

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!

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.

Our Associate 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.

**Associate of Applied
Science in
ADMINISTRATIVE
ASSISTANT OFFICE
MANAGEMENT**

Administrative Assistant / Office Management: Associate of Applied Science

Coordinates various office support services and frequently supervises office support staff. Establishes short range and long range plans for the office.

Degree Requirements

1. College entry-level competencies in English and in computational skills.
2. 90 total credit hours:
 - a. 16 credit hours of General Education
 - b. MTH 65 is required
3. TBCC will offer the coursework for this degree, but students wishing to complete this program in a 2-year period will need to take courses from PCC.

Required Core

| | |
|--|---|
| CAS123 Production Keyboarding | 3 |
| CAS133 Basic Computer/Microsoft OR CAS Elective | 4 |
| CAS140 Beginning Access | 3 |
| CAS170 Beginning Excel: WIN | 3 |
| CAS216 Beginning Word: WIN | 3 |
| CAS246 Integrated Computer Projects | 4 |
| OS220 Business Editing Skills | 4 |
| OS131 10-Key Calculators | 1 |
| OS240 Filing & Records Management | 4 |
| OS245 Office Systems & Procedure | 4 |
| BA111 Intro to Accounting | 3 |
| BA205 Solve Computer Prob. w/ Tech | 4 |
| BA206 Management Fund | 3 |
| BA211 Accounting I | 3 |
| BA285 Human Relations-Organization | 3 |
| WR121 English Composition I | 4 |
| WR122 or Higher | 4 |
| Mth30 Business Math | 4 |

Choose One of the Following

| | |
|-----------------------------------|---|
| CAS171 Intermediate Excel | 3 |
| BA210 Adv. Accounting Spreadsheet | 3 |

Business Related Requirements

Choose 12 credit hours from following:

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|------------------------|---|
| CAS103 Intro to Window | 1 |
|------------------------|---|

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| CAS104 Basic Internet Skills | 1 |
| CAS106 HTML | 1 |
| CAS109 Beginning PowerPoint | 1 |
| CAS111D/111F Beg. Web Site | 3 |
| CAS111E Beg. Web Site Creation | 3 |
| CAS122 Keyboarding Speed & Accuracy | 3 |
| CAS171 Intermediate Excel | 3 |
| CAS231 Publisher | 3 |
| CAS232 Desktop Publishing: InDesign | 3 |
| CAS211D Inter. Dreamweaver | 3 |
| CIS Applied Internet Concepts | 4 |
| OS250 Creating Virtual Office | 4 |
| OS251 Virtual Office Concepts | 4 |

Business Administration Electives

Choose 6 credits of the following:

| | |
|-----------------------------------|---|
| BA101 Intro to Business | 4 |
| BA177 Payroll Accounting | 3 |
| BA203 Intro to International Bus. | 3 |
| BA207 Intro to E-Commerce | 4 |
| BA212 Accounting II | 3 |
| BA223 Principles of Marketing | 3 |
| BA224 Human Resource Manage. | 3 |
| BA226 Business Law I | 4 |
| BA228 Computer Accounting App. | 3 |
| BA238 Sales | 3 |
| BA239 Advertising | 3 |
| BA242 Intro. To Investments | 3 |

