



## Course Schedule for Fall 2021

### **ABE 003 OW**

#### ABE ORIENTATION

The Oregon Adult College and Career Readiness Standards (OACCRS) support students in developing the knowledge and skills they need to achieve their goals as family members, workers, community members, and lifelong learners. ABE Orientation covers the OACCRS standards. Prerequisite: CASAS score with the range of 219 and below

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| Instructor: | Location: | Credits: |
| Bell, Jann  | Web       | 0.00     |

Schedule: 9/27/2021-12/10/2021

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### **ABE 016 OW**

#### ABE SCIENCE

The Oregon Adult College and Career Readiness Standards (OACCRS) support students in developing the knowledge and skills they need to achieve their goals as family members, workers, community members, and lifelong learners. ABE GED Science the Oregon Adult college and Career Readiness Standards. Prerequisite: CASAS score 210 and above

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| Instructor: | Location: | Credits: |
| Bell, Jann  | Web       | 0.00     |

Schedule: 9/27/2021-12/10/2021

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### **ABE 017 OW**

#### ABE SOCIAL STUDIES

The Oregon Adult College and Career Readiness Standards (OACCRS) support students in developing the knowledge and skills they need to achieve their goals as family members, workers, community members, and lifelong learners. ABE GED Social Studies follows the Oregon Adult College and Career Readiness Standards. Prerequisite: CASAS score 210 and above

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| Instructor: | Location: | Credits: |
| Bell, Jann  | Web       | 0.00     |

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### **ABE 020 OW**

#### ABS MATH ii

The Oregon ABS Learning Standards are applied using math for a variety of purposes in order to integrate knowledge, skills, and strategies in following the math process. Students can use math to solve problems and communicate their results. The course will include: the use of fractions, metric measurement, ratios and proportions. The course uses contextualized math focused on technical fields, including occupations related to health care, construction, sales, and manufacturing. Prerequisite: CASAS (Math Test) Score of 221-229

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| Instructor: | Location: | Credits: |
| Bell, Jann  | Web       | 0.00     |

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### **ABE 025 OW**

#### LANGUAGE ARTS 2

Adults exiting this level can independently read and comprehend a variety of work and Community text and some literary and academic texts, Show fluency, independence, and ability to perform in a range of settings. Prerequisites: Pass the Pre-Bridge Reading/Writing Course; and/or Writing level matches "Oregon ABS Learning Standards" Level 5 & 6

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| Instructor: | Location: | Credits: |
| Bell, Jann  | Web       | 0.00     |

Schedule: 9/27/2021-12/10/2021

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**ABE 030 OW**

**ABS MATH III**

The Oregon ABS Learning Standards are applied with the purpose of having students pass the GED Test. Students should be able to transition into a college level math course, using math for a variety of purposes by integrating knowledge, skills, and strategies in following the math process, so students can use math to solve problems and communicate their results. The course will include: plane geometry, coordinate geometry, probability, and algebra. The course uses contextualized math focused on technical fields, including occupations related to health care, construction, sales, and manufacturing. Prerequisites: CASAS (Math Test) Score of 230 or higher

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| Instructor: | Location: | Credits: |
| Bell, Jann  | Web       | 0.00     |

Schedule: 9/27/2021-12/10/2021

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**ABE 035 OW**

**LANGUAGE ARTS 3**

Reading Standards: Adults exiting each level can independently read and comprehend a wide variety of texts, including complex and sophisticated work and community documents, literary texts, and post-secondary academic texts. Prerequisites: Pass the Pre-Bridge Reading/Writing course; and/or writing levels matches "Oregon ABS Learning Standards" Writing levels 7 & 8  
Writing Standards: Show fluency, independence and ability to perform in a range of settings.

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| Instructor: | Location: | Credits: |
| Bell, Jann  | Web       | 0.00     |

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**ART 101 OW**

**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, explore complex culturally based assumptions that influence the artist and his or her art work, and exercises designed to build perceptual skills. Includes lectures illustrated with slides, power points and audio lectures in Black Board as well as an Art Gallery visitation.

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| Instructor:   | Location: | Credits: |
| Kinney, Tammy | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**ART 151 OW**

**VIDEO PRODUCTION I**

Introduces elementary concepts of video production including digital video camera operation, digital non-linear editing, and pre-production planning. Students are taught basic camera techniques, pre-production, and production practices through hands-on learning to develop basic field video skills. Focus is on individual creativity, as well as the importance of teamwork and deadlines. Projects are produced in the context of learning the theory and practice of pictorial continuity as it applies to multimedia productions. Section with No-cost Course Materials

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| Instructor: | Location: | Credits: |
| Fink, Ted   | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**ART 265 OW**

**BEGINNING DIGITAL PHOTOGRAPHY**

Introduces digital photography focusing on camera handling, camera functions, capturing images, composition and editing. This will also introduce the image adjusting software Adobe Photoshop Elements. Basic manipulation of images and presentation of projects will be stressed. Course Note: "This certification mark recognizes that this course met Quality Matters Review Standards" Section with No-cost Course Materials

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| Instructor: | Location: | Credits: |
| Fink, Ted   | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**ART 265 WW**

**BEGINNING DIGITAL PHOTOGRAPHY**

Introduces digital photography focusing on camera handling, camera functions, capturing images, composition and editing. This will also introduce the image adjusting software Adobe Photoshop Elements. Basic manipulation of images and presentation of projects will be stressed. Course Note: "This certification mark recognizes that this course met Quality Matters Review Standards" Section with No-cost Course Materials

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| Instructor: | Location: | Credits: |
| Fink, Ted   | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**ART 266 OW**

**INTERMEDIATE DIGITAL PHOTOGRAPHY**

Continues to explore and investigate the digital camera and it's many functions. The class will continue to stress composition, lighting and presentation. It involves more complex Photoshop tools and computer skills. Prerequisite: 265 Section with No-cost Course Materials

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| Instructor: | Location: | Credits: |
| Fink, Ted   | Web       | 3.00     |

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**AV 121 OW**

**RISK MANAGEMENT-AVIATION SMS**

This course covers fundamentals of Aviation Risk Management. Students will comprehend risk management process that may be applied during the major levels of flight operations including Operational Risk Management (ORM), and Strategic Risk Management for corporate planning. Prerequisite: AV 120

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| Instructor:         | Location: | Credits: |
| Farnsworth, Richard | Web       | 3.00     |

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**AV 123 OW**

**AVIATION BUSINESS & LEGAL ASPECTS**

This provides the student with a thorough overview of aviation business techniques that improve safety awareness. The lectures discuss how promoting safety improves the operational efficiency, enhances learning, and results in a highly reliable organization. Legal aspects and principles of a positive safety culture will be taught. Prerequisite: AV 120

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| Instructor:    | Location: | Credits: |
| Hamilton, John | Web       | 3.00     |

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**AV 125 OW**

**INTRO TO AVIATION ACCIDENT INVESTIG**

This course introduces the student to Aviation Accident Investigation responsibilities, techniques and processes. An understanding of the role a pilot plays in mishaps will prepare them to assist the NTSB and the FAA with their roles in mishap investigation and accident prevention. The development of abilities to recognize human error that leads to a mishap chain of event aids the student to avoid situations and enhance their career development. Prerequisite: AV 120

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| Instructor:    | Location: | Credits: |
| Shambora, Eric | Web       | 3.00     |

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**BA 101 OW**

**INTRO TO BUSINESS**

Emphasizes business organization, operation, and management. Assists students interested in business determine their major field of concentration.

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| Instructor:  | Location: | Credits: |
| Banner, Kent | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**BA 101 WW**

INTRO TO BUSINESS

Emphasizes business organization, operation, and management. Assists students interested in business determine their major field of concentration.

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| Instructor:  | Location: | Credits: |
| Banner, Kent | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**BA 104 OW**

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.

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| Instructor: | Location: | Credits: |
| Bell, Darin | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**BA 131 OW**

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.

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| Instructor:    | Location: | Credits: |
| Stephens, Nila | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**BA 131 WW**

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.

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| Instructor:    | Location: | Credits: |
| Stephens, Nila | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**BA 206 OW**

PRINCIPLES OF MANAGEMENT

Introduces the principles of management, concentrating on organizational structures, planning principles, organizing, leading, controlling, and management techniques.

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| Instructor:  | Location: | Credits: |
| Banner, Kent | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**BA 223 OW**

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.

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| Instructor: | Location: | Credits: |
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Banner, Marshiela Web 3.00

Schedule: 9/27/2021-12/10/2021

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**BA 226 OW**

**BUSINESS LAW I**

Introduces business law, emphasizing contract law. Discusses history of legal development, crimes, torts, and courts systems.

Instructor: Location: Credits:  
Banner, Kent Web 3.00

Schedule: 9/27/2021-12/10/2021

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**BA 249 OW**

**RETAIL MANAGEMENT**

Presents the principles of retail strategy and structures, emphasizing trading area analysis, consumer behavior, store location, and pricing in retailing.

Instructor: Location: Credits:  
Banner, Kent Web 3.00

Schedule: 9/27/2021-12/10/2021

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**BIOL 101 OW**

**GENERAL BIOLOGY WITH LAB**

Studies cellular biology, including scientific method, taxonomy, cell organelles and cell membrane, photosynthesis, cellular respiration, mitosis and meiosis, Mendalian genetics, DNA structure and function and evolution. Lab required. Intended for non-science majors.

Instructor: Location: Credits:  
Larson, Arwyn Web 4.00

Schedule: 9/27/2021-12/10/2021

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**BIOL 121 OH**

**INTRO TO HUMAN ANATOMY & PHYSIOLOGY**

Covers body organization with an emphasis on anatomy and function of all the human body systems. Topics include the cell, skin, heart and circulation, nervous system, special senses, blood, immunity, respiration, digestion, bones, muscles and reproduction. This course is designed for the allied health student. Lab required.

Instructor: Location: Credits:  
Winters, Kerby Web 5.00

Schedule: 9/27/2021-12/10/2021

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**BIOL 231 OH**

**HUMAN ANATOMY & PHYSIOLOGY**

Studies body organization and function with an emphasis on histology and the integumentary, skeletal, and muscular systems. Lab required. Prerequisites: CHEM 104, or 121, or 221, and BIOL 101 or 211.

Instructor: Location: Credits:  
Winters, Kerby Web 4.00

Schedule: 9/27/2021-12/10/2021

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**BIZC 092 W 02**

**ED2GO:INTRO TO EXCEL 2019**

Introduction to Microsoft Excel 2019/Office 365 Sign up online at:

<https://www.ed2go.com/tvccdel/online-courses/intro-excel-microsoft-excel-2019-office-365/> Learn to quickly and efficiently use Microsoft Excel 2019/Office 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experience Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro. Details Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to create worksheets to manage, store, organize, and even analyze this information. Excel, Microsoft's powerful spreadsheet software, is the most widely-used program to handle this task. In fact, most workplaces require that new employees have a basic level of understanding of Microsoft Excel. If you want to learn the 2019 version of Microsoft Excel, this course will introduce

you to the program's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons. By the time you're done, you will know how to use this vital Office 2019 tool. Instructor: Chad Wambolt has spent his entire professional career in the finance field, working for both private and publicly-held companies with sales ranging from \$500 million to \$3 billion. He is a graduate of Boise State University, where he obtained his bachelor's degree in accounting. Through the course of his career, Wambolt became an expert user of Microsoft Excel. Since 1997, he has taught Excel to students of varying skill levels and helped organizations streamline internal processes.

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| Instructor:                      | Location:           | Credits: |
| Education To Go, Education To Go | Web                 | 0.00     |
| Schedule:                        | 8/5/2021-12/10/2021 |          |

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### **BIZC 092 W 03**

ED2GO: PHARMACY TECH

Part 3 Learn the skills you need to become a pharmacy tech in a hospital or retail setting with the Pharmacy Technician Online Certification Training Program. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies, and you'll be prepared for national certification. This program pairs you with an instructor for one-on-one assistance. Upon successfully completing your program, you may qualify for a 40 to 100-hour externship. For more information, view the "Details" section. All materials are included in the cost of the program. Upon completion of this program, you will be prepared to sit for the National Certification Exam which is the Pharmacy Technician Certification Exam (PTCE), offered by Pharmacy Technician Certification Board (PTCB). The registration fee for this exam is also included with the program. To register go to: <https://careertraining.ed2go.com/tvccdel/training-programs/pharmacy-technician>

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| Instructor:                      | Location:            | Credits: |
| Education To Go, Education To Go | Web                  | 0.00     |
| Schedule:                        | 9/27/2021-12/10/2021 |          |

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### **BIZC 092 W 04**

ED2GO:ADVANCED MICROSOFT EXCEL 2019

To register for this class, please visit: <https://www.ed2go.com/tvccdel/online-courses/advanced-microsoft-excel-2019-office-365/> Most organizations rely heavily on Microsoft Excel to consolidate, analyze, and report financial information and other important data. Your company is probably no exception. If you work with data of any kind, learning Excel's advanced functions to taking on greater responsibilities in your organization. This course will help you master many features in Microsoft Excel 2019/Office 365 that most users don't know exist. You will learn the secret to using formula-based conditional formatting as a creative solution to common issues. You will also learn how to leverage Excel's Power Query tool to import and transform data from about any data source. By the time you finish this course, you will have mastered Microsoft Excel 2019/Office 365 and will be able to better serve your company's data management needs.

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| Instructor:                      | Location:            | Credits: |
| Education To Go, Education To Go | Web                  | 0.00     |
| Schedule:                        | 8/30/2021-12/10/2021 |          |

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### **BIZC 092 W 05**

ED2GO INTERMEDIATE QUICKBOOKS ONLIN

To register for this course, please visit: <https://www.ed2go.com/tvccdel/online-courses/intermediate-quickbooks-online/> Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. With this online version, you get all the advantages of computing in the cloud, which means that your accounting files will be available to you virtually anytime, anywhere. This course dives deeper into the software's intermediate features, such as tracking product and service items, managing inventory, and customizing sales forms.

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| Instructor:                      | Location:            | Credits: |
| Education To Go, Education To Go | Web                  | 0.00     |
| Schedule:                        | 8/30/2021-12/10/2021 |          |

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### **BIZC 092 W 07**

ED2GO: INTRO MS OUTLOOK/OFFICE 365

Sign up online at: <https://www.ed2go.com/tvccdel/online-courses/introduction-microsoft-outlook-2019/> This Microsoft Outlook training class introduces the 2019 interface and will get you up and running quickly, working effectively with messages, calendars, and contacts. Details Whether for personal use or work, everyone needs to stay organized. In today's world, being organized means tracking email messages and appointments, storing names and contact information of important people, and

creating to-do lists to help you complete various types of projects for yourself or your job. Many people rely on Microsoft Outlook 2019, a unique tool to help you manage email, appointments, tasks, and contacts in a single program. In this course, you'll learn how to use Microsoft Outlook 2019 for Windows, which you can buy separately or through a subscription to Microsoft 365. You will learn to save, sort, organize, and read email messages. Set appointments along with reminders, so you'll never miss an important date! Store and search through names of important people and their contact information, and create task lists to help you make progress on different projects. By the end of the course, you'll master how to effectively navigate Outlook's four main features: Mail, Appointments, People, and Tasks. Besides learning how to create email messages, appointments, task lists, and contact information, you'll also learn how to search and find information and sort and organize data. Whether you need to manage your personal life or your professional world, the step-by-step lessons in this course will help you master Outlook for use at home or work. Instructor: Wallace Wang is the author of over 40 computer books, including "Microsoft Office 2019 For Dummies." In addition to writing computer books, he has also co-authored "Breaking Into Acting for Dummies" and ghostwritten several books about investing in real estate, day trading stocks, and becoming an entrepreneur. Some of his past jobs have included teaching computer science courses at the University of Zimbabwe, performing stand-up comedy, and appearing on a weekly radio show.

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| Instructor:                      | Location:           | Credits: |
| Education To Go, Education To Go | Web                 | 0.00     |
| Schedule:                        | 8/5/2021-12/10/2021 |          |

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### **BIZC 092 W 09**

#### **ED2GO: INTRO TO QUICKBOOKS 2019**

Sign up online at: [Introduction to QuickBooks 2019](https://www.ed2go.com/tvccdel/online-courses/introduction-quickbooks-2019/)

<https://www.ed2go.com/tvccdel/online-courses/introduction-quickbooks-2019/> Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports. Details From business owners to independent bookkeepers, millions use QuickBooks for payroll, inventory, reports, and other accounting needs. Now you can learn to manage your finances with QuickBooks in this introductory online course. Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate reports. Instructor Scott Paxton is a Certified Public Accountant and holds master's degrees in business administration and accounting. His background includes experience as a public accountant, a manager in the banking industry, an entrepreneur and a college business instructor. Paxton has also spent much of his career helping small business owners successfully implement and troubleshoot QuickBooks.

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| Education To Go, Education To Go | Web                  | 0.00     |
| Schedule:                        | 8/13/2021-12/10/2021 |          |

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### **BT 101 OW**

#### **KEYBOARDING I**

Emphasizes proper techniques of keyboarding through meaningful practice and speed development. Does not include word processing concepts. Lab included.

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| Instructor:     | Location:            | Credits: |
| McCreary, Anita | Web                  | 3.00     |
| Schedule:       | 9/27/2021-12/10/2021 |          |

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### **BT 221 OW**

#### **WORD PROCESSING PROCEDURES I**

Uses Microsoft Word to create and format Word documents using various formatting tools. Covers the skill needed for MOS certification. Lab included. Prerequisite: Keyboarding skills

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| Instructor:    | Location:            | Credits: |
| Stephens, Nila | Web                  | 3.00     |
| Schedule:      | 9/27/2021-12/10/2021 |          |

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### **BT 242 OW**

#### **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 modules, macros and advanced forms and reports. Prerequisite: BA 131, or CS 101 or 160, or instructor approval.

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| Instructor:       | Location:            | Credits: |
| Stoneman, Michael | Web                  | 4.00     |
| Schedule:         | 9/27/2021-12/10/2021 |          |

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### **CHEM 104 OW**

#### **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.

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| Instructor:       | Location:            | Credits: |
| Rawlinson, Nathan | Web                  | 4.00     |
| Schedule:         | 9/27/2021-12/10/2021 |          |

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### **COMM 052 W 01**

#### **EDTOGO: BECOME VET ASSISTANT**

Register Online: <https://www.ed2go.com/tvccdel/online-courses/become-a-veterinary-assistant/> If you have ever considered a career as a veterinary assistant, you might have quite a few questions about what it is they do: What vaccinations do cats and dogs? What is the best way to control fleas? What do you do if your dog has a cut? What is the best way to deal with an emergency situation involving a pet? This course answers these questions and more. You will learn about pet nutrition and a variety of health and safety issues. You will understand how to treat and prevent parasites, including roundworms and heartworms. You will even learn the facts of life, as it pertains to dogs and cats. You will explore current thoughts on spaying and neutering, how to deal with the very emotional issues of euthanasia, pet loss, and how best to assist clients in a time of need.

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| Instructor:                      | Location:            | Credits: |
| Education To Go, Education To Go | Web                  | 0.00     |
| Schedule:                        | 7/22/2021-12/10/2021 |          |

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### **COMM 052 W 02**

#### **ED2GO PHARMACY TECH PT1**

To register for this course please visit: <https://careertraining.ed2go.com/tvccdel/training-programs/pharmacy-technician/> Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online course. Overview: Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification. Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), offered by the Pharmacy Technician Certification Board (PTCB). This course also includes a voucher which covers the fee of the exam. Pharmacy technician certification is an important issue for many industry employers and state legislatures, some of which now require national certification. You will also have the opportunity to apply for a 100+ hour externship. Objective: What you will learn -> The federal and state laws that govern pharmacy, as well as the ethics of pharmacy practice. -> HIPAA requirements and their application to pharmacy. -> How to interpret physician orders and prescriptions. -> Techniques required to order, stock, package, prepare, and distribute medications. -> Definitions of medical and pharmaceutical terms and common abbreviations. -> The pharmacology of medications in relation to the anatomy affected. -> How to perform pharmaceutical calculations. -> How to process insurance billing and collect payments. -> How to communicate successfully with patients and medical professionals. How you will benefit -> After successfully completing your course, you'll receive access to the Pharmacy Technician Certification Exam (PTCE) practice tests to help you study for your certification exam. -> Jump start your career towards working as a Pharmacy Aide, Pharmacy Technician, Certified Pharmacy Technician, Health Technician/Technologist, Medical Laboratory Technician, Medical Records Clerk/Technician, or a Nursing Assistant. -> You will get hands-on practice in retail pharmacy procedures through an online lab module, applying what you've learned to fill mock prescriptions. -> You will have the opportunity to apply for a 100+ hour externship.

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| Instructor:                      | Location:            | Credits: |
| Education To Go, Education To Go | Web                  | 0.00     |
| Schedule:                        | 9/13/2021-12/10/2021 |          |

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### **COMM 052 W OA**

#### **ED2GO: CPC MEDICAL BILLING & CODING**

Register Online at: <https://careertraining.ed2go.com/tvccdel/training-programs/certified-professional-coder-cpc-exam-prep/> CPC Medical Billing and Coding (Voucher Included) will train you in the legal, ethical, and regulatory concepts central to a career in the medical billing and coding field. You will gain hands-on, practical experience in medical billing and coding and work with



the main coding manuals: ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II. You will also have the option to complete a Career Roadmap lesson to help you find, land, and keep a job in your new field. This course also prepares you for the American Academy of Professional Coders' (AAPC) Certified Professional Coder (CPC) exam. You will complete PractiCode lessons, practice exams, and work from the official CPC Certification guide. This course includes a 1-year AAPC membership and voucher for the CPC exam cost and one free retake. What you will learn Master the fundamentals of medical billing & coding and medical terminology Hands-on, practical experience in medical billing and coding Word parts and the structures and functions of the human body How you will benefit Preparation to sit for the Certified Professional Coder (CPC) exam Builds a solid foundation for entry into the health care industry

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| Instructor:                      | Location:            | Credits: |
| Education To Go, Education To Go | Web                  | 0.00     |
| Schedule:                        | 9/27/2021-12/10/2021 |          |

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### COMM 052 W OB

#### ED2GO PHARMACY TECH PART 4

To register, please visit: <https://careertraining.ed2go.com/tvccdel/training-programs/pharmacy-technician/> This course is self-paced and open enrollment, so you can start when you want and finish at your own pace. When you register, you'll receive twelve (12) months to complete the course. Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification. Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), offered by the Pharmacy Technician Certification Board (PTCB). This course also includes a voucher which covers the fee of the exam. Pharmacy technician certification is an important issue for many industry employers and state legislatures, some of which now require national certification. You will also have the opportunity to apply for a 100+ hour externship. What you will learn • The federal and state laws that govern pharmacy, as well as the ethics of pharmacy practice. • HIPAA requirements and their application to pharmacy. • How to interpret physician orders and prescriptions. • Techniques required to order, stock, package, prepare, and distribute medications. • Definitions of medical and pharmaceutical terms and common abbreviations. • The pharmacology of medications in relation to the anatomy affected. • How to perform pharmaceutical calculations. • How to process insurance billing and collect payments. • How to communicate successfully with patients and medical professionals. How you will benefit • After successfully completing your course, you'll receive access to the Pharmacy Technician Certification Exam (PTCE) practice tests to help you study for your certification exam. • Jump start your career towards working as a Pharmacy Aide, Pharmacy Technician, Certified Pharmacy Technician, Health Technician/Technologist, Medical Laboratory Technician, Medical Records Clerk/Technician, or a Nursing Assistant. • You will get hands-on practice in retail pharmacy procedures through an online lab module, applying what you've learned to fill mock prescriptions. • You will have the opportunity to apply for a 100+ hour externship.

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| Instructor:           | Location:            | Credits: |
| Instructor, Volunteer | Web                  | 0.00     |
| Schedule:             | 8/13/2021-12/10/2021 |          |

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### COMM 052 W OC

#### ED2GO CPC MEDICAL BILLING&CODING 4

For more information or to sign up for this course, please visit:

<https://careertraining.ed2go.com/tvccdel/training-programs/certified-professional-coder-cpc-exam-prep/> Whether you're just starting out or transitioning into a different field, this course will help you enter the medical billing and coding field. More than 850,000 practicing physicians in the United States rely on medical billers and coders to receive payment for their services and the demand is only growing. Medical Terminology focuses on the language of medicine. You will study word parts and the structures and functions of the human body. You will also learn about the disorders and medical procedures common to each body system. CPC Medical Billing and Coding (Voucher Included) will train you in the legal, ethical, and regulatory concepts central to a career in the medical billing and coding field. You will gain hands-on, practical experience in medical billing and coding and work with the main coding manuals: ICD-10-CM, CPT, and HCPCS Level II. You will also have the option to complete a Career Roadmap lesson to help you find, land, and keep a job in your new field. This course also prepares you for the American Academy of Professional Coders' (AAPC) Certified Professional Coder (CPC) exam. You will complete PractiCode lessons, practice exams, and work from the official CPC Certification guide. This course includes a 1-year AAPC membership and voucher for the CPC exam cost and one free retake. What you will learn \* Master the fundamentals of medical billing & coding and medical terminology \* Hands-on, practical experience in medical billing and coding \* Word parts and the structures and functions of the human body How you will benefit \* Preparation to sit for the Certified Professional Coder (CPC) exam \* Builds a solid foundation for entry into the health care industry

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| Instructor:                      | Location: | Credits: |
| Education To Go, Education To Go | Web       | 0.00     |

Schedule: 8/13/2021-9/4/2021

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**COMM 052 W OD**

**ED2GO:CPC MEDICAL BILLING & CODING2**

Whether you're just starting out or transitioning into a different field, this course will help you enter the medical billing and coding field. More than 850,000 practicing physicians in the United States rely on medical billers and coders to receive payment for their services and the demand is only growing. Medical Terminology focuses on the language of medicine. You will study word parts and the structures and functions of the human body. You will also learn about the disorders and medical procedures common to each body system. CPC Medical Billing and Coding (Voucher Included) will train you in the legal, ethical, and regulatory concepts central to a career in the medical billing and coding field. You will gain hands-on, practical experience in medical billing and coding and work with the main coding manuals: ICD-10-CM, CPT, and HCPCS Level II. You will also have the option to complete a Career Roadmap lesson to help you find, land, and keep a job in your new field. This course also prepares you for the American Academy of Professional Coders' (AAPC) Certified Professional Coder (CPC) exam. You will complete PractiCode lessons, practice exams, and work from the official CPC Certification guide. This course includes a 1-year AAPC membership and voucher for the CPC exam cost and one free retake. What you will learn \* Master the fundamentals of medical billing & coding and medical terminology \* Hands-on, practical experience in medical billing and coding \* Word parts and the structures and functions of the human body How you will benefit \* Preparation to sit for the Certified Professional Coder (CPC) exam \* Builds a solid foundation for entry into the health care industry 12 month access to the course 340 course hours Register online: <https://careertraining.ed2go.com/tvccdel/training-programs/certified-professional-coder-cpc-exam-prep/>

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| Instructor:                      | Location: | Credits: |
| Education To Go, Education To Go | Web       | 0.00     |

Schedule: 9/27/2021-12/10/2021

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**COMM 052 W OE**

**ED2GO AUTODESK REVIT ARCH. PART 2**

This course is offered as part of TVCC's partnership with Ed2Go. You can sign up for this course here: <https://careertraining.ed2go.com/tvccdel/training-programs/autodesk-revit-2021-voucher-included/> Autodesk Revit for Architecture is one of the leading Building Information Modeling (BIM) software products for architectural firms. This 100% online course will teach you the fundamentals of Autodesk Revit Architecture software and fully prepare you to pass the Autodesk Revit Certified User for Architecture exam. You will learn how to navigate the interface and use the fundamental design functions available in Revit. The course content is heavily focused on hands-on exercises which require that the software be installed. This course offers enrollment with a voucher. The voucher is pre-paid access to sit for the certifying exam upon eligibility. What you will learn • Understand the purpose of Building Information Management (BIM) and how it is applied in the Autodesk Revit software. • To create a 3D building model with walls, curtain walls, windows, doors, floors, stairs, ceilings, and roofs. • To add furniture and equipment elements to a 3D building model. • To create your building documentation by setting up sheets for plotting with text, dimensions, details, tags, and schedules. How you will benefit • Autodesk Revit is a software product that is commonly used by Architectural firms. Firms who are recruiting would require knowledge of this product prior to hiring. • Taking this course provides the key skills to efficiently and effectively work with the fundamental architectural tools available in the Autodesk Revit software. • At the completion of the course, passing the Autodesk Revit Certified User for Architecture exam provides potential employers with additional validation of skills.

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| Instructor:                      | Location: | Credits: |
| Education To Go, Education To Go | Web       | 0.00     |

Schedule: 8/13/2021-12/10/2021

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**COMM 052 W OF**

**ED2GO CMAA FOR THE EXPERIENCED(PT2)**

Sign up online at:

<https://careertraining.ed2go.com/tvccdel/training-programs/certified-clinical-medical-assistant-training-for-cmaa/> The Certified Clinical Medical Assistant for the Experienced CMAA (Voucher Included) includes: Medical Terminology Certified Clinical Medical Assistant (CCMA) for the Experienced CMAA Overview: Clinical medical assistants are skilled multi-taskers who help to maximize the productivity of the healthcare team. To stand out in this high-demand field, you need a specialized skill set and certification. This National Healthcareer Association-certified course will train you for an entry-level position as clinical medical assistant and prepare you for the certification exam. You will learn how medical law, ethics, and HIPAA rules factor into a clinical medical assistant's work. In addition, you will be trained to use scheduling systems, facilitate patient check-in and check-out, assess medical record, administer injections, and more. You will also study body systems and their main functions, so you can assist with patient exams. After successfully completing this course, you will be able to take the Certified Clinical Medical Assistant (CCMA) certification exam offered by the National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam. You will also have the opportunity to gain access to our Externship Starter Kit. Objective What you will learn • Specializes skills needed to contribute to a healthcare team in an ambulatory setting • Ethical behavior, therapeutic communication, patient privacy laws, medical terminology, and clinical procedures How you will benefit •

Assistance from our Externship Coordinator and access to our Externship Starter Kit • Identify the functions of the major body systems • Describe how to measure vital signs • Discuss the importance of medical and surgical asepsis • Summarize the basic guidelines for administration of injections • Explain the three methods used to perform venipuncture • Identify the placement of electrodes for an ECG • List the steps for obtaining a throat culture • State how to conduct physical and chemical examinations of urine • Recognize what constitutes a medical emergency Instructor: Nancy Smith has over 30 years of experience in the healthcare industry. Her clinical experience includes working as a medical assistant for a network of rural health clinics, and as a medical coder, insurance claims specialist, and medical records auditor. She worked as a medical office manager for ten years, where she recruited and trained all medical assistants. Nancy holds a bachelor's degree in vocational education and has developed and taught medical assistant programs.

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| Instructor:                      | Location: | Credits: |
| Education To Go, Education To Go | Web       | 0.00     |

Schedule: 8/13/2021-12/10/2021

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## **COMM 052 W OG**

### **ED2GO AUTOCAD2021 W/3D (PT2)**

Sign up online at:

<https://careertraining.ed2go.com/tvccdel/training-programs/autocad-certified-user-with-autocad-3d-2021-voucher-included/>

Overview: This 100% online AutoCAD 2021 training course will teach you how to create and edit a simple drawing, and then gradually introduces more advanced tools. Once you master the basic 2D skills, you will move on to explore more advanced efficiency tools, complex objects, using external reference and image files, collaboration tools, publishing, and enhancing productivity with simple customization. You will then learn the fundamentals of 3D and explores the main features of the advanced 3D modeling workspace. The course content is heavily focused on hands-on exercises which require that the software be installed. All examples and exercises are taken from a variety of fields where AutoCAD is used. This course offers enrollment with a voucher. The voucher is pre-paid access to sit for the certifying exam upon eligibility. What you will learn • Use the AutoCAD software to create, edit, modify and work with drawings. • Work and set up units and layers, create annotations (text, hatching, dimensions, multileader, and tables), including annotation styles and setting up templates. • Create and insert reusable symbols using local/dynamic blocks with attributes and work with and modify external references in a drawing file. • Set up layouts (printing, manipulating, copying, creating viewports) and create, publish, and customize sheet sets. • Learn collaboration and automation tools and understand CAD management, system setup, and customizing the AutoCAD interface. • Creating sections, camera perspectives, and animations • Create and modify solid models and create 2D drawings of the solid models. • Setting up a rendering with materials and lights to showcase completed models. How you will benefit • AutoCAD is a mature software product. Companies who are recruiting would require knowledge of this product prior to hiring. • Taking this course provides the key skills to efficiently and effectively work with the 2D and 3D tools available in AutoCAD 2021. • After course completion, passing the Autodesk certification exam provides potential employers with additional validation of your skills

Instructors: Jennifer MacMillan holds a mechanical engineering degree from Dalhousie University, Nova Scotia, Canada. She has been teaching CAD for 25 years and is an Autodesk® Certified Instructor (ACI). She currently manages a team of curriculum developers that design and develop both online and print curriculum for the Autodesk line of engineering software products. As a subject matter expert herself, she focuses her development efforts working specifically with the manufacturing software products. Jennifer has always enjoyed teaching and passing her knowledge and interest in CAD on to her students. Renu Muthoo is a Computer Engineering graduate from Bangalore University, India. She has worked with Autodesk, Inc. products for the past 22 years, focusing mainly on AutoCAD/AutoCAD verticals and Autodesk's design visualization software products such as 3ds Max and VRED. Using her engineering background, expertise in Autodesk products, and training in Instructional design, she has co-authored numerous books for various CAD audiences. In her current role, she works as a curriculum developer and subject matter expert, developing and writing training courseware for Autodesk products.

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| Instructor:                      | Location: | Credits: |
| Education To Go, Education To Go | Web       | 0.00     |

Schedule: 8/13/2021-12/10/2021

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## **CS 101 OW**

### **COMPUTER FUNDAMENTALS I**

Introduction to computer concepts to include the following areas; computer fundamentals, key applications, and living online. Basic introduction to computer hardware, computer software, and manipulating an operating system. An elementary summary of common program functions and office suites. A straightforward overview of networks, the internet, email, and social impact of networking technologies.

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| Instructor:    | Location: | Credits: |
| Stephens, Nila | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**CS 101 WW**

**COMPUTER FUNDAMENTALS I**

Introduction to computer concepts to include the following areas; computer fundamentals, key applications, and living online. Basic introduction to computer hardware, computer software, and manipulating an operating system. An elementary summary of common program functions and office suites. A straightforward overview of networks, the internet, email, and social impact of networking technologies.

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| Instructor:    | Location: | Credits: |
| Stephens, Nila | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**CS 160 OW**

**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 using (OOP) Object Oriented. Prerequisite: MATH 60 or suitable placement score.

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| Instructor:    | Location: | Credits: |
| Merrick, Brian | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**ECON 201 OW**

**PRINCIPLES OF MICROECONOMICS**

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.

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| Instructor: | Location: | Credits: |
| Bell, Darin | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**EDUC 141 OW**

**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.

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| Instructor:      | Location: | Credits: |
| Bolyard, Suzanne | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**EDUC 158 OW**

**BILINGUAL EDUCATION**

Applies theories in first and second language acquisition. Studies cognitive, affective, and social variables influencing language acquisition.

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| Instructor:      | Location: | Credits: |
| Bolyard, Suzanne | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**EDUC 162 OW**

**CHILD NUTRITION, HEALTH AND SAFETY**

Prepares early childhood educators to meet the nutritional and health and safety needs of young children of all abilities. Considers the developmental abilities and culture of all children and families. Uses a constructivist philosophy to instruct students to implement developmentally appropriate food experiences such as snack and meal times in inclusive early childhood settings of home environments.

Instructor: Location: Credits:  
Bolyard, Suzanne Web 3.00

Schedule: 9/27/2021-12/10/2021

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**EDUC 230 OW**

**INTRO TO CHILD ABUSE AND NEGLECT**

Explores the definition, scope, and impact of child abuse and neglect. Assessment of child neglect, risk and protective factors are also studied. Child neglect prevention and intervention also studied.

Instructor: Location: Credits:  
Bolyard, Suzanne Web 3.00

Schedule: 9/27/2021-12/10/2021

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**EDUC 231 OW**

**CHILDREN OF INCARCERATED PARENTS**

Focuses upon working with children of incarcerated parents and the unique issues confronting those children in the classroom setting.

Instructor: Location: Credits:  
Bolyard, Suzanne Web 3.00

Schedule: 9/27/2021-12/10/2021

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**EDUC 247 OW**

**CLASSROOM MANAGEMENT**

Focuses on techniques for program organization in early childhood classrooms, such as supervising and evaluating adults, conflict resolution skills, budgeting and supplies, policies and procedures, and other supervisory responsibilities.

Instructor: Location: Credits:  
Bolyard, Suzanne Web 3.00

Schedule: 9/27/2021-12/10/2021

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**ENG 207 OW**

**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. Prerequisite: Pass WR 115 with a "C-" or better, or suitable placement score.

Instructor: Location: Credits:  
Gill, Dennis Web 3.00

Schedule: 9/27/2021-12/10/2021

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**FNUT 225 OW**

**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. Section with Low-cost Course Materials

Instructor: Location: Credits:  
Winters, Kerby Web 4.00

Schedule: 9/27/2021-12/10/2021

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**GEOG 101 OW**

**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.

Instructor: Location: Credits:  
DeBunce, Lincoln Web 4.00

Schedule: 9/27/2021-12/10/2021

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**GEOL 148 OW**  
VIOLENT EARTH

Covers basics of geoscience, with a focus on historical geology and catastrophic events, including: formation of the moon, volcanoes, earthquakes, mega-floods, mass extinctions, asteroid impacts, and life itself. Course is intended for non-science majors.

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| Instructor:        | Location: | Credits: |
| Castonguay, Samuel | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**GSCI 104 OW**  
PHYSICAL SCIENCE PHYSICS & LAB

Surveys the general principles of physics. May include mechanics, electricity, heat, light, and nuclear physics. Intended for non-science majors. Lab required.

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| Instructor:     | Location: | Credits: |
| Dickey, Kenneth | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**GSCI 161 OW**  
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. Section with Low-cost Course Materials

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| Instructor:        | Location: | Credits: |
| Shoemaker, Jeretta | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**GSCI 161 WW**  
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. Section with Low-cost Course Materials

|                    |           |          |
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| Instructor:        | Location: | Credits: |
| Shoemaker, Jeretta | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**HDEV 112 OW**  
FRESHMAN SEMINAR

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). Section with No-cost Course Materials

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| Instructor:     | Location: | Credits: |
| Saldivar, Kilee | Web       | 1.00     |

Schedule: 9/27/2021-12/10/2021

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**HDEV 112 WW**  
FRESHMAN SEMINAR

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). Section with No-cost Course Materials

|                 |           |          |
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| Instructor:     | Location: | Credits: |
| Saldivar, Kilee | Web       | 1.00     |

Schedule: 9/27/2021-12/10/2021

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**HIST 201 OW**

U.S. HISTORY

Examines the major ideas, issues, events, and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes early migration into North America through nationhood to the eve of the Civil War.

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| Instructor:   | Location: | Credits: |
| Kurth, Joseph | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**HIST 203 OW**

U.S. HISTORY

Examines the major ideas, issues, events and personalities of the time. Offers different frameworks of analysis to enhance comprehension and critical thinking. Includes WWI, Depression and New Deal, WWII, Vietnam War, and the 1960's through to the present.

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| Instructor:   | Location: | Credits: |
| Kurth, Joseph | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**HPE 295 OW**

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.

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| Instructor:     | Location: | Credits: |
| Crawford, Tanya | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**HSER 101 OW**

ADDICTIONS PHARMACOLOGY

Explains how alcohol and other drugs are processed in the body and the brain. Includes the physiological effects of alcohol and other drugs on the human body, and the possible implications for the treatment and prevention of problems that arise from their use. Prerequisite: Pass WR 095 with a C- or better, or suitable placement score.

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| Instructor: | Location: | Credits: |
| Hall, Jade  | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**HSER 102 OW**

DRUG USE, MISUSE & ADDICTION

Introduces students to drug classification systems and specific drugs within each classification, including physiological and psychological effects, signs and symptoms of use, abuse, dependence, overdose and withdrawal. Examines treatment modalities and the recovery process. Co-requisite: HSER 101.

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| Instructor: | Location: | Credits: |
| Hall, Jade  | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**HSER 200 OW**

ALCOHOL/DRUGS & FAMILY

Explores the role of the counselor in the chemically dependent family, from identification of roles through intervention strategies and treatment modalities. Includes competency-based education techniques, including group activities, presentations, research, readings, role playing, attendance in community meetings, and interviewing professionals in the field of family therapy. Co-requisite: HSER 101.

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| Instructor: | Location: | Credits: |
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Hall, Jade

Web

3.00

Schedule: 9/27/2021-12/10/2021

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**HSER 250 OW**

**INTRO TO MEDITATION, MINDFUL/STRESS**

This course explores various meditation, body awareness, and yoga techniques. Learning takes place through practice and study of how your body handles (and can resolve) stress neurologically. The skills developed in this course can increase the ability to cope with stress, pain, and the challenges of everyday life. Students will learn to deal with disturbing events with grace and composure and to become more aware and fully present and alive in the moment. A growing body of research points to the benefits of mindfulness and meditation for mental and physical health. Although these terms are closely related, they are not identical. Mindfulness practice is one of many approaches to meditation; and mindfulness is applicable not just to meditation techniques but to a wide variety of daily life activities as well. These techniques assist us to combating negativity bias: triggers for the fight or flight stress response. By using meditation, mindfulness, and other techniques, and by learning more about how to manage our stress responses, we increase our well-being and life satisfaction. Section with Low-cost Course Materials

Instructor:

Breidinger, Jessica

Location:

Web

Credits:

3.00

Schedule: 9/27/2021-12/10/2021

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**LIB 101 OW**

**INTRODUCTION TO RESEARCH**

This course teaches students an understanding of both the research process as well as essential research skills. Students will learn how to identify and narrow research topics, plan and carry out research, identify credible sources, and utilize appropriate citation methods. Section with Low-cost Course Materials

Instructor:

Dominick, Tara

Location:

Web

Credits:

1.00

Schedule: 9/27/2021-12/10/2021

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**MA 112 OW**

**INTRO TO MEDICAL ASSISTING**

Focuses on administrative skills performed by the Medical Assistant in the ambulatory care setting. The course provides an introduction to the medical assistant profession, examines medical law and ethics, principles of confidentiality and medical office function. Introduces the medical assisting students to learn practical applications of billing medical insurance both manually and electronically. The course is designed to instruct the student in all phases of the administrative medical assistant.

Instructor:

Saldivar, Kilee

Location:

Web

Credits:

4.00

Schedule: 9/27/2021-12/10/2021

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**MA 112 WW**

**INTRO TO MEDICAL ASSISTING**

Focuses on administrative skills performed by the Medical Assistant in the ambulatory care setting. The course provides an introduction to the medical assistant profession, examines medical law and ethics, principles of confidentiality and medical office function. Introduces the medical assisting students to learn practical applications of billing medical insurance both manually and electronically. The course is designed to instruct the student in all phases of the administrative medical assistant.

Instructor:

Saldivar, Kilee

Location:

Web

Credits:

4.00

Schedule: 9/27/2021-12/10/2021

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**MATH 060 OW**

**BEGINNING ALGEBRA I**

No familiarity with Algebra is assumed, presents Introductory Algebra, critical thinking, and problem solving techniques. Includes operations with real numbers, unit analysis, proportional reasoning, solving linear equations and inequalities (systems of linear equations), introduction to graphing (graphing calculator), concepts of function, Prerequisite: Pass MATH 25 with a "C-" or better, or suitable placement score.

Instructor:

Borman, Greg

Location:

Web

Credits:

5.00



Schedule: 9/27/2021-12/10/2021

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**MATH 070 OW**

ALGEBRA REVIEW

Emphasizes critical thinking skills and integration of technology to solve problems. Includes Introductory Algebra Review, Functions and Linear and Absolute Value Equations and Inequalities, Modeling with Linear Functions, Quadratic Functions, Modeling with Quadratic Functions, Operations, Special Products and Factoring, Solving Quadratic Equations with Square Roots, The Quadratic Formula, Solving Maxima and Minima Problems, Complex Numbers, Vertex Form and Inequalities, Functions. Prerequisite: Complete MATH060 with a C- or better, MATH 65 with a D grade or suitable placement test score.

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| Instructor:  | Location: | Credits: |
| Weber, Renae | Web       | 5.00     |

Schedule: 9/27/2021-12/10/2021

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**MATH 095 OW**

INTERMEDIATE ALGEBRA I

Emphasizes critical thinking skills and integration of technology to solve problems. Includes Functions and Linear Equations, Quadratic Equations, Inequalities and Square Roots, Ratios, Variation, Rational Functions, Exponents, Radicals, Exponential and Logarithmic Functions. Prerequisite: Complete MATH 070 with a "C-" or better, or pass MATH 096 with an "D" grade, or suitable placement score. Co-requisite: MATH 103

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| Instructor:  | Location: | Credits: |
| Weber, Renae | Web       | 5.00     |

Schedule: 9/27/2021-12/10/2021

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**MATH 103 OW**

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. Prerequisite: MATH 060. Section with No-cost Course Materials

|              |           |          |
|--------------|-----------|----------|
| Instructor:  | Location: | Credits: |
| Borman, Greg | Web       | 1.00     |

Schedule: 9/27/2021-12/10/2021

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**MATH 103 WW**

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. Prerequisite: MATH 060. Section with No-cost Course Materials

|              |           |          |
|--------------|-----------|----------|
| Instructor:  | Location: | Credits: |
| Borman, Greg | Web       | 1.00     |

Schedule: 9/27/2021-12/10/2021

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**MATH 105 OW**

MATH IN SOCIETY

Math in Society is a rigorous mathematics course designed for students majoring in Liberal Arts and Humanities. The course provides a solid foundation in quantitative reasoning, symbolic reasoning, and problem solving techniques needed to be a productive contributing citizen in the 21st century. Prerequisite: Complete MATH 095, or MATH 098 with a "C-" or better, or suitable placement score. If enrolling based on placement score, then the student must co-req with MATH 103. Section with Low-cost Course Materials

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|--------------|-----------|----------|
| Instructor:  | Location: | Credits: |
| Borman, Greg | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**MATH 111 OW**

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. Enrolling based on Placement score, then the student must co-req with MATH 103.

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|----------------|----------------------|----------|
| Instructor:    | Location:            | Credits: |
| Wallick, Drake | Web                  | 4.00     |
| Schedule:      | 9/27/2021-12/10/2021 |          |

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**MREC 116 OW**

**MEDICAL OFFICE PROCEDURES**

Covers work routines of a medical office assistant, including scheduling appointments, maintaining patient account records, preparing a variety of health insurance forms, and other medically related document preparation. Requires transcription of medical documents and letters. Lab included. Medical Terminology recommended.

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|-----------------|----------------------|----------|
| Instructor:     | Location:            | Credits: |
| Saldivar, Kilee | Web                  | 3.00     |
| Schedule:       | 9/27/2021-12/10/2021 |          |

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**MREC 210 OW**

**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.

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| Instructor:     | Location:            | Credits: |
| Saldivar, Kilee | Web                  | 3.00     |
| Schedule:       | 9/27/2021-12/10/2021 |          |

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**MUS 101 OW**

**MUSIC FUNDAMENTALS**

Acquaints students with the elements of music fundamentals. Includes note reading, rhythm skills, and basic theory.

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| Instructor:       | Location:            | Credits: |
| Replogle, Rebecca | Web                  | 3.00     |
| Schedule:         | 9/27/2021-12/10/2021 |          |

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**MUS 206 OW**

**INTRO TO THE HISTORY OF ROCK MUSIC**

Studies the elements of music, rock music, and its attendant sub-genres, its historical creation, and listening to samples taken from select artists across the different periods and styles.

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| Instructor:       | Location:            | Credits: |
| Replogle, Rebecca | Web                  | 3.00     |
| Schedule:         | 9/27/2021-12/10/2021 |          |

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**OA 116 OW**

**OFFICE PROCEDURES**

Provides the foundation necessary for entry-level employment as an office assistant with exercises that simulate entry-level administrative work situations.

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| Instructor:    | Location:            | Credits: |
| Stephens, Nila | Web                  | 3.00     |
| Schedule:      | 9/27/2021-12/10/2021 |          |

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**OA 120 OW**

**BUSINESS EDITING**

This course focuses on the development of basic keyboarding skills while emphasizing the production of a wide range of typical business correspondence from unarranged and rough-draft sources. It introduces effective proof reading techniques emphasizing spelling, word division, capitalization, abbreviations, numbers, grammar, punctuation, and formatting of business documents using current office practices. Prerequisites: BT 101 with a grade of C or better, or minimum typing speed of 35 wpm

Instructor: Stephens, Nila Location: Web Credits: 3.00  
Schedule: 9/27/2021-12/10/2021

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**PSYC 101 OW**

PSYCHOLOGY OF HUMAN RELATIONS

Emphasizes the theory and practice of human relations in the work setting, including self-management skills, role as employee, and effective participation in work groups. Stresses self awareness, awareness of others, managing stress and emotions, building healthy relationships, interpersonal communications, intercultural sensitivity, conflict resolution, and professional behavior.

Instructor: Breidinger, Jessica Location: Web Credits: 3.00  
Schedule: 9/27/2021-12/10/2021

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**PSYC 201 OW**

GENERAL PSYCHOLOGY

Introduces psychology, discussing biological processes and principles and theories of human behavior. Surveys experimental design, including elementary statistics, tests and measurements. Examines biological, and developmental aspects, including consciousness, senses, and perceptual processes.

Instructor: Breidinger, Jessica Location: Web Credits: 3.00  
Schedule: 9/27/2021-12/10/2021

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**PSYC 237 OW**

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.

Instructor: Skousen, Debbie Location: Web Credits: 4.00  
Schedule: 9/27/2021-12/10/2021

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**RE 090 OA**

OR REAL ESTATE PRE-LICENSE COURSE

This accelerated course prepares entrepreneurs and small business owners to qualify for the Oregon Real Estate Broker's License Exam in just 10 weeks. TVCC is partnering with other Oregon Community Colleges to offer an online classroom. The class will offer a unique opportunity for remote students as it can be accessed on a personal computer from your home, or on-campus in our computer conference room. Students will use Zoom web conferencing to access the class. Class meets the 150-hour requirement of the Oregon Real Estate Agency (OREA) <http://www.oregon.gov/rea/Pages/index.aspx> Schedule Consists of 11 Online Sessions: 10 Thursday Evening Lectures 1 All-Day Saturday Wrap-Up This Oregon Real Estate Broker License Training course is approved by OREA. Students are expected to attend all the class sessions as well as an all day Saturday study session on December 11th.

Instructor: Instructor, Volunteer Location: Web Credits: 0.00  
Schedule: R 6:30PM-9:30PM 9/30/2021-12/9/2021

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**SOC 204 OW**

GENERAL SOCIOLOGY

Presents basic theories, concepts, and processes involved in scientific study of society, including culture, socialization, social structure, social interaction, and formal organizations.

Instructor: Breidinger, Jessica Location: Web Credits: 3.00

Schedule: 9/27/2021-12/10/2021

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**SOC 205 OW**

GENERAL SOCIOLOGY

Examines deviance. Studies social stratification, issues of social class, gender, racial and ethnic groups, the elderly, and collective behavior.

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| Instructor:         | Location: | Credits: |
| Breidinger, Jessica | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**SPAN 102 OW**

1ST YEAR SPANISH II

First Year Spanish is based on the Standards of Learning Spanish. Instruction Incorporates the major organizing principles for the Standards for Foreign Language Learning: Communication, Cultures, Connections, Comparisons and Communities. Grammar is taught within the context of real world interaction in the target language (Spanish), including reading, writing, speaking, and listening. Pre-requisite: SPAN 101, Two years of high school Spanish, or instructor approval.

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| Instructor:         | Location: | Credits: |
| Tomkinson, Kimberly | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**TA 100 OW**

INTRO TO THEATRE

This course introduces theatre as an art form, as entertainment and as cultural phenomenon. It is designed to enhance the student's enjoyment and understanding of the theatrical experience through a thorough examination of theatre productions from the Ancient Greeks to more contemporary theatrical works. Course Note: This course is not intended to teach you how to be a theatre artist. You will not learn how to act, be a playwright, design, or direct a production. This course will invite you to view the world through the lens of a theatre artist from the perspective of an audience member.

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| Instructor:      | Location: | Credits: |
| Blackwell, Drake | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**WR 095 OW**

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.

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| Instructor:  | Location: | Credits: |
| Gill, Dennis | Web       | 3.00     |

Schedule: 9/27/2021-12/10/2021

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**WR 115 OW**

INTRO TO COLLEGE WRITING

Develops the students' critical thinking skills and emphasizes basic competence in grammar, mechanics, sentence structure, with particular attention to unified writing, and coherent essays. Prerequisites: Pass WR 95 with a "C-" or better, or suitable placement score,

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| Instructor:  | Location: | Credits: |
| Wilson, Marc | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**WR 115 WW**

INTRO TO COLLEGE WRITING

Develops the students' critical thinking skills and emphasizes basic competence in grammar, mechanics, and sentence structure, with particular attention to unified writing, and coherent essays. Prerequisites: Pass WR 95 with a C- or better, or suitable placement score.

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| Instructor:      | Location: | Credits: |
| Coyne, Christina | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**WR 121 OW**

ENGLISH COMPOSITION

Teaches students to write focused, logically organized, and well-transitioned academic essays on a variety of topics, including literature. Emphasizes critical thinking, reading, and writing with close attention to development strategies, identification of purpose, and revision. Reviews grammar, punctuation, and style. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score.

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| Instructor:  | Location: | Credits: |
| Wilson, Marc | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**WR 121 WW**

ENGLISH COMPOSITION

Teaches students to write focused, logically organized, and well-transitioned academic essays on a variety of topics, including literature. Emphasizes critical thinking, reading, and writing with close attention to development strategies, identification of purpose, and revision. Reviews grammar, punctuation, and style. Prerequisites: Pass WR 115 with a "C-" or better, or suitable placement score.

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| Instructor:     | Location: | Credits: |
| Gluch, Michelle | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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**WR 122 OW**

ENGLISH COMPOSITION

Continues the goals of WR 121 and examines the logical means of developing ideas in argumentative essays. Emphasizes the identification, analysis, and evaluation of argumentative elements, audience, and style. Selecting, evaluating, and documenting sources will also be stressed. Prerequisites: Pass WR 121 with a "C-" or better.

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| Instructor:  | Location: | Credits: |
| Wilson, Marc | Web       | 4.00     |

Schedule: 9/27/2021-12/10/2021

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