

Get a Quality Education and Save Money

Earn your degree without having to leave your community and enjoy...

- Small Classes
- Great Instructors
- Staff Who Care
- Substantial Cost Savings

The cost of attending TBCC is about half of most 4-year colleges. The money you save your first 2 years might just pay for your tuition the final 2 years!

Our Associates Degrees:

For full-time students, you can earn a 2-year degree in 2 years:

- Associate of Arts, Oregon Transfer Degree (AAOT)
Best for students who intend to pursue a Bachelor of Arts degree at an Oregon University System school.
- Associate of Science, Oregon Transfer Degree – Business (ASOT-BUS)
Best for students who want a Bachelor of Science degree in Business at an Oregon University System school.
- Associate of Science, Transfer Degree (AS)
Best for students who plan to continue toward a 4-year degree in the sciences or who want greater flexibility or wider choice of electives.
- Associate of General Studies Degree (AGS)
Best for students who want a broad education, or the ability to customize their degree program to match specialized major requirements.
- Associate of Applied Science Degree (AAS)
Best for students who want a 2-year degree in a specific field (e.g. Accounting, Marketing, Nursing, etc.).
- One Year Certificate
Best for students who need additional training for a current position or to enhance a resume.
Certificates also are a stepping stone to achieving a 2-year AAS degree as stated above.

COMPUTER APPLICATIONS AND OFFICE SYSTEMS CERTIFICATE

Computer Applications / Office Systems: One-Year Certificate

The computer applications and office systems certificate is intended to meet business career needs for entry-level administrative assistants, secretaries, receptionists, file clerks, and data entry personnel. Workers in these positions may perform a wide variety of duties such as working with office technology to produce and file business documents, greeting the public, planning and scheduling, accounting, and creating web pages.

Degree Requirements

1. College entry-level competencies in English and in computational skills.
2. 52 total credit hours:
 - a. 4 credit hours of General Education
 - b. MTH 20 placement is required
 - c. WR 115 placement is required
3. TBCC will offer the coursework for this degree, but students wishing to complete this program in a 1-year period will need to take courses from PCC.

For More Information please contact Advising, (503)842-8222, Ext. 1169

Required Core

CAS123 Production Keyboarding	3
CAS133 Basic Computer/Microsoft	4
OR CAS Elective	
CAS170 Beg Excel: WIN	3
CAS216 Beg Word: WIN	3
CAS246 Integrated Computer Projects	4
OS 220 Business Editing Skills	4
OS131 10-Key Calculators	1
OS240 Filing & Records Management	4
OS245 Office Systems & Procedures	4
BA 111 Introduction to Accounting	3
BA 205 Solv Comp Problems w/ Tech	4
BA 285 Human Relations-Organizations	3
WR 121 English Composition I	4
MTH 30 Business Math	4
General Education	4

- Students are required to take CAS121 or be able to touch type
- All CAS/OS courses must be passed with a grade of 'C' grade or better

Computer Applications Electives

Choose 3 credit hours from following:

CAS103 Intro to Window	1
CAS104 Basic Internet Skills	1
CAS106 HTML	1
CAS109 Beginning PowerPoint	1
CAS111D / 111F Beg Web Site	3
CAS122 Keyboarding for Speed	3
CAS211D Inter. Dreamweaver	3
CIS178 Applied Internet Concepts	4
CAS171 Intermediate Excel	3
OS250 Creating Virtual Office	4
OS251 Virtual Office Concepts	4
CAS231 Publisher	3
CAS232 Desktop Publishing: InDesign	3
OS280F CE: Work Experience	1-2
OS280GCWE: Seminar	1

Tillamook Bay Community College (TBCC) delivers credit instruction, certificates, and degrees through its contract with Portland Community College (PCC). PCC is accredited through The Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates, and degrees earned at TBCC appear on PCC transcripts and are transferable to 4-year institutions subject to the specific policies of those institutions.