jul 23</td>
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<tr>
<td>Petitions for Graduation Due</td>
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<td>Jan 31</td>
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<td>Advising Day for Next Term</td>
<td>Nov 6</td>
<td>Feb 26</td>
<td>May 14</td>
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<tr>
<td>Registration for Next Term</td>
<td>May 14</td>
<td>Nov 13</td>
<td>Mar 4</td>
<td>May 20</td>
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<tr>
<td>Final Exam Week</td>
<td>May 14</td>
<td>Nov 13</td>
<td>Dec 3-7</td>
<td>Mar 18-22</td>
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<td>End of Term</td>
<td>Aug 14</td>
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<td>Commencement</td>
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<td>Jun 14</td>
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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

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<tr>
<td>Final Exam Week</td>
<td>May 13</td>
<td>Nov 12</td>
<td>Dec 9-13</td>
<td>Mar 17-21</td>
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<tr>
<td>End of Term</td>
<td>Aug 16</td>
<td>Dec 13</td>
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**ALL DATES ARE SUBJECT TO CHANGE**
Stop by the Caldwell Center, or fill out an application online at www.tvcc.cc and click on the Prospective Students link.

APPLY FOR FINANCIAL AID
Apply at 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) 455-6823 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, or call (208) 455-6832 for payment options.

BUY BOOKS AT THE TVCC CALDWELL BOOKSTORE
Call (208) 455-6832 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) 455-6864 for days and times ID

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.

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, Easly 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.
COLLEGE OVERVIEW

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.

Caldwell Center
The Caldwell Center is an outreach center 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.

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.

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.

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.
ACCRREDITATION
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.

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 208-455-6823

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 or at the Student Services Center.

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.

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.

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

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. 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. 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. 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.

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.
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.

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”.

ATTEND AN ADVISING AND REGISTRATION SESSION
Students meet with a general advisor at new student orientation, 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 and click on Prospective Orientation. Students unable to attend a group session can schedule an advising appointment.

Money FAQs

What if I can’t pay my whole bill by the payment due date?
You may arrange a three payment (two payment during summer) 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.
GETTING STARTED

Money Matters
BUSINESS OFFICE
STUDENTS SERVICES CENTER • (208) 455-6823

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 208-455-6823. 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.

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.
* 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
Financial Aid

STUDENT SERVICES CENTER • (208) 455-6823

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 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:

\[
\text{All TVCC credits attempted} - \text{plus}\] 
\text{All repeated credits attempted} - \text{plus}\] 
\text{All credits transferred from other colleges/universities} - \text{minus}\] 
\text{All remedial credits attempted} (course numbers less than 100, 45 credits max) \quad = \text{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 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

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.
FINANCIAL AID

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.

CONSORTIUM AGREEMENT
TVCC participates with Blue Mountain Community College and Eastern Oregon University in the Eastern Oregon Collaborative Colleges Center (EOCCCC) 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.rr.

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:
- 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 the 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 making up the missed 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 each 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
REGISTRAR • (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:

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<th>Points</th>
<th>Explanation</th>
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<td>A</td>
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<td>Below minimum standard, no credit earned</td>
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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 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.

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
Apologies, but the provided text seems to be cut off or incomplete. It includes references to Challenge credit, Challenge exams, and CLEP exams, but the full content is not visible. Could you please provide the complete text so I can assist you better?
DISTANCE EDUCATION

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, particularly 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 AAT/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, 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.

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 341.230 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 • (208) 455-6823
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 • (208) 455-6832
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. 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 ONTARIO CAMPUS • (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 • (208) 455-6823
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 ONTARIO CAMPUS • (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

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.

GED TESTING
STUDENT SERVICES CENTER • (208) 455-6823
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 ONTARIO CAMPUS • (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 ONTARIO CAMPUS • (541) 881-5929
The TVCC Library, located on the second floor of the Weese Building, maintains a collection of books, periodicals, newspapers, 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.
STUDENT LIFE

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.

TESTING CENTER
(208) 455-6835
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.

Adult Education

ASSOCIATED STUDENT GOVERNMENT
WESE 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, 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

STUDENT ACTIVITIES • (208) 455-6864
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.

STUDENT ACTIVITIES AND EVENTS
WESE BUILDING • (208) 455-6864
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 BASIC SKILLS/GED PREP (FREE)
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.
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.

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 and above with a 2.0 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 course above MATH 95
- Health/Wellness/Fitness (3 credits)
  - HPE 295 or three PE Activity courses

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
- 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
- PSYC 201, 202, 203
- SOC 204, 205, 206
DEGREES & CERTIFICATES
Associate of Science Transfer Degree (AS)

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 (*).
- CHEM 104*, 105*, 106*, 121*, 122*, 123*, 211*, 222*, 223*
- FNUT 225
- GEOG 101
- GEOL 201*, 202*, 203*
- MATH 105, 111, 112, 113, 211, 212, 213, 244, 251, 252, 253
- PHYS 201*, 202*, 203*, 211*, 212*, 213*

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 fulfill 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 divi-
sion 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 require-
ments. 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.

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 admission (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.
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 fulfill 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.

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**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

**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 fulfill 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 course-work 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, CI 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 Prerequisite 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 Technician 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
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, Welding
  - Adrian
  - Baker City
  - Burns
  - Burnt River (Unity)
  - Crane
  - Cove
  - Elgin
  - Enterprise
  - Grant Union (John Day)
  - Imbler
  - Jordan Valley
  - Joseph
  - LaGrande
  - Long Creek
  - Monument
  - Nyssa
  - Ontario

- Idaho – Agriculture & Welding
  - Cambridge
  - Declo
  - Fruitland
  - Meridian
  - Payette
  - Rexburg
  - Twin Falls
  - Weiser

Short-Term Training

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.

ADDITIONAL PROGRAMS

This series of 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 (CADC) in Oregon and ISAS (Idaho Student of Addictions 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 Counselling Skills may be taken online.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>HSER 101</td>
<td>Pharmacology</td>
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<td>HSER 102</td>
<td>Drug Use, Misuse/Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HSER 202</td>
<td>Counseling Techniques I</td>
<td>4</td>
</tr>
<tr>
<td>HSER 228</td>
<td>Screening/Assessing Skills</td>
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<td>HSER 224</td>
<td>Group Counseling Skills</td>
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<td>HSER 226</td>
<td>Ethics for Addictions Counselors</td>
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<td>HSER 248</td>
<td>Infectious Diseases</td>
<td>2</td>
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<tr>
<td>HSER 219</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>HSER 280</td>
<td>Practicum Work Experience</td>
<td>1-3</td>
</tr>
</tbody>
</table>

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. Approximately 48 hours of classroom instruction per quarter or 144 hours per year using National Journeyman approved curriculum. Currently offering 1st through 4th year curriculum.

FIRST RESPONDER TRAINING
The First Responder Course emphasizes development of student skills in recognizing the signs and symptoms of various injuries and illnesses and in providing basic life support emergency medical care. The 44-hour course uses the EMS: First Responder Training curriculum developed and approved by the US Dept. of Transportation, National Highway Safety Administration and includes automatic and semi-automatic defibrillation.

HOME HEALTHCARE AIDE (HHA)
This 40-hour course prepares students to work as adult care workers in private homes or nursing homes.

NURSING ASSISTANT
This short term program prepares students to work as nursing assistants in nursing homes and other healthcare facilities. Students successfully completing 155 hours of classroom lecture, lab, and clinical work are eligible to take the Oregon State certifying exam. Certified Nursing Assistant courses are offered at various times throughout the year. For information contact the Nursing Department at ext. 289.

WILDLAND FIRE TRAINING FOR INDUSTRY
These courses are designed to meet the safety and management needs of wildland fire operations. Basic skills classes prepare students for entry-level employment with public and private fire crews. Advanced and specialized classes are available to people currently working in wildland fire crews, allowing them to remain current or upgrade their skills. Course curriculum meets or exceeds the National Wildfire Coordinating Group (NWCG) nationally accepted standards. Note: Many wildland fire classes can be used to obtain an Associate of Applied Science Degree in Wildland Fire Management. See page 107 of catalog for more information.
Programs of Study
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 pages 22-23 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.
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 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 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 pages 22-23 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 often offered and shown in the recommended or necessary sequence.

YEAR 1

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>Intro to Business</td>
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<tr>
<td>- BA 101*</td>
<td></td>
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<tr>
<td>- BA 131</td>
<td>Intro to Business Computing</td>
<td>4</td>
</tr>
<tr>
<td>- MATH 111</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>- BA 214</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- BA 226*</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>- MATH 243</td>
<td>Probability and Statistics</td>
<td>4</td>
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<tr>
<td>Spring Quarter</td>
<td>Business Law II</td>
<td>3</td>
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<tr>
<td>- BA 227</td>
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<tr>
<td>- CS 125 SS</td>
<td>Spreadsheet Applications</td>
<td>4</td>
</tr>
<tr>
<td>- MATH 244</td>
<td>Probability and Statistics</td>
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YEAR 2

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<tbody>
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<td>Fall Quarter</td>
<td>Principles of Accounting I</td>
<td>4</td>
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<tr>
<td>- BA 211*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>- BA 212*</td>
<td></td>
<td></td>
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<tr>
<td>Spring Quarter</td>
<td>Principles of Accounting III</td>
<td>4</td>
</tr>
<tr>
<td>- BA 213*</td>
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</table>

*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 pages 22-23 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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>Fall Quarter</td>
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<td></td>
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<tr>
<td>- BA 101*</td>
<td>Intro to Business</td>
<td>4</td>
</tr>
<tr>
<td>- BA 131</td>
<td>Intro to Business Computing</td>
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<tr>
<td>- MATH 111</td>
<td>College Algebra</td>
<td>4</td>
</tr>
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</table>

| Winter Quarter |
| - BA 214 | Business Communications | 3 |
| - BA 226* | Business Law I | 3 |
| - MATH 243 | Intro to Probability and Statistics | 4 |

| Spring Quarter |
| - BA 227 | Business Law II | 3 |
| - CS 125 SS | Spreadsheet Applications | 4 |
| - MATH 244 | Intro to Probability and Statistics | 4 |

YEAR 2

<table>
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<tr>
<td>Fall Quarter</td>
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<td></td>
</tr>
<tr>
<td>- BA 211*</td>
<td>Principles of Accounting I</td>
<td>4</td>
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<tr>
<td>- ECON 201</td>
<td>Principles of Economics: Micro</td>
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| Winter Quarter |
| - BA 212* | Principles of Accounting II | 4 |
| - ECON 202 | Principles of Economics: Macro | 3 |

| Spring Quarter |
| - 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.
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 transcripted 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

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<th>COURSE #</th>
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<td>- BA 131</td>
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<td>- BA 211</td>
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<td>- BA 104</td>
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<td>- BA 215</td>
<td>Cost Accounting</td>
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<td>- BA 204</td>
<td>Teamwork Dynamics</td>
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<td>- BA 256</td>
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<td>- BA 228</td>
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<tr>
<td>- BA 214</td>
<td>Business Communications</td>
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<tr>
<td>- BA 202</td>
<td>Applied Accounting III or</td>
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<tr>
<td>- BA 213</td>
<td>Principles of Accounting III</td>
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<td>- BA 240</td>
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<td>- OA 201</td>
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<tr>
<td>Summer Quarter</td>
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<tr>
<td>- BA 230</td>
<td>Payroll Accounting</td>
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</tr>
<tr>
<td>- BA 236</td>
<td>Computer Accounting II</td>
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</tbody>
</table>

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

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

<table>
<thead>
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<th>COURSE #</th>
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<tr>
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<tr>
<td>BA 101</td>
<td>Intro to Business</td>
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<td>BA 131</td>
<td>Intro to Business Computing</td>
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<td>BA 200</td>
<td>Applied Accounting I</td>
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<td>BA 211</td>
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<td>WINTER QUARTER</td>
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<tr>
<td>BA 223</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>CS 125S</td>
<td>Spreadsheet Applications</td>
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<tr>
<td>BA 201</td>
<td>Applied Accounting II</td>
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<td>BA 212</td>
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<tr>
<td>BA 256</td>
<td>Income Tax Procedures</td>
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<td>SPRING QUARTER</td>
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<tr>
<td>BA 202</td>
<td>Applied Accounting III</td>
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<td>BA 213</td>
<td>Principles of Accounting III</td>
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<td>BA 228</td>
<td>Computer-Assisted Accounting</td>
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YEAR 2

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<tr>
<td>BA 153</td>
<td>Critical/Creative Thinking</td>
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<td>BA 215</td>
<td>Cost Accounting</td>
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<td>OA 201</td>
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<td>ECON 201</td>
<td>Principles of Economics/Micro</td>
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<td>ECON 202</td>
<td>Principles of Economics/Macro</td>
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<td>WINTER QUARTER</td>
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<tr>
<td>BA 226</td>
<td>Business Law I</td>
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<tr>
<td>BA 203</td>
<td>International Business</td>
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<td>BA 280</td>
<td>Cooperative Work Experience</td>
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<tr>
<td>CS 125A</td>
<td>Database Applications</td>
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<td>BA 255</td>
<td>Personnel Supervision</td>
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<td>SPRING QUARTER</td>
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<td>BA 227</td>
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<td>BA 206</td>
<td>Principles of Management</td>
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<td>BA 250</td>
<td>Small Business Management</td>
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<tr>
<td>BA 240</td>
<td>Fund Accounting</td>
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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

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

Total Number of Credits in Certificate .........................................33
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 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, 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 ICND1 Cisco industry standardized test #640-280.
• Pass MCDSST 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 the A+ CompTia standardized tests.

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

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>Fall Quarter</td>
<td>CS 120 Computer Concepts ................................. 4</td>
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<td>CIS 140 Introduction to Operating Systems ..................... 4</td>
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<td>CIS 110 Information Technology Essentials ................... 3</td>
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<td>Winter Quarter</td>
<td>CIS 101 Networking I: Home/Small Business ................... 4</td>
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<td></td>
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<td>CIS 195 Website Fundamentals ................................. 4</td>
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<td>CIS 111 Information Technology Essentials II ............... 3</td>
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<td>Spring Quarter</td>
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YEAR 2

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<td>Fall Quarter</td>
<td>CIS 133 CS C# Programming I ............................. 4</td>
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<td>CIS 240 W Windows Server Operations .......................... 4</td>
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<td>CIS 103 Networking 3: Routing &amp; Switching .................. 4</td>
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<td>CIS 125 A Database Applications ............................ 4</td>
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<td>CIS 280 Work Experience ....................................... 1</td>
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<td>Winter Quarter</td>
<td>CIS 234 N Advanced C# Programming II ..................... 4</td>
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<td>CIS 240 Server Operating, Systems ............................ 4</td>
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<td>CIS 104 Networking 4: Designing &amp; Supporting ............. 4</td>
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<td>CIS 280 Work Experience ....................................... 1</td>
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<td>Spring Quarter</td>
<td>CIS 276 Advance SQL .......................................... 4</td>
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<td>CIS 241w Server Administration ............................... 4</td>
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<td>CIS 244 Project Management: Analysis and Design ........... 4</td>
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<td>CIS 284 Network Security ...................................... 4</td>
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<td></td>
<td>CIS 280 Work Experience ....................................... 1</td>
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</table>

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

Total Number of Credits in Degree ........................................90
Criminal Justice Emphasis
ASSOCIATE OF ARTS TRANSFER DEGREE

Department: Social Science
Department Chair: Debbie Skousen 541-881-5992
Advising:

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 pages 22-23 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 pages 22-23, 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.
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 pages 22-23 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 pages 22-23, 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

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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>Fall Quarter</td>
<td>Biol 101* General Biology or</td>
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<td>Biol 211* Biology</td>
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<td>Chem 104* Survey of Chemistry</td>
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<tr>
<td>Winter Quarter</td>
<td>Chem 105* Survey of Chemistry</td>
<td>4</td>
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<tr>
<td></td>
<td>Math 243* Statistics</td>
<td>4</td>
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<tr>
<td>Spring Quarter</td>
<td>Chem 106* Survey of Chemistry</td>
<td>4</td>
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<td>Fnut 225* Nutrition</td>
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YEAR 2

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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>Fall Quarter</td>
<td>Biol 231* Anatomy and Physiology</td>
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<tr>
<td>Winter Quarter</td>
<td>Biol 232* Anatomy and Physiology</td>
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<tr>
<td></td>
<td>Biol 234* Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>Biol 233* Anatomy and Physiology</td>
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* Indicates course is on the distribution list. See pages 22-23 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, FNU FT 225, BIOL 233, BIOL 234, CHEM 106.

Treasure Valley Community College • Caldwell, Idaho
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

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 CUEST (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 541-881-5932; Lori Eyler 541-881-5809. Advisor for Elementary Education transfer to Idaho universities: Lori Eyler 541-881-5809; All general advisors (Caldwell).

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.

IF YOU WANT TO BE AN INSTRUCTIONAL/BILINGUAL ASSISTANT

- Complete the Instructional/Bilingual Associate of Applied Science Degree.

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.

education program at the university. Most universities have similar admittance exams.

Advisor: College advisor in your subject area of emphasis or Lori Eyler 541-881-5809

IF YOU WANT TO TEACH 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
**Early Childhood Education**

**CERTIFICATE**

*Department: Education*

*Department Chair & Advising:*

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

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**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**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Fall Quarter</strong></td>
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<tr>
<td>- EDUC 140</td>
<td>Intro to Early Childhood Education ..................</td>
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<td>- EDUC 106</td>
<td>Childhood Development II ................................</td>
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<td>- EDUC 156</td>
<td>Cooperative Plan Seminar I ...........................</td>
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<td>- EDUC 281</td>
<td>Cooperative EC Internship I ............................</td>
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<tr>
<td>- HPE 120</td>
<td>First Aid &amp; CPR ........................................</td>
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<td><strong>Winter Quarter</strong></td>
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<td>- EDUC 247</td>
<td>Classroom Management ...................................</td>
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<td>- EDUC 144</td>
<td>Observation I .............................................</td>
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<td>- EDUC 145</td>
<td>Guidance I - Early Childhood Education .............</td>
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<td>- EDUC 150</td>
<td>Curriculum I - Early Childhood Education ..........</td>
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<td><strong>Spring Quarter</strong></td>
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<tr>
<td>- EDUC 149</td>
<td>Infant/Toddler Caregiving ................................</td>
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<td>- EDUC 159</td>
<td>Music Development for ECE ................................</td>
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<td>- EDUC 158</td>
<td>Bilingual Language Development ........................</td>
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<tr>
<td>- EDUC 161</td>
<td>Nutrition &amp; Health for EC ................................</td>
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<td></td>
<td><strong>Summer Quarter</strong></td>
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<tr>
<td>- EDUC 157</td>
<td>Math Development for ECE ................................</td>
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</table>

**Total Number of Credits in Certificate ........................................ 49**
EARLY CHILDHOOD EDUCATION
Associate of Applied Science Degree

Early Childhood Education
ASSOCIATE OF APPLIED SCIENCE DEGREE

Department: Education
Department Chair & Advising:

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)

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

<table>
<thead>
<tr>
<th>COURSE #</th>
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<td>Fall Quarter</td>
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<tr>
<td>- EDUC 200 Intro to Education .............................................. 4</td>
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<td>- EDUC 140 Intro to Early Childhood Education ...................... 3</td>
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<tr>
<td>- HPE 120 First Aid &amp; CPR .................................................... 2</td>
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<td>- EDUC 161 Nutrition &amp; Health for ECE ................................. 3</td>
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<tr>
<td>- EDUC 230 Intro to Child Abuse &amp; Neglect ............................ 3</td>
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</table>

| Winter Quarter |
| - 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 |

| Spring Quarter |
| - 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 |

| Summer Quarter |
| - 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

<table>
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<td>Fall Quarter</td>
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<td></td>
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<tr>
<td>- EDUC 244 Observation II - Early Childhood Education ........... 3</td>
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<td></td>
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<tr>
<td>- EDUC 241 Curriculum III - Early Childhood Education ........ 3</td>
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<tr>
<td>- EDUC 247 Classroom Management .......................................... 3</td>
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</table>

| Winter Quarter |
| - EDUC 153 Early Childhood Environments OR ......................... |
| - EDUC 250 Exceptionalities .................................................. 3 |
| - EDUC 248 Special Needs & Mainstreaming ............................. 3 |

| Spring Quarter |
| - 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 Emphasis
ASSOCIATE OF ARTS TRANSFER DEGREE

Department: Education
Department Chair & Advising:
Advising: Renae Weber (541) 881-5932, Lori Eyler (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 pages 22-23 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 pages 22-23, 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
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 Communication (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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>Fall Quarter</td>
<td>Anatomy and Physiology ....................................</td>
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</tr>
<tr>
<td>- BIOL 231*</td>
<td>EMT Basic ................................................</td>
<td>5</td>
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<tr>
<td>- EMT 151</td>
<td>Intro to Emergency Medical Services ....................</td>
<td>3</td>
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<tr>
<td>Winter Quarter</td>
<td>Anatomy and Physiology ....................................</td>
<td>4</td>
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<tr>
<td>- BIOL 232*</td>
<td>General Sociology ..........................................</td>
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<tr>
<td>- SOC 205</td>
<td>Medical Terminology I .....................................</td>
<td>3</td>
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<tr>
<td>- EMT 152</td>
<td>EMT Basic 2..................................................</td>
<td>5</td>
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<tr>
<td>- EMT 169</td>
<td>EMT Rescue ..................................................</td>
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<tr>
<td>- Spring Quarter</td>
<td>Anatomy and Physiology ....................................</td>
<td>4</td>
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<tr>
<td>- BIOL 233*</td>
<td>Crisis Intervention..........................................</td>
<td>3</td>
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<tr>
<td>- CJ 203</td>
<td>Crisis Intervention..........................................</td>
<td>3</td>
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</tbody>
</table>

*These courses have prerequisites.

Total Number of Credits in Certificate ........................................... 47
## 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
  - 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 pages 22-23 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 pages 22-23, meets the diversity requirement. The course selected for the diversity requirement may also be used to fulfill distribution requirements or electives, where applicable.

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### 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

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<tr>
<td></td>
<td><strong>Fall Quarter</strong></td>
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<tr>
<td>· HIST 201*</td>
<td>US History</td>
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</tr>
<tr>
<td>· POSC 201*</td>
<td>American Government</td>
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<td></td>
<td><strong>Winter Quarter</strong></td>
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<tr>
<td>· HIST 202*</td>
<td>US History</td>
<td>3</td>
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<tr>
<td>· POSC 202*</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Spring Quarter</strong></td>
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<tr>
<td>· HIST 203*</td>
<td>US History</td>
<td>3</td>
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<tr>
<td>· POSC 203*</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>· ANTH 110*</td>
<td>Cultural Anthropology</td>
<td>3</td>
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</tbody>
</table>

* Indicates course is on the distribution list. See pages 22-23 for guidelines.
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.
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

Medical Office Administration

Medical Transcription
MEDICAL OFFICE ADMINISTRATION
Associate of Applied Science Degree

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 courses 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 credits)
  - 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

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<tr>
<td>BA 131</td>
<td>Intro to Business Computing</td>
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<tr>
<td>OA 116</td>
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<td>OA 201</td>
<td>Word Processing Procedures I</td>
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<td>GSCI 161</td>
<td>Medical Terminology I</td>
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<td>Winter Quarter</td>
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<tr>
<td>OA 122</td>
<td>Keyboarding II</td>
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<tr>
<td>BA 101</td>
<td>Intro to Business</td>
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<td>HPE 120</td>
<td>First Aid &amp; CPR</td>
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<tr>
<td>BA 226</td>
<td>Business Law I</td>
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<td>Spring Quarter</td>
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<tr>
<td>OA 225</td>
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YEAR 2

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<tr>
<td>BA 200</td>
<td>Applied Accounting I or</td>
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<tr>
<td>BA 211</td>
<td>Principles of Accounting I</td>
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<tr>
<td>MREC 210</td>
<td>Medical Billing I</td>
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<td>Winter Quarter</td>
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<tr>
<td>BA 201</td>
<td>Applied Accounting II or</td>
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<tr>
<td>BA 212</td>
<td>Principles of Accounting II</td>
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<td>MREC 116</td>
<td>Medical Office Procedures</td>
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<td>CS 125 A</td>
<td>Database Applications</td>
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<td>MREC 211</td>
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<td>BA 202</td>
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<td>BA 228</td>
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<td>OA 290</td>
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<tr>
<td>OA 226</td>
<td>Advanced Machine Transcription</td>
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<tr>
<td>OA 280</td>
<td>Cooperative Work Experience</td>
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</table>

Total Number of Credits in Degree: 90
Medical Transcription
ASSOCIATE OF APPLIED SCIENCE DEGREE

Department: Business
Department Chair: Dr. Wes Tucker (541) 881-5897
Advising: Ina Sypers (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

<table>
<thead>
<tr>
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<tr>
<td></td>
<td>- GSCI 161  Medical Terminology I</td>
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<tr>
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<td>- BIOL 101  General Biology</td>
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<tr>
<td></td>
<td>- BA 131  Intro to Business Computing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>- OA 122  Keyboarding II</td>
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|          | Winter Quarter             |         |
|          | - 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       |

|          | Spring Quarter             |         |
|          | - 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

<table>
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<tr>
<td></td>
<td>- BIOL 231  Human Anatomy and Physiology</td>
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<tr>
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<td>- BIOL 234  Microbiology</td>
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|          | Winter Quarter             |         |
|          | - BIOL 232  Human Anatomy and Physiology                      | 4       |
|          | - OA 280  Cooperative Work Experience                          | 3       |
|          | - MREC 111  Medical Transcription II                          | 3       |
|          | - MREC 120  Surgical Transcription                             | 3       |

|          | Spring Quarter             |         |
|          | - 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 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.

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.

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<td>BA 101</td>
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<td>OA 225</td>
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YEAR 2
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<td>Principles of Accounting II ......................................</td>
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<td>BA 226</td>
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<td>Integrated Office Applications ....................................</td>
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Total Number of Credits in Degree ................................................. 90
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
Advising: Lori Eyler
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 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 and 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 TVCC

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)
2. Take Placement Test (COMPASS) and submit transcripts to COCC Admissions 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 111 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
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 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 pages 22-23 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 pages 22-23, 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

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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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<td>• Fall Quarter</td>
<td>POSC 201* American Government</td>
<td>3</td>
</tr>
<tr>
<td>• Fall Quarter</td>
<td>ECON 201* Principles of Economics: Micro</td>
<td>3</td>
</tr>
<tr>
<td>• Winter Quarter</td>
<td>POSC 202* American Government</td>
<td>3</td>
</tr>
<tr>
<td>• Winter Quarter</td>
<td>ECON 202* Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td>• Spring Quarter</td>
<td>POSC 203* American Government</td>
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<tr>
<td>• Spring Quarter</td>
<td>ECON 203* Principles of Economics: Economic Issues</td>
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YEAR 2

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<th>COURSE #</th>
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<tr>
<td>• Fall Quarter</td>
<td>HIST 201* History of the United States</td>
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<tr>
<td>• Winter Quarter</td>
<td>HIST 202* History of the United States</td>
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<tr>
<td>• Spring Quarter</td>
<td>HIST 203* History of the United States</td>
<td>3</td>
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</table>

* Indicates course is on the distribution list. See pages 22-23 for guidelines.
Psychology Emphasis  
ASSOCIATE OF ARTS TRANSFER DEGREE

Department: Social Science  
Department Chair: Debbie Skousen  
Advising: Debbie Skousen

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 (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 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 pages 22-23 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 pages 22-23, 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 pages 22-23 for guidelines.
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.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td>CHEM 104</td>
<td>Survey of Chemistry</td>
<td>4</td>
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<tr>
<td></td>
<td>WR 121</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td></td>
<td>PSYC 201</td>
<td>General Psychology</td>
<td>3</td>
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<td></td>
<td>SP 111</td>
<td>Fundamentals of Speech</td>
<td>3</td>
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<tr>
<td></td>
<td>BIOL 101</td>
<td>General Biology</td>
<td>4</td>
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<tr>
<td><strong>Winter Quarter</strong></td>
<td>CHEM 105</td>
<td>Survey of Chemistry</td>
<td>4</td>
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<tr>
<td></td>
<td>WR 122</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td></td>
<td>MATH 111*</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td></td>
<td>BIOL 231</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td></td>
<td>GSCI 161</td>
<td>Medical Terminology I</td>
<td>3</td>
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<tr>
<td></td>
<td>NURS 184</td>
<td>Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td>BIOL 232</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>WR 123</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 105*</td>
<td>Contemporary Mathematics</td>
<td>5</td>
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<tr>
<td></td>
<td>BIOL 233</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CS 120</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
</tbody>
</table>

*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 pages 22-23 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 pages 22-23, 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**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>BIOL 101* General Biology</td>
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</tr>
<tr>
<td></td>
<td>PSYC 201* General Psychology</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>SOC (any) Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG* Any Literature</td>
<td>3</td>
</tr>
<tr>
<td>Spring Quarter</td>
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</tr>
<tr>
<td></td>
<td>ETHN (any) Ethnic Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

* Indicates course is on the distribution list. See pages 22-23 for guidelines.
SOCIOLOGY EMPHASIS
Associate of Arts Transfer Degree

Sociology Emphasis
ASSOCIATE OF ARTS TRANSFER DEGREE

Department: Social Science
Department Chair: Debbie Skousen (ext. 5992)
Advising:

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 pages 22-23 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 pages 22-23, 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

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
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</thead>
</table>
| Fall Quarter
  - SOC 204* General Sociology .............................................. 3 |
| Winter Quarter
  - SOC 205* General Sociology .............................................. 3 |
| Spring Quarter
  - SOC 206* General Sociology .............................................. 3 |

YEAR 2

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
</table>
| Fall Quarter
  - ETHN 101* Ethnic Studies .................................................... 3 |
  - SOC 210 Marriage/Family/Intimate Relations .............................. 3 |
| Winter Quarter
  - MATH 243* Intro to Probability and Statistics I ..................... 4 |
  - ETHN 102* Ethnic Studies .................................................... 3 |
| Spring Quarter
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  - ETHN 103* Ethnic Studies .................................................... 3 |

* Indicates course is on the distribution list. See pages 22-23 for guidelines.
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

<table>
<thead>
<tr>
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<th>CREDITS</th>
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<td></td>
<td>Fall Quarter</td>
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<tr>
<td>- EMT 151</td>
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<td>- EMT 152</td>
<td>EMT Basic II.................................</td>
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<td>- SFS 151</td>
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<td>- SFS 158</td>
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YEAR 2

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<tr>
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<tr>
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<td>See list..................................</td>
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<td>Winter Quarter</td>
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<tr>
<td>- SFS 259</td>
<td>Major Emergency Strategy and Tactics</td>
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<td>- NATR 116</td>
<td>S-215 Fire Operation Wildland/Urban</td>
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<tr>
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<td>- SFS 171</td>
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<tr>
<td>- SFS 172</td>
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</table>

Total Number of Credits in Degree .............................................91
VITICULTURE AND ENOLOGY
Associate of Applied Science Degrees

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

YEAR 2

**Students must be 21 years old to enroll in this course.

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

*Math 65 Prerequisite - suggested Math placement score of 70 for direct entrance to program.
Course Descriptions
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
COORDERATIVE 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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Includes all course descriptions for programs taught at all Treasure Valley Community College locations.

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.

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 Credit
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 Credit
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 Credit
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 Credit
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

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  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

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 ULTRASONIC 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 ULTRASONIC 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.

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.

ANTE01 (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

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 agribusiness 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.

AREC206 (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.

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.

ART201 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.

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

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
Introduces 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 the 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.

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.
COURSE DESCRIPTIONS

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. Prerequisite: 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: CHEM 105.

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, thermodynamics, toxicology, 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.
## COURSE DESCRIPTIONS

### CHEM227 5 Credits
**ORGANIC CHEMISTRY**

Presents alkanes, alkenes, stereochemistry, role of solvents and organic reactions. Lab required. Prerequisite: CHEM 223.

### CHEM228 5 Credits
**ORGANIC CHEMISTRY**

Examines alkenes, 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS101</td>
<td>4</td>
<td>COMPUTER NET I: HOME/SMALL BUSINESS</td>
<td>First of four networking courses. Fundamentals of networking. Design, build, and support a home or small business network. Prerequisite: CIS 140 or instructor approval.</td>
</tr>
<tr>
<td>CIS103</td>
<td>4</td>
<td>NETWORKING 3: ROUTING &amp; SWITCHING</td>
<td>Configure and implement a Local Area Network. Perform LAN, WAN, and VLAN troubleshooting. Prerequisite: CIS 102.</td>
</tr>
<tr>
<td>CIS104</td>
<td>4</td>
<td>NETWORKING 4: DESIGNING &amp; SUPPORTING</td>
<td>Analyze client needs to design and support effective computer internetworks. Prerequisite: CIS 103.</td>
</tr>
<tr>
<td>CIS110</td>
<td>3</td>
<td>INFORMATION TECHNOLOGY ESSENTIALS I</td>
<td>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.</td>
</tr>
<tr>
<td>CIS111</td>
<td>3</td>
<td>INFORMATION TECHNOLOGY ESSENTIALS 2</td>
<td>Install network operating systems, and troubleshoot system tools and diagnostic software. Connect to the internet and share resources in a network environment. Prerequisite: CIS 110.</td>
</tr>
<tr>
<td>CIS120</td>
<td>4</td>
<td>INTRO TO COMPUTER INFO SYSTEMS</td>
<td>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.</td>
</tr>
<tr>
<td>CIS133CP</td>
<td>4</td>
<td>C/++ PROGRAMMING</td>
<td>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.</td>
</tr>
<tr>
<td>CIS133JA</td>
<td>4</td>
<td>INTRO TO JAVA PROGRAMMING</td>
<td>Java language and concepts of object oriented programming to solve business problems. Create classes, objects, and applications using JAVA. Prerequisite: CIS 140.</td>
</tr>
<tr>
<td>CIS133VB</td>
<td>4</td>
<td>INTRO TO VISUAL BASIC.NET</td>
<td>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.</td>
</tr>
<tr>
<td>CIS140</td>
<td>4</td>
<td>INTRO TO OPERATING SYSTEMS</td>
<td>Effectively utilizing the Command Line Interface (CLI), Microsoft Windows, and Linux operating systems to manage microcomputer operations.</td>
</tr>
<tr>
<td>CIS195</td>
<td>3</td>
<td>WEBSITE FUNDAMENTALS</td>
<td>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.</td>
</tr>
<tr>
<td>CIS225</td>
<td>4</td>
<td>END USER SUPPORT</td>
<td>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.</td>
</tr>
<tr>
<td>CIS240</td>
<td>4</td>
<td>SERVER OPERATING SYSTEMS</td>
<td>Planning, installing, and maintaining a Web server. Internet and Intranet issues, system optimization, server activity monitoring, and server/client security. Prerequisite: CIS 140.</td>
</tr>
<tr>
<td>CIS240U</td>
<td>4</td>
<td>UNIX LINUX SERVER OPERATIONS</td>
<td>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.</td>
</tr>
<tr>
<td>CIS240W</td>
<td>4</td>
<td>WINDOWS SERVER OPERATIONS</td>
<td>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.</td>
</tr>
<tr>
<td>CIS241W</td>
<td>4</td>
<td>WINDOWS SERVER OPERATING ADMIN</td>
<td>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 MCTS 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.</td>
</tr>
</tbody>
</table>
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 adjudication 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 & AGRессION
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

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 staffs’ 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.

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
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.

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.
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

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 drafting 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 plotting 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.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title and Description</th>
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</thead>
</table>
| ECON202     | 3       | 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       | 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. |
| EDUC101     | 3       | 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     | 3       | 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     | 3       | 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     | 3       | 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     | 3       | 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       | 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     | 3       | 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     | 3       | 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     | 3       | GUIDANCE I-EARLY CHILDHOOD ED  
Familiarizes students with the principles of positive guidance for young children. |
| EDUC149     | 3       | 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     | 3       | CURRICULUM I-EARLY CHILDHOOD ED  
Introduces appropriate curriculum for young children. Focuses on creative play curriculum and the whole child approach. |
| EDUC153     | 3       | 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     | 3       | 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. |
| EDUC155     | 1       | 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     | 3       | 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     | 3       | BILINGUAL LANGUAGE DEVELOPMENT  
Applies theories in first and second language acquisition. Studies cognitive, affective, and social variables influencing language acquisition. |
| EDUC159     | 3       | 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. |
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC160</td>
<td>3</td>
<td>CURRICULUM STUDIES/MATH</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC166</td>
<td>1</td>
<td>COOPERATIVE PLANNING SEMINAR II</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC166</td>
<td>1</td>
<td>COOPERATIVE PLANNING SEMINAR III</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC200</td>
<td>4</td>
<td>INTRO TO EDUCATION</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC220</td>
<td>4</td>
<td>EDUCATIONAL TECHNOLOGY</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC210</td>
<td>1</td>
<td>THEORY &amp; PRACTICUM</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC213</td>
<td>3</td>
<td>SCHOOL LAW</td>
<td>Studies laws relevant to classroom processes, rights and responsibilities of teachers, schools, students, and families.</td>
</tr>
<tr>
<td>EDUC230</td>
<td>3</td>
<td>INTRO TO CHILD ABUSE AND NEGLECT</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC232</td>
<td>3</td>
<td>THERAPEUTIC INTER-CHILD OF NEGLECT</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC233</td>
<td>3</td>
<td>CRITICAL FACTORS IN PARENT NEGLECT</td>
<td>Focuses upon the study of child neglect, neglectful parents, the forces that have damaged parents, and strategies for teachers working with neglectful parents.</td>
</tr>
<tr>
<td>EDUC240</td>
<td>3</td>
<td>CURRICULUM II- EARLY CHILDHOOD ED</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC241</td>
<td>3</td>
<td>CURRICULUM III- EARLY CHILDHOOD ED</td>
<td>Emphasizes science, nature, cognition, and large group activities. Includes planning of activities that meet the needs of young children.</td>
</tr>
<tr>
<td>EDUC242</td>
<td>3</td>
<td>EDUCATIONAL CONCEPTS</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC244</td>
<td>3</td>
<td>OBSERVATION II- EARLY CHILDHOOD ED</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC245</td>
<td>3</td>
<td>GUIDANCE II-EARLY CHILDHOOD ED</td>
<td>Surveys principles and practices of guidance, emphasizing conflict resolution, self-esteem builders, classroom management, educator’s self-esteem, and effective communication with young children.</td>
</tr>
<tr>
<td>EDUC246</td>
<td>3</td>
<td>FAMILY/COMMUNITY RELATIONS-ECE</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC247</td>
<td>3</td>
<td>CLASSROOM MANAGEMENT</td>
<td>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.</td>
</tr>
<tr>
<td>EDUC248</td>
<td>3</td>
<td>SPECIAL NEEDS &amp; MAINSTREAMING</td>
<td>Examines specific areas of special needs in the early childhood classroom and the approaches to mainstreaming those students.</td>
</tr>
<tr>
<td>EDUC250</td>
<td>4</td>
<td>EXCEPTIONALITY IN THE SCHOOLS</td>
<td>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.</td>
</tr>
</tbody>
</table>
EMERGENCY MEDICAL TECHNICIAN

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.

EMT INTERMEDIATE I
EMT0904 (P/T) 0 Credits
Covers the role and responsibilities of the EMT, emergency medical services systems, radio types, and HEAR systems. Includes emergency response driving, ORS, OAR, DMV laws, maintenance and safety, route planning, communication systems, radio types, and HEAR system. Prerequisite: valid drivers license.

EMT INTERMEDIATE II
EMT0905 (P/T) 0 Credits
Covers the role and 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, intravenous therapy, 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 BASIC I
EMT151 (P/T) 5 Credits
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.

EMT BASIC II
EMT152 (P/T) 5 Credits
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.

EMT RESCUE
EMT169 (P/T) 3 Credits
Covers theory and practice of procedural responsibilities related to the EMT-Basic. Incorporates discussion, demonstration and practical application of roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous therapy, intravenous therapy, 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 RESCUE
EMT170 (P/T) 3 Credits
Covers theory and practice of procedural responsibilities related to the EMT-Basic. Incorporates discussion, demonstration and practical application of roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous therapy, intravenous therapy, pharmacology, and EMT-Intermediate protocols. Includes 76 hours didactic training and 44 hours clinical training. Presented over two terms. Prerequisite: Oregon certified EMT- Basic.

INTRO TO LITERATURE
ENG104 3 Credits
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.

INTRO TO LITERATURE
ENG105 3 Credits
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.

INTRO TO LITERATURE
ENG106 3 Credits
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.

ENGLISH
COURSE DESCRIPTIONS

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 place
ment 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.
COURSE DESCRIPTIONS

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
Introduces Geographic Information Systems (GIS). It explores cartographic principles and object-oriented data structure to create charts, graphs, reports and layouts.

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
GEODETIC AND REMOTE SENSING
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
CARTOGRAPHY II
Further develops students knowledge and skills of cartography and graphic design using Arc View and Arc Map. 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 digital 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

GEOLOGY

GEO201 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.

GEO202 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.

GEO203 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.

GT201 (P/T) 4 Credits
PHOTOVOLTAICS 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

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

HISTORY

HIST101  3 Credits
HISTORY OF WESTERN CIVILIZATIONS
Examines the major ideas, issues, 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, 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, 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.

HIST201  3 Credits
U.S. HISTORY
Examines the major ideas, issues, 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.

HIST202  3 Credits
U.S. HISTORY
Examines the major ideas, issues, 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.

HIST203  3 Credits
U.S. HISTORY
Examines the major ideas, issues, and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes birth of modern European thought. World War I, Great Depression, World War II, the Vietnam War, and through to the present.

HORT201  3 Credits
HORTICULTURE
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.

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

HPE180FC 1 Credits  
TRACK & FIELD CONDITIONING (WOMEN)  
Advanced training 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 and anaerobic 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.

HPE180 - 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

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 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
TAPPING & 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, knee, 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSER101</td>
<td>3</td>
<td>ADDICTIONS PHARMACOLOGY</td>
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<tr>
<td>HSER112</td>
<td>3</td>
<td>DRUG USE, MISUSE &amp; ADDICTION</td>
</tr>
<tr>
<td>HSER1152</td>
<td>1</td>
<td>STRESS MANAGEMENT</td>
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<td>HSER200</td>
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<td>ALCOHOL/DRUGS &amp; FAMILY</td>
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<tr>
<td>HSER226</td>
<td>3</td>
<td>ETHICS FOR ADDICTIONS COUNSELING</td>
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<td>HSER228</td>
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<td>SCREENING &amp; ASSESSMENT</td>
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<tr>
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<td>INFECTIOUS DISEASES:ADDICTION RISK</td>
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<td>HSER2219</td>
<td>3</td>
<td>CASE MANAGEMENT - CAPSTONE</td>
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<td>HSER2224</td>
<td>3</td>
<td>GROUP SKILLS FOR SUBSTANCE ABUSE</td>
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<tr>
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<td>INTO HUMANITIES</td>
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<tr>
<td>INED131</td>
<td>1</td>
<td>SPECIAL PROJECTS</td>
</tr>
<tr>
<td>INED132</td>
<td>2</td>
<td>SPECIAL PROJECTS</td>
</tr>
</tbody>
</table>
### COURSE DESCRIPTIONS

**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 12 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, broadcasting, 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.
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.

MATH121  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.

MATH131  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. Prerequisite: Pass MATH 111 with a "C-" or better, or suitable placement score.

MATH251  5 Credits
CALCULUS I
Introduces elementary calculus, 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.

MATH252  5 Credits
CALCULUS 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.

MATH253  5 Credits
CALCULUS III
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.

MATH244  4 Credits
INTRO TO PROBABILITY & STATISTICS II
Introduces elementary statistics, including frequency, descriptive statistics, correlation, regression, measures of center probability, binomial and standards distributions and central limit theorem. Prerequisite: Pass MATH 251 with a "C-" or better.

MATH245  4 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.

MATH246  4 Credits
MEDICAL TRANSCRIPTION II
Provides transcription practice of authentic physician-dictated medical reports organized by body systems or medical specialties. Emphasizes...
COURSE DESCRIPTIONS

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. Lab required. Prerequisite: MREC 110

MREC110 (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

MUP114   1 Credits
MUSIC-PERFORMANCE
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.
**MUSIC**

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<tr>
<td>MUS101</td>
<td>3</td>
<td>MUSIC FUNDAMENTALS</td>
<td>Examines the elements, structures, and patterns of music. Includes note reading, rhythm skills, and basic theory. Prerequisite: MUS 111.</td>
</tr>
<tr>
<td>MUS114</td>
<td>1</td>
<td>SIGHT SINGING/EAR TRAINING</td>
<td>Offers private instruction in voice, piano, organ, woodwinds, brass, percussion, guitar, or other instrument for the second year student. Fee required.</td>
</tr>
<tr>
<td>MUS115</td>
<td>1</td>
<td>SIGHT SINGING/EAR TRAINING</td>
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<tr>
<td>MUS116</td>
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<td>SIGHT SINGING/EAR TRAINING</td>
<td>Offers private instruction in voice, piano, organ, woodwinds, brass, percussion, guitar, or other instrument for the second year student. Fee required.</td>
</tr>
<tr>
<td>MUS131</td>
<td>2</td>
<td>CLASS PIANO</td>
<td>Offers private instruction in voice, piano, organ, woodwinds, brass, percussion, guitar, or other instrument for the second year student. Fee required.</td>
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<tr>
<td>MUS132</td>
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<td>CLASS PIANO</td>
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<tr>
<td>MUS201</td>
<td>3</td>
<td>INTRO TO MUSIC &amp; ITS LITERATURE</td>
<td>Studies the elements, styles, and historical styles of music with emphasis on listening to recordings. Includes lecture and reading music.</td>
</tr>
<tr>
<td>MUS202</td>
<td>3</td>
<td>INTRO TO MUSIC &amp; ITS LITERATURE</td>
<td>Studies the elements, styles, and historical styles of music with emphasis on listening to recordings. Includes lecture and reading music.</td>
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<tr>
<td>MUS203</td>
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<td>INTRO TO MUSIC &amp; ITS LITERATURE</td>
<td>Studies the elements, styles, and historical styles of music with emphasis on listening to recordings. Includes lecture and reading music.</td>
</tr>
<tr>
<td>MUS211</td>
<td>4</td>
<td>MUSIC THEORY II</td>
<td>Offers a brief review of Music Theory I with emphasis on the basics of four-part writing. Includes some composition. Prerequisite: MUS 211. Co-requisite: MUS 215.</td>
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<tr>
<td>MUS212</td>
<td>4</td>
<td>MUSIC THEORY II</td>
<td>Offers a brief review of Music Theory I with emphasis on the basics of four-part writing. Includes some composition. Prerequisite: MUS 211. Co-requisite: MUS 215.</td>
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<td>4</td>
<td>MUSIC THEORY II</td>
<td>Offers a brief review of Music Theory I with emphasis on the basics of four-part writing. Includes some composition. Prerequisite: MUS 211. Co-requisite: MUS 215.</td>
</tr>
<tr>
<td>MUS214</td>
<td>2</td>
<td>KEYBOARD HARMONY</td>
<td>Offers a brief review of Music Theory I with emphasis on the basics of four-part writing. Includes some composition. Prerequisite: MUS 211. Co-requisite: MUS 215.</td>
</tr>
<tr>
<td>MUS215</td>
<td>2</td>
<td>KEYBOARD HARMONY</td>
<td>Offers a brief review of Music Theory I with emphasis on the basics of four-part writing. Includes some composition. Prerequisite: MUS 211. Co-requisite: MUS 215.</td>
</tr>
<tr>
<td>MUS216</td>
<td>2</td>
<td>KEYBOARD HARMONY</td>
<td>Offers a brief review of Music Theory I with emphasis on the basics of four-part writing. Includes some composition. Prerequisite: MUS 211. Co-requisite: MUS 215.</td>
</tr>
</tbody>
</table>

**NATURAL RESOURCES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATR101</td>
<td>3</td>
<td>INTRO TO WILDLAND FIRE (FFT2)</td>
<td>Includes S-130, S-190, and L-180 training. Provides entry level firefighter skills, including the primary factors affecting the spread and growth 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.</td>
</tr>
</tbody>
</table>

Treasure Valley Community College • Caldwell, Idaho
COURSE DESCRIPTIONS

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.

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 Credit
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.
COURSE DESCRIPTIONS

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 medical 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 saleable 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PHIL101</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>

### PHARMACODYNAMICS

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>PHRC211</td>
<td>2</td>
<td>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.</td>
</tr>
</tbody>
</table>

### PHYSICS

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</tr>
</thead>
<tbody>
<tr>
<td>PHYS201</td>
<td>4</td>
<td>Explores classical mechanics, including motion, forces, and energy. Intended for students without a calculus background. Lab required. Prerequisite: MATH 112.</td>
</tr>
<tr>
<td>PHYS202</td>
<td>4</td>
<td>Explores fluids, elasticity, waves and sound, thermodynamics, and electrostatics. Intended for students without a calculus background. Lab required. Prerequisite: PHYS 201.</td>
</tr>
<tr>
<td>PHYS203</td>
<td>4</td>
<td>Explores electric and magnetic theory, electronics, light, and optics. Intended for students without a calculus background. Lab required. Prerequisite: PHYS 202.</td>
</tr>
<tr>
<td>PHYS211</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>PHYS212</td>
<td>5</td>
<td>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.</td>
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### POLITICAL SCIENCE

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<tr>
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<tbody>
<tr>
<td>POSC201</td>
<td>3</td>
<td>Introduces the principles of the American constitutional system, and examines civil liberties, minority rights, and issues of social equality.</td>
</tr>
<tr>
<td>POSC202</td>
<td>3</td>
<td>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.</td>
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### PSYCHOLOGY

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<tr>
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<tbody>
<tr>
<td>PSYC101</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>PSYC201</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>PSYC202</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>PSYC203</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>PSYC235</td>
<td>3</td>
<td>Discusses theoretical perspectives, and physiological, social, and psychological forces that impact the stages of human development form conception through late childhood. Prerequisite: PSYC 201, or BIOL 101.</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

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.

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.

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, Scientolgy, and others. Prerequisites: Pass WR 115 with a “C-” or higher, or a suitable placement score.

READING

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 DPSSST for Firefighter II and Pumper Operator. Prerequisites: SFS 151 and 152 and MATH070, or instructor permission.
COURSE DESCRIPTIONS

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
FIREFIGHTER 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
FIREFIGHTER 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

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
FIREFIGHTER 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
FIREFIGHTER SERVICE RESCUE PRACTICES
Technical information on various fire department rescue situations. Covers tools and equipment, ropes and knots, trench rescue, shore and 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
MEETING EMERGENCY STRATEGY & TACTICS
Major emergencies and principles relating to incident priorities, resource management, and tactical operations to make judgments about strategic management. Prerequisites: SFS 151, SFS 152 and SFS 153.

SFS260 (P/T) 3 Credits
FIREFIGHTER PREVENTION
History and philosophy of fire protection through review of life and property loss statistics, case studies of fire protect 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
FIREFIGHTER 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
FIREFIGHTER 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 in becoming more successful in competitive fire service entry processes. Prerequisite: SFS 261

SFS263 (P/T) 3 Credits
FIREFIGHTER 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.

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.
## COURSE DESCRIPTIONS

### SOCIAL WORK

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</table>
| SOWK111 | 3       | INTRO TO SOCIAL WORK
Introduces the profession of social work, surveying the professional knowledge, skills, values, and ethics applicable for generalist social work practice. 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       | 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 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

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</table>
| SPI11    | 3       | 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       | 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       | 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 WR 95 with a C- or better, or suitable placement score. |

### SPANISH

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</table>
| SPAN101  | 4       | 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       | 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       | 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       | 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       | 2ND YEAR SPANISH II
Continues the review and expansion of vocabulary, grammar, conversation and composition. Introduction to cultural and literacy readings. |
| SPAN203  | 4       | 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

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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| TA227    | 3       | STAGE MAKEUP
Teaches techniques for make up procedures to create different effects and looks on performers. |

### VITICULTURE

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</table>
| VMW101   | 3       | 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   | 3       | 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   | 4       | 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   | 4       | WINTER VINEYARD PRACTICES
Surveys winter vineyard management practices. Covers training, pruning, propagation, bench grafting, and simple trellis designs. Prerequisite: VMW 101 |
| VMW112   | 4       | 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 oxyacetelylene 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.

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.
<table>
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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>WR115</td>
<td>3</td>
<td>INTRO TO COLLEGE WRITING</td>
<td>Develops the students’ critical thinking skills and emphasizes basic</td>
<td>Prerequisites: Pass WR 95 with a “C-” or better, or suitable placement score and pass READ 12, or</td>
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<td>competence in grammar, mechanics, sentence structure, with particular</td>
<td>suitable placement score.</td>
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<td>attention to unified writing, and coherent essays.</td>
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<td>WR121</td>
<td>3</td>
<td>ENGLISH COMPOSITION</td>
<td>Teaches students to write focused, logically organized, and well-</td>
<td>Prerequisites: Pass WR 115 with a “C-” or better, or suitable placement score and pass READ 12, or</td>
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<td>transitioned academic essays on a variety of topics, including literature.</td>
<td>suitable placement score.</td>
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<td>Emphasizes critical thinking, reading, and writing with close attention to</td>
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<td>development strategies, identification of purpose, and revision.</td>
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<td>Reviews grammar, punctuation, and style.</td>
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<td>WR122</td>
<td>3</td>
<td>ENGLISH COMPOSITION</td>
<td>Continues the goals of WR 121 and examines the logical means of</td>
<td>Prerequisites: Pass WR 121 with a “C-” or better.</td>
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<td>developing ideas in argumentative essays.</td>
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<td>Emphasizes the identification, analysis, and evaluation of argumentative</td>
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<td>elements, audience, and style.</td>
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<td>Selecting, evaluating, and documenting sources will also be stressed.</td>
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<td>WR123</td>
<td>3</td>
<td>ENGLISH COMPOSITION</td>
<td>Assists students in using successful steps for the research process,</td>
<td>Prerequisites: Pass WR 122 with a “C-” or better.</td>
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<td>including formulating research proposals, using effective search strategies,</td>
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<td>analyzing and evaluating sources, and demonstrating mastery of</td>
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<td>documentation.</td>
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<td>Emphasis is on writing a lengthy research paper which will support an</td>
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<td>argumentative thesis using appropriate rhetorical strategies, applicable</td>
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<td>evidence, and effective language.</td>
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<td>WR227</td>
<td>3</td>
<td>TECHNICAL REPORT WRITING</td>
<td>Applies principles of composition in writing technical and business</td>
<td>Prerequisites: Pass WR 122 with a “C-” or better.</td>
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<td>reports.                      Covers information gathering, organization techniques, and</td>
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<td>graphic presentation.           Includes oral and written presentation</td>
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<td>techniques, and emphasizes the use of technology.</td>
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<td>WR241</td>
<td>3</td>
<td>INTRO TO IMAGINATIVE WRITING</td>
<td>Explores reading and writing some of the major varieties of imaginative, or</td>
<td>Prerequisites: Pass WR 115 with a “C-” or better, or suitable placement score and pass READ 12, or</td>
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<td>“creative”, writing. Focus: reading and writing short fiction.</td>
<td>suitable placement score.</td>
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<tr>
<td>WR242</td>
<td>3</td>
<td>INTRO TO IMAGINATIVE WRITING</td>
<td>Explores the reading and writing of three of the major varieties of</td>
<td>Prerequisites: Pass WR 115 with a “C-” or better, or suitable placement score and pass READ 12, or</td>
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<td></td>
<td>imaginative, or “creative”, writing. Focus: reading and writing creative</td>
<td>suitable placement score.</td>
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<td>nonfiction.</td>
<td></td>
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<tr>
<td>WR243</td>
<td>3</td>
<td>INTRO TO IMAGINATIVE WRITING</td>
<td>Explores the reading and writing of three of the major varieties of</td>
<td>Prerequisites: Pass WR 115 with a “C-” or better, or suitable placement score and pass READ 12, or</td>
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<td></td>
<td>imaginative, or “creative”, writing. Focus: reading and writing poetry.</td>
<td>suitable placement score.</td>
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</tbody>
</table>
STUDENTS RIGHTS AND RESPONSIBILITIES

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The policy of TVCC is that all person, regardless or race, religion, physical/mental disability, marital status, age, national origin, color, gender, or sexual orientation have the opportunity for equal access to post-secondary education. Its 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 colleges’ Affirmative Action Plan. The Affirmative Action Plan contains procedures for grievances and complaints to be dealt with so a redress can be reached.

I. THE CLASSROOM

Students shall have the right of free discussion, inquiry, and expression. Student 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 associated 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 as well as 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 association must have a faculty advisor and said 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 otherwise misleading or otherwise in appropriate 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 or 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 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 students last known address and phone number will be made available to assist in the collection of any debts owed to this institution.
STUDENTS RIGHTS AND RESPONSIBILITIES

Higher Education Access

V. OFF-CAMPUS RIGHTS OF STUDENTS

A. Off-Campus Representation of the College:

Student organization 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 of 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.

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 that are designed to the conductive to an orderly environment and perpetuate its educational purposes.

A. Guidelines for Acceptable Student Conduct

Students enrolling in the college assume the responsibility to conduct themselves in a manner compatible with the colleges function as an education institution. Although TVCC is dedicated to an open, free society, there are some actions, as determined by the Administrations of the college, which are incompatible with an institution of higher education. The student shall be reasonable free from arbitrarily education or the health, safety, and security of individuals and/or property.

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, including sexual harassment, coercion; by fellow students, instructors, 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 college premises.
5. Physical, inscribed 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, a fellow students, faculty member, employee or campus visitor.
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 intoxicated by 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 of officials acting in the performance of their duties.
13. Possession or use of firearms, explosive or dangerous chemicals or 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), in or to college-owned or controlled vehicles, equipment, or property or at college-sponsored or supervised function without written authorization from appropriate TVCC officials.

VII. 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 8). 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 mitigation 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 this/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 filled 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 associated students.
   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.

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 as well as grounds and procedures for appeal.

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 reply is obtained and reduced to writing, 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, giving its findings of facts, conclusions, and recommendations. The decision of the Committee shall be final, subject to only 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 students file.

2. RESTITUTION: Reimbursement for theft, impropriation 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 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 colleges Administrators are empowered jointly to summarily suspend students.
STUDENTS RIGHTS AND RESPONSIBILITIES
Higher Education Access

2. The reasons the suspension and notification of further action, that is excepted 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 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, or any suspensions by the suspending members of the College Administration.

VIII. GRIEVANCE PROCEDURES

A. Redress for Violation of Student Rights

A student may seek redress if he/she believes that he/she has been arbitrarily or capriciously evaluated on behavior, academic or technical performance according to institutional and department procedures, or if any rights enumerated in this regulation have been violated. The steps for resolving a grievance shall be as follows:

1. The student shall first privately contact the staff member involved during a time mutually agreed upon informing the staff that this contact is an attempt at informal conciliation according to SRF&R Grievance procedures.

2. If conciliation is not reached, the student will submit the grievance in writing to the appropriate Department/Division Chair or Director and staff member. A meeting among Department/Division Chair or Director, staff member and student will be scheduled by the Department Chair or Director. If conciliation is attained, the staff member and student will sign and date a statement to that effect.

3. If conciliation is not attained in Article VIII, Section A, Step 2 above, the Department/Division Chair or Director will present the grievance and a summary of the proceedings to date in writing to the dean of Instruction.

4. If the Dean and Division Chair or Director deems it appropriate they will meet with the staff member, student and the Department/Division Chair or Director for a further attempt at conciliation. If conciliation is not attained, a grievance hearing will be scheduled if the grievant desires.

B. Grievance Hearing Committee Composition

1. A chairperson, who shall be appointed by the President of the college. The appointment will not be made from the section of the person being grieved, or from the aggrieved student section.

2. Two students- one selected by the grieving student, one selected by the affected staff member.

3. Two colleges staff members- one selected by the grieving student, one selected by the affected staff member.

C. Administrative Procedures

The Dean of Student Services will notify the Grievance Hearing Committee in writing of the date of the hearing which will be within ten working days following the completed of VIII, A, 2. This notification will include the statement of grievance and summary of proceedings to date. (The Dean of Student Services is responsible for providing secretarial services.)

D. Records

A written summary of the Grievance Committee hearing will be kept in the Office of the Dean of Student Services for reference and later transfer to the President’s office.

E. Evidence

The Grievance Hearing Committee will receive from the aggrieved student, faculty member, and witness.

F. Executive Session

The Grievance Hearing Committee will meet in executive session to review evidence session to review evidence and arrive at a recommendation. The decision of the hearing Committee shall be final, subject only to the student’s right of appeal to the President.

G. Recommendations

The Grievance hearing Committee’s recommendation/s will be submitted in writing to all parties involved within five working days of the completion of the hearing.

H. Multiple Parties

Two or more students may file a grievance if:

1. The grievance is common to all parties

2. Each student has complied with Article VIII, Section A, Step 1.

I. Deposition of Records

1. All records of the Grievance Hearing Committee will be retained in the President’s Office and will be made available to deans, directors, and chairpersons as involved.
FACULTY AND STAFF

TVCC BOARD OF DIRECTORS

Cheryl Cruson  Chairperson
John Forsyth  Director
Ryan Gentry  Director
Peter Lawson  Director
Darlene McConnell  Director
Jed Meyers  Director
Mark Wettstein  Director

TVCC 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  - Interim Dean of Instruction
B.A. Point Loma University; M.A. College of Idaho; M.A.T. Louis & Clark College

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

CALDWELL CENTER FACULTY AND STAFF

Kathleen Robinson  - Associate Dean/Caldwell Center Director; B.S., Utah State University, M.S., Utah State University, Ph.D., University of Wyoming

Rhonda Aman  - Caldwell Center Student Services Representative

Candace Bell  - Caldwell Bookstore Clerk

Greg Borman  - Caldwell Center Mathematics Instructor; B.S., California State University Chico; M.S., University of Idaho

Jessica Breidinger  - Student Intervention and Disabilities Services Coordinator; B.S., Eastern Oregon University; M.A., Amridge University

Kaitlin Brookshire  - Caldwell Center Student Services Representative;
B.A., William University

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

Linda Dart  - Caldwell Center Testing Center

Terri Hansen  - Caldwell Center Student Services Representative

Fran Knight  - Caldwell Center Lead Advisor; B.A. Heritage University, M.E., Heritage

Melissa Vargas  - Caldwell Center English Instructor; M.A., Boise State University.